

TERM	OWNER	DEFINITION	POLICY
Absconder	Division of Parole and Community Services (DPCS)	An individual under the supervision of the ODRC who fails to remain under the limits of supervision or confinement or who fails to return to a facility as directed.	100-APA-32 102-FUG-02 108-ABC-01
Absent with Leave	Bureau of Records Management (BORM)	Leave approved by ODRC for an incarcerated person to be held in another agency's custody.	52-RCP-04
Abuse (Drugs)	Bureau of Personnel	Any use of an illegal drug; intentional misuse of any over-the-counter drug in cases where such misuse impairs job performance; use of any prescription drug in a manner inconsistent with its prescription, or under circumstances where use is not permitted; the use of recommended medical marijuana in a manner inconsistent with a medical purpose, or under circumstances where use is not permitted; the use of any restricted substance under circumstances where use is not permitted.	31-SEM-03
Abuser (PREA)	Bureau of Operational Compliance (BOC)	A high risk incarcerated person who has been found guilty of committing one or more instances of sexual abuse in an institutional setting.	79-ISA-01 79-ISA-02 79-ISA-04
Academic Term	Ohio Central School System (OCSS)	A division of a school year, such as a semester or quarter, during which a course of study is offered. Generally, colleges that utilize semesters offer three (3) Academic Terms per year and those utilizing quarters offer four (4) Academic Terms.	57-EDU-10
Access	Bureau of Records Management (BORM)	The ability or right to view contents of the Master File based on the job assignment.	07-ORD-03
Access Point	Bureau of Information and Technology Services (BITS)	In this context, any point at which an entity outside the boundary connects to the network that contains secured assets.	05-OIT-03

Accommodation	Ohio Central School System (OCSS)	The process of adapting methodology and/or delivery of instruction. A student's individual education program (IEP) will have any necessary accommodations for the student.	57-EDU-03 57-EDU-11
Accountability Report	Office of Prisons (OOP)	Financial data that summarizes the cost of merchandise purchased, cost of merchandise sold and the cost of merchandise remaining on inventory from an activity.	73-GRP-01
Accredited College or University	Bureau of Personnel	Any of the more than 800 Community Colleges granting an associate degree, or the more than 1,400 Colleges and Universities granting bachelors, master's and/or doctoral degrees which have been regionally accredited by one of the six regional accrediting agencies.	38-CED-01
Achievement and Employability Certificate	Ohio Central School System (OCSS)	A certificate issued by the Ohio Department of Rehabilitation and Correction for those persons who have demonstrated exemplary behavior and rehabilitation while incarcerated or under the supervision of parole or post release control and are seeking relief from disability that acts as an automatic bar to employment or licensure.	02-REN-05
ACMI (AP) & (CL) Sealed Product	Bureau of Operational Compliance (BOC)	Identifies art materials that are safe and that are certified in a toxicological evaluation by a medical expert to contain no materials in sufficient quantities to be toxic or injurious to humans, including children, or to cause acute or chronic health problems.	10-SAF-12
Active	Office of Prisons (OOP)	Engaging or ready to engage physically.	11-COP-01

Active Aggressor	Special Operations	An individual(s) who is actively engaging in killing or attempting to kill people in a confined or populated area or attempting to cause harm to as many people as possible. In most cases, active aggressors use firearms and there is no pattern or method to their selection of victims. The intent of most active aggressors is to kill individuals as quickly as possible.	11-COP-01 310-SEC-55
Active File	Bureau of Records Management (BORM)	Master records for incarcerated persons, Absent with Leave, Escape, Parole, Transitional Control, Furlough, Risk Reduction, Treatment Transfer, Suspended Sentence, Judicial Release, Appeal Bond, Community Control, Post Release Control, or 80% Court Release.	07-ORD-12 07-ORD-13
Active Global Positioning System (GPS) Tracking Device	Bureau of Community Sanctions (BCS)	A tracking device that instantly tracks the exact location of a supervisee in real time.	108-ABC-04
Active Pay Status	Bureau of Personnel	<p>Conditions under which an employee is eligible to receive pay, and includes, but is not limited to, vacation leave, sick leave, bereavement leave, military leave, compensatory time, holidays, and personal leave.</p> <p>35-PAY-03 - For purposes of determining overtime or compensatory time for an employee who is eligible for overtime compensation, active pay status does not include sick leave or leave used in lieu of sick leave.</p> <p>38-CED-01 - For purposes of this policy, active pay status does not include full-time disability leave, workers' compensation leave, administrative leave, or other leave of absence except approved education leave or if working to supplement a leave at the time the Application for Reimbursement is submitted.</p>	35-PAY-03 38-CED-01

Active Work Status	Bureau of Personnel	The conditions under which an employee is actually in a work status and is eligible to receive pay. It does not include use of vacation, sick leave, bereavement leave, compensatory time, personal leave, military leave, disability leave, holidays, cost savings days or any other off work leave. For purposes of disability separations only, this also does not include hours worked during a transitional work program authorized by ORC 123:1-33-07 (B) or in a temporary part-time position authorized by OAC 123:1-33-07 (A).	31-SEM-03 35-PAY-02 36-LEV-06
Activities of Daily Living (ADLs)	Office of Correctional Health Care (OCHC)	A term used in healthcare to refer to daily self-care activities within an individual's place of residence, in outdoor environments, or both including, but not limited to, feeding, bathing, dressing, and grooming. Healthcare professionals routinely refer to the ability or inability to perform ADLs as a measurement of the functional status of a person.	66-ILL-01
Actual Fire Evacuation	Division of Parole and Community Services (DPCS)	Removal of occupants to a safe area of refuge through an accessible means of egress outside or to an enclosure that meets all of the following: (1) An area that is separated from other interior spaces by fire rated construction and opening protection, (2) an HVAC system that is engineered to partition and stop the spread of smoke in the event of fire, (3) enclosure provides for the unobstructed path of egress, and (4) the occupant load is not exceeded in the area of refuge.	10-SAF-18

Actual Fire Evacuation Drill	Bureau of Operational Compliance (BOC)	An exercise conducted to provide staff with training on the removal of occupants or a specified number of occupants to a safe area of refuge through an accessible means of egress outside or to an enclosure that meets all the following: (1) An area that is separated from other interior spaces by fire rated construction and opening protection,(2) An enclosure that is equipped with an HVAC system that is engineered to partition and stop the spread of smoke in the event of fire, (3) Enclosure provides for the unobstructed path of egress, and (4) The occupant load is not exceeded in the area of refuge.	10-SAF-05
Ad Hoc Performance Evaluation	Bureau of Personnel	Type of evaluation to be used when extending the probationary period, at the end of a Performance Improvement Plan or at the completion of a trial period.	33-ERD-02
Adaptive Behavior	Behavioral Health Operations (BHO)	The collection of conceptual, social, and practical skills that are learned and performed by individuals in their everyday lives. <u>Conceptual</u> - language and literacy, money, time, number concepts, and self-direction; <u>Social</u> - interpersonal skills, social responsibility, self-esteem, gullibility- likelihood of being tricked or manipulated, naiveté, social problem-solving and the ability to follow rules/ obey laws and avoid being victimized; <u>Practical</u> - activities of daily living, personal care, occupational skills, healthcare, travel/transportation, schedules/routines, safety, use of money, use of the telephone.	67-MNH-22
"Add Period" of a Term	Ohio Central School System (OCSS)	The first five (5) calendar days of a term of enrollment within an advanced job training program shall serve as the Add Period of the term. During this period, students may be added to the advanced job-training program.	57-EDU-04

Additional Term Hearing	Parole Board	A hearing at which the ODRC may rebut the presumptive release at the expiration of a minimum term and maintain incarceration of an incarcerated person for an additional period of incarceration up to the maximum term.	105-PBD-15
Administering Agency	Construction, Activation, Maintenance, and Sustainability (CAMS)	Any department, agency and establishment in the executive branch of government, including and wholly owned Government Corporation, which administers a program involving Federal and State assisted construction contracts.	32-EEO-04
Administrative Account	Bureau of Information and Technology Services (BITS)	A privileged, higher level information technology system account that permits the account holder to grant system access, levels, rights, permissions and passwords to computer end users.	05-OIT-17
Administrative Investigation	Labor Relations Office (LRO)	Detailed inquiry and systematic examination of an allegation of Employee Misconduct.	09-INV-03 09-INV-04 09-INV-05 09-INV-07
Administrative Review	Division of Parole and Community Services (DPCS)	A preliminary review of an individual's supervision history due to a homicide or sexual assault allegations during the supervision of the offender or at Director or deputy director of DPCS discretion. The review will include information on violation behaviors and corresponding sanctions imposed, violator at-large status, contact standards compliance, and any other relevant information. The review will also include recommendations and actions to be taken.	100-APA-04
Administrative Staff	Office of Prisons (OOP)	An exempt employee who is determined by the managing officer to be administrative staff.	50-PAM-02
Administrator Privileges	Bureau of Information and Technology Services (BITS)	Ability to modify computer system settings including access permissions associated with computer resources and data.	05-OIT-15

Adult Diploma Program	Ohio Central School System (OCSS)	Enables participating OCSS career technical education (CTE) programs to provide a pathway for eligible students to earn a High School Diploma issued by the Ohio Department of Education (ODE).	57-EDU-12
Adult Parole Authority (APA)	Division of Parole and Community Services (DPCS)	Section of the Division of Parole and Community Services (DPCS) which includes the Parole Board and Field Services.	102-FUG-03
Adult Parole Authority (APA) Chief	Division of Parole and Community Services (DPCS)	Per ORC §5149.02, the chief is the individual responsible for directing and controlling the operation of the APA. The chief may also be referred to as the Division of Parole and Community Services (DPCS) deputy director.	102-FUG-03
Adult Program	Ohio Central School System (OCSS)	Career technical education (CTE) program in which participant age and possession of a HSE or High School diploma are not qualifiers for entry.	57-EDU-12
Adulterated	Bureau of Operational Compliance (BOC)	Any drug removed from its original manufacturer's packaging, not stored in accordance with manufacturer's guidelines, and/or beyond its expiration date.	10-SAF-20
Adulteration	Division of Parole and Community Services (DPCS)	Mixing in a foreign substance or by ingesting substances that shall mask drugs of abuse in urine.	103-SPS-07
Advance Directives	Office of Correctional Health Care (OCHC)	Documents that explain what an individual wants done when they are unable to communicate due to illness or injury. Examples are the Living Will and the Durable Powers of Attorney for Health Care.	69-OCH-03
Advanced CIT Training	Corrections Training Academy (CTA)	Training that builds upon or provides new information beyond the Crisis Intervention Team (CIT) Comprehensive Course.	71-SOC-11

Advanced Job Training (AJT)	Ohio Central School System (OCSS)	On-site college programming that is financed in whole or part through the ODRC to the colleges and universities providing instruction.	57-EDU-04 57-EDU-10
Advanced Job Training (AJT) Coordinator	Ohio Central School System (OCSS)	A representative of a college or university that has entered into a legal agreement with the ODRC to provide AJT to eligible students. The AJT coordinator is responsible for the administration and teaching of AJT to eligible students. The school administrator shall be assigned as the functional supervisor of the AJT coordinator within the institution.	57-EDU-04
Advanced Level Provider (ALP)	Office of Correctional Health Care (OCHC)	A healthcare professional who is approved to practice as a physician or psychiatrist; or an advanced practice nurse under Ohio Revised Code (ORC) section 4723.43; or a physician's assistant under ORC section 4730; or a psychologist under ORC section 4732.	52-RCP-01 52-RCP-06 63-UOF-04 67-MNH-07 67-MNH-29 68-MED-01 68-MED-09 68-MED-10 68-MED-13 68-MED-18 68-MED-19 68-MED-21 68-MED-23 68-MED-24 69-OCH-05 69-OCH-07 310-SEC-06
Advanced Selection Process	Bureau of Personnel	Exempt pay range 12 and above selection process.	34-PRO-04
Advisory Committee	Ohio Central School System (OCSS)	A group of industry professionals, potential employers, ODRC staff, and an incarcerated person program graduate/student that serve to provide input into the needs of the program to provide industry-current training to program participants.	57-EDU-12

Advocate for Retention	Behavioral Health Operations (BHO)	A mental health staff person employed by the psychiatric hospital where the incarcerated person currently resides who presents the position of the hospital for retention at the hospital at the due process hearing.	67-MNH-19
Advocate for Transfer	Behavioral Health Operations (BHO)	A mental health staff person employed by the ODRC who presents the position of the institution for transfer to the hospital at the due process hearing.	67-MNH-19
Affected Employee	Bureau of Operational Compliance (BOC)	A person whose job requires them to operate or use a machine or equipment while service or maintenance is being performed under lockout or tag-out conditions, or whose job requires them to work in an area when such service or maintenance is being performed.	10-SAF-11 10-SAF-17
Affirmative Action	Construction, Activation, Maintenance, and Sustainability (CAMS)	The efforts exerted towards achieving equal opportunity through continuous result-oriented measures to correct past and present discriminatory practices and their efforts on the conditions and privileges of employment. These measures include but are not limited to recruitment, hiring, promotion, upgrading, demotion, transfer, termination, compensation, and training.	32-EEO-04
After Action Report	Office of Prisons (OOP)	A written or verbal report completed when significant incidents or an act of violence occurs in a unit or involving IPs for which the unit staff have responsibility. The report should examine the circumstances leading up to the incident as well as devise strategies to prevent further events of the same nature.	74-UMA-01
After Care Plan	Bureau of Community Sanctions (BCS)	A plan that links an offender to services in the community based on the progress they made during Transitional Control (TRC) supervision at a halfway house.	108-ABC-01

Agency Information Security Officer (AISO)	Bureau of Information and Technology Services (BITS)	A part-time resource from the Department of Administrative Services (DAS) Office of Information Technology (OIT) Office of Information Security and Privacy (OISP) assigned to ODRC BITS to develop and manage an information security program, including, but not limited to, risk management, information security governance, and security incident management.	05-OIT-03 05-OIT-11 05-OIT-12 05-OIT-14 05-OIT-15 05-OIT-18 05-OIT-20 05-OIT-23 05-OIT-26 05-OIT-27 05-OIT-28 05-OIT-29
Agency PREA Coordinator	Bureau of Operational Compliance (BOC)	The staff member designated by the director to oversee the agency efforts to comply with PREA standards in all facilities. The Agency PREA Coordinator shall be the Operation Support Center liaison for the Institution Operational Compliance Managers (OCMs).	79-ISA-01 79-ISA-02
Agency Publication	Office of Communications	Any document that is created and intended to be distributed internally or to members of the general public and provides information regarding ODRC policy, programs, initiatives, etc. This definition is not to include statistical reports generated by the ODRC Bureau of Research and Evaluation, but does include other information and reports that are requested to be posted on the ODRC internet.	01-COM-12

Aggravated Physical Violence	Human Resources	Any physical act committed with the intent to cause serious physical harm or death to another. This includes inappropriate use of firearms, weapons, or any other dangerous devices on state property. While some employees of ODRC may be authorized by the managing officer/designee as a condition of their work assignment and while performing their official job duties to possess firearms, weapons or other dangerous devices and are permitted to carry them as authorized by law, employees are to use them only in accordance with ODRC operating procedures and post orders and all applicable state and federal laws.	31-SEM-08
Agreements (Formal and Informal)	Division of Parole and Community Services (DPCS)	Formal - A written agreement between the APA and any statewide or federal government entity recommended by the regional administrator and approved by the field services superintendent and the APA chief/designee. Informal - The sharing of appropriate information with law enforcement agencies and other person(s) or government entities, pursuant to ODRC Policy 07-ORD-02, Public Records, including any law enforcement activities not directly related to assigned investigations or offenders, and approved by the regional administrator or designee.	102-FUG-03
Aggregate	Labor Relations Office (LRO)	The sum of hours worked and hours offered and refused.	35-PAY-01
AI Bias	Bureau of Information and Technology Services (BITS)	The occurrence of biased results due to human biases that skew the original training data or AI algorithm which may lead to distorted outputs and potentially harmful outcomes.	05-OIT-32

AI Oversight Committee	Bureau of Information and Technology Services (BITS)	A committee of identified ODRC employees who will review and approve AI use cases, monitor AI implementations, and ensure compliance with the policy.	05-OIT-32
AI Principles	Bureau of Information and Technology Services (BITS)	As defined by Gartner, the core AI Principles include: (1) Fair (minimize bias); (2) Accountable (purposeful and ethical - human feedback loop); (3) Secure and Safe (data privacy, security framework, risk management); (4) Explainable and Transparent (build trust); (5) Human - Centric and Socially Beneficial (service to the public).	05-OIT-32
Air Card	Bureau of Information and Technology Services (BITS)	An electronic device that can be plugged into a computer, usually a mobile network to access the internet wirelessly.	05-OIT-12
AKA	Bureau of Records Management (BORM)	Abbreviated term meaning “also known as” when an incarcerated person is referred to by another name.	07-ORD-04
ALARA	Bureau of Operational Compliance (BOC)	The guiding principle of radiation safety “as low as reasonably achievable” that includes three (3) basic protective measures in radiation safety: time, distance, and shielding.	10-SAF-21
Alcohol Breath Analysis Instrument	Division of Parole and Community Services (DPCS)	A device used to determine the alcohol concentration in a breath sample. The instrument must be listed on the U.S. Department of Transportation’s conforming products for evidential breath measurement device and must be approved internally by the APA chief/designee. An example of an approved device is the Intoximeter, ALCO-SENSOR IV.	103-SPS-07
Allocations	Division of Business Administration	The ODRC’s detailed, internal plan for spending at the program level.	23-BUD-06

Allowable Capital Expenditures	Bureau of Community Sanctions (BCS)	The Office of Budget Management (OBM) issues guidance on allowable capital expenditures. The OBM website will have the most current guidance for allowable capital expenditures.	106-BCS-02
Altar Cloth	Religious Services	Used in rituals to cover the surface of the table or other surface in use.	72-REG-09 72-REG-10
Alternate Work Location	Bureau of Personnel	A worksite approved by the agency which may include an approved teleworker's home, a public work center, or a customer site.	35-PAY-09
Alternative Meal Service (Food Loaf)	Food Service	A product made from the combination of food items used in the preparation of mainline meals, using standardized portion sizes and nutritionally balanced recipes. The approved recipe for the alternative meal service is detailed in Appendix A and Appendix B	60-FSM-05
Alternative/Non-Traditional Work Schedule	Labor Relations Office (LRO)	An authorized work schedule that may consist of any of the following: a compressed work week, non-traditional starting and ending times before and/or after any established core hours, flextime where appropriate and good day or shift exchanges for uniformed staff. <u>Alternative/non-traditional work schedules do not include job sharing</u>	35-PAY-08
Ambient Dose Equivalent Area (ADAP)	Bureau of Operational Compliance (BOC)	Reference dose equivalent as determined using the American National Standards Institute publication "ANSI/HPS N43.17-2009 Radiation Safety for Personnel Security Screening Systems Using X-Ray or Gamma Radiation."	10-SAF-21
Ambulatory (DPCS)	Division of Parole and Community Services (DPCS)	Any supervisee who can walk and is not permanently confined to a wheelchair.	100-APA-28
Ambulatory (OCHC)	Office of Correctional Health Care (OCHC)	Capable of independent movement - not bedridden	66-ILL-01
American College Test	Ohio Central School System (OCSS)	A national college admissions examination that consists of subject area tests in English, Math, Reading, and Science.	57-EDU-03

Americans with Disabilities Act (ADA)	Legal Services	The Americans with Disabilities Act (ADA) is a federal and civil rights law that prohibits discrimination against people with disabilities in everyday activities. The ADA guarantees that people with disabilities have the same opportunities as everyone else in the areas of employment, public accommodations, transportation, telecommunication, and participation in state and local government programs.	32-EEO-03 64-DCM-02
Ammunition Storage Coordinator	Corrections Training Academy (CTA)	The designation given to an APA employee who may access and issue ammunition for use by APA staff. Responsibilities include maintaining ammunition inventory records and working in conjunction with institutions where ammunition is stored.	39-TRN-15
Animal Handler	Office of Prisons (OOP)	An incarcerated person who has been screened, trained, and assigned to serve as the primary or secondary caretaker of an animal for the duration of its stay at the facility.	71-SOC-12
Animal Program Coordinator	Office of Prisons (OOP)	An ODRC employee or contractor designated by the managing officer/designee to manage all aspects of the animal program at the facility level.	71-SOC-12
Annual Data Items	Bureau of Adult Detention (BAD)	A survey sent to all Ohio Jails by BAD staff through the Ohio Jail Management System (OHJMS) to capture jail data information for specified time periods and to capture critical incidents from the previous calendar year. The survey also asks for other jail related information regarding operations, structural changes, staffing information, etc. This is also known as the "Jail Data Items."	107-BAD-06
Annual Jail Inspection	Bureau of Adult Detention (BAD)	A yearly review of a jurisdiction's compliance with a select group of standards.	107-BAD-01 107-BAD-02
Annual Review Cycle Data	Bureau of Personnel	The date which performance evaluations must be complete from the first to the last step of the evaluation process.	33-ERD-02

Annual Training Needs Assessment	Corrections Training Academy (CTA)	An electronic survey administered by CTA, which will target an identified population of ODRC employees to determine desired training topics to be considered by the statewide TAC for inclusion into the requirement letter.	39-TRN-02 39-TRN-05
Annual Training Plan	Corrections Training Academy (CTA)	Form utilized to identify the schedule of trainings offered by a site each fiscal/training year. The form is submitted to CTA for approval and includes mandated, site-specific, position-specific, and recertification trainings.	39-TRN-02
Annual Training Plan Addendum	Corrections Training Academy (CTA)	Utilized to identify modifications to the DRC Annual Training Plan; submitted via the DRC1010 form	39-TRN-02
Annually		12 months	39-TRN-02 53-CLS-01 53-CLS-04 53-CLS-10 104-TAW-01 310-SEC-28 310-SEC-49
Antisemitism	Human Resources	A certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.	32-EEO-01
Anti-Virus Software	Bureau of Information and Technology Services (BITS)	Computer software code or programs that prevent, detect, contain, and remove malicious software codes or programs from a system asset. Anti-virus software is also called anti-malware.	05-OIT-18

Anything of Value	Legal	Includes any money, goods, checks, real estate interests, the promise of future employment, and every other thing of value as defined in R.C. 1.03 and advisory opinions issued by the Ohio Ethics Commission.	31-SEM-01
APA 40-Hour Basic Firearms School	Division of Parole and Community Services (DPCS)	The centralized, introductory firearms training as provided by the Corrections Training Academy (CTA) based upon agency needs, the Ohio Department of Rehabilitation and Correction (ODRC) standards, and the standards of the Ohio Peace Officer Training Commission (OPOTC).	104-TAW-01
APA Firearms Instructor	Corrections Training Academy (CTA)	Any ODRC employee who has current certification through the Ohio Peace Officer Training Commission (OPOTC) as a firearms instructor.	39-TRN-15
Appeal	Bureau of Adult Detention (BAD)	The process by which a jail formally contests the official determination of non-certification during the certification process or the inspection findings during the annual inspection process.	107-BAD-01 107-BAD-05
Applicant (Visiting)	Office of Prisons (OOP)	A status for a potential visitor depicting that the application has been sent to a potential visitor and is pending receipt and/or processing.	76-VIS-01
Applicant Pool	Bureau of Personnel	The eligible applicants in the case merit file who will be given consideration for selection to the position based upon the screening results from the Subject Matter Expert (SME) as reflected on the Subject Matter Expert Screening form or on the Subject Matter Expert Applicant Summary and Review documents.	34-PRO-04

Applicant Testing	Bureau of Personnel	The process of conducting restricted substance tests on final applicants who have tentatively met all relevant employment criteria but have not been officially offered employment with the ODRC.	31-SEM-03
Application	Bureau of Information and Technology Services (BITS)	A self-contained program or software designed to perform a specific purpose that is downloaded by the device user to a cellular telephone, smartphone or another electronic device. These programs or software are commonly referred to as apps.	05-OIT-12
Appointing Authority/Designee	Legal Services	Director, Assistant Director, Warden or Deputy Director of Parole and Community Services.	35-PAY-09
Apprentice	Ohio Central School System (OCSS)	An incarcerated person who has been selected and placed under an apprenticeship agreement with the Local Apprenticeship Advisory Committee and in accordance with ApprenticeOhio for training in one of the skilled crafts covered by the Multi-Craft Apprenticeship Committee agreement.	57-EDU-07
Apprentice Instructor Trainer	Corrections Training Academy (CTA)	A provisional designation for those persons newly recognized as capable of instructing instructor-based programs for ODRC.	39-TRN-06
Apprenticeship Agreement	Ohio Central School System (OCSS)	A written agreement between the Local Apprenticeship Advisory Committee, ApprenticeOhio, and the incarcerated individuals indentured as an apprentice.	57-EDU-07
Apprenticeship Coordinator	Ohio Central School System (OCSS)	Under the direction of the appropriate deputy warden, the school administrator shall serve as the apprenticeship coordinator. The appropriate deputy warden in conjunction with the school administrator shall be responsible for the oversight and coordination of the program at the facility.	57-EDU-07

Apprenticeship Supervisor	Ohio Central School System (OCSS)	The staff person or contract employee who is knowledgeable in the craft shall supervise the duties performed by the apprentices in the work process schedule for that trade. The ODRC employed apprentice supervisors shall be approved by the local apprenticeship advisory committee, while contract apprenticeship supervisors will be approved by the Ohio Central School System (OCSS) superintendent. The OCSS superintendent shall send a memo to the appropriate institutions designating which contractor or contract employee organization has approval.	57-EDU-07
Appropriate Deputy Warden	Ohio Central School System (OCSS)	Deputy warden who supervises the most apprenticeship supervisors.	57-EDU-07
Appropriations	Division of Business Administration (DBA)	The final legal basis of state spending authority, as set by the Ohio General Assembly or Controlling Board.	23-BUD-06
Approved Child Care Provider	Office of Prisons (OOP)	A person approved by the appropriate Public Children Services Agency (PCSA) representative to take custody of the infant once medical staff have discharged the baby from the hospital.	71-SOC-02
Approved Personal Smartphone User	Bureau of Information Technology Services	An eligible ODRC employee or eligible ODRC contractor approved by the ODRC Office of Administration, because of his/her individual job duties, to use a personal smartphone to connect to state computer systems, including e-mail, to upload or download data to conduct state business.	05-OIT-16
Approved Residence	Division of Parole and Community Services (DPCS)	The place in which a supervisee is permitted to reside while on home pass, electronic monitoring, or upon release to Adult Parole Authority (APA) supervision in accordance with ODRC Policy 101-PLA-01, Placement Process.	100-APA-05 100-APA-32 108-ABC-01 108-ABC-04

Approved Source	Office of Prisons (OOP)	Commissaries and/or vendors, identified by the Director/designee, from whom an incarcerated person may receive personal property.	61-PRP-01
Approved Visitor	Office of Prisons (OOP)	A person, family, or friend, who has submitted an acceptable Visiting Application (DRC2096). The incarcerated person's visiting list shall provide for up to fifteen (15) visitors, not including any listed attorney of record and/or clergy of record. The managing officer may authorize additional visitors.	71-SOC-02 76-VIS-01
Armory Inventory Database	Division of Business Administration (DBA)	An automated web application located on ODRC Intranet that is utilized by authorized employees to accurately maintain the inventory of firearms, ammunition, chemicals, restraints and other armory safety and security equipment and supplies as required by the ODRC Office of Prisons. The database is utilized to reconcile and update the firearms inventory data maintained in the Ohio Administrative Knowledge System (OAKS) Asset Management (AM) System.	22-BUS-08
Artificial Intelligence (AI)	Bureau of Information and Technology Services (BITS)	Interdisciplinary field, usually regarded as a branch of computer science, dealing with Models and systems for the performance of functions generally associated with human intelligence, such as reasoning and learning.	05-OIT-32
Asatru	Religious Services	A Scandinavian religious practice (sometimes called Odinism) of worshipping Norse (Scandinavian) gods, chiefly Odin.	72-REG-10

Asset Processor	Division of Business Administration (DBA)	A state employee who is assigned the responsibility for maintaining a perpetual inventory of state owned property on the OAKS Asset Management module or on the agency's in-house asset management system of a state agency or a portion of an agency, such as a reporting division, institution, regional office, etc.	22-BUS-08
Assignment	Bureau of Labor Relations	A correction officer task assigned by a supervisor.	51-STF-05

<p>Attack Vectors</p>	<p>Bureau of Information and Technology Services (BITS)</p>	<p>A path or means by which a hacker can gain access to a computer or network server in order to deliver a malicious payload, such as a virus, a Trojan horse, a worm or spyware. Attack vectors enable hackers to exploit system vulnerabilities, including the human element. Common attack vectors include, but are not limited to:</p> <p>External/removal media - An attack executed via removal media, such as an infected USB flash drive; Attrition - An attack that employs brute force methods to compromise, degrade or destroy system assets or services, such as a DoS or a brute force attack against passwords, digital signatures or other authentication mechanisms; Web - An attack executed from a Web site or Web-based application, such as a cross-site scripting attack used to steal user credentials or a redirect to a site that exploits a browser vulnerability and installs malware; E-mail - An attack executed via an e-mail message or e-mail attachment, such as exploit code disguised as an attached document or a link to a malicious Web site in the body of an e-mail message; Impersonation - An attack involving the replacement of something benign with something malicious, such as spoofing, man in the middle attacks, rogue wireless, access points and SQL Injections; Improper Usage - Any incident resulting from violation of an organization's acceptable usage policies by an authorized user, such as an authorized user performing in illegal activities on an information system or an authorized user installing file sharing software on an organization's network, leading to the loss of sensitive data; Loss or Theft - The loss or theft of a computing device or media used by the state agency, such as a laptop, smartphone, tablet, etc. This also includes loss or theft of hard copy documents that contain sensitive data or PII.</p>	<p>05-OIT-14</p>
<p>Attorney-in-Fact</p>	<p>Legal Services</p>	<p>The person designated by an individual to make decisions for them in a Power of Attorney. This person is generally not a licensed attorney.</p>	<p>69-OCH-03</p>

Attorney of Record	Office of Prisons (OOP)	An attorney identified by the incarcerated person as their current attorney or as someone having been retained by the family or appointed by the court for representation with verification by letter. All attorneys must present picture identification as well as their bar card each time they visit. Law students, legal interns, investigators, or paralegals may be permitted in accordance with Ohio Administrative Code 5120-9-20, Visits by Attorneys, and Inmate Access to Legal Services.	76-VIS-01
Audit	Bureau of Operational Compliance (BOC)	A formal observation and evaluation of facility programs, operations, physical conditions, and practices to determine a level of compliance with recognized and accepted standards, policies, and mandates.	08-MAU-01
Authority Having Jurisdiction (AHJ)	Bureau of Operational Compliance (BOC)	The regulating authority for fire related code enforcement, i.e., local Fire Chief, State Fire Marshal, certified Fire Safety Inspector.	10-SAF-05 10-SAF-18
Authorization (DPCS)	Division of Parole and Community Services (DPCS)	The written approval by the APA chief for an employee to carry a firearm.	104-TAW-04
Authorized Employee	Bureau of Operational Compliance (BOC)	A person who locks out or tags out machines or equipment in order to perform services or maintenance on that machine or equipment. They are the only staff that will lockout machines or equipment and would typically include: maintenance repair workers, plumbers, steam fitters, air quality techs, treatment and powerplant personnel.	10-SAF-11 10-SAF-17

Authorized Handgun	Legal Services	A concealed handgun that is permitted to be carried by the employee who: is currently licensed to conceal carry by Ohio or another state; OR is a law enforcement officer or agent of Ohio or another state or the United States, who is authorized to carry concealed weapons in the scope of the officer's or agent's duties. Authorized Handgun also includes a concealed handgun that is not a restricted firearm when carried by a qualifying adult, as defined and authorized under Ohio Revised Code 2923.111.	31-SEM-11
Authorized Restraint Equipment	Office of Prisons (OOP)	Standard authorized restraints may be leather or polypropylene padded leather wristlets, anklets, and torso strap, as required, which can be secured to a bed with leather straps. The chief psychiatrist/designee of Behavioral Health Operations must specifically authorize additional or alternative restraints prior to use, including protective helmets, mitts, and/or ambulatory waist-to-wrist restraints. Medical Operations, Behavioral Health Operations, and the Office of Prisons must approve all such restraint devices for use and no other device may be used as a physically immobilizing restraint.	63-UOF-04
Authorized Technical User	Bureau of Information and Technology Services (BITS)	An ODRC employee, contractor, intern, volunteer or other agent of the state who is authorized at a technical level to administer and support/maintain state computing information technology systems and telecommunications technology systems for business purposes on behalf of the State of Ohio.	05-OIT-12 05-OIT-14 05-OIT-18

Authorized User	Bureau of Information and Technology Services (BITS)	An ODRC employee, contractor, intern, volunteer, or other agent of the state who is authorized at an end user level, to have access to and use state computing information technology systems and telecommunications technology systems for business purposes on behalf of the State of Ohio.	05-OIT-01 05-OIT-03 05-OIT-10 05-OIT-12 05-OIT-14 05-OIT-15 05-OIT-17 05-OIT-18 05-OIT-19 05-OIT-20 05-OIT-21 05-OIT-23 05-OIT-24 05-OIT-25 05-OIT-28 05-OIT-29
Auto Referral Offenses	Legal	Tier 1 and Tier 2 designated offenses that are automatically referred to the Parole Board for a possible Additional Term Hearing upon a finding of guilt by the Rules Infraction Board (RIB).	105-PBD-15
Automatic Activation	DPCS/OOP	A BWC setting where the camera begins recording without the wearer having to activate the camera (e.g., removing firearm from holster, removing OC from holster, Bluetooth signal).	10-SAF-22
Automatic Fire Alarm System	Bureau of Operational Compliance (BOC)	A fire alarm system containing automatic detecting device(s) that activates a fire signal. The system should also contain manual alarm activation device(s).	10-SAF-05
Available	Division of Parole and Community Services (DPCS)	A supervisee status as determined under ODRC Policy 100-APA-14, Sanctions for Violations of Conditions of Supervision.	105-PBD-09
Availability	Bureau of Information and Technology Services (BITS)	For the purposes of this policy, ensuring timely and reliable access to and use of data/information.	05-OIT-14 05-OIT-18 05-OIT-23

Average Daily Attendance	Ohio Central School System (OCSS)	The actual number of students who attend a class on any given day. This count is usually less than the number of students on the roster but will not exceed the number of students on the roster.	57-EDU-02
Bachelor's Degree	Office of Prisons (OOP)	A degree awarded by an accredited college or university to a person who has completed a four-year course, or its equivalent, with a major in an appropriate discipline.	50-PAM-04
Back to Basics Committee	Office of Prisons (OOP)	A group of employees tasked with the review of a post order, policy, procedure, area, security concern or systematic process.	50-PAM-03
Back to Basics Committee Chairperson	Office of Prisons (OOP)	An employee assigned by the managing officer to oversee a Back to Basics Committee to ensure the Back-to-Basics process is followed, documented and established deadlines are met.	50-PAM-03
Back to Basics Coordinator	Office of Prisons (OOP)	An employee assigned by the managing officer to oversee, organize, track and document all Back-to-Basics Committee assignments	50-PAM-03
Back to Basics Quarterly Report	Office of Prisons (OOP)	A report compiled by regional administrative assistants at the Operation Support Center (OSC) that summarizes the quarterly Back-to-Basics activities of each institution. The information documented on the Back-to-Basics Quarterly Report is derived from the Quarterly "Back to Basics" Monitoring Reports (DRC2695) submitted by each institution.	50-PAM-03
Back to Basics Review Report (DRC2716)	Office of Prisons (OOP)	A report designed to document all steps taken by the Back-to-Basics Committee when conducting a review. The Back-to-Basics coordinator and Back-to-Basics Committee chairperson completes this report.	50-PAM-03

Background Investigation	Chief Inspector's Office (CIO)	An investigation which may include, but is not limited to, verification of credentials, examination of employment references, and review of criminal history and military records (e.g., DD214, selective service registration). This record will include comprehensive identifier information to be collected and run against law enforcement indices.	34-PRO-04 34-PRO-07
BAD Project Manager	Bureau of Adult Detention (BAD)	A Bureau of Adult Detention employee responsible for the day-to-day Bureau operations as they relate to the construction and renovation of jails in the State of Ohio.	107-BAD-07
Bank Debit Card	Division of Business Administration (DBA)	A payment card that provides the cardholder electronic access to their bank account(s) at a financial institution. The card, where accepted, can be used instead of cash when making purchases.	22-BUS-03 24-CAS-01 24-CAS-03
Baptism (Protestant)	Religious Services	The initiation rite of the believer. It is administered in various ways, namely: dipping, sprinkling, or immersion. It is an obligatory ordinance and fundamental tenet.	72-REG-03
Bargaining Unit Employee	Corrections Training Academy (CTA)	An employee represented by a labor union in collective bargaining and other interactions with management.	39-TRN-02
Basic Information Technology (IT) Security Awareness Training	Bureau of Information and Technology Services (BITS)	Standardized IT security awareness training that provides ODRC employees and other individuals that have access to ODRC IT system assets with a basic understanding of the need for information security and the actions that individuals can take to maintain security and respond to suspected security incidents.	05-OIT-15 05-OIT-20
Batterer	Office of Victim Services (OVS)	The perpetrator of domestic violence.	03-OVS-07

Be On the Look Out (BOLO)	Division of Parole and Community Services (DPCS)	A broadcast from the Ohio State Highway Patrol to its personnel and/or to other law enforcement agencies to alert them to look for a wanted person who is to be arrested, or a person of interest. This is utilized to minimize the risk to public safety.	100-APA-32 108-ABC-01
Bedside Visit	Office of Prisons (OOP)	A supervised visit by an incarcerated person to a seriously ill relative who is in imminent danger of death and is in a controlled environment such as a hospice unit, nursing home, or hospital.	76-VIS-03
Behavioral Accountability Contract (BAC)	Bureau of Community Sanctions (BCS)	A written agreement between an offender and the halfway house agency that notifies the offender is in jeopardy of being terminated from the program due to negative behavior. The BAC outlines the steps necessary to bring the offender into compliance with program related rules.	108-ABC-01
Behavioral Intervention	Office of Prisons (OOP)	A multi-faceted approach intended to position staff to make the optimal decisions during tense, rapidly evolving situations. Behavioral intervention involves trained staff remaining calm and controlled, slowing down a situation when possible, conducting threat assessments, utilizing de-escalation and intervention techniques to settle conflicts, or preventing disruptive actions and calling for assistance prior to physically intervening and utilizing force whenever safe to do so. Behavioral intervention promotes de-escalation, safety and controlling disruption while maintaining orderly operations.	63-UOF-01

Behavioral Review Committee (BRC)	Division of Parole and Community Services (DPCS)	A committee composed of three (3) or more halfway house staff responsible for reviewing offender behavior to either award incentives for positive behavior or determine if significant program rule violations have occurred. The BRC is responsible for making program termination recommendations to the Bureau of Community Sanctions (BCS) when an offender has had an unacceptable adjustment to the TRC program.	100-APA-32 102-FUG-02 108-ABC-01
Behavioral Review Committee (BRC) Report	Division of Parole and Community Services (DPCS)	A report completed by the halfway house (HWH) summarizing a supervisee's Transitional Control adjustment and recommendations.	100-APA-32 108-ABC-01
Biennium	CTA Legal Services	A two year period that begins July 1 st and ends 24 months later on June 30 th . (71-SOC-11 - corresponds with the two-year strategic plan prepared by the Statewide CIT Steering Committee.	21-CAM-08 71-SOC-11
Billable Status	Division of Parole and Community Services (DPCS)	A default status for ICMS supervisees paying the ICMS monthly fee.	100-APA-33
Birthing Support Handbook	Office of Prisons (OOP)	An instruction booklet containing rules and procedures mandated by the ODRC, directions to the Ohio State University Medical Center (OSUMC), and frequently asked questions.	71-SOC-02
Birthing Support Person	Office of Prisons (OOP)	Any individual, not currently under the supervision of the ODRC (unless otherwise approved by the Director/designee), selected by the pregnant individual to assist her during the labor and delivery of her child. The BSP must be an approved ODRC visitor of the incarcerated person, and/or pre-identified volunteer designated by the managing officer.	71-SOC-02

Blind	Chief Inspector's Office (CIO)	Having vision impairment not correctable to central vision acuity of 20/200 or a visual field no greater than 20 in the better eye.	64-DCM-02
Blog	Legal	A website that contains dated text entries made in journal style and may combine text, photographs, videos, and links to other website. They can be written by one person or a group of contributors.	31-SEM-12
Bloodborne Pathogens	Bureau of Operational Compliance (BOC)	Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, all hepatitis viruses and human immunodeficiency virus (HIV).	10-SAF-13
Blot	Religious Services	A ritual observance which includes drinking mead and consuming food, which may include some items obtained at the commissary.	72-REG-10
Bluetooth Signal Activation	DPCS/OOP	A short-range wireless technology that is used for exchanging data between fixed and mobile devices. This technology may be used to automatically activate BWCs within a specified range during a qualifying event.	10-SAF-22
Bodily Injury	Division of Parole and Community Services (DPCS)	Physical harm of a type that normally requires professional medical attention (e.g., a laceration requiring stitches). Minor physical harm (e.g., minor bruises, a sprained wrist, a black eye, or a minor cut) is not included in this definition.	100-APA-14 105-PBD-09

Body Armor	Division of Parole and Community Services (DPCS)	Bullet resistant vest.	104-TAW-04
Body Worn Camera (BWC)	DPCS/OOP	An ODRC-issued multimedia camera system designed to be worn on an employee's outer most garment in adherence to the manufacturer's recommendation and used to capture audio and visual data.	10-SAF-22 63-UOF-01 63-UOF-02 63-UOF-03
Body Worn Camera (BWC) Administrator	DPCS/OOP	The ODRC employee responsible for the oversight and management of the BWC program.	10-SAF-22
Bona Fide Identification	Office of Prisons (OOP)	A valid form of government issued photo identification.	76-VIS-01
Bonus Credit	Ohio Central School System (OCSS)	Formerly known as HB 86 credit. This is earned credit that is assessed to an eligible incarcerated person upon completion of two (2) participation/completion earned credit programs. Bonus credit is five (5) days upon completion of the second program.	80-INC-02
Book of Shadows	Religious Services	Scriptural book for practicing Wiccans, written in the practitioner's own handwriting. Texts, rites, and prayers in languages other than English may require increased review and may be withheld for investigation and translation.	72-REG-09
Boundary	Bureau of Information and Technology Services (BITS)	The perimeter where security controls are in effect to protect secured assets.	05-OIT-03

Bridge Order	Behavioral Health Operations (BHO)	A temporary order for medication continuation not to exceed fourteen (14) calendar days duration that may be issued without a face-to-face evaluation solely for the purpose of ensuring continuity of care. The incarcerated person for whom a bridge order has been written must be seen face-to-face by a practitioner with prescriptive authority within that fourteen (14) day period for continued prescription of medication.	67-MNH-07
Bromine	Construction, Activation, Maintenance, and Sustainability (CAMS)	A dense, volatile, corrosive, reddish-brown, nonmetallic liquid halogen element that exists as a diatomic molecule, Br ₂ having a highly irritating vapor. Isolated from brines, it is used in producing fumigants, dyes, water purification compounds, and photographic chemicals.	21-CAM-12
Budget Planning Team	Division of Business Administration (DBA)	A team composed of the Director/designee and agency leadership, that meets periodically during the year of budget submission, responsible for the development, review, and assessment of the operating budget proposal.	23-BUD-01 23-BUD-05
Buffering	DPCS/OOP	A body-worn camera setting that occurs when the BWC is powered on but not permanently storing recorded audio and video. In this mode, the BWC buffers for ninety (90) seconds with audio and video before the wearer activates the BWC, either through manual or automatic activation.	10-SAF-22
Building	Division of Business Administration (DBA)	A permanent structure with a foundation, a roof, and is at least partially enclosed with walls. The building cost includes all permanently attached fixtures.	22-BUS-08

Bureau of Community Sanctions (BCS)	Division of Parole and Community Services (DPCS)	Bureau within the ODRC that provides oversight and funding to Community Based Correctional Facilities (CBCFs), Community Correction Act (CCA) Programs, Halfway House (HWH) Programs, Community Residential Centers (COMRCs), Transitional Control (TRC), and Electronic Monitoring (EM) Programs.	100-APA-32 108-ABC-01
Bureau of Criminal Identification and Investigation (BCI&I)	Bureau of Records Management (BORM)	An investigative law enforcement agency for the State of Ohio.	07-ORD-07
Bundle Cloth	Religious Services	Cloth or bag used by Native Americans to store, protect, and transport personal religious items.	72-REG-13
Business Associates	Bureau of Personnel	Parties who are joined in a relationship for business purposes or acting together to pursue a common business purpose or enterprise.	34-PRO-01

Business Days	Legal Services	The days of the week, excluding Saturday, Sunday, and any legal holiday.	52-RCP-10 100-APA-06 100-APA-07 100-APA-09 100-APA-10 100-APA-15 100-APA-16 100-APA-17 100-APA-19 100-APA-21 100-APA-24 100-APA-27 100-APA-32 100-APA-33 101-PLA-01 102-FUG-03 103-SPS-01 103-SPS-02 105-PBD-01 105-PBD-09 108-ABC-01
Business Hours	Division of Parole and Community Services (DPCS)	The hours between 8:00am and 4:45pm during business days.	52-RCP-04 100-APA-32 108-ABC-01
C1 Mental Health Classification	Division of Parole and Community Services (DPCS)	An institutional classification for supervisee with a serious mental illness. The diagnostic criteria are schizoaffective disorder, schizophrenia, disorder with psychotic symptoms, major depressive disorder, and/or Bipolar I and II.	100-APA-33
Cable TV	Recreation Services	The use of satellite, internet, or co-axial cable to offer any television station to the incarcerated population which cannot be obtained by an antenna. This includes channels such as WGN, ESPN, TBS, TNT, AMC, etc.	77-REC-01

Calendar Days	Legal Services	The days of the week, including Saturday, Sunday and any legal holiday.	100-APA-06 100-APA-15 100-APA-16 100-APA-17 100-APA-19 100-APA-24 100-APA-32 103-SPS-01 103-SPS-02 105-PBD-01 108-ABC-01
Canine Handler	Chief Inspector's Office	An ODRC employee specifically trained in the care, handling, training, and tactical application of the canine.	310-SEC-54
Canine Team	Chief Inspector's Office	An ODRC canine handler and their assigned canine.	310-SEC-54
Canine Trainer	Chief Inspector's Office	A designated ODRC canine handler that has successfully completed an approved train the trainer program as identified by ODRC.	310-SEC-54
Canvass	Labor Relations Office (LRO)	The act of determining from all employees in a classification in a work site where overtime is used whether any or all employees wish to be called for overtime.	35-PAY-01
Capacity	Office of Correctional Health Care (OCHC)	The functional ability of the incarcerated person to respond to information and questions presented to them about health care service needs and to participate rationally in associated proceedings.	67-MNH-14 67-MNH-30 68-MED-24
Capias	Division of Parole and Community Services (DPCS)	“That you take”. The general name for several species of writs; the common characteristic of which is that they require the officer to take a named defendant into custody.	100-APA-10 102-FUG-02

Capital Budget	Bureau of Construction, Activation, Maintenance, and Sustainability	The State of Ohio's biennial Capital Budget, enacted in each even-numbered year, provides appropriations for the repair, reconstruction, and construction of capital assets of state agencies, colleges, universities, and school districts.	21-CAM-11 106-BCS-02
Capital Projects Planning	Bureau of Construction, Activation, Maintenance and Sustainability (CAMS)	A process used to prepare the biennium request for capital improvement funds in accordance with ORC 153.	21-CAM-08
Career Development Programs	Ohio Central School System (OCSS)	Programs with flexible structural program delivery options that lead to certificates, industry-based credentials, the adult diploma and/or occupational licenses. The program's duration is determined by competency attainment requirements and/or credential and occupational license attainment requirements.	57-EDU-12
Career Enhancement Programs	Ohio Central School System (OCSS)	Programs that cover a variety of introductory technical skill areas and are offered twice a quarter and are typically five (5) weeks in duration.	57-EDU-02 57-EDU-12
Career Passport	Ohio Central School System (OCSS)	Portfolio of achievement documentation made available to each program graduate upon request after release.	57-EDU-12 78-REL-01
Career Technical Education (CTE)	Ohio Central School System (OCSS)	Ohio Department of Education (ODE) and Ohio Department of Higher Education (ODHE) approved educational programming designed to enhance a student's employability skills in a specific field. Formerly known as vocational education.	57-EDU-12
Carry	Division of Parole and Community Services (DPCS)	Wearing state issued or approved personal firearm and authorized ammunition.	104-TAW-01

Cartridge	Legal Services	A TASER 10 component capable of housing a single barbed probe.	10-SAF-24
CASAS	Ohio Central School System (OCSS)	Comprehensive Adult Student Assessment System; a nationally recognized standardized assessment used to determine student educational level.	57-EDU-14
Case Caption	Legal Services	The heading or introductory part of a legal instrument or document that indicates the names of the parties, name of the court, case number, and title of the action.	37-EAP-03
Case Files	Division of Parole and Community Services (DPCS)	Those files (physical and electronic) that are specific to an APA investigation and/or to each person under supervision which contains all supervision/investigation data during the supervision/investigation period.	100-APA-07 100-APA-23
Case Merit File	Bureau of Personnel	A document of public record that contains, but is not limited to, all applications, Subject Matter Expert Screening forms or Subject Matter Expert Applicant Summary and Review documents, and documentation of the actions and recommendations for a posted vacant position.	34-PRO-04
Case Plan	Division of Parole and Community Services (DPCS)	A plan designed to identify and target individuals' identified dynamic risk factors based upon the completion of the Ohio Risk Assessment Tools and through appropriate placement in programming.	02-REN-01 78-REL-07 100-APA-13 100-APA-16 100-APA-19 100-APA-21 103-SPS-02 108-ABC-01

Case Plan (TRC/TT Only)	Division of Parole and Community Services (DPCS)	An individualized plan for supervisees designed to identify and target their identified dynamic risk factors based upon the completion of the Ohio Risk Assessment Tools.	100-APA-32
Caseload (DPCS)	Division of Parole and Community Services (DPCS)	The total number of supervisees assigned to a staff member.	100-APA-03 100-APA-23
Caseload (OOP)	Office of Prisons (OOP)	The number of IPs or “cases” assigned to specific unit management staff. IP identification number, housing unit, status or special needs may determine caseload assignment.	74-UMA-01
Catchment Area	Bureau of Classification and Reception (BOCR)	A designated area that identifies the prisons which serve a geographic region. There are five Catchment Areas: Northwest, Central, Northeast, Southwest, and Southeast. Placement in a Catchment Area is designed to house an incarcerated person within a reasonable distance from an identified pro-social visitor or the county they intend to live in upon release.	53-CLS-09
Catchment Area Transfer	Bureau of Classification and Reception (BOCR)	A transfer requested by a security Level 1 or Level 2 incarcerated person to move to an appropriately secure facility within the catchment area of their choice.	53-CLS-09
Catholic Bible	Religious Services	An approved translation of the Bible containing all the books accepted as canonical by the Catholic Church. This includes certain Old Testament books (Deuterocanonical or “apocryphal”) not found in the Hebrew canon and removed from the canon by the Reformers. The approved Orthodox Bible is similar to the Catholic Bible.	72-REG-11

Cease and Desist	Office of Victim Services (OVS)	A formal order documented on a Direct Order to Cease Correspondence/Contact form (DRC2575) that directs an incarcerated person to cease contact/communication with an individual. This individual may or may not be the victim of the incarcerated person's instant offense.	03-OVS-03
Cell-Only	Office of Prisons (OOP)	Housing status assigned to certain incarcerated persons while in reception status to reduce risk of harm to staff and other incarcerated persons.	52-RCP-01
Cellular Telephone	Bureau of Information and Technology Services (BITS)	A handheld telephone using cellular/digital telephone service that has limited connectivity, data computing, communication, and storage capability. These types of handheld phones are generally able to connect to the internet, but they may be used for instant messaging, text messaging, electronic mail, telephone calls, and push-to-talk services.	05-OIT-12
Central Office Board Review (COBR)	Division of Parole and Community Services (DPCS)	The mechanism by which the Parole Board considers cases referred by the hearing panel that require approval of a final decision by a majority of parole board members. COBR does not require that members sit together to consider a case referred to it to obtain the required votes.	105-PBD-03
Centralized Background Checks Unit	Chief Inspector's Office	A work unit comprised of staff designated to complete background investigations on prospective contractors, volunteers, internship participants, and employees as assigned.	34-PRO-07

Certificate of Completion	Ohio Central School System (OCSS)	A certificate issued by ApprenticeOhio evidencing that an apprentice has successfully completed their term of Apprenticeship.	57-EDU-07
Certified Examiner	Chief Inspector's Office	A person who has satisfactorily completed NITV training in truth verification and the use of the CVSA and has maintained their certification.	09-INV-05
Certified in Firearms	Division of Parole and Community Services (DPCS)	The meeting of all statutory requirements to carry a firearm in addition to the satisfactory completion of the OPOTC 40-Hour Basic Firearms School, an acceptable score on the defensive tactics and subject control (DT/SC) initial proficiency test along with subsequent annual proficiency demonstrations with acceptable scores in firearms and DT/SC for purposes of recertification.	102-FUG-01 104-TAW-01 104-TAW-04
Certified Mail	Legal Services	A service provided by the United States Postal Service (USPS) that provides the sender with a mailing receipt and verification of delivery. The USPS also maintains a record of delivery at the Post Office.	75-MAL-01 75-MAL-03
Certified Test Administrator	Ohio Central School System (OCSS)	An ODRC employee assigned by the OCSS HSE administrator and approved by the HSE State Administrator who is trained to administer the HSE Test in accordance with specific test sponsor policies/procedures.	57-EDU-03
Certified Tutor Training	Ohio Central School System (OCSS)	A literacy unit teacher who has completed the OCSS sanctioned training programs.	57-EDU-14

Chain of Command	Human Resources	An official hierarchy of authority and/or supervision that dictates the activities and operations of the ODRC. Closely Related by Blood or Marriage.	34-PRO-01
Chain of Custody (APA)	Division of Parole and Community Services (DPCS)	The process of collection, storage, testing, and transportation of a urine specimen and dissemination of test results in a manner that ensures the specimen and the results are correctly matched to the person who gave the specimen and that the specimen is not altered or tampered with from the point of collection through the reporting of test results.	103-SPS-07
Chain of Custody (Personnel)	Bureau of Personnel	Procedures to ensure the integrity of each specimen for restricted substance testing by tracking its handling from point of collection to final disposition.	31-SEM-03
Charging Official	Legal Services	The employee who issued a conduct report to an incarcerated person for an alleged rule violation.	56-DSC-01 56-DSC-02
Chemical Box	Bureau of Operational Compliance (BOC)	A designated securable container used to distribute and temporarily store frequently used chemicals, whether hazardous or non-hazardous, and any additional items approved by the institutional safety and health coordinator. The containers or chemical products stored in the containers are issued from a central chemical distribution location.	10-SAF-12
Chief Medical Officer (CMO)	Office of Correctional Health Care (OCHC)	The physician responsible for the day-to-day medical care of incarcerated persons at the institution level. The CMO is the ultimate medical authority at the institution.	68-MED-01 68-MED-13 68-MED-21 68-MED-24

Child (Personnel)	Bureau of Personnel	Biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 years, or age 18 years or older and “incapable of self-care because of a mental or physical disability.” Evidence will be requested for claims of in loco parentis status or claims that the child is incapable of self-care. Inclusion of a child over age 18 years on insurance is not sufficient under the FMLA. *For military family leave, the child may be of any age.	36-LEV-02
Child (Visiting)	Office of Prisons (OOP)	An individual who is a minor, who is below legal age or the age of majority (i.e., 18).	76-VIS-01
Child Find	Ohio Central School System (OCSS)	The procedures to locate, identify and evaluate all incarcerated persons under twenty-two (22) years of age who need special education.	57-EDU-11
Child Tax Credit	Division of Business Administration (DBA)	Enacted in the American Rescue Plan and is a form of tax relief for American citizens. If an individual filed tax returns for 2019 or 2020, or if they receive a stimulus check from the IRS, they will receive this tax relief automatically. If an incarcerated individual is determined to be eligible to receive a Child Tax Credit, they do not require the verification as stated in subsection VI.A (24-CAS-08)	24-CAS-08

Child Victim Oriented Offenses	Bureau of Records Management (BORM)	2905.01 (A) (1), (2), (3), or (5) Kidnapping (No Sexual Motivation); 2905.02 (A) Abduction (No Sexual Motivation); 2905.03 (A) Unlawful Restraint (No Sexual Motivation); 2905.04 Child Stealing (Now Repealed); 2905.05 (A) Child Enticement (No Sexual Motivation); A violation of any former law of this state, any existing law in another state, the United States, other Nation, Tribal Court, Military Court that is or was substantially equivalent to the above. Attempt, Conspiracy or Complicity to commit any offense listed above. In all cases, the incarcerated person must be 18 or over, the victim must be under 18 and the victim cannot be the child of the incarcerated person.	07-ORD-07
Chronic Disease	Office of Correctional Health Care (OCHC)	A serious medical condition usually lasting at least six (6) months that requires continuous monitoring and treatment by an advanced level provider in order to prevent deterioration of the patient's health, for which there is no known cure and for which treatment is expected to last for at least six months.	68-MED-19
Circulation	Ohio Central School System (OCSS)	Lending of materials to users or patrons.	58-LIB-01

Citizen Circle	Office of Reentry	Citizen circles create partnerships that promote positive interaction and accountability for incarcerated persons upon release. Circle members address risks that contribute to criminal activity by taking ownership of the solution. It is an opportunity for citizens to communicate expectations for successful reentry. The citizen circle creates an environment fostering acceptance and focuses on restored citizen personal strengths. The citizen circles meet on a regular basis to discuss restored citizen progress, review plans, interview new applicants, and admit new members and to discharge both successful and unsuccessful incarcerated persons.	78-REL-01
Civil Liability	Division of Business Administration (DBA)	Debt or legal obligations paid to an aggrieved party due to the violation of private wrongs or a non-criminal breach of contract.	37-EAP-04
CJIS Security Policy (FBI CJIS)	Chief Inspector's Office	The CJIS Security Policy integrates presidential and FBI directives, federal laws, and the criminal justice community's Advisory Policy Board decisions, along with guidance from the National Institute of Standards and Technology (NIST). The Policy is periodically updated to reflect evolving security requirements.	05-OIT-02
Class I Liquid (Flammable Liquid)	Bureau of Operational Compliance (BOC)	Any liquid that has a closed-cup flash point below 100 degrees Fahrenheit.	10-SAF-12
Class II Liquid (Combustible Liquid)	Bureau of Operational Compliance (BOC)	Any liquid that has a closed-cup flash point at or above 100 degrees Fahrenheit.	10-SAF-12

Class III Liquid (Combustible Liquid Type)	Bureau of Operational Compliance (BOC)	Any liquid that has a closed-cup flash point at or above 140 degrees Fahrenheit but below 200 degrees Fahrenheit.	10-SAF-12
Classification	Division of Parole and Community Services (DPCS)	The process of assessing the needs and risk of a supervisee in order that they are assigned to the appropriate supervision level.	100-APA-13 103-SPS-02
Classification-Specific Orientation Training	Corrections Training Academy (CTA)	One or more components of the orientation training program to be completed by an employee who is new to a position. Can include but is not limited to the following components: site orientation, on-the-job training, healthcare academy, correction officer week, or parole officer school.	39-TRN-10
Classified Employee	Bureau of Personnel	Persons in active pay status serving in the competitive classified civil service.	31-SEM-05
Classroom Teachers	Ohio Central School System (OCSS)	Those education staff in the classifications of Teacher, ABE/GED Teacher, Career Technical Teachers (all subject areas), High School Teachers, Intervention Specialists.	57-EDU-15
CLE Agreement	Division of Parole and Community Services (DPCS)	Cooperation with Law Enforcement Agreement.	102-FUG-03
Clear and Present Danger	Bureau of Personnel	A risk or threat to safety or other public interests that is serious and imminent.	37-EAP-02
Clemency	Division of Parole and Community Services (DPCS)	An act of mercy or leniency providing relief from certain consequences of a criminal conviction. The executive clemency power, including pardon, commutation, and reprieve, is exercised by the Governor.	105-PBD-13

Clergy of Record	Religious Services	Clergy identified by the incarcerated person as their current outside clergy member.	72-REG-01 72-REG-03 76-VIS-01
Clinical Opiate Withdrawal Scale (COWS)	Office of Holistic Services (OHS)	The Clinical Opiate Withdrawal Scale (COWS) is an 11-item scale designed to be administered by a clinician. This tool reproducibly rates common signs and symptoms of opiate withdrawal and monitors these symptoms over time. The summed score for the complete scale can be used to help clinicians determine the stage or severity of opiate withdrawal and assess the level of physical dependence on opioids.	Protocol B-29
Close Watch	Behavioral Health Operations (BHO)	A level of suicide precaution that requires close staff observation with physical checks and documentation of the watch at irregular, staggered intervals not to exceed fifteen (15) minutes. Documentation is completed at the time of the actual physical observation on the Crisis Precautions and/or Immobilizing Restraints Log (DRC2534).	67-MNH-04 67-MNH-09
Closed Circuit Viewing	Office of Victim Services (OVS)	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.	03-OVS-06

Closely Related by Blood or Marriage	Bureau of Personnel	Includes but is not limited to spouse, children (whether dependent or independent, biological, foster, legal guardianship, adopted), parents, grandparents, siblings, aunts, uncles, in-laws, step-children, step-parents, step-grandparents, step-siblings, step-aunts, step-uncles, and other persons related by blood or marriage who reside in the same household.	34-PRO-01
Cloud File Sharing Solutions	Bureau of Information and Technology Serviced (BITS)	Online, internet-based services in a cloud infrastructure that allow users to store and synchronize documents, photos, data, videos, and other files, and share them with multiple users across multiple computing devices, such as desktops, notebooks, smartphones, and media tablets.	05-OIT-10
Coaching Session	Bureau of Community Sanctions (BCS)	An on-site and/or virtual review of grant or contracted programmatic operations to monitor progress toward compliance with program review recommendations and provide any needed additional coaching regarding adherence to performance-based standards.	08-MAU-03
Codefendant	Division of Parole and Community Services (DPCS)	A defendant who has been joined together with one (1) or more other defendants in a single action.	100-APA-32 108-ABC-01
Coercive Behavior	Human Resources	A type of behavior that is done with the intention of forcing a person to act or think in a certain way by use of pressure, threats, or intimidation or through domination, restraint, or forcible control that the agency would not condone.	31-SEM-08
Cognitive Functioning Assessment	Ohio Central School System (OCSS)	An intake and diagnostic screening system that screens for learning differences and identifies how people can most effectively learn.	07-ORD-09

Cold Call	Chief Inspector's Office	A forwarding of the completed test chart to another certified examiner for analysis without providing the test questions.	09-INV-05
Collection Designee	Division of Business Administration (DBA)	A management person assigned by the managing officer to administer the collection process pursuant to this policy. This should not be the facility cashier.	24-CAS-07
Collegial Review	Office of Correctional Health Care (OCHC)	The Office of Correctional Health Care medical collaborative review of individual patient specialty consultation appointments requested by an institutional advanced level provider (ALP).	68-MED-14
Combustible Liquid	Bureau of Operational Compliance (BOC)	Any chemical that has a flash point between 100- and 200-degrees Fahrenheit.	10-SAF-12
Comfort Care	Bureau of Medical Operations (BMO)	Any measure taken to diminish pain or discomfort but not to postpone death.	68-MED-16
Commissary	Office of Prisons (OOP)	An area in the institution where incarcerated individuals may purchase items for personal use that are not available through the normal allocation of supplies and meals.	24-CAS-05 61-PRP-01
Commitment Name	Bureau of Records Management (BORM)	Name provided to ODRC on initial court documents used to identify an incarcerated person during incarceration for all records, including electronic.	07-ORD-04

Community Attitude	Parole Board	A section in a report completed on an offender that documents the opinions of the sentencing judge, prosecuting attorney, and the arresting law enforcement agency concerning the future possibility of release from confinement or the granting of executive clemency to the offender.	105-PBD-05
Community Based Correctional Facility (CBCF)	Division of Parole and Community Services (DPCS)	Secure residential programs that provide comprehensive programming for individuals under supervision. CBCFs provide a wide range of programming addressing needs such as cognitive behavioral therapy, chemical dependency, education, employment, and family relationships. CBCFs are governed by a facility governing board and advised by a judicial advisory board.	100-APA-13 100-APA-16 100-APA-21 106-BCS-02
Community Contact	Division of Parole and Community Services (DPCS)	A face-to-face contact made with the supervisee at a location other than the APA office.	100-APA-13
Community Control	Division of Parole and Community Services (DPCS)	A sentence that consists of one or more community control sanctions authorized pursuant to Ohio Revised Code (ORC) section 2929.16, 2929.17, or 2929.18 that may be imposed when the court is not required to impose a mandatory prison term, or a term of life imprisonment upon the individual. The maximum period of community control is five (5) years.	100-APA-09 100-APA-15 100-APA-16 100-APA-21 100-APA-24 102-FUG-02 103-SPS-01
Community Control Supervisee	Division of Parole and Community Services (DPCS)	Any person placed under a community control sanction or combination of sanctions, authorized under Ohio Revised Code (ORC) sections 2929.16, 2929.17, or 2929.18 by the sentencing court on or after July 1, 1996, and placed under the supervision of the APA.	100-APA-19

Community Corrections Information System (CCIS)	Division of Parole and Community Services (DPCS)	A computerized information system used to track the criminal history and progress of those under the supervision of the Adult Parole Authority. Access to CCIS is restricted to essential users only.	100-APA-10 100-APA-13 100-APA-21 100-APA-24 100-APA-23 100-APA-32 105-PBD-09 108-ABC-01
Community Corrections Information System (CCIS-Web)	Bureau of Community Sanctions (BCS)	A computerized database used to manage client data for those that participate in Bureau of Community Sanctions grant funded Community Based Correctional Facilities (CBCFs), Community Correction Act Programs (CCAs) or contracted Halfway Houses (HWHs), Community Residential Centers (CRCs) or Permanent Supportive Housing (PSH).	08-MAU-03
Community Linkage Worker	Behavioral Health Operations (BHO)	Serve as a conduit of information flow for incarcerated persons ready for release from prisons. The primary duties of the CLWs include monitoring the release dates of incarcerated persons receiving behavioral health services and arranging for initial community services and supports post-release. The CLWs coordinate with the prison staff, the community behavioral health representatives, the incarcerated person and others to ensure that information is shared with the community behavioral health agency. They also provide incarcerated persons leaving the prison setting with an established community behavioral health appointment when possible. When applicable, CLWs will also assist with benefit application and linkages to other community recovery and supports as appropriate.	Protocol I-11
Community Notification	Division of Parole and Community Services (DPCS)	Statutory notification performed by the sheriff involving sexual predators and habitual sex offenders at the discretion of the court within the geographical areas as defined by the Attorney General.	103-SPS-02

Community Partner (OHS)	Office of Holistic Services (OHS)	Staff and/or representatives from other agencies who collaborate and provide an assessment and/or placement in preparation for reentry. Agencies would include other state, county or local agencies, halfway houses, community based correctional facilities, social service and program providers, and reentry coalitions.	71-SOC-01
Community Partner (OOP)	Office of Prisons (OOP)	A non-profit 501(c)(3) organization or government agency (e.g., a county shelter) that provides service or companion animals for individuals and/or that provides protection or preservation for animals.	71-SOC-12
Community Residential Centers (ComRC)	Division of Parole and Community Services (DPCS)	A facility licensed by the Ohio Department of Rehabilitation and Correction (ODRC), pursuant to ORC section 2967.14, as a suitable facility for the housing of lower-risk, lower-need adult persons under the supervision of the Adult Parole Authority.	100-APA-21 101-PLA-01
Community Residential Center Standards	Bureau of Community Sanctions (BCS)	Objective measures applicable to Community Residential Centers (CRCs) and Community Transition Center Programs CTHPs) that outline the basic operational expectations.	08-MAU-03
Community Residential Programs	Bureau of Community Sanctions (BCS)	Programs that provide housing for Community Residential Centers (CRCs) and Community Transition Center Programs (CTHPs)	08-MAU-03
Community Service	Office of Prisons (OOP)	Productive and meaningful work provided by incarcerated persons and supervisees benefiting 501(c)(3) tax-exempt organizations such as: government agencies, schools, religious institutions, charitable and non-profit organizations.	04-CMJ-03

Community Service Coordinator	Office of Prisons (OOP)	Institution staff designated by the managing officer to identify and evaluate community service projects, coordinate procedures for approval of projects, and ensure the project and partnership data are entered into DOTS Portal for the completion of the community service monthly report.	04-CMJ-03
Community Service Orientation	Office of Prisons (OOP)	An overview of the community service program conducted during incarcerated person/supervisee orientation.	04-CMJ-03
Community Service Partner	Office of Prisons (OOP)	A school, government agency, religious institution, or non-profit/charitable organization that can verify its 501(c)(3) or other tax-exempt status with either the Office of the Secretary of State or with the Internal Revenue Service of the Federal Government. May also include other community organizations that will not profit financially from the service being provided (i.e., nursing homes, hospitals, veteran groups).	04-CMJ-03
Community Service Program Administrator (CSPA)	Office of Prisons (OOP)	The Director/designee shall appoint an agency contact person responsible for overseeing and coordinating community service projects and activities department wide. The CSPA shall ensure new community service coordinators are properly trained.	04-CMJ-03
Community Supervision Tool (CST)	Division of Parole and Community Services (DPCS)	One of the ORAS standardized assessment tools designed to be used with persons in the community under the supervision of the ODRC, as well as supervisees under the jurisdiction of the court, in residential facilities, and other community alternatives (such as day reporting centers).	100-APA-13 103-SPS-02

Community Work Assignment	Office of Prisons (OOP)	Any highly sensitive Level 1 incarcerated person job assignment off the grounds of a correctional institution that permits entrance into the community. These persons may or may not be under the direct supervision of ODRC staff members.	53-CLS-03
Commutation	Division of Parole and Community Services (DPCS)	The substitution by the Governor of a lesser for a greater punishment. A stated prison term may be commuted without the consent of the convict, except when granted upon the acceptance and performance by the convict of conditions precedent. After commutation, the commuted prison term shall be the only one in existence. The commutation may be stated in terms of commuting from a named offense to a lesser included offense with a shorter prison term, in terms of commuting from a stated prison term in months and years to a shorter prison term in months and years, or in terms of commuting from any other stated prison term to a shorter prison term.	105-PBD-01
Compact Disc/Digital Video Disc (CD/DVD)	Bureau of Information and Technology Services (BITS)	A small, plastic, circular disk, typically 4.75 inches in diameter, on which digital information is stored, and from which the digital information can be accessed and read via a computing device, such as a computer with an internal CD/DVD drive or a portable CD/DVD player.	05-OIT-11
Compensation	Division of Business Administration (DBA)	Payment for services rendered whether made on an hourly, per diem, salaried, or fee basis, but does not include reimbursement of travel expenses.	22-BUS-04
Compensatory Time	Bureau of Personnel	Hours worked in excess of eighty (80) active work status hours per pay period where such hours are required to complete assigned tasks or agency business. These excess hours can be used, when authorized, to take time off from work in a subsequent pay period.	35-PAY-02

Competitive Service Contracting	Division of Business Administration (DBA)	Those services that are amenable to solicitation and subject to uniform and objective impersonal criteria to ensure the proper evaluation of bids. Examples of competitive services may include medical services, mental health services, alcohol, and other drug-related services.	22-BUS-14
Complaint	Legal Services	The initial pleading that starts a lawsuit and contains the allegations made by the plaintiff against the employee/defendant and the plaintiff's demand for relief. Complaints are characterized as civil or criminal. A civil case number will usually contain a CV. A criminal case number will usually contain a CR.	37-EAP-03
Completion Earned Credit	Ohio Central School System (OCSS)	Formerly known as HB49 credit. This is earned credit that is assessed to an incarcerated person (IP) upon completion of approved programs. The credit that can be earned is 10% of the sentence up to 90 days whichever is least. An IP can earn completion credit multiple times for each qualifying earned credit approved program.	80-INC-02
Compliance (BAD)	Bureau of Adult Detention (BAD)	A term that indicates a jail meets the requirements of a particular standard.	107-BAD-01 107-BAD-02 107-BAD-05
Compliance (CAMS)	Construction, Activation, Maintenance, and Sustainability (CAMS)	The condition existing when a contractor has implemented all the standards set forth in the applicable rules and regulations governing equal opportunity and affirmative action laws of State and Federal government or can demonstrate that every good faith effort toward achieving this end has been made.	32-EEO-04
Comprehensive Adult Student Assessment System (CASAS)	Ohio Central School System (OCSS)	A nationally recognized standardized assessment used to determine student educational level.	07-ORD-09 57-EDU-04

Comprehensive Sex Offender Assessment	Behavioral Health Operations (BHO)	A sex offender-specific assessment conducted on sex offenders assessed as above average and well above average risk to sexually re-offend that involves an examination of patterns of risk factors through the administration of an evidence-based dynamic sex offender assessment. Comprehensive sex offender assessments are conducted at SORRC.	67-MNH-12
Comprehensive Sex Offender Program	Behavioral Health Operations (BHO)	Evidence-based cognitive behavioral programming for sex offenders that addresses criminogenic risk/needs factors for sex offenders, as identified by evidence-based dynamic sex offender assessment.	67-MNH-12
Compressed Work Week Schedule	Labor Relations Office (LRO)	An authorized schedule of 40 hours per week that routinely consists of less than five 8-hour days each week. For example, four 10-hour days per week or four 9-hour days and one 4-hour day.	35-PAY-08
ComPsych	Bureau of Personnel	Third-party administrator of the state's Employee Assistance Program.	31-SEM-03
Computer	Bureau of Information and Technology Services (BITS)	An electronic hardware device for storing and processing data, typically in binary form, according to instructions given to it in a variable program.	05-OIT-30
Computer Room/Cage	Bureau of Information and Technology Services (BITS)	A secure location approved by the chief of security for storage of computers and hardware. This location shall have at minimum a single door and a high security lock. Incarcerated individuals shall not be permitted to enter into the computer room/cage.	05-OIT-30
Computer Voice Stress Analyzer (CVSA)	Chief Inspector's Office	A device, which electronically detects, measures, and charts the stress in a person's voice following a preformatted questionnaire.	09-INV-04 09-INV-05

Computer Virus	Bureau of Information and Technology Services (BITS)	A form of a self-replicating malicious software code or program, usually invisible to an authorized user, that installs itself or a modified copy of itself on a system asset without the authorized user's consent with the intent of performing some type of harmful activity and when executed, "infects" one or more legitimate system asset codes or programs. Anti-virus software is used to detect, contain, and remove computer viruses.	05-OIT-18
Computerized Criminal History (CCH)	Chief Inspector's Office	A specific search conducted through the Law Enforcement Automated Data System (LEADS) to obtain information concerning prior arrests and adjudications.	05-OIT-02 09-INV-04
Concealed Firearm	Division of Parole and Community Services (DPCS)	A firearm that is not visible or likely to become visible to any person.	104-TAW-01
Concealed Weapon	Corrections Training Academy (CTA)	A firearm or other weapon that is not visible or likely to become visible to any person who is not an employee of ODRC or a law enforcement agency.	39-TRN-15
Conditions of Supervision	Division of Parole and Community Services (DPCS)	The general and special rules and regulations with which those under supervision are expected to comply as a requirement of community supervision.	100-APA-05 100-APA-06 100-APA-09 100-APA-14 100-APA-15 100-APA-16 100-APA-19 100-APA-24 105-PBD-03 105-PBD-08 105-PBD-09
Confidential Personal Information (CPI)	Bureau of Information and Technology Services (BITS)	Personal information that falls within the scope of ORC section 1347.15 and that ODRC is prohibited from releasing under Ohio's public records law.	05-OIT-15 05-OIT-21 05-OIT-32

Confidentiality - BITS	Bureau of Information and Technology Services (BITS)	Preserving authorized restrictions on information access and disclosure, including the means for protecting privacy and proprietary information.	05-OIT-14 05-OIT-18 05-OIT-21
Confidentiality - OCSS	Ohio Central School System (OCSS)	Relates to the collection, storage, disclosure, and destruction of personally identifiable information. Only those staff with a legitimate educational interest will have access to special education records.	57-EDU-11
Confidentiality - Research	Bureau of Research and Evaluation	As human subjects of research, incarcerated persons, persons on parole, post-release control or persons with records in other ODRC databases, have a right to expect that non-public information gathered about them for a particular study will not be divulged in a manner which identifies any individual person and/or specific facts about that person. The expectation of confidentiality applies not only to the procedures by which the research is carried out and to the published findings of the research, but also to non-research related communications of the researcher.	05-OIT-20 06-RES-02
Conflict of Interest	Legal	A situation where personal considerations affect an employee's public duties and responsibilities.	31-SEM-01
Conflict of Interest	Bureau of Personnel	As defined by ORC 102 and 2921, where financial interests or other opportunities for personal benefit may exert an improper influence on an ODRC employee's professional judgement or the employment is incompatible with ODRC employment or ODRC's mission.	31-SEM-10
Conflict of Interest	Division of Parole and Community Services (DPCS)	A condition arising whenever a parole board member or hearing officer determines that a personal relationship exists with any principal participant in a case which would impair the parole board member or hearing officer from rendering an impartial assessment of the case or give the appearance that the parole board member or hearing officer would not be impartial.	105-PBD-03

Constant Watch	Behavioral Health Operations (BHO)	A level of suicide precaution that requires continuous, uninterrupted observation, with documentation at irregular, staggered intervals not to exceed fifteen (15) minutes on the Crisis Precautions and/or Immobilizing Restraints Log (DRC2534).	67-MNH-04 67-MNH-09
Construction Project	Bureau of Construction, Activation, Maintenance, and Sustainability (CAMS)	Any project that requires sealed plan approval and/or permitting through the Department of Commerce Division of Industrial Compliance. Projects that add, add to, or renovate an existing structure, system, or major equipment. Examples of construction projects include replacing an essential component of the heating or cooling system, renovation of a space within a building, upgrading electrical equipment or plumbing system components, replacing a roof, replacing exterior windows, new carpet, painting as part of new construction or a renovation, upgrading a building's automation system, replacing stairs or walkways, and total brick mortar replacement (repointing).	21-CAM-13
Contact (DPCS)	Division of Parole and Community Services (DPCS)	Regular, but circumstantial, contact with supervisees based solely on the supervisory duties of the DPCS employee.	104-TAW-03
Contact (Supervision)	Division of Parole and Community Services (DPCS)	The obtaining or attempt to obtain meaningful information about the supervisee and/or their behavior by ODRC staff or ODMHAS Chemical Dependency Specialist (CDS). The source of the information may be the supervisee, another person, or agency; it may be in person, by telephone, or by written communication and may be at any location.	100-APA-10 100-APA-13 100-APA-16 100-APA-19 100-APA-23 103-SPS-02

Contact Officer (APA)	Division of Parole and Community Services (DPCS)	The officer with primary responsibility to make contact with the supervisee and direct the activities of other officers involved in the contact.	100-APA-05
Contact Officer (OOP)	Office of Prisons (OOP)	The officer that initiates discussion and conducts interaction with the incarcerated person. Leads the initiation of behavioral interventions and may determine the use of force is necessary.	63-UOF-01 63-UOF-02 63-UOF-03
Contaminated	Bureau of Operational Compliance (BOC)	The presence or the reasonable anticipated presence of blood or other potentially infectious materials on an item or surface.	10-SAF-13
Contaminated Needlesticks/Sharps/Cuts	Bureau of Operational Compliance (BOC)	This category (agent description) of injuries requires additional reporting procedures to be followed that include the completion and submittal of the Sharps Injury Form Needlesticks Report to the Bureau of Workers Compensation – PERRP division. This category shall be defined as all work-related needlesticks and cuts from sharp objects that are contaminated with another person’s blood or other potentially infectious material (includes human bodily fluids, tissues and organs, other materials potentially infected with HIV, HBV, or other pathogens such as laboratory cultures).	10-SAF-15
Contaminated Sharps	Bureau of Operational Compliance (BOC)	Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels and broken glass.	10-SAF-13
Contingency Operation	Bureau of Information and Technology Services (BITS)	The organized response/handling by the ODRC IT security incident response team, pursuant to the annual contingency plan, of serious IT security or privacy incidents that result in significant ODRC enterprise disaster, disruption, emergency, compromise or system failure of any ODRC-managed information system or ODRC-managed system asset.	05-OIT-14

Contingency Plan	Bureau of Information and Technology Services (BITS)	A written document completed on an annual basis by the ODRC information technology (IT) security incident response team that identifies the IT requirements necessary to maintain or restore ODRC's business operations, possibly at an alternate location, in the event that a serious IT security incident, emergency, system failure or disaster results in significant enterprise disruption, compromise or failure of any ODRC-managed system asset or ODRC-managed information system that necessitates activation of the Contingency Plan and initiation of a contingency operation.	05-OIT-14
Continuation of Duties	Labor Relations Office (LRO)	Work that is specific to a particular employee's specialized work assignment and goes beyond the scheduled working hours of the employee and work that the employee is currently performing.	35-PAY-01
Continued Hearing	Division of Parole and Community Services (DPCS)	A subsequent release consideration on or about a date established by the Parole Board at a previous hearing.	105-PBD-03 105-PBD-06

Continuing CIT Training	Corrections Training Academy (CTA)	Advanced CIT Training, Refresher CIT Training, and/or Specialized In-Service Training that extends beyond Required In-Service Training; relates to the topic(s) of CIT, mental health, developmental disabilities, interpersonal skills, behavioral interventions, de-escalation, hostage negotiations, client rights, poverty and homelessness, human trafficking, personal wellness, and/or scenario development/facilitation, or has otherwise been submitted to and approved by the Statewide CIT Training Coordinator; taken after a CIT Comprehensive Course and required, as further identified in this policy, to be a Local CIT Member; minimum required Continuing CIT Training hours are established biennially by the Statewide CIT Steering Committee or, in absence of specified hours, are a minimum of 8 hours each fiscal year included in the biennium.	71-SOC-11
Continuing Education	Corrections Training Academy (CTA)	Formal courses of study that are job-related.	39-TRN-02
Continuing Education Credits	Corrections Training Academy (CTA)	Recognized credit hours approved by a licensing agency or professional board which is specific to the training participant's discipline or profession.	39-TRN-09
Continuing Education Unit	Ohio Central School System (OCSS)	Credits for education-related activities, such as some workshops, seminars, or conferences.	57-EDU-08
Continuous Contact Employee	Corrections Training Academy (CTA)	An employee whose work location and/or position responsibilities place the employee in direct or close proximity to incarcerated persons or supervisees for the majority of the employee's regular work hours.	39-TRN-05 39-TRN-10
Continuous Postings	Bureau of Personnel	Positions that have been approved to be placed on the continuous posting for applications to be accepted at any time.	34-PRO-04

Continuous Quality Improvement (CQI) Committee	Office of Correctional Health Care (OCHC)	A multidisciplinary committee designated by this policy that is responsible for the compliance of quality improvement program activities.	69-OCH-08
Continuous Quality Improvement (CQI) Log	Office of Correctional Health Care (OCHC)	Documentation, in a continuous chronological order, of identified health care areas needing improvement, root cause analysis, the corrective action plans for the areas needing improvement, the outcome(s) of the corrective action plans and a periodic evaluation of the plan's effectiveness.	69-OCH-08
Continuous Quality Improvement (CQI) Program	Office of Correctional Health Care (OCHC)	A comprehensive program to systematically review and improve the quality, efficiency, and effectiveness of health care services. The quality improvement program is a structured organizational process for involving personnel in planning and executing a continuous flow of improvements to provide quality health care that meets or exceeds community standards. This program uses prospective, concurrent, and retrospective activities to assess, evaluate, plan, and act to improve health care.	69-OCH-08
Continuous Quality Improvement (CQI) Records	Office of Correctional Health Care (OCHC)	Any record or form identified as a quality improvement form in the quality improvement policy, protocols, or directives. Not included is aggregate, statistical information that does not disclose the identity of persons receiving or providing health services.	69-OCH-08
Contraband (DPCS)	Division of Parole and Community Services (DPCS)	Any goods or items for which possession constitutes a violation of the law, conditions of supervision, or any court or parole board ordered special conditions/sanctions.	100-APA-01 100-APA-34

Contraband (OOP)	Office of Prisons (OOP)	Any item not permitted by law or expressly prohibited by the ODRC and/or institutional policy. (See Ohio Administrative Code/OAC 5120-9-55, Contraband)	61-PRP-01
Contract	Construction, Activation, Maintenance, and Sustainability (CAMS)	Any state assisted business arrangement for the supply of certain goods or services at a fixed price.	32-EEO-04
Contract Compliance	Legal Services	Adherence to all the stipulations set forth in the current food service contract governing the operations and management of the ODRC food service operations.	12-CTA-05 60-FSM-02
Contract Religious Provider	Religious Services	Clergy or lay person contracted by the ODRC to provide faith-specific services or general religious support.	72-REG-01
Contract Staff	Legal Services	An employee of the contractor.	12-CTA-05
Contractor (CAMS)	Construction, Activation, Maintenance, and Sustainability (CAMS)	Any person, corporation, partnership, or unincorporated association that holds a State assisted construction contract or subcontract regardless of tier.	32-EEO-04
Contractor	Legal Services	Any individual, agency or entity under legal agreement with ODRC to provide goods and/or services to include subcontractors and temporary agency employees.	11-COP-01 22-BUS-14 22-BUS-18 34-PRO-01 34-PRO-07 39-TRN-12 60-FSM-02

Contractor Orientation	Corrections Training Academy (CTA)	An orientation session provided prior to commencement of services to acquaint contractors and temporary agency subcontractors to their work environment and the overall security operations of the institution/agency.	12-CTA-05 39-TRN-12
Contractors' Workforce	Construction, Activation, Maintenance, and Sustainability (CAMS)	All employees on the payroll of and whom the contractor directly supervises.	32-EEO-04
Control & Custody	Division of Parole and Community Services (DPCS)	Having direct supervisory responsibility over supervisees; the power to arrest pursuant to the Ohio Revised Code and ODRC policy.	104-TAW-03
Control Officer (APA)	Division of Parole and Community Services (DPCS)	The officer with primary responsibility to control third parties within the premises being entered and monitor means of entry and exit.	100-APA-05
Controlling Board	Office of Administration	Comprised of the Director of the Office of Budget and Management/designee and six members of the Ohio General Assembly. The board provides legislative oversight over certain capital and operating expenditures by state agencies and has approval authority over various other state fiscal and purchasing activities.	21-CAM-08

Conventional AI	Bureau of Information and Technology Services (BITS)	An artificial intelligence system that mimics human behavior and thought processes. It is based on numerical techniques like data analytics, including statistical analysis, modeling, and machine learning. Conventional AI can be used for a wide variety of purposes, including speech recognition and natural language processing, computer vision and object identification, pattern recognition and problem solving. Some examples of conventional AI include chatbots, fraud detection tools, language translation, and interactive voice assistants.	05-OIT-32
Core Correctional Practices	Behavioral Health Operations (BHO)	Practices that include the appropriate use of authority, prosocial/anti-criminal modeling and reinforcement, skill-building and problem-solving strategies, relationship factors, e.g., respectful, genuine modes of relating which are committed to helping incarcerated persons, and community reentry strategies.	67-MNH-12
Core Hours	Labor Relations Office (LRO)	Inflexible hours of the day and week during which all employees are required to be on the job. Core Hours may be defined at the discretion of each managing officer based on needs specific to the position and/or work unit. An example is the six hours in the middle of a shift where sufficient operational needs of a position or work unit must be met.	35-PAY-08
Correctional Facility	Bureau of Operational Compliance (BOC)	Any building, grounds, areas of any building, or group of buildings utilized by the department as a penal institution including prisons that are privately operated and managed pursuant to a contract the department enters into under ORC Section 9.06. This includes all offices and buildings located on the grounds of a correctional facility, such as the Corrections Training Academy, Training Education Center, and Ohio Penal Industries operations.	10-SAF-01

Correctional Industries Chief	Ohio Penal Industries (OPI)	OPI chief with authority to manage and direct all phases of industry operations within the parameters established by law, administrative code and ODRC policy.	25-OPI-04
Corrective Action Plan	Construction, Activation, Maintenance, and Sustainability (CAMS)	A contractor's written and signed commitment outlining actions taken or proposed within the time limits and goals where appropriate to correct, compensate for and remedy each violation of the equal opportunity requirements as specified in a list of deficiencies.	32-EEO-04
Cosmetic Services	Office of Correctional Health Care (OCHC)	Procedures, treatments, or surgery designed to enhance one's appearance, but which are non-essential to the maintenance of basic health.	68-MED-14
Cost of Viewing-Visit	Office of Prisons (OOP)	The cost of a private funeral viewing or bedside visit shall be calculated by multiplying the roundtrip distance from the institution to the county seat of the destination by the standard mileage rate as determined by the Office of Budget and Management. There are no costs incurred for the use of the web-based bedside or funeral viewing process from the ODRC. All costs incurred from the funeral home, hospital, or hospice, for the use of this process, is the responsibility of the incarcerated person or their immediate family.	76-VIS-03
Core Hours	Office of Prisons (OOP)	Set times for required coverage within a schedule that has flexibility in start and end times.	74-UMA-01

County Agency	Division of Buisness Administration (DBA)	A County Child Support Enforcement Agency (CSEA) established under ORC Chapter 3125.	24-CAS-06
Course of Study	Ohio Central School System (OCSS)	Document developed for each individual trade program that outlines the delivery methods, material content and trade competencies of that trade that will be delivered to program participants.	57-EDU-12
Courtesy Notification Registrant	Division of Parole and Community Services (DPCS)	A person who has requested to receive notification but does not meet the definition of victim or Roberta's Law (SB160) victim.	03-OVS-01 105-PBD-13
Courtesy Visit	Office of Prisons (OOP)	A one-time visit granted by the managing officer/designee at the reception centers when a visitor's application is pending approval or when other administrative delays/changes exist.	76-VIS-01
Cover Officer	Office of Prisons (OOP)	The officer that provides assistance to a contact officer, by observing the incarcerated person from a safe distance, may provide verbal communication to other employees and the incarcerated person; may assist with behavioral interventions and use of force as necessary.	63-UOF-01 63-UOF-02 63-UOF-03
Covered Active Duty	Bureau of Personnel	Duty during the deployment to a foreign country.	36-LEV-02

Covered Service Member	Bureau of Personnel	Current members of the Armed Forces, including members of the National Guard or Reserves, who have serious injuries or illnesses incurred in the line of duty while on active duty that render them medically unfit to perform their duties and for which they are undergoing medical treatment, recuperation, or therapy, or are in outpatient status, or are on the temporary disability retired list. A veteran may also be a covered service member if they were a member of the Armed Forces, including the National Guard or Reserves, were discharged or released under conditions other than dishonorable and were discharged with the five-year period before the eligible employee first takes FMLA military caregiver leave to care for them.	36-LEV-02
Covert Surveillance	Chief Inspector's Office	Refers to techniques used which are hidden or disguised.	09-INV-01
Credentials	Office of Communications	For purposes of identification, both state-issued photo identification and an identification card issued by the reporter's place of employment shall be required to validate the credentials of a media representative. In the absence of employee ID cards, ODRC reserves the right to verify all identification and to refuse admittance when such identification is found to be suspect.	01-COM-09

Credentials/Credentialing Process	Office of Communications	<p>There are two (2) forms of identification that need to be submitted to be granted access to the prison and the Media Center. This includes state-issued photo identification, such as a valid driver's license, and an identification (ID) card issued by the reporter's place of employment.</p> <p>The requesting media representative must also submit a letter on affiliate letterhead from the news organization represented. This letter must include home address, work, mobile and home telephone numbers. In the absence of employee ID cards, ODRC reserves the right to verify all identification and to refuse admittance when such identification is found to be suspect. The media representative must present the same credentials on-site at the prison.</p>	01-COM-13
Crimes of Violence	Office of Victim Services (OVS)	Any crime which is violent in nature and caused severe physical or emotional harm.	03-OVS-02
Criminal Gang	Chief Inspector's Office	As defined by Ohio Revised Code (2923.41), means an ongoing formal or informal organization, association or group of three (3) or more persons for which all of the following apply: (1) It has as one of its primary activities the commission of one or more of the offenses listed in the definition of "Pattern of Criminal Gang Activity"; (2) It has a common name and one or more common identifying signs, symbols, or colors; (3) The person in the organization, association, or group individually or collectively engages in or has engaged in a pattern of criminal gang activity.	100-APA-34 310-SEC-12
Criminal Investigation	Labor Relations Office (LRO)	An investigation conducted by an authorized law enforcement agency concerning an allegation of employee commission of a criminal offense.	09-INV-03 09-INV-07

Criminal Justice Information System (CJIS)	Bureau of Information and Technology Services (BITS)	Serves as the focal point and central repository for criminal justice information services in the FBI. This division provides identification and information services to local, state, federal and international criminal justice communities. The CJIS division includes the fingerprint identification program, national crime information center program, uniform crime reporting program, and the development of the integrated fingerprint identification system.	05-OIT-02
Crisis	Corrections Training Academy (CTA)	A situation outside normal behavior for which immediate intervention is required and for which the possibility exists that a resolution could involve the use of force.	71-SOC-11
Crisis Intervention Team (CIT)	Office of Prisons (OOP)	A team approach that trains correctional staff to be more effective by enhancing their knowledge and skills; aids administrators in improved management and care for special populations; reduces liability and cost; improves community partnerships for increased access to resources and supports; and increases safety for all.	63-UOF-01 63-UOF-02 63-UOF-03 71-SOC-11
Crisis Intervention Team Coach	Corrections Training Academy (CTA)	Local CIT Member who is selected by the Local CIT Committee on the recommendation of the managing officer or by the ODRC Statewide CIT Coordinator(s) and meets the requirements listed in this policy to provide coaching, instruction, and other support during CIT training.	71-SOC-11

Crisis Intervention Team (CIT) Comprehensive Course	Corrections Training Academy (CTA)	As further described in this policy, and consistent with curriculum guidance provided by CIT International or the Criminal Justice Coordinating Center of Excellence (CJ CCoE), a comprehensive CIT course based on the National Institute of Corrections (NIC) Model and offered by ODRC, or a comprehensive CIT course based on the community-based model and offered through a local, state, or national CIT training program and approved as qualifying by the Statewide CIT Coordinator; required to be taken to become CIT-Trained Staff.	71-SOC-11
Crisis Intervention Team (CIT) Trained Staff	Corrections Training Academy (CTA)	Staff who have successfully completed an appropriate CIT Comprehensive Course, as further described in this policy.	71-SOC-11
Crisis Responder	Office of Prisons (OOP)	An employee certified through the Corrections Training Academy (CTA) in crisis negotiations who uses verbal and crisis intervention skills to resolve non-hostage crisis situations.	63-UOF-04

Critical Incident (BAD)	Bureau of Adult Detention (BAD)	<p>An event or situation in or affecting a jail which is unexpected or non-routine. These incidents may include but not be limited to those events and situations that: affect the health or safety of a prisoner or staff member; jeopardize the safety and security of the jail; or, disrupt the orderly operation of the jail. The following is a list of those critical incidents that may be considered for review as a critical incident in a jail: (1) completed suicide, (2) Other death (staff or prisoner), (3) Escapes (from inside/outside secure perimeter), (4) taking hostage/s, (5) riots, (6) disorder, (7) sexual misconduct/assault (perpetrated by prisoner or staff), (8) serious assaults (prisoner on staff, prisoner on prisoner, staff on prisoner) in which serious injury to a prisoner(s)/staff occurs requiring immediate medical attention, and/or in which the incident is one of a series of similar incidents. In case of staff injury, only reportable if the staff member has substantial loss of work times as a result of the injury, (9) serious fires (resulting in injury or significant property loss), (10) an outbreak of contagious disease (i.e., AIDS, Hepatitis, MRSA, TB, etc.), (11) weapon/s inside perimeter, (12) any other incident not otherwise specified that draws, or is likely to draw, media/public attention, to include but not be limited to erroneous releases, serious use of force/response to resistance incidents, allegations of staff abuse, corruption, sanitation conditions in the jail, serious physical plant issues, overcrowding, etc.</p>	107-BAD-06
Critical Incident or Event	Bureau of Personnel	<p>For the purposes of this policy, a situation which disrupts the routine operations or services of a facility or institution creating a state of disorder, or is unusual and traumatic, with the potential to cause intense stress reactions.</p>	37-EAP-02

Critical Incident (DPCS)	Division of Parole and Community Services (DPCS)	For purposes of this policy, it is any event or situation that has a stressful impact sufficient enough to overwhelm the usually effective coping skills of an individual. They are abrupt, powerful events that fall outside the range of ordinary human experiences and disrupt the routine operations or services and create a state of disorder, or events that are unusual and traumatic, with the potential to cause intense stress reaction. They can include but are not limited to death, threat to life, or bodily injury.	104-TAW-05
Critical Risk Indicators (CRI)	Office of Correctional Health Care (OCHC)	A designation for medically complex incarcerated individual(s) with the following indicator(s); HIV, Hepatitis C, Pregnancy, Medication Assisted Treatment (MAT) Participant or at least two of the following indicators: C1 designation for serious mental illness, R3 recovery services level of care, or enrolled in at least one (1) chronic care clinic.	78-REL-09
CTA Personnel	Corrections Training Academy (CTA)	Those persons employed by the Ohio Department of Rehabilitation and Correction and assigned to work at CTA either temporarily or permanently.	12-CTA-08 39-TRN-02
Curriculum	Ohio Central School System (OCSS)	A fixed series of studies that includes all the courses collectively offered within the Ohio Central School System or a particular program.	57-EDU-09 57-EDU-13
Customer Care Position	Bureau of Personnel	A job assignment or position requiring regular in-person interaction with staff and/or incarcerated persons to provide an optimal level of customer service.	35-PAY-09

Customer Service Center (CSC)	Bureau of Information and Technology Services (BITS)	The group of Ohio Department of Administrative Services, Office of Information Technology (DAS OIT) staff members that receive information from ODRC authorized users about ODRC IT incidents, problems and issues and requests about ODRC products and services and assign said reports and requests to the appropriate IT technical staff in ServiceNow. The CSC works in collaboration with ODRC's Information Service Center to provide quality IT products and services to ODRC authorized users.	05-OIT-25
Cut Down Devices	Office of Prisons (OOP)	A tool, designated by the managing officer for each specific institution, such as a pair of blunt nosed scissors or a curved cutting device, used to cut through materials that have been fashioned into a noose.	67-MNH-09
Cycle (Personnel)	Bureau of Personnel	The time period in which the random listing of position numbers (PNs) selected for testing is to be completed. There will be multiple cycles per year.	31-SEM-03
Cycle (Taser 10)	Legal Services	A 5 second duration of energy discharge from deployment of a TASER 10.	10-SAF-24
DAS General Schedules	Bureau of Records Management (BORM)	A document listing record series and retention periods for records that are common to all state agencies, which have been established by the State Records Administrator, State Archivist, and State Auditor.	07-ORD-01

DAS-Managed Information System	Bureau of Information and Technology Services (BITS)	Information systems that reside in facilities or infrastructure managed by DAS OIT personnel. Primary responsibility for managing these systems may be assigned to DAS OIT personnel or other authorized external entities.	05-OIT-14 05-OIT-18
DAS Managed System Asset	Bureau of Information and Technology Services (BITS)	IT information, hardware, software and services required to support state business, and identified during the risk assessment process as assets that require protection. Primary responsibility for managing these system assets may be assigned to DAS OIT or other authorized external entities.	05-OIT-14 05-OIT-18
DAS Office of IT Strategy and Investment Management (DAS OITSIM)	Bureau of Information and Technology Services (BITS)	The office within DAS OIT responsible for administering the State of Ohio IT investment planning program in which State of Ohio agencies, boards and commissions shall participate.	05-OIT-19
Data	Bureau of Information and Technology Services (BITS)	The coded representation of quantities, objects, and actions. The term, “data,” is often used interchangeably with the word, “information,” in common usage and in this policy.	05-OIT-14 05-OIT-15 05-OIT-18 05-OIT-21 05-OIT-23
Data Classification Labels	Bureau of Information and Technology Services (BITS)	The level of protection based on the confidentiality and criticality requirements of data in accordance with the agency’s risk assessment. Data classification labels enable policy-based standards for securing and handling data and sharing among organizations. The terms, “data classification label,” and “classification label,” are used interchangeably in this policy.	05-OIT-23

Data Custodian	Bureau of Information and Technology Services (BITS)	ODRC authorized technical users who, as service owner, are responsible for the delivery (design, performance, integration), management / support, security and continual improvement of ODRC-managed information systems and ODRC-managed systems assets.	05-OIT-14 05-OIT-18 05-OIT-23
Data Owners	Bureau of Information and Technology Services (BITS)	ODRC deputy directors or designees that are authorized users responsible for identifying and classifying data for their respective areas.	05-OIT-14 05-OIT-15 05-OIT-18 05-OIT-21 05-OIT-23 05-OIT-26 05-OIT-27 05-OIT-28
Data Privacy Point of Contact (DPPOC)	Bureau of Information and Technology Services (BITS)	The ODRC chief of the Bureau of Information Technology Services (BITS) who is responsible for overseeing data privacy issues for the ODRC enterprise.	05-OIT-02 05-OIT-14 05-OIT-23
Data Synchronization	Bureau of Information and Technology Services (BITS)	The practice of updating data on two (2) systems so that the data that sets on the two (2) systems are identical.	05-OIT-15

Day Treatment Program (DTP)	Behavioral Health Operations (BHO)	An intermediate level of mental health services that will serve as a step down from RTU placement for SMI incarcerated persons who would benefit from long term structured programming but no longer require a residential level of care. Some programs may house participants in the same housing unit, but it is not required. Incarcerated persons in the program may also be housed in general population. The intention of the DTP is to provide meaningful mental health treatment and programming to a vulnerable population while maintaining them in the least restrictive environment possible.	67-MNH-04
Day Reporting	Division of Parole and Community Services (DPCS)	A sanction requiring a supervisee to report daily to a center or other approved reporting location during a specified time in order to participate in work, education/training, treatment or other approved programs that may or may not be located at the center. It also may refer to a non-residential service designed for those under APA supervision who are experiencing supervision difficulties due to lack of employment, education, and life management skills.	100-APA-14
Days Away Cases or Day Counts	Bureau of Operational Compliance (BOC)	The number of calendar days an employee is unable to work, including weekend days, holidays, vacation days, etc. Day counts are to be capped at 180 days away and/or days restricted and also day counts are discontinued if an employee leaves the agency for a reason unrelated to the injury or illness. The day of the injury is not to be included with an employee's day count.	10-SAF-15

Dead Leg	Construction, Activation, Maintenance, and Sustainability (CAMS)	A portion of a plumbing system that is stagnant or has rare flow of water in the pipes (i.e., emergency eye-wash station).	21-CAM-12
Deadly Force	Risk Management (Legal)	Any force that carries a substantial risk that it will proximately result in the death of any person. Examples of deadly force include, but are not limited to, the following: 1. Discharging a firearm in the immediate vicinity of or directed toward another person; 2. Striking another person on the head with an instrument; 3. Applying force or weight to the throat or neck of another.	63-UOF-01 63-UOF-02 63-UOF-03 104-TAW-01 104-TAW-02 104-TAW-05
Deaf	Chief Inspector's Office	Having a profound hearing loss and relying primarily on visual communication such as sign language, lip reading, writing, and gestures.	64-DCM-02
Death Row	Legal Services	A housing area that has been designated by the Director of the Ohio Department of Rehabilitation and Correction to house prisoners who are committed to the Department with a sentence of death in the current designated areas: CCI, OSP, WCI, FMC, ORW. The Director may designate a housing area at another facility as necessary. Death Row is also a reference to a housing status for prisoners sentenced to death; it is not a security classification.	52-RCP-02 67-MNH-31 105-PBD-01
Death Row Incarcerated Person	Bureau of Classification and Reception (BOCR)	All incarcerated persons sentenced to death under Ohio law.	52-RCP-02
Demagnetize	Bureau of Information and Technology Services (BITS)	To reduce the magnetic flux to virtual zero by applying a reverse magnetizing field, which, when properly completed, renders any previously stored data on magnetic media unreadable. This procedure is also referred to as “degaussing.”	05-OIT-21

Denial of Service (DoS)	Bureau of Information and Technology Services (BITS)	An attack on systems assets or information systems that successfully prevents or impairs the normal authorized functionality of networks, systems or applications by exhausting resources. Examples include, but are not limited to: •Attacks that adversely affect or degrade access to critical services, •Persistent or significant DoS attacks (e.g., attempted DoS attacks aimed specifically at DNS servers or routers,•Use of state computing device to initiate or facilitate a distributed DoS attacks or DDoS attacks, •Failed or successful attempts to cause failures in critical infrastructure services, loss of critical supervisory control and data acquisition systems or services (SCADA).	05-OIT-14
Dental Director	Office of Correctional Health Care (OCHC)	The dentist who serves as the chief dental authority for the Office of Correctional Health Care (OCHC).	68-MED-12
Department Coordinator	Bureau of Personnel	The individual or designee responsible for the implementation, administration, and monitoring of the random restricted substance testing policy throughout the ODRC.	31-SEM-03
Department Head	Division of Business Administration (DBA)/Office of Prisons (OOP)	An employee who supervises a department/sub-unit at the institution/facility, to include security shifts.	23-BUD-05 50-PAM-02
Department of Administrative Services, Office of Information Technology (DAS-OIT)	DAS-OIT	The office within the Ohio Department of Administrative Services responsible for delivering statewide information technology and telecommunications services to state government agencies, boards, and commissions, which includes, but is not limited to, the establishment of policy and standards, lifecycle investment planning and privacy and security management.	05-OIT-24

Departmental Offender Tracking System (DOTS)	Bureau of Information and Technology Services (BITS)	The web-based information platform which serves as the primary information system for information on all persons under Ohio Department of Rehabilitation and Correction (ODRC) supervision. The system contains information regarding these persons from reception to final release under supervision. This system is updated throughout each day. Access to DOTS Portal is restricted to essential users only.	01-COM-06 07-ORD-03 07-ORD-09 52-RCP-01 53-CLS-03 53-CLS-07 59-LEG-01 100-APA-14 100-APA-24 100-APA-32 105-PBD-08 105-PBD-09 105-PBD-13 108-ABC-01 108-ABC-05
Dependent Mental Health Professional (DMHP)	Behavioral Health Operations (BHO)	DMHP licensed clinical counselor (LPC), psychology assistant, or licensed social worker (LSW) who by virtue of their training and experience are qualified to provide mental health care and perform certain tasks under the supervision of a clinical supervisor.	67-MNH-02 67-MNH-09 67-MNH-14 67-MNH-15 67-MNH-30 67-MNH-32
Deputy Compact Administrator	Division of Parole and Community Services (DPCS)	APA Operation Support Center staff assigned to coordinate the processing of incoming and out-of-state transfers for misdemeanants, parolees, community control supervisees, probationers and post release control supervisees and other eligible supervisees.	103-SPS-01
Design Guide	Bureau of Community Sanctions (BCS)	A manual designed to provide a baseline of design and construction requirements in order to achieve compliance with certain minimum standards for community-based correctional facilities.	106-BCS-02

Designated Homicide, Assault, or Kidnapping Offense	Parole Board	A violation of ORC section 2903.01 (Aggravated Murder), 2903.02 (Murder), 2903.11 (Felonious Assault), 2905.01 (Kidnapping), or division (A) of 2903.04 (Involuntary Manslaughter).	105-PBD-11
Designated Parole Board Staff	Division of Parole and Community Services (DPCS)	Those staff members within the parole board designated by the Parole Board chair to administer the provision of notice to victims, prosecuting attorneys, judges, and other parties in accordance with Ohio law.	105-PBD-13
Designated Rule Infraction	Division of Parole and Community Services (DPCS)	A finding of guilt of specific rule infractions within the following categories: assault and related acts, sexual misconduct, rioting, disturbances and unauthorized group activity, weapons, escape and related conduct, and fire violations.	105-PBD-08
Designated Spokesperson	Office of Communications	An employee that has been given permission to speak to the media on behalf of the ODRC, institution, or Division of Parole and Community Services (DPCS). These persons are granted permission to speak to the media by the Director or Communications chief.	01-COM-09 01-COM-13
Destroy	Bureau of Information and Technology Services (BITS)	To render system assets unusable and the data contained within the system asset unrecoverable. Destroying includes, but is not necessarily limited to, shredding, incineration, and drilling holes.	05-OIT-21

Detainer	Legal Services	A request filed by a criminal justice agency with the institution in which a person is incarcerated asking the institution either to hold the person for the agency or to notify the agency when release of the person is imminent.	52-RCP-01 100-APA-13 100-APA-15 100-APA-16 101-PLA-01
Developmental Disability (DD)	Behavioral Health Operations (BHO)	<p>A severe, chronic disability that is characterized by all the following:</p> <ul style="list-style-type: none"> (1) It is attributable to a mental or physical impairment or a combination of mental and physical impairments, other than a mental or physical impairment solely caused by mental illness as defined in division (A) of ORC section 5122.01; (2) It is manifested before age twenty-two; (3) It is likely to continue indefinitely; (4) It results in one of the following: <p>A substantial functional limitation in at least three (3) of the following areas of major life activity, as appropriate for the person's age: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and, if the person is at least age sixteen (16), capacity for economic self-sufficiency. Developmental disability includes intellectual disability. However, to assist correctional staff, ODRC will continue to identify separately at this time.</p> <p>For purposes of this policy, the sole diagnosis of attention-deficit and/or hyperactivity shall not qualify as a Developmental Disability. Diagnoses to consider for presence of developmental disability during developmental period (before age 22) include but are not limited to: autism, brain injury, cerebral palsy, epilepsy, autism or other neurological conditions, when such conditions result in impairment of adaptive behavior.</p>	67-MNH-22 69-OCH-06

Digital Evidence System	DPCS/OOP	A secure video file management system (e.g., Evidence.com) used for downloading, storing, sharing, and retrieving video files recorded with surveillance and body worn camera systems.	10-SAF-22
Dietetic Technician	Office of Correctional Health Care (OCHC)	A health care professional who is formally educated and trained in food and nutrition and who has completed a two-year associate degree in dietetic technology from a program approved by the Academy of Nutrition and Dietetics and practices dietetics under the supervision of a registered, licensed dietitian.	68-MED-10
Dietitian	Office of Correctional Health Care (OCHC)	A health care professional who is formally educated and trained in food and nutrition and who has a four-year degree in dietetics and a 1200 hour supervised practice program and is licensed by the Ohio Board of Dietetics and registered with the Academy of Nutrition and Dietetics.	68-MED-10
Diploma Mill	Human Resources	An unregulated institution of higher education granting degrees with few or no academic requirements.	38-CED-04
Direct Supervision (BITS)	Bureau of Information and Technology Services (BITS)	Frequent, nonscheduled, staff and/or digital supervision for approved pro-social, treatment, education, career technical, law library and industrial program tasks, assignments, duties and/or activities. For the purpose of this policy, use of ODRC surveillance cameras alone does not constitute direct supervision. ODRC surveillance cameras may be used in conjunction with staff supervision to constitute direct supervision.	05-OIT-11

Director's Subpoena	Chief Inspector's Office	For purposes of this policy, a written legal order issued by the Director of the Ohio Department of Rehabilitation and Correction, under the authority of Ohio Revised Code Section 5120.30, directing a person to give testimony and/or to produce specified records.	09-INV-02
Disability	Legal Services	A person with a disability is someone who: (1) Has a physical or mental impairment that substantially limits one or more major life activities of the person; (2) has a history or record of such an impairment; or (3) is regarded as having an impairment. Disability is very broadly defined under both federal and state law. Questions regarding whether a certain impairment qualifies as a disability should be directed to the Division of Legal Services.	32-EEO-03 64-DCM-02
Disability Retirement	Bureau of Personnel	A separation granted by a state retirement system retaining reinstatement rights per appropriate section of the Revised Code.	36-LEV-06
Disability Separation	Bureau of Personnel	A voluntary or involuntary separation approved by the appointing authority and the director when an employee becomes unable to perform the essential job duties of the employee's position.	36-LEV-06
Discharge Summary	Parole Board	The report completed by staff of an institution sex offender program documenting the offender's participation and progress while in the program.	105-PBD-11
Disciplinary Case Number	Legal Services	A unique identifier assigned to each disciplinary case that contains the following three elements: (1) abbreviation of the institution's name, (2) two-digit number identifying the year in which the case was generated, and (3) a sequential ordering number (e.g., OSR-00-00000).	56-DSC-01 56-DSC-02

Discretionary Post Release Control (PRC)	Division of Parole and Community Services (DPCS)	A form of PRC assessed at the discretion of the Parole Board rather than mandatorily under ORC 2967.28	105-PBD-08 105-PBD-09
Discrimination (CAMS)	Construction, Activation, Maintenance, and Sustainability (CAMS)	The act (or action), whether intentional or unintentional, through which a member of a protected class, solely because of race, color, religion, sex or national origin, has been otherwise subject to unequal treatment under any program or activity receiving financial assistance from state government.	32-EEO-04
Discrimination	EEO	When an adverse employment action is taken based on the employee or applicant's status as a member of a protected class. There are two forms of discrimination: <u>Disparate Treatment</u> - When an employer intentionally treats an employee differently because of the employee's protected class; <u>Disparate Impact</u> - When an employment policy, although neutral on its face, adversely impacts a protected class.	32-EEO-01
Discriminatory Harassment	EEO	Unwelcome conduct based on a protected class. Harassment becomes unlawful when 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Harassment may be verbal and/or physical and can include name calling, intentionally misgendering, slurs, jokes, gestures, leering, stalking, grabbing, and/or assault. This is not an exhaustive list of all harassing behaviors.	32-EEO-01
Disorder	Bureau of Adult Detention (BAD)	Includes food strikes, work stoppages, major incidents of vandalism or others during which group(s) of prisoners in concert interfere with the security, safety, and/or maintenance or order of the jail.	107-BAD-06

Disposal	Bureau of Information and Technology Services (BITS)	The final transfer of ownership or custody of information technology hardware, typically when the hardware has reached its end-of-life and requires replacement.	05-OIT-21
Distributed Denial of Service (DDoS)	Bureau of Information and Technology Services (BITS)	A denial of service (DoS) technique that uses numerous hosts to perform the attack on system assets or information systems.	05-OIT-14
Diversity	Bureau of Personnel	The condition of having or being composed of differing elements; variety; human variety of experiences, identities, and perspectives that our employees bring to state employment.	34-PRO-04
DNA	Bureau of Sentence Computation (BOSC)	Deoxyribonucleic Acid	52-RCP-05
DNA Coordinator	Bureau of Sentence Computation (BOSC)	Staff appointed by the managing officer to coordinate the collection of DNA samples.	52-RCP-05
DNA Sample	Bureau of Sentence Computation (BOSC)	A blood, physiological tissue, or body fluid specimen provided by any person identified by ORC 2901.07.	52-RCP-05
Do Not Resuscitate - Comfort Care (DNR-CC)	Bureau of Medical Operations (BMO)	The DNR protocol is activated when a DNR order is issued or when a declaration (State of Ohio living will) that includes a directive that the patient not receive CPR becomes effective under section 2133of the Revised Code.	68-MED-16
Do Not Resuscitate - Comfort Care Arrest (DNR-CCA)	Bureau of Medical Operations (BMO)	The DNR protocol is activated when the patient experiences cardiac or respiratory arrest.	68-MED-16

Double Fence Designation	Bureau of Classification and Reception (BOCR)	All incarcerated persons by default are required to be housed in double perimeter fence housing. Any incarcerated person placed into single perimeter fence housing must be approved using the provisions outlined in this policy.	53-CLS-01
Double Perimeter Fence Housing	Bureau of Classification and Reception (BOCR)	Housing units located within a prison identified by the appropriate regional director as having two (2) fences, including sufficient perimeter integrity as well as patrol, to qualify as double fenced. Regional directors shall, at least annually, review all their facilities to determine if they qualify as a single or double fence rated facility. Single fence perimeters may also be designated as double perimeter, when approved by the OOP deputy director if they have sufficient perimeter or security structures which equal, or exceed, double perimeter fencing. This includes, but is not limited to, stun fences and high security single fences supported by infrastructure and movement procedures which do not allow incarcerated individuals near the fence without direct supervision. The installation of a stun fence around a prison facility or unit with a single fence does not automatically make the facility double perimeter rated. The designated regional director and the deputy director of Prisons may, at their discretion, increase the rating of the prison/facility to double perimeter. Current exceptions approved by the OOP deputy director: (1) OSP Level 4/E Compound, (2) Grafton Camp at managing officer's discretion only (based on stun fence), (3) NERC (based on provisions listed in this policy).	53-CLS-01
Domain Intervention (DI)	Division of Parole and Community Services (DPCS)	A program or officer intervention addressing one or more of the identified dynamic risk domains.	100-APA-13 103-SPS-02

<p>Domestic Violence (HR)</p>	<p>Human Resources</p>	<p>A pattern of coercive behavior used by one person to establish or maintain power and control over family or household members, which includes intimate partners, spouses, former spouses, persons living together as spouses, persons who have a child in common (regardless of whether they have been married or have lived together at any time), and adult persons related by blood or marriage. Domestic violence can be non-physical, physical, or aggravated physical violence. It may include physical violence, sexual, emotional, and psychological intimidation, verbal abuse, stalking, and economic control, and may occur among people of all racial, economic, educational, and religious backgrounds, in heterosexual and same sex relationships.</p>	<p>31-SEM-08</p>
<p>Domestic Violence (OVS)</p>	<p>Office of Victim Services (OVS)</p>	<p>A pattern of coercive behavior used by one person to establish or maintain power and control over family or household members, which includes intimate partners, spouses, former spouses, persons living together as spouses, person who have a child in common (regardless of whether they have been married or have lived together at any time), and adult persons related by blood or marriage. Domestic violence can be non-physical, physical or aggravated physical violence. Domestic violence may include physical violence, sexual, emotional, and psychological intimidation, verbal abuse, stalking, and economic control, and may occur among people of all racial, economic, educational, religious backgrounds, in heterosexual and same sex relationships.</p>	<p>03-OVS-07</p>

DOTS Shift Reporting	Office of Prisons (OOP)	This mandatory reporting system is found in DOTS Portal and is designed for the field to enter incidents of violence and major contraband. Entries should be made as soon as possible and shall not exceed seventy-two (72) hours unless exigent circumstances exist. DOTS Shift Reporting does not replace any incident reporting system.	01-COM-08
Drafter	Office of Policy and Strategic Initiatives	Any employee of the ODRC assigned to write a policy draft.	01-COM-01 01-COM-14
Dragon	Office of Correctional Health Care (OCHC)	Dragon Medical One (also known as Dragon for PC or DMO), is a speech recognition software package utilized by providers in ODRC that allows for dictation into the EHR.	69-OCH-06
"Drop Period" of a Term	Ohio Central School System (OCSS)	All adjustments to student's course load to include dropping credit hours; must be made prior to the 10 th day of the term, or college/university withdrawal period, whichever timeframe is longer.	57-EDU-04
Drug Testing Coordinator	Office of Prisons (OOP)	The individual identified by the managing officer to be responsible for coordinating, monitoring, and service provisions of the drug testing program.	70-RCV-03
Dry Cell	Office of Prisons (OOP)	Any area, room or cell where an incarcerated person does not have access to running water, standard toilet facilities, or other incarcerated person.	310-SEC-06
Due Process Hearing	Behavioral Health Operations (BHO)	An administrative procedure conducted in an adversarial format before a hospitalization hearing officer to protect the right of an incarcerated person to object to hospitalization. Members may participate in this process via videoconferencing.	67-MNH-19

Due Process Hearing Officer	Behavioral Health Operations (BHO)	A psychiatrist, psychologist, or attorney employed by or under contract with the ODRC, appointed by the State Psychiatry director or designee, who acts as an independent decision maker to conduct due process hearings for the purpose of hospitalization. The hearing officer shall not have had any prior treatment relationship with the incarcerated person in the past and shall not have previously represented them in any legal proceedings.	67-MNH-19
Durable Powers of Attorney	Office of Correctional Health Care (OCHC)	A form that must be signed when a person wants to designate someone other than themselves to make medical decisions when the signor cannot make choices for themselves.	69-OCH-03
Duty Officer	Office of Prisons (OOP)	Administrative staff who provide additional rounds beyond normal duty hours.	50-PAM-02
Early Termination	Division of Parole and Community Services (DPCS)	The ending of Probation/Community Control/Judicial Release/Parole/PRC supervision prior to the scheduled date because the supervisee's performance and/or compliance fulfills or exceeds all supervision plan objectives, conditions, special conditions, and sanction requirements.	100-APA-06 100-APA-16 100-APA-19

Earned Credit	Bureau of Community Sanctions (BCS)	The diminution of a prison sentence for productive participation in ODRC approved programs or a one-time credit awarded for completion of an approved program in accordance with the appropriate sentencing law and eligibility criteria. Those sentenced pre- 7/1/96 may earn up to four (4) days of participation credit per month. Those sentenced 7/1/96 and later may earn one (1) day per month. In addition, pre- 7/1/96 incarcerated persons may earn an additional three (3) days per month for maintaining a minimum-security status. Under HB86 (crime committed 9/30/11 and after) incarcerated persons may earn 0, 1, or 5 days monthly based on their offense.	108-ABC-04
Earned Prisoner Compensation (EPC)	Division of Business Administration (DBA)	Earned Prisoner Compensation funds were credited to an incarcerated person release account prior to May 1, 1982. EPC funds are recorded on the Inmate Demand Statement in the Outstanding Investments/EPC section.	78-REL-03
EAP Resource Coordinator	Human Resources	An employee of the (ODRC) who serves as an on-site liaison between an employee and EAP.	37-EAP-01
Easement	Division of Business Administration (DBA)	The use of land owned by an individual or organization external to the state where the state is the grantee.	22-BUS-08
Eastern Catholic	Religious Services	One who is a baptized member of one of the Eastern Catholic Churches (i.e., Ukrainian Catholic, Greek Catholic, Maronite Catholic); the Eastern Catholic Churches are in full communion with the Holy See in Rome.	72-REG-11

E-Commerce	Ohio Penal Industries	All web-based applications.	25-OPI-02 25-OPI-09
Economic Impact Payment Check (EIP or Stimulus Payments)	Division of Business Administration (DBA)	Federal payments made to qualifying individuals, including incarcerated people, under the CARES Act, Consolidated Appropriations Act of 2021, or future stimulus payments approved in 2021. Filers who did not receive an EIP could also file a 2020 return to receive missed payments, which are issued as a 2020 tax return. EIP or 2020 tax refunds for \$600, \$1,200, or \$1,800 (or those amounts including interest) do not require the verification as stated in VIA (24-CAS-08).	24-CAS-08
Economic Loss	Division of Parole and Community Services (DPCS)	Any economic detriment suffered by a victim as a result of the commission of an offense. This includes any loss of income due to lost time at work because of injury, any property loss, medical cost or funeral expense.	100-APA-06
eDiscovery	Bureau of Information and Technology Services (BITS)	The production of files or other data held in an electronic form, such as e-mail, wherein “discovery” refers to the process of complying with legal obligations to produce relevant documents and information to opposing counsel during civil litigation or to prosecutors or government investigators in criminal or regulatory proceedings.	05-OIT-10
Education Management File (EMF)	Ohio Central School System (OCSS)	An accurate and complete record pertaining to the educational activity of each student documented in DOTS Portal and scanned to OnBase that includes, but is not limited to, assessment scores, academic, career-technical, and advanced job training information, except documents related to special education programming.	07-ORD-09 57-EDU-01 57-EDU-11 57-EDU-13 81-OHS-01

Education Review Committee	OCSS	A committee designated by the managing officer that will meet as needed or at least once every six (6) months to review temporary exclusions from education. The committee shall be comprised of the health care administrator, mental health administrator or mental health manager, and the school administrator of the facility. A staff member may also be assigned to assist the committee.	57-EDU-01
EEO Counseling	EEO	Counseling an employee on their EEO rights. An EEO counseling includes providing a copy of the EEO policy; listening to the aggrieved employee to provide appropriate guidance; providing information on the internal, state, and federal complaint filing options; and providing any other relevant HR resources (e.g. Timekeeping Policy) that may assist the aggrieved employee.	32-EEO-01
EEO Counselor	EEO	An employee who, serving as a neutral, provides an aggrieved individual with their rights and obligations under EEO laws.	32-EEO-01
Eid	Religious Services	There are two great festivals of profound significance for all Muslims. Both go under the name 'Eid, which means a recurring happiness; both are connected with the performance of duty in the service of Allah.	72-REG-12
Elder	Religious Services	A Jehovah Witness clergyman approved and credentialed by the organization's headquarters in Brooklyn, New York.	72-REG-05
Electric File	Bureau of Records Management (BORM)	Any files pertaining to an incarcerated person's master record that are stored electronically (OnBase). This includes active and inactive files for incarcerated persons.	07-ORD-13

Electronic Health Record (EHR)	Office of Correctional Health Care (OCHC)	<p>A digital version of what was traditionally a patient's paper chart. EHRs contain information from all the clinicians involved in a patient's care and are real-time, patient-centered records that make information available instantly and securely to authorized users. The ODRC EHR is utilized by staff working within the Office of Correctional Healthcare.</p> <p>The current ODRC EHR is Fusion.</p>	05-OIT-25 52-RCP-06 63-UOF-04 67-MNH-02 67-MNH-04 67-MNH-07 67-MNH-09 67-MNH-12 67-MNH-14 67-MNH-15 67-MNH-22 67-MNH-26 67-MNH-27 67-MNH-29 67-MNH-30 67-MNH-31 67-MNH-32 69-OCH-06 69-OCH-07 78-REL-09 81-OHS-01
Electronic Mail (Email)	Legal Services	Electronic correspondence or communication through a kiosk or any other ODRC approved electronic communication devices.	75-MAL-01
Electronic Monitoring (EM)	Bureau of Community Sanctions (BCS)	A specified period during which a supervisee is restricted to a specified premise, during which period the eligible supervisee wears an EM device and meets all other requirement as defined in ORC 2929.01.	108-ABC-01 108-ABC-04
Electronic Monitoring Device	Division of Parole and Community Services (DPCS)	Any device that can be operated by electrical or battery power and meets all other requirements as defined in ORC section 2929.01.	100-APA-32 108-ABC-01 108-ABC-04
Electronic Personnel Action Request	Bureau of Personnel	An official document approved by the appointing authority and the Department of Administrative Services (DAS) that changes an employee's status and/or record.	33-ERD-01

Eligible Applicant	Bureau of Personnel	An applicant who meets the minimum qualifications of the classification and any position specific minimum qualifications (PSMQs) of the position and who meets specific criteria established by collective bargaining unit contracts or Ohio Administrative/Revised codes (e.g., active discipline, probationary staff).	34-PRO-04
Eligible Contractor	Bureau of Information Technology Services (BITS)	An ODRC contractor issued a State of Ohio e-mail account to conduct state business.	05-OIT-16
Eligible Incarcerated Individual	Office of Reentry	Any incarcerated person whose social security number has been documented in DOTS Portal and who does not already have current and valid identification that can be sent into the institution.	78-REL-02
Eligible to Receive Overtime	Bureau of Personnel	A Fair Labor Standards Act (FLSA) Overtime Eligible Employee, a bargaining unit employee (unless specifically exempted from overtime compensation eligibility by the provisions of a collective bargaining agreement), and an exempt employee who is FLSA Overtime Exempt but has been approved in writing to receive overtime compensation by the Directors of the Ohio Department of Rehabilitation and Correction (ODRC) and the Department of Administrative Services (DAS).	35-PAY-04
Eligibility Date	Division of Parole and Community Services (DPCS)	A date calculated pursuant to statute which indicates when an incarcerated person can be considered for release.	105-PBD-03

Emergency	Bureau of Medical Operations (BMO)	Any serious, life threatening or disabling condition manifested by severe symptoms occurring suddenly and unexpected which could/would result in serious physical impairment or loss of life if not treated immediately.	66-ILL-03
Emergency Devices	Division of Parole and Community Services (DPCS)	Flashing lights and sirens.	100-APA-02
Emergency Events	Division of Business Administration (DBA)	An unexpected or sudden occurrence of a serious and urgent nature that demands immediate action. A situation with the ability to jeopardize the health, welfare and safety of the agency or the general public. A situation which has a devastating impact upon one or more agencies located in a particular region or multiple regions within the state of Ohio.	22-BUS-01
Emergency Housing	Division of Business Administration (DBA)	Houses, apartments, or rooms, furnished or unfurnished, which are used as permanent or temporary dwellings by employees of the ODRC, which are under the ODRC's jurisdiction.	22-BUS-01
Emergency Repair	Construction, Activation, Maintenance, and Sustainability (CAMS)	Any repairs that, if not made in a timely manner, will likely result in immediate and substantial damage to the common areas and facilities or to another unit or units.	21-CAM-12
Emergency Telephone Calls	Legal Services	Calls involving serious family illness, death, or impending circumstances which cannot be deferred until regular mail delivery or regular telephone schedules.	76-VIS-02
Emergency Transfer	Behavioral Health Operations (BHO)	The transfer of a mentally ill incarcerated person to a psychiatric hospital when they present an immediate danger to self or others and require hospital level of care.	67-MNH-19

Employee	Human Resources	Any person employed by ODRC as a full-time, part-time, conditional, or temporary employee.	10-SAF-15 34-PRO-01
Employee/Defendant	Legal Services	An employee of the DRC who is being sued in connection with the employee's official duties, and for whom legal representation may be requested (includes a person that, at the time a cause of action against the person, partnership, or corporation arises, is rendering medical, nursing, dental, podiatric, optometric, physical therapeutic, psychiatric, or psychological services pursuant to a personal services contract or purchased service contract with the ODRC).	37-EAP-03
Employee Activity Fund (EAF)	Division of Business Administration (DBA)	An account that applies to all approved financial transactions related to income from vending areas designated solely for use by employees and from employee fundraisers as defined in Ohio Administrative Code 5120-5-11, Employee Activity Funds.	22-BUS-03
Employee Assistance Program (EAP)	Bureau of Personnel	A screening, information, referral and support service for state employees and their family members	31-SEM-03
Employee Assistance Program (EAP) Participation Agreement	Bureau of Personnel	A contract that gives EAP the authority to develop a plan, agreed upon by the employee, to ensure the employee's participation in a recognized substance abuse treatment program as developed by a treatment provider.	31-SEM-03
Employee Misconduct	Labor Relations Office (LRO)	Any act or behavior which may be in violation or attempted violation of any law, regulation, act, or ODRC's administrative rules, policies, or the Standards of Employee Conduct.	09-INV-03 09-INV-07

Employee Training File	Corrections Training Academy (CTA)	An electronic (i.e., LMS or OnBase) or hard-copy file that contains all training records for an employee. The file shall minimally contain records regarding the employee's completion of orientation, annual in-service, any additional in-service or specialized training, and all special skill certifications and re-certifications.	39-TRN-09
Employees	Corrections Training Academy (CTA)	All staff who have contact with students, visitors, other staff, or incarcerated persons.	12-CTA-04
Enclosed Areas	Bureau of Operational Compliance (BOC)	Any area with a roof or other covering overhead, with walls or side coverings of any kind on at least one side.	10-SAF-01
Encryption	Bureau of Information and Technology Services (BITS)	A technique that mathematically encodes your data before it is sent between your browser and the web site that you are currently visiting. Strong encryption makes it nearly impossible for anyone except the intended party to decode and obtain data transmitted to the intended party.	05-OIT-14 05-OIT-15
End-User Course	Corrections Training Academy (CTA)	Course that does not provide instructor certification.	39-TRN-02 39-TRN-15
End-User Designee	Bureau of Information and Technology Services (BITS)	An ODRC authorized user at the end user level that is authorized to represent another ODRC authorized user at the end user level to report ODRC IT incidents, problems, issues and request specific ODRC products and services using the standardized procedures contained within this policy.	05-OIT-25
Enrollment Inmate Reference Information	Office of Correctional Health Care (OCHC)	A unique confidential identifier assigned to participants of the Medicaid Pre-Release Enrollment Program.	78-REL-09

Enterprise Information Management (EIM)	Legal Services	The site on the ODRC intranet commonly called the “dashboard,” that contains a variety of data collection and reporting tools for ODRC staff, including the special incident reporting application.	01-COM-08 104-TAW-01 104-TAW-02 104-TAW-05
Enterprise Inmate Network Work Group (EINWG)	Bureau of Information and Technology Services (BITS)	A group comprised of ODRC subject matter experts identified by ODRC deputy directors and co-chaired by the ODRC chief information officer and OCSS superintendent, which is responsible for reviewing and approving all incarcerated person network access requests. EINWG is responsible for establishing the framework and providing the guidance for appropriate access to systems for incarcerated persons to institute standards and instate accountability measures, and to maintain required baseline configuration requirement and security protocols, through the CISO or BITS security team designees, for incarcerated person information technology hardware, software, and applications.	05-OIT-11 05-OIT-14 05-OIT-19
Enterprise License	Bureau of Information and Technology Services (BITS)	A license agreement that permits the subscriber to use the software anywhere on the subscriber’s enterprise network in lieu of purchasing individual licenses for each user.	05-OIT-01
Entrance Conference	Bureau of Community Sanctions (BCS)	A meeting with the program review team, program director, and staff for a short briefing about the review process.	08-MAU-03
Enzyme Immunoassay Test (EMIT Test)	Bureau of Personnel	Initial test done to detect traces of restricted substances in urine specimens.	31-SEM-03
ePar	Bureau of Personnel	The official State documents that implement and authorize the appointment of new hires or status changes of employees.	34-PRO-04

ePerformance	Bureau of Personnel	The on-line performance evaluation tool which facilitates the performance management process for State agencies. The tool is accessed through myOhio.gov for state managers, employees, and human resource system administrators. The application uses automated workflow triggers in order to move through the performance evaluation process.	33-ERD-02
ePerformance Administrator	Bureau of Personnel	An exempt personnel staff member/designee assigned to conduct a second line review for consistency in performance notes and ratings, use of non-discriminatory language and ensures evaluation is compliant with policies and procedures. Also, acts as the final approver in the review/approval process with appointing authority designation.	33-ERD-02
Equal Employment Opportunity (EEO)	Construction, Activation, Maintenance, and Sustainability (CAMS)	The absence of partiality in employment treatment on the basis of a protected class, so that the right of all persons to work and advance on the basis of merit, ability and potential is maintained.	32-EEO-04
Equal Employment Opportunity Construction Compliance Officer (EEOCCO)	Construction, Activation, Maintenance, and Sustainability (CAMS)	ODRC employee who conducts random Equal Opportunity Construction Compliance reviews of ODRC's contract construction sites.	32-EEO-04
Equal Opportunity Clause	Construction, Activation, Maintenance, and Sustainability (CAMS)	The contract provisions set forth in CFR Chapter 60-1.4(a) or (b), as appropriate.	32-EEO-04

Equal Opportunity Compliance Review	Construction, Activation, Maintenance, and Sustainability (CAMS)	An evaluation and determination on non-exempt direct government or State contractor, or subcontractor's compliance with equal opportunity requirements based on: 1.Project workforce- employees at the physical location of the construction activity; 2.Area workforce- employees at all government projects in a specific geographic; 3.Home office workforce – employees at the physical location of the corporation, company, or other ownership headquarters or regional managerial offices, including “white collar” personnel (managers, professional, technicians and clerical) and any maintenance of service personnel connected thereto).	32-EEO-04
Equal Opportunity Requirements	Construction, Activation, Maintenance, and Sustainability (CAMS)	A general term used throughout this document to mean all contract provisions relative to equal employment opportunity (EEO), sub-contracting and training.	32-EEO-04
Equipment	Division of Business Administration	Defined by the Office of Budget and Management as meeting criteria to qualify as a ‘530’ account code expenditure. If the per unit cost of an item is \$1,000 or more, it shall be coded as equipment.	23-BUD-06

Equipment Custodian	Division of Business Administration (DBA)	A state employee is the primary user of equipment, a caretaker of equipment or both. As a primary user of equipment, the equipment custodian personally uses their equipment daily to conduct state business. As a caretaker, the equipment custodian oversees shared equipment that is used by a designated group or organizational identifier. An organizational identifier could be a division, department, unit, or section of the organization; typically, these assets are in common areas, conference/training rooms, storage areas, etc.	22-BUS-08
Erroneously Released Offender	Division of Parole and Community Services (DPCS)	A supervisee released from custody due to a calculation error, mistaken identity, or inadvertent release by County Sheriffs.	102-FUG-01
ERS Portal		Web-based Employee Relations System - A computerized databased of employee information.	33-ERD-04
Escape from Confinement	Legal Services	The act of purposely breaking detention while either confined within a city, county, state or federal detention center or correctional facility, or while being legally detained by law enforcement personnel.	53-CLS-03
Escaped Prisoner/Offender	Division of Parole and Community Services (DPCS)	An individual who flees from lawful custody/supervision without authorized release.	102-FUG-01
Escorted Contractor	Corrections Training Academy (CTA)	A contractor that is accompanied by an ODRC employee during the provision of services.	39-TRN-12
Essential Functions	Bureau of Personnel	The fundamental job duties of the employment position the individual holds within the ODRC.	36-LEV-06

Essential Habilitation Services	Division of Parole and Community Services (DPCS)	Basic set of services that all incarcerated persons must have access to in order to facilitate community reintegration following any period of incarceration.	02-REN-01 78-REL-01
Ethics Laws	Legal Services	Statutes contained in Ohio Revised Code (ORC) Chapter 102 as well as sections 2921.42, 2921.421 and 2921.43.	31-SEM-01
Evaluation Team Report (ETR)	Ohio Central School System (OCSS)	A comprehensive evaluation conducted by a multidisciplinary team that provides a group of qualified individuals with enough information to determine whether a student has a disability and needs special education and/or related services; formerly known as the multifactor evaluation. (DRC4311 – Evaluation Team Report)	57-EDU-01 57-EDU-11
Evidence (DPCS)	Division of Parole and Community Services (DPCS)	Objects, documents, or testimony, which substantiates or tends to substantiate an allegation.	100-APA-01
Evidence (LRO)	Labor Relations Office (LRO)	Information, physical or otherwise, on which a conclusion can be based. (i.e., incident reports, videos, statements, timekeeping records, e-mail, etc.).	09-INV-03 09-INV-07
Evidence Based Practices (EBP)	Division of Parole and Community Services (DPCS)	The use of current research and available data to guide policy and practice decisions that are aimed at improving outcomes.	100-APA-13 100-APA-16 103-SPS-02
Evidence Officer	Division of Parole and Community Services (DPCS)	The officer with responsibility to exercise control over weapons, drugs and other contraband confiscated as part of a search or search incident to arrest.	100-APA-01 100-APA-05

Examiner	Behavioral Health Operations (BHO)	A mental health professional appointed to perform a Sexually Violent Predator Risk Assessment (SVpra) by the director of SORRC (Sex Offender Risk Reduction Center) who is qualified by knowledge, skill, experience, and education in the area of sex offender risk assessment.	67-MNH-30
Exceptional Circumstance	Ohio Central School System (OCSS)	Approved closing such as, but not limited to, vacation/personal/sick leave, fog alerts, required meetings/trainings. Exceptional circumstances must be documented in the logbook.	58-LIB-01 58-LIB-02
Excessive Force	Risk Management (Legal)	An application of force which, either by the type of force employed, or the extent to which such force is employed, exceeds that force which reasonably appears to be necessary under all the circumstances surrounding the incident.	63-UOF-01 63-UOF-02 63-UOF-03
Exclusion Criteria	Behavioral Health Operations (BHO)	(1) Serious mental illness (mental health classification C1); (2) Intellectual Disability/Developmental Disorder (ID/DD); (3) Severe cognitive disorder (organic mental disorder) resulting in significant functional impairment; (4) Severe personality disorder that is manifested by frequent episodes of psychosis, depression or serious self-injurious behavior; (5) Severe maladjustment during prior OSP confinement that warranted a transfer to higher level of mental health care; or (6) three or more placements on suicide watch in the last twelve months and/or placement on watch lasting/exceeding seven (7) calendar days and/or serious self-injury requiring outside care or hospitalization.	67-MNH-27
Exclusion Zone	Bureau of Community Sanctions (BCS)	A geographical location where a supervisee is not permitted to be, such as a victim's neighborhood.	108-ABC-04

Excused Absence	Special Operations	An absence by an ODRC Honor Guard member (both Statewide and Institutional) from ODRC Honor Guard activation, training or other team functions which has been authorized by the ODRC Honor Guard commander.	01-COM-10
Executive Clemency	Division of Parole and Community Services (DPCS)	An act of mercy or leniency providing relief from certain consequences of a criminal conviction. The executive clemency power, including pardon, commutation and reprieve, is exercised by the Governor.	105-PBD-01
Executive Session	Division of Parole and Community Services (DPCS)	A closed meeting held by the Parole Board to consider, deliberate, and vote on matters which are the subject of clemency, Full Board, Sexually Violent Predator, or any other hearing conducted by the Board.	105-PBD-01
Exempt Employee	Corrections Training Academy (CTA)	Any employee holding a position that is not in a bargaining unit.	39-TRN-02
Exempt Health Care Managers	Office of Correctional Health Care (OCHC)	Includes the following for purposes of this policy: health planning administrators (HPA), health care administrators (HCA), assistant health care administrators (AHCA), quality improvement coordinators (QIC), nurse supervisors, psychiatric nurse supervisors (PNS), mental health managers (MHM), mental health administrators (MHA), psychologist supervisors, social work supervisors, behavioral health care provider supervisors, activity therapy supervisors, recovery services supervisors, and sex offender services supervisors.	69-OCH-06

Exempt Status	Division of Parole and Community Services (DPCS)	To be used in situations where a supervisee has legitimate financial hardships and is unable to pay. It shall not be more than 10% of an officer's caseload.	100-APA-33
Exigent Circumstances (APA)	Division of Parole and Community Services (DPCS)	An exception to the warrant requirement exists where there is probable cause for a warrant, but specific circumstances do not allow time for obtaining a warrant. Exigent circumstances are limited to 1) Emergency circumstances such as loss of life or bodily harm to a person under supervision or caused by a person under supervision; 2) Imminent destruction or removal of important evidence or other important contraband related to a person under supervision; or 3) Foot pursuit or imminent escape of a person under supervision.	100-APA-05
Exigent Circumstances	Bureau of Labor Relations	A situation which, due to its nature and time of occurrence, threatens the security of the institution, such as where there exists a reasonable suspicion of contraband or other illegal activity.	51-STF-05
Exit Conference	Bureau of Community Sanctions (BCS)	A discussion, facilitated by the lead program reviewer, to share all findings concluded by the review team with the program director and staff.	08-MAU-03
Exit Folder	Ohio Central School System (OCSS)	A file containing specified documentation that is utilized to create a record of a student's competency attainment.	57-EDU-12

Experienced Staff Member	Corrections Training Academy (CTA)	<p>An employee off, off probation, who has shown proficiency and understanding of the tasks being presented to, or practiced by, the newly hired staff with whom they share the same job classification.</p> <p>Experienced staff members have obtained this level of understanding through actual practice acquired over months or years. Experienced staff members have completed additional training recognized by the Corrections Training Academy for delivery of OJT and serve as a peer model for newly hired staff.</p>	39-TRN-10
Expiration of Definite Sentence (EDS)	Bureau of Sentence Computation (BOSC)	The expiration of the definite sentence imposed by the sentencing judge after reduction of jail credit per ORC 2967.191 and good time per ORC 2967.19.	100-APA-27
Expiration of Stated Term (EST)	Bureau of Sentence Computation (BOSC)	The expiration of the stated term imposed by the sentencing judge after reduction of jail credit per ORC 2967.191.	100-APA-27 108-ABC-01
Expiration of Supervision Term	Division of Parole and Community Services (DPCS)	The maximum period of time any community control or PRC supervisee remains under the control and / or supervision of the APA, as specified by the sentencing court's journal entry or parole board minutes.	100-APA-16 100-APA-19 100-APA-27
Exposure Incident	Office of Correctional Health Care (OCHC)	A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.	10-SAF-16 68-MED-18

<p>Extended Restrictive Housng (ERH)</p>	<p>Bureau of Classification and Reception (BOCR)</p>	<p>A security classification level represented as “E” in the Departmental Offender Tracking System (DOTS). ERH is the most restrictive security level in the ODRC reserved for incarcerated persons who constitute the greatest threat to the safety and security of the community, staff, others, and/or the secure operations of a prison.</p>	<p>50-PAM-02 51-STF-05 52-RCP-01 53-CLS-01 53-CLS-04 53-CLS-05 53-CLS-06 53-CLS-08 53-CLS-10 55-SPC-02 56-DSC-01 56-DSC-02 57-EDU-02 57-EDU-11 58-LIB-01 60-FSM-05 61-PRP-01 61-PRP-02 67-MNH-15 67-MNH-22 67-MNH-27 67-MNH-31 69-OCH-02 71-SOC-05 72-REG-01 76-VIS-02 76-VIS-03 78-REL-01 79-ISA-01 79-ISA-02 79-ISA-04 80-INC-02 310-SEC-03</p>
<p>Extended Restrictive Housng-Enhanced Behavioral Health Monitoring (EM)</p>	<p>Behavioral Health Operations (BHO)</p>	<p>A classification given to an incarcerated person in ERH who is classified as C1 or IDD. Represented as “EM” in DOTS. An EM classified person must be offered more than two hours out of cell time daily. EM is considered RH2 (special management) in accordance with ODRC Policy 55-SPC-02, Restrictive Housing Procedures.</p>	<p>53-CLS-01 53-CLS-04 53-CLS-10 55-SPC-02 67-MNH-27 67-MNH-31</p>

Extended Restrictive Housing - Ineligible for Presumptive Release (EN)	Bureau of Classification and Reception (BOCR)	A classification given to a person in ERH who is ineligible for presumptive release. It is represented as “EN” in DOTS. EN individuals are the same security level as other Level E persons.	53-CLS-01 53-CLS-04 53-CLS-10 55-SPC-02
Extended Restrictive Housing - Transitional (ET)	Bureau of Classification and Reception (BOCR)	A security level where the person is introduced to limited and small group congregate recreation and programming in preparation for release to general population. ET is considered RH2 (special management) in accordance with ODRC Policy 55-SPC-02, Restrictive Housing Procedures.	53-CLS-01 53-CLS-04 53-CLS-10 55-SPC-02
External Service Provider	Bureau of Information and Technology Services (BITS)	An entity outside State of Ohio government that provides external information system or service capabilities to ODRC or another state agency by contract.	05-OIT-14
Extradition	Division of Parole and Community Services (DPCS)	Delivery from one state to another of a fugitive upon agreement of the Governor or Chief Executive of the state in which the fugitive is found. Return of parolees or probationers under the terms of the Compact Agreement can preclude formal extradition.	100-APA-06
Facial Validity	Division of Business Administration (DBA)	When a document superficially appears to be from an appropriate authority, agency, or court. To determine if a court order is facially valid, staff are required to complete the Screening for Facial Validity of Entries Submitted for Collection Pursuant to ORC 5120.133	24-CAS-07
Facilitator (Victim Awareness)	Office of Victim Services (OVS)	An individual trained in conducting the Victim Awareness classes for incarcerated persons in the institutions and APA supervisees.	03-OVS-05 03-OVS-07

Facilitator (Victim Offender Dialogue)	Office of Victim Services (OVS)	An individual trained in conducting victim offender dialogues for crimes of violence and who works with both the victim and the offender for an extensive period of time in preparation and moderation of the actual face-to-face dialogue. This person may be either an ODRC employee or community volunteer who has received Victim Offender Dialogue training through the Office of Victim Services.	03-OVS-02 03-OVS-05
Facility Governing Board	Bureau of Community Sanctions (BCS)	The legal entity comprised of members appointed by the Judicial Advisory Board and the board or boards of county commissioners of the member counties that is responsible for the local oversight of community-based correctional facilities per section 2301.51 of the Revised Code.	106-BCS-02
Facility Managed Project	Bureau of Construction, Activation, Maintenance, and Sustainability (CAMS)	A maintenance project, repair project, or minor construction project that is planned, procured, funded, monitored, and managed by the facility staff.	21-CAM-13
Facsimile Signature	Division of Business Administration (DBA)	The reproduction of any authorized signature to include but are not limited to a photographic, photo static, or mechanical device.	24-CAS-03
Fact Book	Office of Communications	A written summary of information pertaining to a specific facility (i.e., a fact book on an institution would contain detailed information on current leadership, capacity, mission, and facets of operation).	01-COM-12
Fact Sheet	Office of Communications	A written summary of information pertaining to a specific subject (i.e., a fact sheet on an institution would contain information on history, capacity, mission and facets of operation).	01-COM-09 01-COM-12

Failure to Complete Mandated Programming	Bureau of Community Sanctions (BCS)	An unacceptable behavior on the part of an offender that results in the offender failing mandated programming, unsuccessful termination from the mandated programming or non-compliance with mandated programming.	108-ABC-04
Family Advisory Council	Office of Prisons (OOP) - Unit Management Administration	A multi-disciplinary committee that will meet quarterly to assess, develop, and assist with implementation of incarcerated person family-focused strategies to positively impact offenders and their families throughout incarceration and lead to successful reentry.	02-REN-02
Family Engagement Event	Office of Holistic Services (OHS)	An event scheduled at the institution in which family members or a support person who are currently approved on the incarcerated person's visiting list may attend.	72-REG-01 77-REC-01
Family Involvement (FI)	Division of Parole and Community Services (DPCS)	Meaningful communication with a member of a supervisee's family or an individual with personal ties to the supervisee and who is influential in the life of the supervisee and can provide information regarding community adjustment. Family involvement does not include contacts with service providers, case managers, or other halfway house staff.	100-APA-13 103-SPS-02
Family Member (OHS)	Office of Holistic Services (OHS)	For purposes of this policy, a parent, brother, sister, spouse, son, daughter, grandparent, grandchild, aunt, uncle, niece, nephew, or first cousin of the incarcerated person. In accordance with applicable law, adoptive or step-relationships shall be the same as natural relationships. Proof may be required to establish family member status, including but not limited to, birth certificates, marriage certificates, and sworn statements.	68-MED-09

Family Member (OOP)	Office of Prisons (OOP)	A family member shall include spouse, child, stepchild, parent, stepparent, sibling, step or half-sibling, grandparent, or any other person, who has, in effect, been in such a relationship with the incarcerated person.	76-VIS-03
Fast	Religious Services	Fasting is the practice of abstaining from food for a specified period of time. The act of fasting may be associated with a period of individual or congregate prayer, worship, or other religious observances.	72-REG-07
Fast Track High School Equivalency Program	Ohio Central School System (OCSS)	An educational program designed to prepare incarcerated persons with high reading and math scores for the high school equivalency. Those in this program must have a minimum standardized assessment total reading score of 243 (10.0 TABE) and a math score of 228 (8.0 TABE) or above on the appropriate test level to be enrolled in this class, and will work a full-time institutional job and attend at least one weekly session of high school equivalency instruction.	57-EDU-01
Federal Omnibus Transportation Employee Testing Act of 1991 (Federal Omnibus Act)	Bureau of Personnel	Federal law governing random testing issued by the Federal Department of Transportation.	31-SEM-03
Fee-For-Service Medicaid	Bureau of Medical Operations (BMO)	A service where providers directly bill Medicaid for health care services, they provide to Medicaid Consumers.	78-REL-09
Felony 3 Offense of Violence Non- Sex Offenses	Division of Parole and Community Services (DPCS)	As set forth in the PRC Assessment Manual, any offense that falls under ORC 2901.01 (A)(9) that is not a sex offense.	105-PBD-08

Felony Sex Offense	Division of Parole and Community Services (DPCS)	A violation of a section contained in ORC Chapter 2907 that is a felony.	105-PBD-08
Fentanyl	Bureau of Operational Compliance (BOC)	A synthetic opioid pain reliever, approved for treating severe pain, typically advanced cancer pain. This includes its analogues. It is 50 to 100 times more potent than morphine.	10-SAF-19 10-SAF-20 310-SEC-22
Fentanyl Test Strips	Bureau of Operational Compliance (BOC)	A method of helping prevent drug overdose by detecting the presence of fentanyl in different kinds of drugs and drug forms.	10-SAF-20
Field Arrest	Division of Parole and Community Services (DPCS)	While in the community, the act of taking custody of a supervisee and transporting them to a local holding facility.	100-APA-28
Field Coordinator	Bureau of Personnel	The individual responsible for the implementation, administration, and monitoring of the random restricted substance testing policy at a local level including Operation Support Center (OSC), institutions, and Division of Parole and Community Services (DPCS) locations. The field coordinator will be assisted by at least one backup individual specified at each location. The backup will serve as the field coordinator as needed.	31-SEM-03
Field Policy Review Team (PRT) Chairperson	Office of Policy and Strategic Initiatives	The managing officer's designee who is responsible for disseminating information from the policy administrator and coordinating feedback on policies and operation manuals.	01-COM-01
Field Staff	Division of Parole and Community Services (DPCS)	According to the Internal Accounting Control Program, personnel who are away from the office at least 50% of the time and/or those employees who leave directly from home to go to field sites at least 50% of the time.	100-APA-03 100-APA-06 100-APA-09

Field Worker	Bureau of Personnel	An employee who spends the majority of their time away from the employee's headquarter work location. Field workers are not teleworkers simply because the nature of their job duties requires them to spend time away from the headquarter work location. However, ODRC may consider utilizing telework for field workers when such an arrangement would benefit the agency.	35-PAY-09
Fieldware	Division of Parole and Community Services (DPCS)	A web-based supervision management system designed to support Probation, Parole, Community Corrections, Pre-Trial, and Institutions.	100-APA-33
Final Release	Division of Parole and Community Services (DPCS)	A remission by the APA of the balance of the sentence or prison term of a parolee, or the official acknowledgement by the APA or the court of the end of a term of post release control/probation/community control/judicial release. PRC terminations can be classified as favorable or unfavorable pursuant to Administrative Code 5120:1-1-42.	100-APA-06 100-APA-16 100-APA-19 103-SPS-01
Final Walk-Through	Bureau of Adult Detention (BAD); Bureau of Community Sanctions (BCS)	A walk-through of the facility by the ODRC assigned/BAD project manager, or other designated staff member, to verify construction compliance with the approved planning documents.	106-BCS-02 107-BAD-07
Financial Transaction	Division of Business Administration (DBA)	Any receipt or disbursement of funds to or from the Industrial and Entertainment Fund.	24-CAS-01
Fire Action Plan	Bureau of Operational Compliance (BOC)	A written critical incident plan developed by the facility to direct a fire related emergency.	10-SAF-05

Fire Area	Bureau of Operational Compliance (BOC)	An area of a building separated from the remainder of the building by construction having a fire resistance of at least one (1) hour and having all communicating openings properly protected by an assembly having a fire resistance rating of at least one (1) hour. These areas should be labeled on the facility building diagrams and if not, facilities need to consult the Bureau of Construction, Activation, Maintenance and Sustainability for any questions related to properly identifying such areas.	10-SAF-12
Fire Protection System	Bureau of Operational Compliance (BOC)	Approved devices, equipment, and systems or combination of systems used to detect a fire, activate an alarm, extinguish or control a fire, control or manage smoke and products of a fire or any combination thereof.	10-SAF-05
Fire Scene	Bureau of Operational Compliance (BOC)	The fire area and anything believed to relate to the fire.	10-SAF-05
Firearm	Legal Services	A deadly weapon capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant. It includes semi-automatic pistol or police rifle/carbine.	22-BUS-08 104-TAW-01
Firearm Armorer	Division of Parole and Community Services (DPCS)	An ODRC employee certified in firearm armorer duties by an approved firearm manufacturer or approved firearm manufacturer representative and authorized by the CTA training supervisor to inspect, repair, service, and maintain APA firearms.	104-TAW-01
Firearms Instructor	Division of Parole and Community Services (DPCS)	Any ODRC employee who is currently certified by OPOTC to train employees in the use of firearms. Pursuant to OPOTC standards, only OPOTC certified Basic Firearms Instructors may conduct the APA 40-Hour Basic Firearms School. Those certified by OPOTC to conduct recertification sessions annually may lead said sessions.	104-TAW-01 104-TAW-04

Firewall	Bureau of Information and Technology Services (BITS)	Software or a combination of hardware and software that implements an operating system security policy governing traffic between two or more networks or network segments.	05-OIT-15
Firmware	Bureau of Information and Technology Services (BITS)	Computer programs and data stored in computer hardware, typically in read-only memory (ROM) or programmable read-only memory (PROM), such that the programs and data cannot be dynamically written or modified during execution of the program.	05-OIT-14
First Aid Kit	Bureau of Operational Compliance (BOC)	A kit containing basic first aid items	12-CTA-04
First Hearing	Division of Parole and Community Services (DPCS)	A regular parole release consideration hearing calculated pursuant to ORC sections 2967.13, 2967.191, and 2967.193.	105-PBD-03
Fit Test	Bureau of Operational Compliance (BOC)	The use of a protocol to evaluate the fit of a respirator qualitatively or quantitatively on an individual.	10-SAF-03
Fit to Return to Duty	Bureau of Personnel	When a substance abuse professional (SAP) determines that the employee is compliant with treatment requirements and has a negative return-to-duty restricted substance test result.	31-SEM-03
Flammable Liquid	Bureau of Operational Compliance (BOC)	Any chemical that has a flash point below 100 degrees Fahrenheit.	10-SAF-12
Fleet Administrator	Office of Acquisitions and Contract Compliance (OACC)	Assists in the administration and coordination of the organization's fleet of motor vehicles. Maintains accurate records of vehicles. Ensures compliance with ODRC rules and files paperwork in support of this compliance as needed. Schedules repairs or preventative maintenance; ensuring that the necessary numbers of fleet vehicles are available.	22-BUS-18

Fleet Coordinator	Office of Acquisitions and Contract Compliance (OACC)	Oversees the vehicle activities at their assigned location. Maintains accurate records of vehicles. Schedules repairs or preventative maintenance. Ensures compliance with ODRC rules on use of state-owned vehicles.	22-BUS-18
Fleet Ohio	Division of Business Administration (DBA)	A software application that maintains detailed and categorized vehicle information, tracks vehicle activity, and reports comprehensive vehicle information. It is supported by the Department of Administrative Services and made accessible to state agencies to use to meet their vehicle statutory requirements.	22-BUS-08
Fleet Procedures Manual	Office of Acquisitions and Contract Compliance (OACC)	A collection of procedures and state rules that govern the use and operation of state-owned vehicles.	22-BUS-18
FLSA Overtime Eligible Employee	Bureau of Personnel	An employee who is not specifically exempted from the overtime requirements of the Fair Labor Standards Act (FLSA) and Ohio Revised Code (ORC).	35-PAY-02 35-PAY-03 35-PAY-04
FLSA Overtime Exempt Employee	Bureau of Personnel	An employee whose salary and duties meet the requirements for any exemption available under the FLSA.	35-PAY-02 35-PAY-04
FMLA Tracking Year	Bureau of Personnel	ODRC uses a rolling calendar year to determine eligibility (1,250 hours of work actually performed in the previous twelve (12) months) and usage (twelve (12) workweeks in a twelve (12) month period). For example, if an employee wishes to take FMLA leave on August 1, 2021, ODRC will look at the period of August 1, 2020 to August 1, 2021 to determine if: (1) the employee has actually performed 1250 hours of work in the past twelve (12) months; and (2) the employee has already exhausted the twelve (12) workweeks of FMLA leave allowed.	36-LEV-02

FMLA Unit	Bureau of Personnel	The FMLA Unit is a team of FMLA specialists based out of the Operation Support Center that handles all FMLA-related requests, including but not limited to reviewing all FMLA documentation for employees seeking FMLA leave, requesting clarification from health care providers when appropriate, requesting re-certification from employees when appropriate, seeking second and/or third opinions on new certifications when appropriate, tracking FMLA usage by employees, and informing employees when their FMLA leave is granted, denied, and/or exhausted.	36-LEV-02
Food Poisoning	Office of Correctional Health Care (OCHC)	Disease resulting from ingestion of food contaminated with a toxin produced by a microorganism.	68-MED-04
Food Service Contract	Office of Acquisitions and Contract Compliance (OACC)	The signed document between the ODRC Corrections Training Academy and the contractor which details how all ODRC food service operations shall be managed.	12-CTA-05 60-FSM-02
Food Service Contract Monitor	Corrections Training Academy (CTA)	The CTA superintendent or designee responsible for monitoring food service operations, to include compliance with the contract and agency policies.	12-CTA-05
Food Service Manager/Director	Office of Acquisitions and Contract Compliance (OACC)	An employee of the contractor with the responsibility of managing food service operations for the contractor.	12-CTA-05 60-FSM-02
Food Service Manual	Office of Acquisitions and Contract Compliance (OACC)	The approved procedure manual supplied by the contractor or ODRC which details food service operations pertaining to the contract.	12-CTA-05 60-FSM-02
For Cause Testing	Division of Parole and Community Services (DPCS)	Discretionary substance abuse testing that is based on belief or certain criteria that would indicate the offender has used drugs and/or alcohol.	103-SPS-07

Force	Risk Management (Legal)	The exertion or application of a physical compulsion or constraint.	63-UOF-01 63-UOF-02 63-UOF-03 71-SOC-11 104-TAW-02 310-SEC-59
Form	Office of Policy and Strategic Initiatives	Any document, device, or item used to convey information, regardless of medium, that has blank spaces for the insertion of information and that may have a predetermined format and data elements to guide the entry, interpretation, and use of the information. “Form” does not include letterheads, envelopes, labels, tags, tickets, or note pads, or forms mandated by the federal government, but does include all computer-generated forms except those mandated by the federal government pursuant to ORC 125.91B	01-COM-01
Formal Education Assessment	Ohio Central School System (OCSS)	A normed and/or standardized assessment that is utilized by multiple educational agencies. One example of such an assessment is the Comprehensive Adult Student Assessment System (CASAS).	57-EDU-03
Forms Analyst	Office of Policy and Strategic Initiatives	The employee responsible for managing the ODRC’s forms management program, in compliance with ORC 125.98.	01-COM-01
Free from Chlorine	Construction, Activation, Maintenance, and Sustainability (CAMS)	The concentration of residual chlorine in water present as dissolved gas (Cl ₂), hypochlorous acid (HOCl), and/or hypochlorite ion (OCl ⁻).	21-CAM-12
Freeware	Bureau of Information and Technology Services (BITS)	Non-enterprise and non-standard software that is typically downloaded from a website and available without a fee, to any users that wants it. The software may be copyrighted, or it may be open source, which is more publicly accessible for purposes of modification and sharing.	05-OIT-01

Fugitive	Division of Parole and Community Services (DPCS)	An individual who is fleeing to avoid APA supervision, custody, or confinement after conviction.	100-APA-16 100-APA-27 102-FUG-03
Full Board Hearing	Division of Parole and Community Services (DPCS)	A Parole Board hearing conducted by a majority of Parole Board members as described in ORC Section 5149.101.	100-APA-21 105-PBD-03 105-PBD-06 105-PBD-13
Full Inspection	Ohio Central School System (OCSS)	A comprehensive review of a jail's operation in order to confirm compliance with all applicable Ohio Minimum Jail Standards for Jails. These inspections are conducted as determined by need and available resources.	107-BAD-01
Full Time Programming	Bureau of Community Sanctions (BCS)	Any combination of employment, educational/vocational training, or programmatic services that address the risks and needs determined by the supervising authority's assessment protocol. Offenders should participate in a minimum of thirty-two (32) hours of program activities per week.	108-ABC-01
Fully Loaded Firearm	Division of Parole and Community Services (DPCS)	The Glock Model 19 9mm Semiautomatic must have one round in the chamber and a fully loaded magazine (15 rounds) in the gun along with two additional fully loaded magazines (15 rounds in each) for a total of 46 rounds of duty ammunition.	104-TAW-01
Functional Firearm	Legal Services	A firearm that is fully operational and capable of discharging a projectile by the action of an explosion and capable of being placed in service after appropriate inspection, cleaning, and test firing.	10-SAF-23
Fund 5AFO	Division of Business Administration (DBA)	State and Non-Federal Awards - All monies gained through each institution recycling efforts is deposited into this fund.	22-BUS-17

Fundal Height	Office of Holistic Services (OHS)	Also known as McDonald's Rule; A measure of the size of the uterus used to assess fetal growth and development during pregnancy. It is measured from the top of the mother's uterus to the top of the mother's pubic symphysis. Fundal height, when expressed in centimeters, roughly corresponds to gestational age in weeks between 16 and 36 weeks for a vertex (head down) fetus.	Protocol B-39
Fundraising Activities	Office of Prisons (OOP)	Any activity designed for soliciting funds for a purpose. The purpose may be for operating expenses, donations, etc.	73-GRP-01
Functional Limitation	Office of Correctional Health Care (OCHC)	A physical impairment that is not expected to improve within 6 months and that substantially limits the incarcerated individual's ability to perform a major life activity.	68-MED-13
<i>Gagnon</i> Criteria	Division of Parole and Community Services (DPCS)	Those considerations set forth by the United States Supreme Court in <i>Gagnon v. Scarpelli</i> , 411 U.S. 778 (1973), for determining when an indigent person on supervised release should be represented by counsel at a revocation hearing.	105-PBD-09
Gandr Staff	Religious Services	A wooden stick inscribed with runes used for both personal and congregate worship.	72-REG-10
Garrity	Labor Relations Office (LRO)	Employee protection from the use of statements given in an Administrative Investigation being used in any criminal proceeding.	09-INV-03 09-INV-07
Gas Chromatography-Mass Spectrometry (GC-MS) Testing	Bureau of Personnel; Division of Parole and Community Services (DPCS)	(31-SEM-03) A test used to confirm positive results of EMIT Test or initial screen. (103-SPS-07) A chromatographic procedure used to identify substances in urine and to confirm drug use. All GC/MS testing shall be conducted only at the request and the expense of the offender.	31-SEM-03 103-SPS-07

Gateway Portal	Division of Parole and Community Services (DPCS)	A web-based portal that allows the ODRC to exchange and share offender information with its external partners and stakeholders.	100-APA-21 101-PLA-01
Gender	Bureau of Labor Relations	Sex, male or female.	51-STF-05
Gender Specific Assignment	Bureau of Labor Relations	An assignment requiring the supervising correction officer to be of the same gender as the incarcerated individuals to be supervised.	51-STF-05
General Legal Materials	Legal Services	Items such as law books, formbooks, photocopied research materials, blank legal forms, and stationery.	59-LEG-01
General Population	Bureau of Classification and Reception (BOCR)	A reference to all general population security levels (1-4). General population provides incremental increases in autonomy and freedom of movement with similar perimeter security, so all incarcerated persons can be encouraged to engage in pro-social behavior and follow institutional rules. Level 3 and 4 are considered high security and are typified by greater controls on movement and a higher level of supervision. Privileges may vary between prisons, but all prisons are required to have demonstrably increased privileges as persons decrease in security level.	53-CLS-01
General Work Order	Construction, Activation, Maintenance, and Sustainability (CAMS)	A request submitted via a Service Now Work Order Request identifying a need for repairs or replacement.	21-CAM-12
General Work Order Log	Construction, Activation, Maintenance, and Sustainability (CAMS)	An electronic log used to manage general work order tasks generated from submitted General Work Orders via Service Now Electronic Management System.	21-CAM-12

Generative AI	Bureau of Information and Technology Services (BITS)	A kind of AI capable of generating new content such as code, images, music, text, simulations, 3D objects, videos, and so on. Generative AI uses large quantities of data to generate text, audio, and/or visual content in response to user prompts. It leverages human-generated content and is used for more creative purposes. Due to the nature of the technology and the data sources, there is a higher risk of inaccurate or biased output. To minimize such risks, it is necessary to incorporate human feedback and continuously monitor the output as part of the implementation.	05-OIT-32
Geographical Location	Division of Parole and Community Services (DPCS)	An area designated by the regional administrator for the purpose of assigning investigations and/or cases for supervision.	100-APA-21
Global Positioning System (GPS)	Division of Parole and Community Services (DPCS)	A collection of satellites used to triangulate signals that determine the GPS receiver's position on earth.	108-ABC-04
Global Shop Solutions (GSS)	Ohio Penal Industries	The production software used by OPI.	25-OPI-02 25-OPI-08 25-OPI-09
Good Days	Labor Relations Office (LRO)	Regularly scheduled days off from work.	35-PAY-01 35-PAY-06
Good Faith Effort (CAMS)	Construction, Activation, Maintenance, and Sustainability (CAMS)	Affirmative action measures designed to implement the established objectives of an Affirmative Action Plan.	32-EEO-04
Good Faith Effort (DPCS)	Division of Parole and Community Services (DPCS)	An attempt by a supervisee to satisfy their financial obligation. This attempt shall include making consistent payments in an amount that is relative to their income and/or financial situation.	100-APA-16
Gothi/Gythia	Religious Services	Male / female priest of the Asatru faith.	72-REG-10

Grading Period	Bureau of Personnel	A period specified by the accredited college or university during which coursework shall be initiated and completed for one or more credit hours.	38-CED-01
Grant	Division of Business Administration (DBA)	Financial assistance provided by the Federal Government, or other funding sources, used to pay the costs associated with administering programs under the jurisdiction of the ODRC. Other funding sources may include state agencies, private foundations, and corporations.	22-BUS-06
Grant Administrator	Division of Business Administration (DBA)	An individual who is responsible for appropriating grants within the ODRC.	22-BUS-06
Graphic User Interface (GUI)	Ohio Penal Industries	Workstations used for clocking incarcerated workers for time/attendance and record labor time on work orders.	25-OPI-08
Gravely Disabled	Behavioral Health Operations (BHO)	A condition in which a person, as a result of serious mental illness: 1) Is in danger of serious physical harm resulting from a failure to provide for their essential physical needs of health or safety; or 2) Manifests severe deterioration in routine functioning evidenced by repeated and escalating loss of cognitive or volitional control over their actions.	67-MNH-29
Grievance (APA)	Division of Parole and Community Services (DPCS)	A formal, written complaint about any policy, rule, practice, or act by the Ohio Department of Rehabilitation and Correction (ODRC) or its employees that directly affects the staff member or supervisee making the complaint.	100-APA-15 100-APA-17

Grievance (Exempt)	Labor Relations Office (LRO)	An alleged failure of the ODRC to comply with regulations, policies, or procedures; or an alleged failure to comply with the provisions of Chapter 124 of the Ohio Revised Code or the administrative rules of the Department of Administrative Services. An event or circumstance affecting an employee, which results from a law or executive order, and discipline that is appealable to the State Personnel Board of Review are not within the jurisdiction of the exempt grievance process. Further, any allegations that would form the basis of a complaint of discrimination or harassment or any violations of equal employment opportunity laws are not within the jurisdiction of the exempt grievance process.	37-EAP-07
Group Based Comprehensive Sex Offender Program	Behavioral Health Operations (BHO)	A sex offender program in which participants live in different units in the prison and meet for group and individual interventions, as well as other program related activities in a common area. Group-based programs utilize a collaborative approach in working with Unit Management staff to ensure consistent communication and to enhance the application of core correctional practices.	67-MNH-12
Guardian	Office of Prisons (OOP)	An approved visitor who has been given notarized permission to accompany a child on a visit (Authorization for Minor Child Visitation, DRC4371). This permission may only be granted by the custodial parent or legal guardian and must specify the name of the visitor(s) accompanying the child and grant permission for the child to be photographed and searched.	76-VIS-01
Guest Volunteer		An individual or group who has been recruited and is visiting a specific program to determine their interest; visits the prison no more than one time per calendar year.	34-PRO-07 71-SOC-01

Habeas Corpus	Legal Services	Medieval Latin, literally, “you should have the body”. For our purposes, it usually involves a petition challenging the lawfulness of restraining a person who is imprisoned or otherwise in another’s custody.	37-EAP-03
Habitual Sex Offender Law	Bureau of Records Management (BORM)	A designation under pre-HB180 (1/1/97) that included any person convicted two or more times in separate criminal actions of: 2907.02 Rape, 2907.03 Sexual Battery, 2907.04 Corruption of a Minor (felony only), 2907.05 Gross Sexual Imposition, 2907.06 (A)(4) Sexual Imposition (victim between the ages of 13 and 19), 2907.07 (A) or (B) Importuning (victim under 13 or victim same sex as offender), 2907.08 Voyeurism, 2907.09 Public Indecency. Attempt, Conspiracy or Complicity to commit any offense listed above or any offense under any former law of this state or Municipal ordinance of law or another state or federal government that is substantially equivalent to any of the above offenses. (Juvenile convictions cannot be included.)	07-ORD-07
Halfway House (HWH)	Division of Parole and Community Services (DPCS)	A facility licensed by the ODRC, pursuant to ORC section 2967.14, as a suitable facility for the care and treatment of adult offenders.	100-APA-06 100-APA-13 100-APA-21 100-APA-32 101-PLA-01 105-PBD-09 106-BCS-02 108-ABC-01 108-ABC-04
Halfway House Director	Division of Parole and Community Services (DPCS)	The individual designated as the head of an ODRC licensed halfway house.	108-ABC-01
Halfway House Program Director	Division of Parole and Community Services (DPCS)	The individual designated as the head of supervisee programming and clinical services at an ODRC licensed halfway house.	108-ABC-01

Handgun	Legal Services	A firearm that has a short stock and is designed to be held and fired by the use of a single hand.	31-SEM-11
Handheld Game Console	Bureau of Information and Technology Services (BITS)	A portable, lightweight, electronic device with a built-in console, screen, controls, and speakers in one unit with the primary function of outputting a video signal to display video game content. Handheld game consoles allow the user to carry and play video games at any time or place. Depending on its manufacturing date, a handheld game console may have wireless capability, portable computing media capability or the capability to stream a video signal between multiple game consoles. Handheld game console manufacturers include Nintendo, Sony Xperia, PlayStation Vita, Pandora GP, Nvidia Shield, GWC Zero and Razer Switchblade.	05-OIT-11
Hard-of-Hearing	Chief Inspector's Office	Having a hearing loss of at least 40dB in the better ear unaided as measured by the Pure Tone Audiometry (PTA) or Speech Recognition Threshold (SRT).	64-DCM-02
Hard-to-Place	Office of Holistic Services (OHS)	Incarcerated person identified as a CI diagnosis, homeless, sex offender, homeless arsonist, classified as medical level 3 or 4 or any combination of the above. For purposes of this protocol any incarcerated person having a diagnosis of an Intellectual Developmental Disability will be included in this definition.	Protocol I-11
Hardware	Bureau of Information and Technology Services (BITS)	The tangible, material parts of any information technology device or system including desktop computers, laptops, tablet personal computers, keyboards, speakers, printers, central processing units (CPU), disk drives, tape drives, servers, switches, routers, cable, fiber, etc. ODRC information technology hardware is subject to the requirements contained in ODRC Policy 22-BUS-08, Inventory Control of Property, Supplies and Other Assets.	05-OIT-01 05-OIT-11 05-OIT-21

Harm Reduction Vending Machine	Bureau of Operational Compliance (BOC)	Automated mechanism for dispensing naloxone and fentanyl test strips in an effort to improve access to harm reduction services, provide information and help prevent drug overdose.	10-SAF-20
Hazard Evaluation Procedure	Bureau of Operational Compliance (BOC)	A facility procedure designed to ensure proper chemical storage, use, supervision level assignment, and classification as Severe/Serious hazardous, Moderate hazardous or Low/non-hazardous. The criteria used to determine the hazard level and the level of supervision can be found in the hazard(s) identification section #2 of the chemical's Safety Data Sheet (SDS).	10-SAF-12

<p>HB180 (Megan's Law) - Effective 1/1/1997 thru 12/31/2007</p>	<p>Bureau of Records Management (BORM)</p>	<p>This law (which revised ORC Chapter 2950) is still applicable to offenders who committed their offense prior to 1/01/2008. Sex offender designations under this law include: (1) Aggravated Sexually Oriented Offenders: Violation of ORC Section 2907.02(A)(1)(b) committed on/after 06/13/2002, or a violation of ORC Section 2907.02(A)(2) committed on/after 07/31/2003. Aggravated Sexually Oriented Offenders are subject to registration and verification every 90 days for life. (2) Sexual Predator: A person designated by the court, who has been convicted of, or pleaded guilty to, committing a sexually oriented offense and who is likely in the future to commit additional sexually oriented offenses. This designation can be made in one of two ways: a) the offender is convicted of a sexually violent offense with sexually violent predator specification, or b) the sentencing court adjudicates and specifies in a journal entry. Sexual Predator offenders are subject to registration and verification every 90 days for life. (3) Sexually Violent Predator: ORC 2971 - A person who has been convicted of or pleaded guilty to committing, on/after 1/01/1997, a sexually violent offense and is likely to engage in the future in one or more sexually violent offenses. The indictment charging the offender with a sexually violent offense will include a specification that the offender is a sexually violent predator. The specification shall be stated at the end of the body of the indictment, and all factors set forth in ORC Section 2971.01(H)(1) to (H)(6) (pre 1/1/08) that apply may be considered. If the offender is convicted of or pleads guilty to a sexually violent predator specification in the indictment, the conviction of or plea of guilty automatically classifies the offender as a sexual predator. Sexually Violent Predator offenders are subject to registration and verification every 90 days for life. (4) Habitual Sex Offender: A person designated by the court who has been convicted of or pleaded guilty to committing a sexually oriented offense, and who previously has been convicted of or pleaded guilty to one or more sexually oriented offenses. Habitual Sex Offenders are subject to registration and verification annually for 20 years. (5) Sexually Oriented Offender: A person sentenced on/after 1/1/97 and who has been convicted of or pleaded guilty to committing a sexually oriented offense, but who has not been designated as a sexual predator, habitual sex offender, child-victim sexual predator, habitual child-victim offender; or a person sentenced prior to 1/1/97 for a sexually oriented offense, and is still incarcerated on 1/1/97 for a sexually oriented offense; or a person sentenced prior to 1/1/97 for a sexually oriented offense and is still incarcerated on 1/1/97 who has 1 prior sex conviction under the old Habitual Sex Offender law; or a person sentenced prior to 1/1/97 for a non-sex offense and still incarcerated on 1/1/97 who has 2 prior sex convictions under the old Habitual Sex Offender law. *The court does not have to designate the offender as a 'sexually oriented offender.' Instead, this is a determination made by operation of law after the record officer reviews the offender's criminal history. Sexually Oriented Offenders are subject to registration and verification annually for 10 years.</p>	<p>07-ORD-07</p>
<p>Headband</p>	<p>Religious Services</p>	<p>Native American religious headgear.</p>	<p>72-REG-13</p>

Headquarter Work Location/Headquarters	Bureau of Personnel	The office address at which a state agent has their primary work assignment or if a state agent's primary work assignment involves regularly scheduled travel, the place which has been designated as the individual's headquarters where they can most effectively carry out their assigned duties.	22-BUS-04 35-PAY-09
Health Care	Office of Correctional Health Care (OCHC)	A discipline that includes dental, medical, mental health, and recovery services.	68-MED-01 81-OHS-01
Health Care Administrator (HCA)	Office of Correctional Health Care (OCHC)	The administrator responsible for the day-to-day operations of medical services at the institution level. The HCA is the health authority of the institution.	67-MNH-15 68-MED-01
Health Care Co-Payment Charge	Bureau of Medical Operations (BMO)	Co-pay fee charged to incarcerated persons who receive defined health care services.	68-MED-15
Health Care Occurrence (HCO)	Office of Correctional Health Care (OCHC)	Any omission or commission on the part of an ODRC employee or contractor that has a detrimental effect on the health of a patient, or which is likely to have a future detrimental effect on a patient's health. Health care occurrences may also include self-injurious behavior, unexpected or unintended changes in patient condition and interruption in the delivery of needed services, supplies or equipment, or related to staff body fluid exposure.	69-OCH-08
Health Care Staff	Office of Prisons (OOP)	Those people who by virtue of their training and experience are qualified to provide health care within the provisions of the state's licensure laws, policies, and guidelines. For purposes of this policy, the staff members with responsibility for implementing the procedures set forth herein are specified by discipline.	63-UOF-04

Health Hazard	Bureau of Operational Compliance (BOC)	Chemicals that can be classified as posing one of the following hazardous effects: acute toxicity (any route of exposure); skin corrosion or irritation; serious eye damage or eye irritation; respiratory or skin sensitization; germ cell mutagenicity; carcinogenicity; reproductive toxicity; specific target organ toxicity (single or repeated exposure); or aspiration hazard.	10-SAF-12
Health Related Crisis	Corrections Training Academy (CTA)	An event during which a person's health is in jeopardy and/or requires intervention by trained staff members or emergency medical service (EMS).	12-CTA-04
Hearing (Parole)	Division of Parole and Community Services (DPCS)	Any release consideration for an eligible incarcerated person's case conducted by a majority of Parole Board members, a hearing panel or as an interview by a hearing officer with a recommended action forwarded to a Parole Board member for final determination.	100-APA-21 105-PBD-03 105-PBD-08
Hearing Loss Cases (recordable)	Bureau of Operational Compliance (BOC)	Effective January 1, 2004, record all work-related hearing loss cases where: an employee has experienced a Standard Threshold Shift (STS), and the employee's total hearing level is twenty-five (25) decibels (dB) or more above audiometric zero [averaged at 2000, 3000, and 4000 hertz (Hz)] in the same ears as the STS. Hearing loss cases are to be recorded on the date of diagnosis.	10-SAF-15
Hearing Officer (OOP)	Legal Services	The person(s) designated by the managing officer to conduct an informal hearing with an incarcerated person who received a conduct report.	56-DSC-01 56-DSC-02
Hearing Officer Interview	Division of Parole and Community Services (DPCS)	The portion of a hearing process wherein an incarcerated person appears in person or through video-conferencing before one or more hearing officers who review and evaluate available information concerning the person's case and formulate a recommendation which is provided to a designated parole board member.	105-PBD-03

Hearing Officer Review Process	Division of Parole and Community Services (DPCS)	An administrative hearing conducted by a representative of the Parole Board when a supervisee on PRC has waived their appearance at a violation hearing. The purpose of the review is to determine whether a supervisee has violated one (1) or more conditions of supervision and, if so, the specific sanction that should be imposed upon the supervisee.	105-PBD-09
Hemodialysis	Office of Correctional Health Care (OCHC)	A filtration process by which high concentrations of blood chemicals are diffused across a membrane into a less concentrated solution (dialysate) to remove accumulated toxins or drugs.	68-MED-03
High Exposure Risk	Bureau of Operational Compliance (BOC)	A situation where liquid fentanyl or large amounts of fentanyl products are visible. (Example: A fentanyl storage or distribution facility, fentanyl milling operation, or potentially visible product with multiple exposures.)	10-SAF-19 310-SEC-22
High Interest Use of Force Incident	Risk Management (Legal)	A use of force where, either due to the notoriety of the incarcerated person involved, the location of the force incident, type of force used, apparent level of injury to either incarcerated person or staff, or other factors, the incident may cause a higher level of interest from both internal and external stakeholders.	63-UOF-01
High Notoriety Case	Legal Services	Any incarcerated person whose offense and/or pattern of previous behavior gives rise to concerns because of its sensational, notorious, or heinous nature. High notoriety may be evidenced by intense ongoing community, victim, and/or media interest. High notoriety is subject to change over time and may be relative to a particular time or place.	53-CLS-01 53-CLS-03

High Risk Pregnancy	Office of Holistic Services (OHS)	Any pregnancy that carries a greater than average risk of harm to either the mother or baby. It may include but is not limited to previous history of problematic pregnancies, concurrent medical conditions (such as hypertension, HIV, diabetes, or chemical addiction) or conditions such as preeclampsia, or gestational diabetes mellitus.	Protocol B-39
High School Diploma	Ohio Central School System (OCSS)	A certificate issued by a local school district sanctioned by a state or territorial department of education. The diploma indicates that the student has successfully fulfilled the minimum requirements of a curriculum prescribed by a state and local education agency.	57-EDU-01
High School Equivalency (HSE)	Ohio Central School System (OCSS)	A comprehensive exam to secure a high school diploma through a High School Equivalency Test HiSET exam, or General Educational Development (GED).	07-ORD-09 54-WRK-02 57-EDU-01 57-EDU-02 57-EDU-04 57-EDU-11 57-EDU-12 57-EDU-14
High School Equivalency (HSE) Instruction	Ohio Central School System (OCSS)	Incarcerated persons in this program must have a total reading score of 240 on the Comprehensive Adult Student Assessment System (CASAS) on the C or higher test level or a total reading score of 9.1 or above on the Test of Adult Basic Education (TABE) and will attend day-time high school equivalency classes.	57-EDU-01
High School Equivalency (HSE) Practice Test	Ohio Central School System (OCSS)	A test that a person must take and score specific requirements in order to take the official high school equivalency test.	57-EDU-01, 57-EDU-03

High School Equivalency (HSE) Site Administrator	Ohio Central School System (OCSS)	The Ohio Central School System (OCSS) school administrator shall serve as the HSE site administrator for their institution. The responsibility of this position is to oversee the administration of the HSE testing program within the institution. The HSE site administrator and the OCSS administrator shall ensure that HSE testing is conducted.	57-EDU-03
High School Equivalency (HSE) Work Program	Ohio Central School System (OCSS)	Incarcerated persons in this program must have a total reading score of 9.1 or above on the TABE or a total reading score of 240 on the CASAS on the C or higher test level, will work in a full-time institutional job other than student, and attend at least one weekly session of evening high school equivalency instruction.	57-EDU-01
High School Intern	Personnel	An intern who is a currently enrolled high school student at an accredited Ohio High School. High school students who are under 18 years of age may be considered for internships at the Operation Support Center (OSC) so long as the internship minimizes any risk to the student.	38-CED-05
High School Options Program	Ohio Central School System (OCSS)	A program designed to allow those incarcerated persons who have enough time to complete the necessary credits to earn their diploma at their parent institution.	57-EDU-01 57-EDU-13
Higher Education Information	Ohio Central School System (OCSS)	A comprehensive relational database operated by the Ohio Department of Higher Education (ODHE) used to track Ohio's Adult Career-Technical student enrollment, hour, outcome, and certifications awarded and follow-up.	57-EDU-12
Hijab	Religious Services	A muslim woman's headcovering.	72-REG-12

History of Escape/Escape Risk	Bureau of Classification and Reception (BOCR)	An incarcerated person is considered to have a history of escape when they meet one (1) of the following criteria: (1) They have been convicted of escape in any jurisdiction; (2) They have been found guilty at RIB of attempting to escape, planning an escape, escaping, or possession of escape materials; (3) They have a documented history of escaping from a secure perimeter or walking away while on community release from a secured perimeter facility; (4) There is enough documentation from any correctional or law enforcement agency to indicate an individual has attempted to escape, planned to escape, or escaped from a secured correctional facility or secured behavioral health facility. If an incarcerated individual qualifies under any of these provisions, they shall be flagged in the Departmental Offender Tracking System (DOTS) as an "Escape Risk" and an ER flag will be placed on their file.	53-CLS-01
Hold Order	Division of Parole and Community Services (DPCS)	The order or act of a parole officer, unit supervisor, or other APA official that causes a supervisee under the jurisdiction of the APA to be detained or held in custody for alleged violations. The order or act may be placed into effect by use of an APA Hold Order, an APA Arrest Order, a teletype, fax, or a verbal order.	52-RCP-01 100-APA-14 100-APA-28 100-APA-32 105-PBD-09 108-ABC-01
Holding Cell	Office of Prisons (OOP)	A cell utilized for the detention of an incarcerated person awaiting a search before placement in a permanent cell.	55-SPC-02
Holy Bible	Religious Services	In its variety of translations is used as the final authority for Protestants.	72-REG-03

Holy Communion/Lord's Supper	Religious Services	The ordinance/sacrament that commemorates the death, burial, and resurrection of Jesus Christ. Certain Protestant groups, such as Lutheran and Episcopalian, may take a higher, more “Catholic” view of Holy Communion. It is an obligatory ordinance and fundamental tenet.	72-REG-03
Holy Qur'an	Religious Services	Central religious text of Islam.	72-REG-12
Homeless (APA)	Division of Parole and Community Services (DPCS)	Any supervisee who has no approved home plan and cannot be placed into a residence, shelter, halfway house, community residential center (ComRC), or Community Transitional Housing Program (CTHP) by the Adult Parole Authority or Bureau of Community Sanctions.	101-PLA-01
Hometown Plan	Construction, Activation, Maintenance, and Sustainability (CAMS)	A voluntary area wide plan which was developed by representatives of affected groups (usually labor unions, minority organizations, and contractors)	32-EEO-04
Honorarium	Legal Services	Payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or similar gathering.	31-SEM-01
Host - BITS	Bureau of Information and Technology Systems (BITS)	Any hardware device that has the capability of permitting access to a network via a user interface, specialized software, network address, protocol stack or via any other means. Examples include, but are not limited to, computers, personal electronic devices, thin clients, and multi-functional devices.	05-OIT-18

Host - DPCS	Division of Parole and Community Services (DPCS)	The primary owner or tenant of an approved residence where an offender will be residing during a pass or a term of Electronic Monitoring (EM).	100-APA-32 108-ABC-01 108-ABC-04
Host Agreement	Division of Parole and Community Services (DPCS)	A signed agreement between the host and the APA in which the host agrees to a specified set of requirements in allowing a supervisee on a monitoring device to reside in the residence during the monitoring period.	108-ABC-04
Hostage Negotiator	Office of Prisons (OOP)	An employee certified through the CTA in hostage negotiations who uses crises intervention and hostage negotiation skills to resolve hostage and non-hostage crisis situations.	63-UOF-04
Hot Spot	Bureau of Information and Technology Services (BITS)	Unlike Air Cards, hot spots allow multiple devices to connect to wireless Internet access at the same time. Hot spots may be accessed from a feature on a smartphone or tablet, or from a separate, mobile electronic device, such as a MiFi or Jetpack.	05-OIT-12
Hotel Workstation	Bureau of Personnel	Reservable physical workspaces for teleworking employees who may need a temporary physical workspace to collaborate with colleagues, for central equipment usage or other reasons.	35-PAY-09
Housing Area	Religious Services	As used in this policy, “housing area” means either an IP’s cell when in housing that has individual cells, or it means the IP’s own bunk when the IP is assigned to dormitory or open style housing.	72-REG-10
Housing Committee	Division of Business Administration	A group of institution or other ODRC employees appointed to review applications for employee housing and make recommendations concerning their occupancy to the managing officer having jurisdiction over the housing. The managing officer shall appoint the housing committee.	22-BUS-01

Human Service Assistants (HSAs)	Office of Prisons (OOP)	Incarcerated persons who have been trained as Stephen Ministers to work in restrictive housing or other approved locations to identify warning indicators presented by those IPs housed in these locations who might attempt suicide or self-injurious behavior. These workers are often referred to as “range walkers”.	55-SPC-02
Human Subjects Research Review Committee	Bureau of Research and Evaluation	A group created by the Bureau of Research and Evaluation and approved by the Director/designee to review research studies to be conducted by individuals outside the ODRC (and, in some cases, by individuals or groups within the ODRC) to determine compliance with guidelines dealing with the use of human subjects in research and with professional research standards.	05-OIT-20 06-RES-02
Hunger Striker	Office of Correctional Health Care (OCHC)	Incarcerated person (IP) who communicates to staff and is observed by staff to be refraining from eating for a period of time, ordinarily three (3) consecutive days; or staff observe the IP to be refraining from eating for a period of three (3) consecutive days.	81-OHS-02
Hybrid Case	Division of Parole and Community Services (DPCS)	A case where a person is serving an indefinite sentence of prison incarceration for offenses committed under the criminal sentencing code as it existed before July 1, 1996, and who is also serving a sentence of incarceration for offenses committed under the criminal sentencing code on or after July 1, 1996.	101-PLA-01 105-PBD-03
Hybrid Telework	Bureau of Personnel	A telework arrangement that includes regularly scheduled days/hours designated to perform job duties at both the alternate work location and at an ODRC owned/leased headquarter work location.	35-PAY-09

ID Badge/Card	Bureau of Personnel	Identification card issued by ODRC Payroll/Personnel Office/ID Office.	35-PAY-05
Identification and Authentication	Bureau of Information and Technology Services (BITS)	The verification of the identity of a requesting entity (a person, computer, system, or process). Once it is determined who may have access to a system, the identification and authentication (I&A) process helps to enforce access control to the system by verifying system user identity. Computer systems may use a variety of techniques or combinations of techniques such as user-ID, password, personal identification number, digital certificates, security tokens or biometrics to enforce I&A, depending upon the level of access control required to protect the system.	05-OIT-15
Illegal Activity	Legal Services	Any conduct which constitutes a violation of local, state and/or federal law, including but not limited to violations of Ohio's ethics laws, committed or in the process of being committed, by a state employee on any property owned or leased by the state or during the course of executing official job duties or while using state resources. Some common examples include, but are not limited to, fraud, theft, assault, and possession, use or conveyance of contraband.	01-COM-08
Illiterate Incarcerated Person	Legal Services	Incarcerated person who function below a 6 th grade level of reading or writing proficiency shall be deemed illiterate. The institutional school administrator or their designee shall determine the incarcerated person's literacy.	59-LEG-01
Imaging Software	Bureau of Information and Technology Services (BITS)	Specialized software used to copy an image of the entire and exact contents, which includes data and structure information, of a computing storage device, such as a server or hard drive on a PC.	05-OIT-11

Imam	Religious Services	The one who leads the prayer in muslim religious practices.	72-REG-12
Immediate Family	Office of Prisons (OOP)	Parents, Aunt, Uncle, Husband, Wife, Children, Stepchildren, Grandchildren, Brother, Sister, Stepsiblings, Half-Siblings, Grandfather, Grandmother, and Great-Grandparents. Son-In-Law, Daughter-In-Law, Sister-In-Law, Brother-In-Law, Mother-In-Law, and Father-In-Law will only be considered immediate family while the binding marital relationship is intact. Stepparents, Adoptive Parents and/or Foster Parents may be considered within this definition when it has been verified the incarcerated person was raised by this individual as a result of remarriage, death, desertion, or absences of a parent (verification may include, but is not limited to, marriage certificates, court decrees, adoption orders, etc.). Common-law marriages shall only be approved if they were recognized by a court of law as commencing prior to October 10, 1991, in accordance with ORC 3105.12.	76-VIS-01
Immediately	Division of Parole and Community Services (DPCS)	As soon as possible, but no later than the next business day.	102-FUG-01
Immersion	Religious Services	Complete submersion in water, the mode of baptism for Jehovah Witnesses.	72-REG-05
Imminent Danger of Death	Office of Prisons (OOP)	A medical condition with a prognosis indicating reasonably low probability of survival for more than six (6) months as determined by the treating physician.	66-ILL-01 76-VIS-03
Immobile	Division of Parole and Community Services (DPCS)	A supervisee who is unable to move or motionless (e.g., coma).	103-SPS-02

Immobilizing Security Restraints	Office of Prisons (OOP)	Any authorized means of restricting an incarcerated person's ability to exercise free movement of the arms and legs, or which totally immobilizes the person and which they are unable to remove without assistance. Immobilizing security restraints shall include either four- or five-point restraints, except where other types of restraints are authorized. This definition shall not include the use of handcuffs, leg irons, or belly chains used during the transport or movement of incarcerated persons.	63-UOF-01
Impeding the Test Process	Bureau of Personnel	Any activity in which the employee, after notification, does not immediately go to the collection site and supply an original specimen. Employee will be considered to have a positive test if they are found to have failed to submit to the properly ordered test or otherwise failed to cooperate with the testing process. Examples include, but are not limited to, refusing to go to a collection appointment, not attending a collection appointment in a timely manner, and/or altering the specimen.	31-SEM-03
Improper Source	Legal Services	Includes parties doing or seeking to do business with, regulated by, or interested in matters before ODRC.	31-SEM-01
Improper Use/Access	Bureau of Information and Technology Services (BITS)	The violation of acceptable computing laws, rules or policies which includes the suspected criminal use of system assets or information systems resulting in identity theft and/or the disclosure, improper access, destruction or alteration of any state managed system asset, information system or data. Improper usage or access includes potential violations of ORC Chapter 1347.	05-OIT-14
In-Custody	Division of Parole and Community Services (DPCS)	An APA supervisee who is being held in a jail, prison, or similar detention facility.	100-APA-13 100-APA-14 100-APA-27 100-APA-28

In-Custody Hearing	Division of Parole and Community Services (DPCS)	A violation hearing conducted on an APA supervisee who is being held in a jail, prison, or similar detention facility.	105-PBD-09
In-Service Training	Corrections Training Academy (CTA)	An umbrella term used to collectively refer to Required In-Service Training and Specialized In-Service Training.	39-TRN-02
Inactive Education Management File	Ohio Central School System (OCSS)	The accurate and complete record pertaining to the educational activity of an incarcerated person released from the ODRC.	07-ORD-09
Inactive File	Bureau of Records Management (BORM)	Master records for incarcerated persons who have reached and/or been granted Expiration of Definite Sentence, Expiration of Stated Term, Final Release, Administrative Release, Vacated Sentence, Maximum Expiration of Sentence, Post Release Control, Post Release Control Violators, PRC Violators at Large, Risk Reduction, Suspended Sentence/Judicial Release Probation Terminated, Discharged by Court Order, Pardoned, or who are deceased.	07-ORD-12 07-ORD-13
Inactive Status	Special Operations	The status which prohibits a ODRC Honor Guard member (both Statewide and Institutional) from participating in ODRC Honor Guard activation, training, or other team functions due to an ongoing investigation of possible violations of the Standards of Employee Conduct, extended medical leave, or other circumstances which impact on the employee's performance on the ODRC Honor Guard.	01-COM-10
Inappropriate Relationship	Human Resources	Relationship of whatever nature that compromises the integrity of supervisory authority or the chain of command; causes partiality or unfairness; involves the improper use of rank or position for personal gain.	34-PRO-01

Inappropriate Supervision	Chief Inspector's Office	Any continuous method of annoying or harassing individual under ODRC custody or supervision or group of such persons including, but not limited to, abusive language, racial slurs, and the writing of conduct/violation reports strictly as a means of harassment. A single incident may, due to its severity or egregiousness, be considered inappropriate supervision for purposes of this rule.	64-DCM-01
Incapable of Self-Care	Bureau of Personnel	An individual who requires active assistance or supervision to provide daily self-care in three (3) or more of the “activities of daily living” or “instrumental activities of daily living.” Activities of daily living include activities such as caring appropriately for one’s grooming and hygiene, bathing, dressing, and eating. Instrumental activities of daily living include cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.	36-LEV-02
Incapacity	Bureau of Personnel	The inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom.	36-LEV-02
Incarcerated Person (IP) Activity Areas	Office of Prisons (OOP)	Work, education, recreation, program, and other areas in the institution where IPs may be contacted during day or evening hours.	74-UMA-01
Incarcerated Person Citrix Network	Bureau of Information and Technology Services (BITS)	The secure, centralized information technology network and all associated information technology infrastructure, hosted at the State of Ohio Computer Center, used to build and store approved resources, such as education applications, and distribute those resources to an ODRC computing device used by ODRC incarcerated persons.	05-OIT-11 59-LEG-01

Incarcerated Person Earnings	Division of Business Administration (DBA)	Any incarcerated person compensation received as calculated by the Ohio Penal Industries (OPI) or the Department Offender Tracking System (DOTS) payroll systems or commissions.	24-CAS-06
Incarcerated Person Electronic File	Ohio Central School System (OCSS)	Paperless file system consisting of an incarcerated person apprenticeship craft master record of hours, monthly tally forms, and institution registered apprentice compiled report.	57-EDU-07
Incarcerated Person Groups	Office of Prisons (OOP)	Associations or affiliations that are organized and operated by incarcerated persons under the supervision of an assigned staff member. These groups are generally recognized by their internal table of organization of elected positions and are designed as an activity or service to the general population.	77-REC-01
Incarcerated Person Master Record	Bureau of Records Management (BORM)	An accurate and complete record documenting the incarceration of each incarcerated person consisting of the Master File and all satellite files. Portions of this record may be stored electronically.	07-ORD-01 07-ORD-13
Incarcerated Person Personal Property	Office of Prisons (OOP)	Any item, not issued by ODRC, which the incarcerated person has received permission to possess.	61-PRP-01
Incarcerated Person Property File	Office of Prisons (OOP)	An electronic record maintained in OnBase for each incarcerated person of all state issued items and property inventories that is completed and maintained by the quartermaster or assigned staff. This file contains all current up-to-date copies of the Individual Property Record - Disposition and Receipt, Reception Intake Property Record and Disposition, Approved Incarcerated Individual Property Package Lists, Certificate of Ownership, and Individual Clothing Issue.	61-PRP-01 61-PRP-02

Incarcerated Person Telephone Monitoring System (ITMS)	Chief Inspector's Office	Any electronic equipment that provides the ability to monitor, record, and catalog calls placed by incarcerated individuals through the "Incarcerated Individual Call Out Program."	09-INV-04
Incarcerated Reduction Standards	Bureau of Community Sanctions (BCS)	Objective measures applicable to Incarceration Reduction Programs that outline basic grant operational expectations.	08-MAU-03
Incarcerated Youth	Office of Prisons (OOP)	Incarcerated person received under the age of eighteen (18), male or female, who have pled or been found guilty of felony level offense(s), and who have been bound over and remanded to the custody of the Ohio Department of Rehabilitation and Correction (ODRC).	53-CLS-04 71-SOC-05
Incarceration Reduction Programs	Bureau of Community Sanctions (BCS)	Programs that reduce jail incarceration through alternative sanctioning options.	08-MAU-03

<p>Incident</p>	<p>Legal Services</p>	<p>An event or situation in or affecting any institution or office of ODRC which is unexpected or non-routine and may include any of the following criteria: 1. Affects the health or safety of any person - A situation that results in an abnormal physical condition and requires treatment by a physician or other medically trained, licensed personnel, such as a nurse, paramedic, or physician assistant, or is likely to cause the development of such a condition in the future; 2. Breach of or threat to the security of the facility or office, incarcerated population, employees, or visitors - A situation that deviates from the rules of conduct, post orders, policies, procedures, Ohio Administrative Rules, or state or federal laws in effect at any facility; 3. Disrupts the orderly operation of the facility or office - A situation that necessitates use of force, violates a rule of conduct or incarcerated persons, or requires employees to seek extra assistance in responding to the situation; 4. Disrupts the orderly operation of food service- A situation that impacts one or more of the following areas of food service operation: sanitation, food service and safety, verified incarcerated population complaints, security/chemicals/conservation, and staffing; 5. Would be of interest to the managing officer or other ranking official in the facility or office; 6. Serious threats toward the health, safety, or security of a person - Includes an incident that results or could result in injury to a person whereby requiring treatment by a physician including, but not limited to, fractures, dislocations, lacerations requiring sutures, internal injuries, or other injuries requiring surgery or hospitalization; 7. Serious threats toward the safety or security of a facility - Includes an act that is intended to or likely jeopardize the confinement or containment of any incarcerated person or the ability of employees to control incarcerated population behavior or manage the facility; 8. Serious breach of or threat to security - Includes any act that constitutes a felony under the laws of Ohio or the United States, and any occurrence, or condition, which causes a risk of major disturbance; 9. Serious Wrongdoing – A serious act or omission committed by a state employee on any property owned or leased by the state or during the course of executing official job duties or while using state resources. Serious wrongdoing is conduct that is not in accordance with standards of proper governmental conduct and which tends to subvert the process of government including, but not limited to, gross violations of departmental or agency policies and procedures, executive orders, and acts of mismanagement, serious misuse of state resources or work time, and other serious misconduct. “Serious Wrongdoing” does not include activity that is most appropriately handled through the department’s human resources personnel.</p>	<p>01-COM-08 11-COP-01</p>
<p>Incident Command System</p>	<p>Special Operations</p>	<p>A standardized on-scene incident management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of a single or multiple incident.</p>	<p>310-SEC-14</p>

Incident Handling	Bureau of Information and Technology Services (BITS)	The mitigation of violations of security policies and recommended practices.	05-OIT-14
Inclusion Zone	Division of Parole and Community Services (DPCS)	A geographical location where the offender is permitted to be, to include but not limited to, treatment, programming or job location.	108-ABC-04
Indecent Exposure	Bureau of Operational Compliance (BOC)	Any display by an employee, contractor, intern, or volunteer of their uncovered genitalia, buttocks, or breast in the presence of an incarcerated person.	79-ISA-01 79-ISA-02 79-ISA-03
Indenture Date	Ohio Central School System (OCSS)	Date the apprentice starts their training entered on ApprenticeOhio Application (DRC4416) part B (11).	57-EDU-07
Independently Licensed Mental Health Professional (ILMHP)	Behavioral Health Operations (BHO)	Psychiatrists, psychologists, advanced practice nurses-mental health (APN-MH), licensed professional clinical counselors (LPCC), and licensed independent social workers (LISW), who by virtue of their training, experience, and state licensure laws, are qualified to provide mental health care and have been specifically assigned identified tasks in this policy.	67-MNH-02 67-MNH-04 67-MNH-09 67-MNH-14 67-MNH-15 67-MNH-26 67-MNH-29 67-MNH-30 67-MNH-31 67-MNH-32 68-MED-24 69-OCH-07 108-ABC-05
Indigent Incarcerated Person	Office of Reentry	An incarcerated person is considered indigent if, during the thirty (30) days immediately preceding the request, they have earned or received less than \$12.00 and, if their account balance has not exceeded \$12.00 at any time during the thirty (30) days immediately preceding the request.	59-LEG-01 68-MED-11 78-REL-01

Indirect Cost Rate	Office of Acquisitions and Contract Compliance (OACC)	A percentage used to distribute indirect costs to all cost centers benefiting from those costs for accounting purposes. It is calculated by dividing the indirect cost pool by the direct cost base.	23-BUD-04
Individual Adjustment Plan (IAP)	Bureau of Classification and Reception (BOCR)	A case plan which specifically outlines expected behaviors for an incarcerated person placed in Level E. The IAP is comprised of behavioral and programmatic requirements which the person must follow to be reduced from Level E.	53-CLS-04 53-CLS-10 55-SPC-02
Individual Education Program (IEP)	Ohio Central School System (OCSS)	A written plan describing the student's levels of performance which contains measurable individualized student goals/objectives and the special education related services, program modifications and supplementary aids and services to be provided. (DRC4310- Individual Education Program)	57-EDU-01 57-EDU-11 57-EDU-13
Individual Education Program (IEP) Team	Ohio Central School System (OCSS)	A team of people with a bona-fide interest in the student's education that convenes to develop, review, and revise the student's individual education program at least annually to determine if the goals are being achieved.	57-EDU-11
Individual Professional Development Committee (IPDP)	Ohio Central School System (OCSS)	A plan that is created by educators to guide and assist them with obtaining their license.	57-EDU-08
Individual Psychotherapy	Behavioral Health Operations (BHO)	The use of psychological methods to help a person change behavior and overcome problems in desired ways.	67-MNH-15

Industrial and Entertainment (I&E) Fund	Division of Business Administration (DBA)	An account established to exclusively benefit the welfare of incarcerated individuals. Hereinafter referred to as the I&E Account, as defined in Ohio Administrative Code 5120-5-04, Administration of Industrial and Entertainment Funds.	24-CAS-01 77-REC-01
Industries Manager	Ohio Penal Industries (OPI)	The highest OPI management position at the institutional level OPI OSC.	25-OPI-04
Industry Based Credential	Ohio Central School System (OCSS)	A competency test-based credential developed from standards established by the industry that must be met for a student to achieve a state or nationally recognized Industry Based Credential in a specific field. Such standards do not exist in all trade areas.	57-EDU-12
Infection Control Manager	Office of Correctional Health Care (OCHC)	The clinical authority within the Bureau of Medical Operations (BMO) who, under the direction of the State Medical Director, is responsible for the administration of the infectious disease program for the ODRC.	68-MED-04
Infectious Disease	Office of Correctional Health Care (OCHC)	Any disease caused by invasion of a pathogen which subsequently grows and multiplies in the body.	68-MED-04

Infectious Waste	Bureau of Operational Compliance (BOC)	<p>Nearly all categories of infectious waste depend upon the presence or the possibility of presence of infectious agents. The exceptions to this are blood, blood products, and cultures, which are always considered infectious waste. Infectious waste includes the following categories: (1) Cultures and stocks of infectious agents and associated biologicals, (2) Laboratory wastes that were, or were likely to have been in contact with infectious agents, (3) Pathological wastes, including human and animal tissues, organs, and body parts, (4) Waste materials from the rooms of humans, or the enclosures of animals, that have been isolated because of a diagnosed communicable disease, (5) Human and animal blood specimens and blood products, provided that the animals were or are likely to have been exposed to a zoonotic or infectious agent. "Blood products" does not include patient care waste such as bandages or disposable gowns that are lightly soiled with blood, (6) Contaminated carcasses, body parts, and bedding of animals that were diagnosed with or intentionally exposed to infectious agents from zoonotic or human diseases during research, production of biologicals, or testing of pharmaceuticals, (7) Sharp wastes (including, but not limited to, hypodermic needles, syringes, and scalpel blades) used in the treatment of human beings or animals, or sharp wastes that have or are likely to have come in contact with infectious agents in medical, research, or industrial laboratories, (8) Waste materials generated in the diagnosis, treatment, or immunization of human beings or animals, research pertaining to the immunization of human beings or animals, or in the production or testing of biologicals that the public health council identifies as infectious wastes, (9) Any other waste materials the generator designates as infectious wastes.</p>	10-SAF-13
Infirmary	Office of Correctional Health Care (OCHC)	<p>An area in the facility that accommodates patients expressly set up and operated for the purpose of caring for patients who need nursing care but are not in need of hospitalization or placement in a licensed nursing facility and whose care cannot be managed safely in an outpatient setting.</p>	68-MED-21
Information	Bureau of Information Technology Services (BITS)	<p>For the purposes of this policy, data processed into a form that has meaning and value to the recipient to support an action or decision. The term "information" is often used interchangeably with "data" in common usage and in this policy.</p>	05-OIT-23

Information Service Center	Bureau of Information Technology Services (BITS)	The group of ODRC Bureau of Information and Technology Services (BITS) staff members that receives and resolves reports about ODRC online system incidents, problems and issues and requests about ODRC online systems and system accounts from ODRC authorized users and enters said reports and requests into ServiceNow. ODRC Information Service Center staff members work in collaboration with DAS OIT CSC staff members to provide quality IT products and services to ODRC authorized users.	05-OIT-25
Information Spillage	Bureau of Information Technology Services (BITS)	Instances where sensitive information on a system asset or in an information system is inadvertently exposed to unauthorized disclosure. Information spillage often occurs when information that is initially thought to be of lower sensitivity is transmitted to an information system and then is subsequently determined to be of higher sensitivity. Examples include: •Sensitive information placed on information systems that are not authorized to process such information. •Information thought to be public is posted on a state Web site but is later determined to contain non-public information. •Non-public information added to a system asset or information system which is not accredited to house non-public information. •Misdirected e-mail or postal mail that contains sensitive information.	05-OIT-14
Information Technology Governance Group (ITGG)	Bureau of Information Technology Services (BITS)	The multi-disciplinary leadership group, chaired by the Office of Policy and Strategic Initiatives deputy director and comprised of ODRC executive staff and administrators appointed by the Office of Policy and Strategic Initiatives deputy director and chief information officer, charged with the responsibility of guiding ODRC's information technology biennial plan to ensure information technology system assets are identified, obtained, and utilized in an efficient and effective manner to achieve and sustain ODRC's mission and business continuity.	05-OIT-08 05-OIT-14 05-OIT-19 05-OIT-22 05-OIT-26

<p align="center">Information Technology Investment Plan</p>	<p align="center">Bureau of Information Technology Services (BITS)</p>	<p>A written plan, based on a formal assessment and completed on a biennial basis by the ODRC IT Investment Coordinator, that lists and describes ODRC's IT system asset requirements and priorities. The ODRC IT Investment Plan will be completed consistent with the standards established by DAS – OIT Policy IT-02, Information Technology Investment Planning, and the DAS OITSIM and will serve as a key component of the budget narrative documentation compiled for IT program funding contained in ODRC's biennial budget.</p>	<p align="center">05-OIT-19</p>
<p align="center">Information Technology (IT) Security and Privacy Incident</p>	<p align="center">Bureau of Information Technology Services (BITS)</p>	<p>An emergency, system failure or disaster or violation or imminent threat of violation of information system/computer security policies, acceptable use policies, or standard security practices that threatens the confidentiality, integrity or availability of any system asset or information system or the overall business function of ODRC.</p> <p>Computer security incidents include, but are not limited to: Unauthorized Access to any system asset or information system; Denial of Service (DoS) for any system asset or information system; Installation of Malicious Code on any system asset or information system; Improper usage or access of any system asset or information system; Scans, Probes and Attempted Access of any system asset or information system; Information Spillage for any system asset or information system; Loss or theft of an ODRC computing device, such as a desktop personal computer, laptop, smartphone, or any ODRC media or storage device or authentication token; The loss or theft of any hard copy documents containing sensitive data or personally identifiable information (PII); The compromise, in any way, of any confidential, non-public, sensitive and/or Personally Identifiable Information (PII); Other emergencies, system failures or disasters adversely impacting the business function of ODRC.</p>	<p align="center">05-OIT-14 05-OIT-15</p>

Information Technology (IT) Security Assessment	Bureau of Information Technology Services (BITS)	An explicit study and analysis conducted on a continuous basis or point-in-time basis to locate and identify system asset vulnerabilities, risks, and threats.	05-OIT-26
Information Technology (IT) Security Plan	Bureau of Information Technology Services (BITS)	A written document that contains information about ODRC's IT security requirements controls.	05-OIT-28
Information Technology (IT) Security Risk Assessment	Bureau of Information Technology Services (BITS)	A formal, standardized, on-going process that identifies: the system assets that must be protected and the value of the systems assets to ODRC; threats and vulnerabilities that could adversely impact the system assets and the implications for ODRC if the threats and vulnerabilities are not corrected and prevented; the way the threats and vulnerabilities will be corrected and prevented to ensure that the appropriate levels of security are in place to protect systems assets.	05-OIT-27
Information Technology (IT) Security Standards	Bureau of Information Technology Services (BITS)	Written IT security requirements, contained in a standardized ODRC IT Security Standard Report, for ODRC system assets that are established by the ODRC IT security administrators assigned to the ODRC Bureau of Information Technology Services (BITS) and approved and distributed to the appropriate ODRC staff members by the chief of BITS.	05-OIT-29
Information Technology Service Management (ITSM)	Bureau of Information Technology Services (BITS)	Activities performed by an organization to design, build, deliver, operate, and control information technology (IT) services offered to customers.	05-OIT-25
Informed Decision	Behavioral Health Operations (BHO)	A decision made by a patient about a treatment or therapeutic procedure that is based on choice, which requires that the decision be made voluntarily, and that the patient has the capacity to make a reasoned and deliberate decision.	67-MNH-30

Injured Person	Corrections Training Academy (CTA)	A student, visitor, staff member, or an incarcerated person who is ill or injured.	12-CTA-04
Injury Code Level	Bureau of Operational Compliance (BOC)	<p>0 - No Treatment - No first-aid or medical treatment necessary. 1 - First-Aid Only - Using non-prescription medication at non-prescription strength; tetanus immunizations; cleaning, flushing, or soaking surface wounds; wound coverings, butterfly bandages, steri-strips; hot or cold therapy; non-rigid means of support, temporary immobilization device used to transport accident victims; drilling of fingernail or toenail, draining fluid from blister; eye patches, removing foreign bodies from eye by irrigation, tweezers, cotton swab; removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means, finger guards, massages, drinking fluids for relief of heat stress. 2 - Medical Treatment Beyond First Aid - The management and care of a patient to combat a disease or disorder. It does not include visits to a properly licensed health care provider solely for observation or counseling, diagnostic procedures, or first aid.</p>	10-SAF-15
Inside Community Service Project	Office of Prisons (OOP)	Community service work performed on the grounds of an institution.	04-CMJ-03
Inside Liquid Storage Area	Bureau of Operational Compliance (BOC)	Often referred to as a “blowout room”, this is a room or building used for the storage of liquids in containers or portable tanks, separated from other types of occupancies. These areas should be labeled on the facility building diagrams and facilities need to consult the Bureau of CAMS for any questions related to properly identifying such areas.	10-SAF-12

Instant Messaging	Bureau of Information and Technology Services (BITS)	The process of exchanging typed electronic messages instantly via the Internet or a cellular network, using a shared software application on a personal computer, cellular telephone, smartphone or another mobile electronic device. This process is commonly referred to as IM.	05-OIT-12
Institution Chaplain	Religious Services	A clergy person serving full-time in a religious capacity and employed by the ODRC.	72-REG-01
Institution Dental Director	Office of Correctional Health Care (OCHC)	The dentist who serves as the responsible dental authority at the institution level.	68-MED-12
Institution Medicaid Program Coordinator (IMPC)	Office of Correctional Health Care (OCHC)	Institutional staff or contractor who is responsible for the requirements of Medicaid Pre-Release Program.	78-REL-09
Institution Ministry Team (IMT)	Religious Services	A group composed of the chaplain(s) and religious services contractors tasked with the institution's religious services programming.	72-REG-01
Institution Operational Compliance Manager (OCM)	Bureau of Operational Compliance (BOC)	The employee designated by the managing officer at each facility to coordinate the institution's efforts to comply with PREA standards.	79-ISA-01
Institution Orientation	Office of Prisons (OOP)	Orientation to be given to incarcerated persons for the purpose of orientating them to their current institution and its available services and programs.	52-RCP-10
Institution Separation	Bureau of Classification and Reception (BOCR)	An order wherein two (2) or more incarcerated persons are not assigned to general population in the same institution due to a concern for the safety and security of the institution, staff, and/or other incarcerated persons.	53-CLS-05

Institutional Honor Guard Commander	Special Operations	The Institutional Honor Guard commander, in consultation with the managing officer, shall retain overall responsibility for ensuring the Institutional Honor Guard is staffed, trained and functions in accordance with this policy. In their absence, the assistant commander (then team leader) shall serve as Institutional Honor Guard commander.	01-COM-10
Institutions of Higher Learning	Corrections Training Academy (CTA)	Any Ohio college, authorized and approved by the Ohio Department of Higher Education, that grants associate, bachelor, master or doctoral degrees, and any college outside Ohio, which has been regionally accredited by one of the six regional accrediting agencies, authorized by the Higher Learning Commission.	38-CED-06
Instructor	Corrections Training Academy (CTA)	Any person who meets the CTA established criteria for the subject to be taught or has the approval of the CTA superintendent/designee to facilitate a specific area.	39-TRN-02 39-TRN-03
Instructor-Level Course	Corrections Training Academy (CTA)	A course taken by staff that qualifies them to facilitate an end-user course.	39-TRN-02
Instructor-Student Ratio	Corrections Training Academy (CTA)	Ratios mandated by safety standards for the number of instructors per the number of students.	39-TRN-02 39-TRN-03
Instructor Trainer	Corrections Training Academy (CTA)	A designation that certifies those ODRC employees identified as subject matter experts, qualified to instruct ODRC sponsored instructor courses and higher-level special skill courses, in addition to developing curricula to support said courses.	39-TRN-06
Intangible Personal Property	Division of Business Administration (DBA)	Consisting of computer software, where it is integral to the functionality of a related system or network, the vendor separately itemizes the cost of the software from hardware, and its cost exceeds \$100,000 per license when purchased or its development costs exceed \$100,000 when internally produced.	22-BUS-08

Integrity	Bureau of Information Technology Services (BITS)	Guarding against improper information modification or destruction, and includes ensuring data/information non-repudiation and authenticity.	05-OIT-14 05-OIT-18 05-OIT-23
Intellectual and Developmental Disability (ID/DD)	Behavioral Health Operations (BHO)	Incarcerated persons who have been identified as having an intellectual and/or developmental disability per ODRC Policy 67-MNH-22, Incarcerated Persons with Intellectual Disabilities and Developmental Disabilities: Screening, Evaluation, Treatment and Reentry.	67-MNH-02 67-MNH-04 67-MNH-14 67-MNH-30 67-MNH-31
Intellectual Developmental Disability	Office of Holistic Services (OHS)	A disability characterized by significant limitations in both intellectual functioning and adaptive behavior, which covers many everyday social and practical skills.	69-OCH-06 81-OHS-01
ID/DD Coordinator	Behavioral Health Operations (BHO)	The mental health staff member at each institution who is designated to track and maintain the ID/DD population at each institution. This person shall ensure names are added to or removed from the DOTS Portal MRDD list, follow up on county board records for the ID/DD incarcerated individual(s), ensure notification to the county board for participation in an ID/DD individual's treatment planning, and serve as the institution person to respond to contacts from the community, with appropriate release of information.	67-MNH-22
Intellectual Property	Bureau of Information Technology Services (BITS)	An asset which can be bought, sold, licensed, exchanged, or gratuitously given away like any other form of property. The intellectual property owner has the right to prevent the unauthorized use or sale of the property.	05-OIT-01 05-OIT-21
Intelligence	Behavioral Health Operations (BHO)	General mental capability involving the ability to reason, plan, solve problems, think abstractly, comprehend complex ideas, learn quickly and learn from experience. Although not a perfect measure, intelligence is represented by Intelligent Quotient (IQ) scores.	67-MNH-22

Intensive Supervision	Division of Parole and Community Services (DPCS)	Requirement that a supervisee maintains frequent contact with a supervising officer while the supervisee seeks or maintains employment and participates in training, education, and treatment programs.	100-APA-06
Inter-Agency Promotion	Bureau of Personnel	The act of promoting an employee from one agency to another agency with a different over-all appointing authority.	34-PRO-09
Inter-Library Loan	Ohio Central School System (OCSS)	Lending program whereby the institution library borrows materials from public libraries.	58-LIB-01 58-LIB-03
Inter-State Travel	Division of Parole and Community Services (DPCS)	Travel between states, i.e., outside the State of Ohio to another state.	100-APA-07
Inter-Unit Transfer	Division of Parole and Community Services (DPCS)	Transfers between APA staff in one unit to a different APA unit.	100-APA-21
Interactive Case Management System (ICMS)	Division of Parole and Community Services (DPCS)	A system that receives toll-free calls from supervisees either in lieu of or as a supplement to traditional face-to-face reporting to ensure regular periodic contact between officer and supervisee.	100-APA-33
Interactive Case Management System (ICMS) Fees	Division of Parole and Community Services (DPCS)	A monthly fee charged by Fieldware and paid directly to Fieldware in order to cover the cost of a supervisee's supervision on ICMS.	100-APA-33
Intercompany Sales Order	Ohio Penal Industries	A computer-generated order in GSS for the movement of products among sites.	25-OPI-08
Interferon-Gamma Release Assay (IGRA)	Office of Correctional Health Care (OCHC)	A blood test to aid in diagnosis of mycobacterium tuberculosis infection. Two (2) IGRAs have FDA approval in the United States: the QuantiFERON Gold Test, and the T-SPOT test.	52-RCP-06 68-MED-04
Interim Appointment	Personnel	An appointment for an indefinite period of time fixed by the length of absence of an employee due to illness, or disability; such appointment shall continue only during such periods of sickness or disability, unless otherwise specified in the individual bargaining unit contracts.	34-PRO-08

Interlock	Bureau of Operational Compliance (BOC)	A device preventing the start or continued operation of equipment that could cause a radiation hazard.	10-SAF-21
Intermediate Distribution Frame (IDF)	Bureau of Information Technology Services (BITS)	A cable rack that interconnects and manages telecommunications wiring between a main distribution frame (MDF) and workstation devices.	05-OIT-01 05-OIT-03 05-OIT-30
Intern	Personnel	A college or university student participating in a short-term, supervised educational work experience which produces a mutually beneficial work product. This student must be at least eighteen (18) years of age and currently enrolled in a college or university accredited by the Ohio Board of Regents; outside of Ohio must be accredited by one (1) of the six (6) regional accrediting agencies. High school seniors who meet all other requirements of this definition may be considered for internships at the Operation Support Center (OSC) so long as the internship minimizes any risk to the student. An ODRC employee may be an intern, but shall not be assigned to their place of employment.	38-CED-05
Intern	Legal Services	A paid or unpaid individual in a supervised educational or experiential program.	11-COP-01 34-PRO-07
Internal Audit	Division of Business Administration	An activity performed by the ODRC's Bureau of Internal Audits within the Office of Administration that provides independent, objective assurance services designed to add value and improve the ODRC's operations. This activity includes fiscal audits, fiscal compliance audits, special limited-scope audits, and internal control reviews of institutions and fiscal divisions of the ODRC. It also includes such audits and reviews of state and federal grants received and disbursed by fiscal divisions of the ODRC.	22-BUS-07

Internet	Bureau of Information Technology Services (BITS)	A worldwide system of computer networks (a network of networks) in which computer users can get information and access services from other computers. The internet is generally considered to be public, untrusted and outside the boundary of the State of Ohio enterprise network.	05-OIT-10
Internet Forum	Bureau of Information Technology Services (BITS)	An online, internet discussion site where individuals can hold conversations in the form of posted messages. Examples include message and discussion boards and their associated threads, blogs, and listserv applications.	05-OIT-10
Internship	Personnel	Short-term, supervised, educational work experience, usually related to a student's major, for which the student earns credit and gains experience in their chosen field. This experience can be full or part-time, paid or unpaid. This experience must deliver a work product mutually beneficial to the intern and the department.	38-CED-05
Internship Coordinator	Personnel	The ODRC employee responsible for coordinating the internship experience at an institution, field office, worksite or OSC location.	38-CED-05
Interstate Compact	Division of Parole and Community Services (DPCS)	The agreement codified in ORC 5149.21 governing the transfer and supervision of adults under the administration of the National Interstate Commission for Adult Offender Supervision.	100-APA-06 100-APA-09 100-APA-13 100-APA-15 100-APA-16 100-APA-19 100-APA-21 101-PLA-01 103-SPS-01 108-ABC-01 108-ABC-04
Interstate Compact Tracking System (ICOTS)	Division of Parole and Community Services (DPCS)	A web-based system used by all states to provide required information for supervision.	100-APA-06 100-APA-16 103-SPS-01

Interstate Corrections Compact (ICC) Liaison	Bureau of Classification and Reception (BOCR)	The employee identified at each facility to work directly with the Bureau of Classification and Reception (BOCR) on matters related to interstate compact IPs confined at that institution.	53-CLS-07
Interstate Transfer	Bureau of Classification and Reception (BOCR)	Transfer of an incarcerated persons from one state/agency to another for confinement per an Interstate Corrections Compact Agreement.	53-CLS-03 53-CLS-07
Intervene	Office of Prisons (OOP)	To intercede with another employee to prevent or alter a result or course of events.	63-UOF-01
Intervention Assistance Team (IAT)	Ohio Central School System (OCSS)	A general education component in which a multidisciplinary team focuses on specific concerns that may affect a student's educational progress regardless of age.	57-EDU-01 57-EDU-11
Intervention in Lieu of Conviction	Division of Parole and Community Services (DPCS)	A period of supervision as if the supervisee was subject to a Community Control sanction imposed under ORC section 2929.15 through 2929.18.	100-APA-16
Intervention Specialist	Ohio Central School System (OCSS)	The intervention specialist is responsible for all aspects of special education services and compliance and may provide additional intervention to students not identified for Special Education services as needed. They are required to adhere to all regulations outlined in the <i>Operating Standards for Ohio Educational Agencies Serving Children with Disabilities</i> . It is the responsibility of the intervention specialist to ensure that all students identified with a disability are given the same learning opportunities as non-disabled students. The intervention specialist will work closely with the classroom teacher in making sure that student needs are met, IEP goals are taught, and IEP provisions are followed.	57-EDU-11

Interview Panel	Bureau of Personnel	<p>A diverse group of between 2-5 exempt employees that shall, at a minimum, be inclusive of gender and race/ethnicity. Additional considerations for panel diversity may include age and disability status.</p> <p>The panel will review the applications and subject matter expert screening forms and then interview the applicants within the applicant pool. Interview panels shall include a Human Resources (Personnel, Labor Relations or EEO) representative (local, regional, or central office) unless extenuating circumstances exist, in which case documentation of the circumstances shall be placed in the case merit file. For interviews with more than one interview panel at the same time (i.e., parole officer, correction officer, etc.), only one HR representative needs to be present to ensure the integrity of the interview. The interview panel makes a recommendation to the managing officer/designee for selection of an applicant to the vacant position.</p>	34-PRO-04
Intra-Agency Promotion	Bureau of Personnel	The act of promoting an employee from one position to another within the same agency or over-all appointing authority.	34-PRO-09
Intra-Departmental Movement	Corrections Training Academy (CTA)	Any current employee who changes position or work site.	39-TRN-10
Intra-State Travel	Division of Parole and Community Services (DPCS)	Travel within the State of Ohio.	100-APA-07
Intra-Unit Transfer	Division of Parole and Community Services (DPCS)	Transfer between APA staff in one unit to other APA staff within the same unit.	100-APA-21
Intrasystem Transfer	Bureau of Classification and Reception (BOCR)	The transfer of an incarcerated person from one institution or program to another within the ODRC.	68-MED-01

Investigating Authority	Division of Parole and Community Services (DPCS)	The individuals responsible for conducting pass investigations that include employees of the APA and/or halfway house staff.	100-APA-32 108-ABC-01
Investigating Employee	Labor Relations Office (LRO)	An exempt employee assigned as investigator of alleged Employee Misconduct.	09-INV-03 09-INV-07
Investigatory Interview	Labor Relations Office (LRO)	Interviewing an employee who is the subject of the investigation.	09-INV-03 09-INV-07
Involuntary Psychotropic Medication	Behavioral Health Operations (BHO)	There are two (2) types of involuntary medication: emergency and mandated (non-emergency). Involuntary medication is the intramuscular injection of psychotropic medication without the incarcerated person's approval in which staff may use reasonable and appropriate force to safely administer the medication if needed.	67-MNH-29
IT Biennial Plan	Bureau of Information Technology Services (BITS)	The written ODRC IT plan completed by the chief information officer and approved by the ITGG pursuant to ODRC Policy 05-OIT-19, ODRC Information Technology Biennial Planning.	05-OIT-08
IT Investment Planning Coordinator	Bureau of Information Technology Services (BITS)	The BITS chief, who is responsible for overseeing completion of the ODRC IT Investment Plan and for serving as the ODRC liaison with DAS OITSIM.	05-OIT-19
IT Project	Bureau of Information Technology Services (BITS)	An information technology automation undertaking, completed internally by ODRC staff and/or externally by contractors, approved by the ODRC ITGG that is estimated to require 160 or more hours of IT resources to complete, has global impact for ODRC and produces a necessary IT product or service in alignment with the ODRC IT Biennial Plan.	05-OIT-08 05-OIT-22

IT Project Charter	Bureau of Information Technology Services (BITS)	A written document, in a format acceptable to the ODRC chief information officer, that identifies the project sponsors and project participants, concisely summarizes the objectives, goals and scope of the IT project and defines the roles and responsibilities of the project sponsor and project participants.	05-OIT-08
Itinerary Sheet	Bureau of Community Sanctions (BCS)	A form completed by the offender, reviewed and approved by the supervising authority for the purpose of documenting approved movement.	108-ABC-01
Jail	Bureau of Adult Detention (BAD)	A local confinement facility and operation recognized by the Bureau of Adult Detention as either a Temporary Holding Facility (THF), 12-Hour Jail (12H), 12-Day Jail (12D), Minimum Security Jail (MSJ), or Full-Service Jail (FSJ) classification. The classification of jails is established in OAC 5120:1-7-02 (A).	107-BAD-01 107-BAD-02 107-BAD-05 107-BAD-06
Jail Data Log	Bureau of Adult Detention (BAD)	A database maintained by the BAD that contains various jail information including but not limited to basic jail contact information, jail complaints, and critical incidents.	107-BAD-06
Jail Inmates	Bureau of Records Management (BORM)	The reception centers house supervisees pending violation hearings by the Adult Parole Authority. These supervisees are held in “county jail” status.	07-ORD-07
Jail Inspector	Bureau of Adult Detention (BAD)	A Bureau of Adult Detention employee responsible for the day-to-day Bureau operations as they relate to the jails in the State of Ohio, including conducting jail inspections pursuant to ORC 5120.10.	107-BAD-01 107-BAD-02 107-BAD-05 107-BAD-06 107-BAD-07
Jail Regions	Bureau of Adult Detention (BAD)	The BAD has divided the state up into regions, each region being the responsibility of a jail inspector.	107-BAD-01

Job Transfer	Bureau of Operational Compliance (BOC)	When an injured or ill employee is assigned to a job other than their regular job for part of the day. Cases are PERRP recordable if the injured or ill employee performs their routine job duties for part of a day and is assigned to another job for the rest of the day.	10-SAF-15
Joint Terrorism Task Force (JTTF)	Chief Inspector's Office	A partnership between the Federal Bureau of Investigation and other federal agencies, notably Department of Homeland Security components such as U.S. Immigration and Customs Enforcement, the Transportation Security Administration, the Secret Service, State and Local Law Enforcement and specialized agencies.	34-PRO-07 100-APA-34 310-SEC-12
Journeyman	Construction, Activation, Maintenance, and Sustainability (CAMS)	A person who is capable of performing all the duties within a given job classification or craft.	32-EEO-04
JR 80% Date	Legal Services	The date on which an eligible IP has served 80% of their sentence and may be eligible to be released from prison by the court pursuant to Section 2929.20 of the Revised Code	78-REL-11
Judicial Release	Division of Parole and Community Services (DPCS)	A form of release pursuant to the ORC section 2929.20 and effective July 1, 1996. Judicial Release replaces Shock Probation.	100-APA-13 100-APA-15 108-ABC-04
Judicial Release Violator	Division of Parole and Community Services (DPCS)	A supervisee that has been declared to be in violation of any of the conditions or rules of a judicial release granted to the supervisee by the supervisee's sentencing court.	105-PBD-08
Jumah	Religious Services	The obligatory congregational prayer on Friday between 12:30-3:00pm for muslim religious practices.	72-REG-12

Kellogg Eligible Incarcerated Individual(s)	Parole Board	An incarcerated person who has been identified as a bon-a-fide member of the class as established in <i>Kellogg</i> . The following criteria must be met for an incarcerated person to be considered <i>Kellogg</i> eligible: The person must have committed a felony offense prior to September 1, 1992, for which they were subsequently convicted, incarcerated, and paroled; the incarcerated person must be subsequently convicted of a new felony while on parole the person must be subject to parole revocation based upon the new felony conviction; the person must not have had a violation hearing where parole was revoked on the parole period during which the new felony was committed.	105-PBD-02
Kippah (Yarmulke)	Religious Services	Skullcap required for male Jews to wear in the approved color of White or Beige only.	72-REG-07
Knowledgeable Person	Legal Services	Any person who has reason to believe an incarcerated person has the intent and ability to carry out an explicit threat of inflicting imminent and serious physical harm to a clearly identifiable potential victim(s).	67-MNH-26
Kosher (Kashrut)	Religious Services	The purity laws for food consumed by any practicing Jew.	72-REG-07
Kronos Workforce	Bureau of Personnel	OAKS integrated timekeeping software that captures and summarizes information about employee time and attendance. This system will also facilitate the processing of leave cases.	35-PAY-04
Kufi	Religious Services	A Muslim man's head covering.	72-REG-12
Labor and Delivery	Office of Prisons (OOP)	The process of giving birth.	71-SOC-02

Lactation Area	Bureau of Labor Relations (BLR)	A place other than a bathroom that is shielded from view, free from intrusion from coworkers and the public which may be used by a nursing mother to express breast milk.	36-LEV-07
Land Improvement	Division of Business Administration (DBA)	An improvement made to land, either above or below ground, such as parking lots, sidewalks, etc.	22-BUS-08
Landlord	Division of Business Administration	The owner of residential premises, the agent or managing officer of the owner or any person authorized by the owner to manage the premises or to receive rent from a tenant under a rental agreement.	22-BUS-01
Large Infectious Waste Generator	Bureau of Operational Compliance (BOC)	Any entity that generates 50 pounds or more of infectious waste per calendar month is required to be certified as a large waste generator by the Ohio Environmental Protection Agency. The ODRC is registered as a large generator of infectious waste for all of its state-operated prison facilities. All state-operated prison facilities shall comply with the requirements of a large generator of infectious waste.	10-SAF-13
Large Language Models (LLMs)	Bureau of Information and Technology Services (BITS)	A type of generative AI that can understand and generate human language by processing vast amounts of text data. LLMs are specialized deep learning algorithms that can perform various natural language processing tasks, such as text generation, classification, translation, and question answering. Examples include ChatGPT, Copilot and Gemini.	05-OIT-32
Large Metropolitan Areas	Office of Communications	Columbus, Cleveland, Cincinnati, Dayton, Toledo, Akron/Canton, Youngstown.	01-COM-13

Last Chance Agreement	Bureau of Personnel	An agreement signed by the employer, the respective union, and the employee indicating that a removal order has been held in abeyance pending the successful completion of their EAP Participation Agreement. The Last Chance Agreement will be in effect for sixty (60) months. Any positive restricted substance test during this time will result in the employee's termination following an appropriate pre-disciplinary hearing.	31-SEM-03
Law Enforcement Agency	Division of Parole and Community Services (DPCS)	For purposes of this policy, refers to any federal, state, county, or city agency that employs peace officers as defined in ORC 109.71, the Adult Parole Authority (APA), a county department of probation, a prosecuting attorney, the Attorney General, similar agencies of other states and postal inspectors.	100-APA-29
Law Enforcement Agency	Division of Parole and Community Services (DPCS)	A municipal or township police department, the office of the sheriff, the state highway patrol, federal law enforcement, a county prosecuting attorney, the office of the United States Attorney, or a state or local governmental body that enforces criminal laws and that employees who have a statutory power of arrest.	102-FUG-03 104-TAW-05
Law Enforcement Automated Data System (LEADS)	Division of Parole and Community Services (DPCS)	Statewide computerized network which provides computerized data and communications for criminal justice agencies with the state of Ohio. LEADS is administered by the Ohio state highway patrol superintendent. LEADS does not include data and files separately collected and maintained by intrastate regional systems or other individual user systems.	05-OIT-02 09-INV-04 34-PRO-07 100-APA-32 108-ABC-01

LEADS Computer	Bureau of Information Technology Services (BITS)	(This designation replaces the LEADS TERMINAL naming convention.) A computer workstation which has a static IP address and has had the LEADS software client installed. The connection to LEADS may be provided directly through the ODRC network or through the Virtual Private Network (VPN) but still has a static IP address.	05-OIT-02
LEADS Computer Co-Users	Bureau of Information Technology Services (BITS)	Ohio State Highway Patrol (OSHP), the National Crime Information Center (NCIC), the National Law Enforcement Telecommunications System (NLETS), the Bureau of Criminal Investigation and Identification (BCI&I) and various Intra-State systems, e.g., Northwest Ohio Regional Information System (NORIS).	05-OIT-02
LEADS Computer Operator	Bureau of Information Technology Services (BITS)	An ODRC employee or approved ODRC contractor who has successfully completed all LEADS training, testing, and certification requirements and is, therefore, defined as a “certified terminal operator” by LEADS.	05-OIT-02
LEADS Coordinator	Bureau of Information Technology Services (BITS)	The employee responsible for general oversight and supervision of LEADS within the ODRC. The LEADS coordinator in ODRC shall be the chief inspector or designee.	05-OIT-02
LEADS Practitioner	Bureau of Information Technology Services (BITS)	An ODRC employee who has successfully completed all required LEADS training and is authorized to receive LEADS data.	05-OIT-02
LEADS Steering Committee	Bureau of Information Technology Services (BITS)	A group responsible for preparing and publishing operating guidelines for users of the LEADS system. The committee is composed of representatives from the Ohio State Highway Patrol (OSHP), Buckeye State Sheriff’s Association, Ohio Association of Chiefs of Police, and the Bureau of Criminal Identification and Investigation.	05-OIT-02

Learning Management System (LMS)	Corrections Training Academy (CTA)	An integrated software application provided by the Department of Administration Services (DAS) on the state's enterprise intranet site used to manage and track State of Ohio employees learning and training information.	39-TRN-02 39-TRN-05 39-TRN-06 39-TRN-09
Leave Case	Bureau of Personnel	The mechanism used in Kronos Workforce to document an employee's absence from work for any approved program allowing an employee to be off work for an extended period of time (e.g., Disability, Salary Continuation, Worker's Compensation, Family Medical Leave Act, Childbirth/Adoption leave, etc.).	35-PAY-04
Leave Without Pay	Bureau of Personnel	An approved absence during a single pay period where an employee has insufficient paid leave to cover the absence.	35-PAY-10
Legal Contact Persons	Legal Services	The local employees responsible for processing forms related to requests for legal representation.	37-EAP-03
Legal Disc	Legal Services	A read-only CD or read only DVD sent by an attorney to the attorney's incarcerated client.	05-OIT-11 59-LEG-01
Legal File	Bureau of Sentence Computation (BOSC)	An accurate and complete record maintained by the BOSC pertaining to the calculation of an offender's sentence, which includes copies of official court documents and any other related papers created to document the time the offender is required to serve with ODRC.	07-ORD-12
Legal Mail	Legal Services	Mail addressed to an incarcerated person that clearly displays the return address of an attorney-at-law, a public service law office, a law school legal clinic, court of law, or the correctional institution inspection committee and that is marked with a valid control number provided by the department. Also defined in Administrative Rule 5120-9-17, Incoming Mail.	59-LEG-01 75-MAL-01 75-MAL-03

Legal Name	Bureau of Records Management (BORM)	Name that identifies a person for legal, administrative, and other official purposes.	07-ORD-04
Legally Recognized Privileged Communication	Legal Services	Any communication that is considered confidential under the law or ODRC policy including communication: between an attorney-client; between physician-patient; or with a psychologist, psychiatrist, minister, priest, or clergy.	09-INV-01
Legal Representatives	Legal Services	Attorneys, legal aid officers and assistants to the incarcerated person's attorney of record, legal interns, and legal investigators.	76-VIS-02
Leisure Activities	Office of Prisons (OOP)	Organized recreational activities that are pro-social yet do not contain an element of volunteerism, community service or an educational component. These activities may have some staff oversight yet are not curriculum based. Examples include exercise programs, sporting events, card tournaments, movie nights, talent shows, outside agencies/volunteers providing entertainment without guided discussion and/or follow up.	02-REN-02
Less Than Deadly Force	Risk Management (Legal)	Any force, which could not reasonably be expected to result in the death of the person against whom it is directed.	63-UOF-01
Lesson Plans (CTA)	Corrections Training Academy (CTA)	A document that determines the content, guidelines, and performance expectations for a training module.	39-TRN-02 39-TRN-03 39-TRN-04
Lesson Plans (OCSS)	Ohio Central School System (OCSS)	Written plans of instruction by classroom instructor for each school subject taught.	57-EDU-02

Level 1 Security	Bureau of Classification and Reception (BOCR)	<p>The lowest security level in the classification system. Level 1 incarcerated persons should be granted the highest amount of privilege and autonomy whenever possible (subject to operational needs/capabilities of the facility). Behavior at Level 1 is expected to be rule compliant and pro-social. All persons at Level 1 must be housed in double perimeter fence housing unless they are screened to be housed in a single perimeter fence. Level 1 incarcerated persons may also be screened to work outside of the fence or in the community under intermittent supervision. Incarcerated persons at Level 1 may be housed with Level 2 incarcerated persons with no special arrangements required.</p>	53-CLS-01
Level 2 Security	Bureau of Classification and Reception (BOCR)	<p>A security level for incarcerated persons who are deemed in need of more supervision than Level 1, but less than Level 3. All persons at Level 2 must be housed in double perimeter fence housing as defined by this policy, exceptions can be approved by the deputy director of prisons. Housing may be dorm, rooms, or cells. Those at Level 2 tend to receive greater autonomy and freedom of movement during the day to encourage pro-social behavior and programming and receive privileges greater than Level 3. Persons at Level 2 may be housed with others at Level 1 with no special arrangements required. Incarcerated persons at Level 2 may also be housed with those at Level 3 with/without special arrangements at the discretion of the managing officer. Level 3 incarcerated persons who have been reduced to level 2 security, but are pending transfer, may be housed with level 3 persons until the transfer occurs.</p>	53-CLS-01

<p>Level 3 Security</p>	<p>Bureau of Classification and Reception (BOCR)</p>	<p>The security level that is the next degree higher than Level 2 and requires more security/supervision than Level 2 but less than Level 4. All incarcerated persons at Level 3 must be housed in Double Perimeter Fence Housing as defined by this policy, exceptions can be approved by the OOP deputy director. Housing is generally celled apart from units specially designed to prepare rule compliant incarcerated persons for release. This exception is currently granted for the MaCI Zone A dormitory with the following provisions: Persons will be screened by the unit team to determine suitability for housing in a more open environment. This unit is to prepare incarcerated persons in a Level 3 environment for release to the community or reduction to Level 2. Level 3 is considered general population but is designed for persons who are more likely to, or have previously engage(d) in, disruptive prison behavior. Internal movement is under greater supervision and more controlled. Privileges shall be greater than Level 4, but less than Level 2. Incarcerated persons at Level 3 may be housed with persons at Level 2 or Level 4 with/without special arrangements at the discretion of the managing officer. Level 3 incarcerated persons who have been reduced to Level 2 may be housed at the Level 3 supervision level until their transfer. Level 4 incarcerated persons who have been reduced to Level 3 but are pending transfer to a Level 3 facility may be housed at the Level 4 supervision level.</p>	<p>53-CLS-01</p>
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Level 4 Security	Bureau of Classification and Reception (BOCR)	<p>Level 4 security is considered maximum security, but it is not restrictive housing and incarcerated persons must be allowed more than 2 hours out of cell time daily as well as access to general population services. The physical security requirements for Level 4 may vary based on the overall physical structure of the facility. Double perimeter fences, or architectural equivalents where at least two independent barriers exist between an incarcerated person and the outside, are required. The perimeter patrol is armed, with an alarmed perimeter intrusion detection system. The security at Level 4 is enhanced with controlled/supervised movement at all times as well as limited, and highly supervised, access to outside recreation/activities. Cells must be securable, and incarcerated persons must be single celled while at a parent institution unless there is approval from the deputy director of Prisons. Typically, incarcerated persons at Level 4 have established histories of violent and/or disruptive prison behavior or their prison and community history indicate there is a very high risk of escape. It is also a classification for those who are involved in, but not leading others to commit, violent, disruptive, predatory, or riotous actions, and/or pose a threat to the security of the institution. Incarcerated persons who have been assigned Level 4 security but are awaiting transfer do not automatically require single celling except at the discretion of the managing officer. Level 3 and level 4 incarcerated persons can be housed together at the discretion of the managing officer. Level 4 incarcerated persons who have received a reduction in security to Level 3, may be housed with Level 4 incarcerated persons while they are awaiting transfer.</p>	<p>52-RCP-01 53-CLS-01</p>
LGBTI	Bureau of Operational Compliance (BOC)	An acronym for a group for sexual minorities including lesbian, gay, bisexual, transgender, and intersex individuals.	<p>79-ISA-01 79-ISA-02 79-ISA-04</p>
Liability	Division of Business Administration (DBA)	The legal responsibility for one's acts or omissions.	37-EAP-04
Library Administrator	Ohio Central School System (OCSS)	<p>The employee who is responsible for providing assistance in coordinating and supervising library services throughout the ODRC. The library administrator shall have a Master of Library Science degree from a school accredited by the American Library Association.</p>	<p>58-LIB-01 58-LIB-02 58-LIB-03</p>

Library Advisory Committee	Ohio Central School System (OCSS)	An institution committee organized by the librarian I or librarian II, or in the absence of the librarian I or II, the school administrator and with the approval of the managing officer for the purpose of input and review concerning institutional library services. The committee shall include institutional staff, education staff, library employees, and at least two (2) incarcerated representatives, and any other person deemed appropriate by the managing officer or designee. The library administrator from the Ohio Central School System (OCSS) shall serve as ex-officio member of the committee.	58-LIB-01 58-LIB-03
Library Materials Review Committee	Ohio Central School System (OCSS)	A committee consisting of three members appointed by the managing officer to review questionable library materials and to decide whether the item is appropriate for use by incarcerated persons.	58-LIB-03
Library Procedures Manual	Ohio Central School System (OCSS)	The procedures maintained that outline day-to-day operations, the library improvement plan, the library priority purchase list, and other pertinent information.	58-LIB-03
License (BCS)	Bureau of Community Sanctions	A certificate issued by the Division of Parole and Community Services (DPCS) which designates the facility as being suitable for the care and treatment of adult supervisees.	08-MAU-03
License (BITS)	Bureau of Information Technology Services (BITS)	A contract that authorizes access to software and data and outlines rights regarding the use, distribution, performance, modification or reproduction of software and data.	05-OIT-21
Licensed Software	Bureau of Information Technology Services (BITS)	Software in any form, whether commercial, propriety or gratuitous, that is provided by the intellectual property holder under terms of a contract that governs use, copying, modification and distribution.	05-OIT-21
Licensed Vehicle	Division of Business Administration (DBA)	All state vehicles and trailers, including retrofitting, that are capable of being licensed through the Bureau of Motor Vehicles for intended over-the road transportation.	22-BUS-08

Licensing Agency	Ohio Central School System (OCSS)	Any agency identified in Section 4776.01 of the Revised Code and any regulatory licensing board or agency not included in section 4776.01 of the Revised Code that has administrative authority to issue, suspend, or revoke any professional license or certificate that enables a person or entity to engage in any profession or occupation to attain a specified status or position.	02-REN-05
Life Sustaining Treatment	Bureau of Medical Operations (BMO)	Any health care including artificially or technologically supplied nutrition and hydration that will serve mainly to prolong the process of dying.	68-MED-16
Life Threatening Condition	Bureau of Adult Detention (BAD)	A fire safety, public health, electrical, structural, or other identifiable and volatile condition that presents a substantial and immediate likelihood of directly or indirectly causing the death of jail occupants. For purposes of this definition, any staffing pattern that is insufficient to accomplish the safe and orderly evacuation of the physical facility in the event of an emergency is a life-threatening condition. Fire safety conditions alone shall be considered life-threatening when so defined by a certified fire inspector.	107-BAD-01 107-BAD-02 107-BAD-06

Likelihood of Serious Harm	Behavioral Health Operations (BHO)	1) A substantial risk that serious physical harm will be inflicted by an individual upon their person as evidenced by threats or attempts to commit suicide or inflict physical harm to one's self; 2) A substantial risk that serious physical harm will be inflicted by an individual upon another as evidenced by behavior which has caused such harm or which placed another person in reasonable fear of sustaining such harm; 3) A substantial risk that significant damage will be done by an individual to the property of others as evidenced by recent behavior which has caused loss of, or damage to, the property of others.	67-MNH-29
Limited Contact Employee	Office of Correctional Health Care (OCHC)	An employee whose work location and/or position responsibilities do not place the employee in direct or close proximity to incarcerated persons or supervisees for the majority of the employee's regular work hours.	39-TRN-10
Limited Escorted Contractor	Corrections Training Academy (CTA)	A contractor who is called into a site as needed for a specific service for a short period of time (e.g. plumber, HVAC)	39-TRN-12

Limited Privilege Housing (LPH)	Bureau of Classification and Reception (BOCR)	Assignment of an individual to a designated area for the purpose of reducing their privileges, controlling movement, and reducing their access to other incarcerated persons. LPH is considered general population and those assigned to this status shall have access to prison services, although that access can be reasonably limited as part of their privilege reduction. Designated out-of-cell time shall be more than two hours daily.	10-SAF-05 50-PAM-02 51-STF-05 52-RCP-01 52-RCP-10 53-CLS-01 53-CLS-04 53-CLS-10 54-WRK-02 55-SPC-02 57-EDU-02 57-EDU-11 58-LIB-01 61-PRP-01 61-PRP-02 67-MNH-09 67-MNH-15 67-MNH-31 69-OCH-02 71-SOC-05 76-VIS-03 78-REL-01 79-ISA-02 79-ISA-04 80-INC-02
Limits of Confinement	Bureau of Community Sanctions (BCS)	An area within the community in which a Transitional Control offender is approved in writing by the licensed halfway house to move for the purposes of completing program activities.	108-ABC-01
Literacy Coordinator	Ohio Central School System (OCSS)	The Ohio Central School System staff member that trains the Certified Tutor Trainer on how to conduct the workshops and provides technical assistance to the trainer either by telephone and/or site visits. The Literacy Training Coordinator is also responsible for the development, support, and maintenance of the Tutor Training Programs within the institutions.	57-EDU-14

Literacy Unit	Ohio Central School System (OCSS)	An education program designed to meet the educational needs of incarcerated persons reading below 226 on the Comprehensive Adult Student Assessment System (CASAS) or below 5 on the Locator or 500 on the battery tests on the Test of Adult Basic Education (TABE). The programs are located within a living unit, which should house both students and tutors.	57-EDU-14
Literacy Unit Teacher	Ohio Central School System (OCSS)	A teacher hired by the Ohio Central School System to teach in its literacy units. This teacher must possess a current standard certificate/license in elementary education or reading issued by the Ohio Department of Education.	57-EDU-14
Litigation Records Designees	Legal Services	The local employees responsible for coordinating record requests by the Attorney General's Office.	37-EAP-03
Live-Fire	Corrections Training Academy (CTA)	Exercise utilizing live ammunition, as opposed to inert rounds.	39-TRN-03
Living Organ Donation	Office of Holistic Services (OHS)	For purposes of this policy, an incarcerated person's conscious, voluntary and knowing decision to undergo elective organ donation surgery, with the expectation of that inmate's full recovery from such surgery. Living organ donation does not mean an inmate who has been declared, by an appropriately trained and qualified medical professional, to have experienced brain or cardiac death, but whose remaining organs may remain viable for potential donation.	68-MED-09
Living Will	Office of Correctional Health Care (OCHC)	A document that can be signed that describes the type of care a person wants to receive if that person becomes permanently unconscious or terminally ill and unable to communicate. The signor may choose whether to accept life support.	69-OCH-03

LMICN-LMINC DOTS Screens	Legal Services	The screens in the Departmental Offender Tracking System (DOTS) used to process incoming legal mail. The LMICN screen is used to process legal mail with a control number (Legal Mail Intake with a Control Number). The LMINC screen is used to process legal mail without a control number (Legal Mail Intake with No Control number).	75-MAL-03
Local Agency Security Officer (LASO)	Bureau of Information Technology Services (BITS)	The ODRC BITS chief who, in the capacity of the ODRC DPOCC, is responsible for overseeing LEADS information security for the ODRC enterprise which includes providing the appropriate secure computing hardware to ODRC LEADS users; serving as the primary LEADS information security liaison with the FBI, Ohio State Highway Patrol, Ohio Chief Inspector's Office and other law enforcement or investigative agencies; distributing information security alerts and notifications to ODRC LEADS users; and maintaining LEADS information security documentation and assisting, when requested, with LEADS information security audits.	05-OIT-02
Local Apprenticeship Advisory Committee (LAAC)	Ohio Central School System (OCSS)	A committee that serves in an advisory role for the program at each institution offering apprenticeship. This committee shall consist of the appropriate deputy warden, apprenticeship coordinator, principal, and apprenticeship supervisors.	57-EDU-07
Local Area Network (LAN)	Bureau of Information Technology Services (BITS)	A communication network that services several information technology device users within a small or confined geographic area.	05-OIT-11
Local Crisis Intervention Team (CIT)	Corrections Training Academy (CTA)	Composed of facility-based CIT-Trained Staff who have been appointed team members by their site's Local CIT Coordinator; dispatched in times of crisis to evaluate the situation and assist with the necessary response based upon their training.	71-SOC-11

Local Crisis Intervention Team (CIT) Committee	Corrections Training Academy (CTA)	A group of specific people chosen to guide and support implementation of the CIT program at a facility or for the APA; at facilities, they also make recommendations to the Local CIT Coordinator regarding appointments to the Local CIT. A Local CIT Committee may form subgroups, such as a training sub-committee, as necessary to achieve the goals of the group.	71-SOC-11
Local Crisis Intervention Team (CIT) Coordinator	Corrections Training Academy (CTA)	A Local CIT Member or APA CIT-Trained Staff appointed to the role by the Statewide CIT Coordinator in cooperation with the managing officer of a site; as identified in this policy, they are responsible for the implementation and administration of the CIT functions for their site; it is recommended that Local CIT Coordinators based in a facility be part of the Hostage Negotiation Team (HNT).	71-SOC-11
Local Crisis Intervention Team (CIT) Member	Corrections Training Academy (CTA)	A facility-based CIT-Trained Staff who meets the minimum qualifications, as defined in this policy, and, with the advisement of their site's Local CIT Committee, is appointed a member of the Local CIT by the Local CIT Coordinator; members are dispatched in times of crisis to evaluate the situation and assist with the necessary response based upon their training.	71-SOC-11
Local Law Enforcement Check	Legal Services	A review of an applicant's criminal history record from the local law enforcement agencies in all cities/counties in which the applicant attended school, worked, and resided for at least the previous five (5) years.	34-PRO-07
Local Policy	Office of Policy and Strategic Initiatives	A written document formulated to define operational guidelines for institution employees, contractors, incarcerated persons, interns, volunteers, and the public that are developed specific to the facility, reviewed through the operational compliance manager, and approved by the managing officer for dissemination.	01-COM-14

Local Professional Development Committee	Ohio Central School System (OCSS)	A committee developed by the OCSS to assist staff in licensure application as required by law and the Ohio Department of Education. OCSSLPDC, is the committee for all licensed educational staff within State operated facilities, Community Based Correctional Facilities (CBCF) and private prisons.	57-EDU-08
Local Rules	Legal Services	Institutional rules, regulations, or procedures published in an institutional policy that specify incarcerated person acts prohibited within the institution.	56-DSC-01
Local Separation	Bureau of Classification and Reception (BOCR)	An order wherein two (2) or more incarcerated persons are not permitted to be assigned to the same living and/or work area to ensure they are not in close proximity with one another.	53-CLS-05
Local Training Advisory Council (TAC) Chair	Corrections Training Academy (CTA)	A term applicable to a site's training officer, employee responsible for coordinating the site's training, or a CTA regional support representative for APA who has been appointed by the site's managing officer to serve on the site's local training advisory council (TAC) and fulfill the responsibilities of the Local TAC Chair as those who are identified in ODRC Policy 39-TRN-05, Training Advisory Councils (TACs) Organization and Responsibilities.	39-TRN-05
Lock Box	Ohio Central School System (OCSS)	A lockable case used to secure test materials.	57-EDU-03
Lockout	Bureau of Operational Compliance (BOC)	The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, to ensure that the energy isolating device and the equipment cannot be operated until the lockout device is removed.	10-SAF-11 10-SAF-17

Lockout Device	Bureau of Operational Compliance (BOC)	A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in a safe position and prevent energizing of the machine or equipment including blank flanges and bolted slip binds.	10-SAF-11
Long Term Contractor	Corrections Training Academy (CTA)	A contractor providing consecutive service for a period exceeding one year.	39-TRN-12
Long Term Storage	Office of Prisons (OOP)	Incarcerated person property that an institution is holding in storage while the person is not permitted to possess it due to privilege or security level reasons.	61-PRP-01
Loss or Theft	Bureau of Information and Technology Services (BITS)	The loss or theft of a computing device or media used by a state agency, such as a laptop, smartphone, tablet, thumb/flash/jump drive/other media or authentication token or loss or theft of paper documents containing sensitive data or personally identifiable information (PII).	05-OIT-14
Lost Time	Division of Parole and Community Services (DPCS)	Pursuant to ORC 2967.15, lost time is the specific period of time during which a supervisee's period of supervision or prison term is tolled or not credited. Lost time can result from being declared a violator-at-large, violator in custody out-of-state, being unavailable for supervision, or other reasons. Lost time can modify a supervisee's end of stated term, maximum expiration of sentence, expiration of definite sentence, or close of supervision date.	100-APA-27 102-FUG-02
Low/Non-Hazardous	Bureau of Operational Compliance (BOC)	A chemical which is NOT classified as a physical hazard or health hazard by the manufacturer. Chemicals defined as Low/Non-hazardous shall NOT contain a Signal Word or Pictogram as listed in the hazard(s) identification section #2 of the SDS.	10-SAF-12

Magazine	Legal Services	A TASER 10 component designed to hold various types of TASER 10 cartridges.	10-SAF-24
Main Distribution Frame (MDF)	Bureau of Information Technology Services (BITS)	A primary, centralized cable rack that interconnects and manages the telecommunications wiring between itself and any number of intermediate distribution frames (IDF) and connects private and public lines coming into a building with the internal network.	05-OIT-01 05-OIT-03 05-OIT-30
Main Entry Point	Office of Prisons (OOP)	Primary entry/exit point for all OSC employees, contractors, intern students, temporary staffing, visitors, and volunteers that is located on the east side of the OSC building. The elevator is located to the right of the main entry point.	11-COP-01
Maintenance/Repair Project	Bureau of Construction, Activation, Maintenance, and Sustainability (CAMS)	Facility managed projects that are intended to keep existing structures, systems, and equipment operational for their intended use. Examples of maintenance and repairs include fixing a part or component of the heating or cooling system, fixing a leaky pipe, patching a wall, repainting, sealing windows or floors, mold remediation, replacing sections of flooring or ceiling tiles, glass replacement, resetting exterior walkways, replacing a section of a roof to fix a leak, and brick mortar repair/patching (tuckpointing).	21-CAM-13
Maintenance/Repair Task	Bureau of Construction, Activation, Maintenance, and Sustainability (CAMS)	Minor maintenance and repair work that is routinely conducted by facility maintenance staff. Maintenance/repair tasks are not projects.	21-CAM-13

Major Bodily Function	Chief Inspector's Office	Includes, but is not limited to, functions of the immune system, special sense organs and skin, normal cell growth, digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. Major bodily functions also include the operation of an individual organ within a body system (e.g., the operation of the kidney, liver, or pancreas).	64-DCM-02
Major Classifications of Prisoners	Bureau of Adult Detention (BAD)	The Major Classification of prisoners for the purpose of enforcement are male and female; and adult and juvenile.	107-BAD-01 107-BAD-02 107-BAD-06
Major Life Activity	Chief Inspector's Office	Includes, but is not limited to, eating, sleeping, standing, sitting, reaching, lifting, bending, reading, concentrating, thinking, communicating, interacting with others, walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself, working, and the operation of major bodily functions.	64-DCM-02
Majority Vote	Division of Parole and Community Services (DPCS)	The recommendation of the Parole Board that becomes the final decision because it received a greater number of votes cast by current and active parole board members than an alternate recommendation.	105-PBD-03 105-PBD-05 105-PBD-06
Malicious Code	Bureau of Information Technology Services (BITS)	Software or firmware intended to perform an unauthorized process that will have an adverse impact on the confidentiality, integrity, or availability of an information system. Some examples include a virus, worm, Trojan horse, or other code-based entity that infects a host. Spyware and some forms of adware are also examples of malicious code.	05-OIT-14

Malicious Software Code or Program	Bureau of Information Technology Services (BITS)	Any software code or program that is intentionally inserted or included into a system asset without the knowledge of the authorized user with the intention of controlling, disrupting, corrupting, or otherwise causing harm, security breaches, or damage to the system asset. Malicious software codes or programs are also called malware, and examples include viruses, worms, Trojan horses, and trapdoors.	05-OIT-18
Malware	Bureau of Information Technology Services (BITS)	A software program inserted into a system, usually covertly, with the intent of compromising the confidentiality, integrity, or availability of the recipient's data, applications, or operating system or otherwise, causing annoyance or disruption to the recipient of the software program.	05-OIT-18
Man-Made Disaster	Special Operations	An event caused by human action which results in destruction, environmental contamination, or other life threatening or unsafe conditions requiring the evacuation of the institution in whole or part or requiring other life safety response and/or recovery actions.	310-SEC-22
Managed Care Organization Coordinator (MCOC)	Bureau of Medical Operations (BMO)	Staff member(s) who coordinate care for incarcerated persons identified with complex medical needs (CRIs) gain access to services.	78-REL-09
Managed Care Organizations (MCO)	Bureau of Medical Operations (BMO)	Private health insurance companies that contract with Ohio Department of Medicaid (ODM) to coordinate health care to Medicaid beneficiaries (incarcerated persons).	78-REL-09
Managed Care Transition Plan	Bureau of Medical Operations (BMO)	A comprehensive plan created for CRI identified incarcerated persons detailing medical, mental health, and/or recovery service follow-up appointments for post incarceration.	78-REL-09
Managing Officer	Legal Services	For the purposes of this policy, managing officer means a warden or deputy director	01-COM-08

Mandated Medication Committee	Behavioral Health Operations (BHO)	A panel of three (3) mental health professionals: a psychiatrist (who shall serve as chair), a psychologist or independently licensed Mental Health Professional (ILMHP), and one other authorized MHP.	67-MNH-29
Mandated Medication Coordinator	Behavioral Health Operations (BHO)	A person appointed by the MHA/MHP who shall be responsible for the oversight of the mandated medication process and the record maintenance of all involuntary psychotropic medications administered per this policy and associated protocols.	67-MNH-29
Mandated Training	Corrections Training Academy (CTA)	“See required in-service training”	39-TRN-02
Mandatory Civil Impact	Ohio Central School System (OCSS)	Any section of the Ohio Revised Code or Administrative Code that creates a penalty or disability or disadvantage, however denominated, to which all of the following apply: (1) It is triggered automatically by a person's conviction or an offense whether or not the penalty, disability, or disadvantage is included in the judgement or sentence; (2) It is imposed on a person, licensing agency, or employer; (3) It precludes the person with the criminal record from maintaining or obtaining licensure or employment, precludes the agency from issuing a license or certification to the person with the criminal record or business, or precludes a business from being certified or from employing the person with the criminal record. "Mandatory Civil Impact" does not include imprisonment, parole, supervised release, forfeiture, fine, assessment, or costs of prosecution.	02-REN-05
Mandatory Overtime	Labor Relations Office (LRO)	Overtime required (as determined by management) and not filled through voluntary means. This may include requiring the employee to remain on duty status for the succeeding shift or any partial shift thereof, or by mandating an employee to come to work from home. The Employer reserves the right to mandate employees to come to work from home. (35-PAY-01) Mandatory overtime will be determined by state seniority.	35-PAY-01 35-PAY-06

Mandatory Overtime Tracking Roster	Labor Relations Office (LRO)	A roster that contains the names of all qualified bargaining unit employees, the employee's assigned shift, and on which is documented overtime worked as mandatory overtime. Each institution's Facility Professional Committee shall establish the amount of time an employee must work mandatory overtime to be counted as a mandatory overtime event. If an agreement cannot be reached Management may determine the amount of time worked to be considered a mandatory overtime event, but in no case shall the amount determined by Management exceed four (4) hours. Institutions shall maintain separate mandatory overtime rosters for medical nurses and mental health ("Psych/MR") nurses.	35-PAY-06
Mandatory Post Release Control (PRC)	Parole Board	Post release control (PRC) that applies mandatorily under ORC 2967.28 (B).	105-PBD-08
Mandatory Student	Ohio Central School System (OCSS)	An incarcerated person placed in school who does not have an Ohio Central School System (OCSS) verified high school diploma or high school equivalency, and who has less than eighteen (18) months, but more than ninety (90) days until release or parole date.	57-EDU-01
Mandatory Testing	Division of Parole and Community Services (DPCS)	A substance abuse testing regimen determined by a supervisee's participation in an Ohio Department of Mental Health and Addiction Services (ODMHAS) substance abuse treatment program.	103-SPS-07
Manual Activation	DPCS/OOP	The wearer of the BWC activates the BWC to begin recording.	10-SAF-22
Manual Paycheck	Bureau of Personnel	A check requested by ODRC and processed by the Department of Administrative Services (DAS) when employees have been paid incorrectly and the request meets DAS requirements as specified in the current Payroll Letter.	35-PAY-04

Mass (Divine Liturgy)	Religious Services	The primary worship of the Catholic (or Orthodox Church). The Mass includes the liturgy of the Word (i.e., prayer, scripture readings, and homily) and the liturgy of the Eucharist (the Eucharistic prayer and Communion). A bishop or priest must preside at a Mass. A Roman Catholic deacon or lay volunteer may preside over the prayers and readings from Scripture and distribute Communion previously consecrated by a priest. An ordained deacon can also give a homily.	72-REG-11
Master File	Bureau of Records Management (BORM)	A combined record including previous Unit File and Record Office File information for an incarcerated person.	07-ORD-01 07-ORD-03
Master Sign-Up Roster	Labor Relations Office (LRO)	The sign-up roster that is called after the Primary Sign-Up Roster consisting of employees wanting to work overtime other than their regular shift.	35-PAY-01
Material Pick List	Ohio Penal Industries	A list of materials and supplies required to complete a work order router.	25-OPI-08
Maximum Expiration Date	Bureau of Sentence Computation (BOSC)	The last day of a period of incarceration or community supervision which signifies that the maximum sentence imposed by the court has been served in its entirety.	100-APA-16 100-APA-27 105-PBD-03 105-PBD-06
Meaningful Activity	Office of Prisons (OOP) - Unit Management Administration	Any activity or constructive interaction which promotes citizenship; develops learning and employability skills; builds life skills and resilience; addresses well-being; and motivates personal engagement with both prison and community-based services. Meaningful activities may include but are not limited to participating in: a workshop, educational seminar or resource fair, a weekly group that has not been identified as a unit management core program, incarcerated person-led groups that have attendance requirements, established rules and staff oversight, or any other non-leisure activity that includes constructive interaction.	02-REN-01 02-REN-02 54-WRK-02

Meatless Entrée	Office of Acquisitions and Contract Compliance (OACC)	A dish that contains no beef, fish, fowl, egg, or dairy products.	60-FSM-01
Media (BITS)	Bureau of Information Technology Services (BITS)	Any device that can store information but is not required to be capable of processing information, such as external / removable hard drives; magnetic tape; portable devices; optical media, such as compact disks (CDs), digital video disks (DVDs) and thumb drives.	05-OIT-14
Medicaid Benefits Application	Bureau of Medical Operations (BMO)	The ODRC automated system which supports facility staff pre-release enrollments.	78-REL-09
Medicaid Benefits External Application	Bureau of Medical Operations (BMO)	The ODRC automated system which enables an exchange of Medicaid enrollment data between ODRC and Business Associates.	78-REL-09
Medicaid Enrollment Class	Bureau of Medical Operations (BMO)	Staff coordinated class for incarcerated persons to complete enrollment forms via the Offender Medicaid Benefits.	78-REL-09
Medicaid Information Technology System (MITS)	Bureau of Medical Operations (BMO)	An Ohio Department of Medicaid online portal used by providers to submit and adjust fee-for-service claims, prior authorizations requests, hospice applications, and managed service providers/hospital/long term care cost reports. Providers can also verify recipient eligibility and update trading partner information.	78-REL-09
Medicaid Pre-Release Enrollment Class	Office of Correctional Health Care (OCHC)	A staff coordinated and PTPMG facilitated educational opportunity for incarcerated persons to learn about how to apply for Medicaid prior to release.	78-REL-09

Medical Classification	Office of Correctional Health Care (OCHC)	A system which, based on a clinical evaluation of an incarcerated person's current health condition, designates a particular medical category according to shared characteristics. These medical classification categories include Medical Level 1: Medically stable incarcerated persons requiring only periodic care and not requiring chronic care clinic or infirmary monitoring; Medical Level 2: Medically stable incarcerated persons requiring routine follow-up care and examinations; Medical Level 3: Those incarcerated persons requiring frequent intensive, skilled medical care but who need assistance with no more than one of their Activities of Daily Living (e.g., bathing, dressing, feeding, toileting, transferring) or oxygen; Medical Level 4: Those incarcerated persons requiring constant skilled medical care and those who need assistance with more than one Activities of Daily Living.	68-MED-13
Medical Classification Grid	Office of Correctional Health Care (OCHC)	A grid that includes specific examples of medical conditions of each medical classification and a listing of those institutions that have the level of medical services appropriate to meet the needs of the incarcerated persons identified for that medical level.	68-MED-13
Medical Contraindications	Corrections Training Academy (CTA)	A physical condition that prohibits the employee from participating in specific training. This is to be confirmed by way of a current doctor's statement, which explains the employee's limitations or inability to participate in a specific training activity and the timeframe in which the employee will be able to complete said training.	39-TRN-03
Medical Emergency	Office of Correctional Health Care (OCHC)	Serious life threatening or disabling condition(s) manifested by severe symptoms that would result in serious physical impairment or loss of life if not treated immediately.	68-MED-01 68-MED-11 68-MED-20

Medical File	Office of Holistic Services (OHS)	An IP's pre-existing medical paper health record and/or current electronic health record.	07-ORD-11
Medical Marijuana	Bureau of Personnel	Marijuana that is cultivated, processed, dispensed, tested, possessed, or used for medical purpose, as defined in ORC 3796.01. Medical marijuana is a controlled substance. A patient only qualifies to use medical marijuana if he or she is on the registry established by the Ohio State Board of Pharmacy with a valid and active recommendation issued by a physician. Note: For purposes of this policy, medical marijuana is not a prescription medication.	31-SEM-03
Medical Professionals	Office of Correctional Health Care (OCHC)	Those persons who by virtue of their training and experience are qualified to provide medical care within the provisions of the State's licensure laws, policies, and guidelines. For the purposes of this policy, medical professionals include medical staff, dental staff, medical clerical staff, and medical support staff.	07-ORD-11
Medical Protocol	Office of Correctional Health Care (OCHC)	An official clinical statement that defines a medical procedure or course of action. These guidelines shall be reviewed and revised, if necessary, on an annual basis by the Office of Correctional Health Care and the Medical Policy Review Committee to maintain consistency with professional standards of practice for licensed medical professionals.	68-MED-14
Medical Restrictions	Corrections Training Academy (CTA)	Restrictions due to a condition or injury recognized by a medical professional that requires alternate techniques to complete a physical skill or exclusion from participation in the physical skill.	39-TRN-03

Medical Returns	Division of Parole and Community Services (DPCS)	Any supervisee in an approved program of release or a county jail who requires immediate, extensive, or costly medical assistance.	100-APA-28
Medical Review Officer (MRO)	Bureau of Personnel	An independent licensed physician or other professional delineated in federal regulations with knowledge of substance abuse disorders and the appropriate medical training to interpret and evaluate all positive test results, a person's medical history and other relevant biomedical information.	31-SEM-03
Medically Assisted Opioid Withdrawal	Office of Holistic Services (OHS)	In medically assisted opioid withdrawal, methadone or buprenorphine is provided to prevent withdrawal symptoms and reduce or eliminate cravings, but the dose is gradually reduced to the lowest dose that prevents withdrawal symptoms and reduced further until the medication can be discontinued.	Protocol B-39
Medically Futile	Bureau of Medical Operations (BMO)	A circumstance in which medical interventions are extremely unlikely to produce a significant patient recovery or long-term improvement and survival is highly unlikely.	68-MED-16
Medically Incapacitated	Office of Correctional Health Care (OCHC)	Any diagnosable medical condition, including mental dementia and severe, permanent medical or cognitive disability, that prevents the incarcerated person from completing activities of daily living without significant assistance, that incapacitates the person to the extent that institutional confinement does not offer additional restrictions, that is likely to continue throughout the entire period of parole, and that is unlikely to improve noticeably. Medically Incapacitated does not include conditions related solely to mental illness, unless the mental illness is accompanied by injury, disease, or organic defect.	66-ILL-01

Medically Incapacitated while Incarcerated	Office of Prisons (OOP)	Any diagnosable medical condition, including permanent or temporary medical condition, that prevents the incarcerated person from completing activities of daily living without continuous medical care. A medically incapacitated IP, as determined by a competent medical professional, would be in imminent danger of death without immediate medical intervention or without continuous medical care. The medical condition incapacitates the IP to the extent that continuous security supervision does not provide additional reduction in the likelihood of escape or risk of harm to others.	310-SEC-03
Medication Treatment for Opioid Use Disorder (MOUD)	Office of Correctional Health Care (OCHC)	Type of addiction treatment that provides maintenance pharmacotherapy using an agonist-antagonist or agonist medication, which is combined with other comprehensive treatment services, including medical and psychosocial services as critical tools that are central to a patient's treatment plan.	68-MED-18 Protocol B-39
Medicine Bag	Religious Services	A religious bag used by Native Americans to carry sacred items.	72-REG-13
Memorial of Christ's Death/Lord's Evening Meal	Religious Services	Religious observance at Passover.	72-REG-05

Memorandum of Understanding (MOU) - BITS	Bureau of Information Technology Services (BITS)	A written document describing a bilateral or multilateral agreement between two or more parties. An approved MOU executed by all parties is required before any non-ODRC party receives ODRC data in an electronic or paper form. At a minimum, the MOU shall contain references pertaining to ODRC and the State of Ohio Department of Administrative Service, Office of Information Technology (DAS-OIT) data security policies, standards, bulletins, directives, and guidelines that the non-ODRC party must follow in order to receive ODRC data.	05-OIT-23
Memorandum of Understanding (MOU) - CTA	CTA	A general term to refer to the guidelines and conditions governing a partnership between ODRC and an institution of higher learning that is providing college courses and/or programs for ODRC employees. These can include, but are not limited to, a Memorandum of Understanding (MOU) - Facility Use (DRC4331) and a Memorandum of Understanding (MOU) - On-Line Program (DRC4373)	38-CED-06
Memorandum of Understanding (MOU) - DPCS	Division of Parole and Community Services (DPCS)	A formal written agreement between the Adult Parole Authority and any statewide or federal government entity approved by the Regional Administrator, Field Services Superintendent and Chief of the APA or designee. Informal – Sharing of appropriate information with law enforcement agencies and other person(s) or government entities pursuant to Department policy 07-ORD-02, Public Records.	100-APA-29 102-FUG-01 102-FUG-03
Memorandum of Understanding (MOU) - OOP	Office of Prisons (OOP)	A written and signed statement summarizing the terms of an agreement between the facility and the community partner.	71-SOC-12

Mental Health Administrator/Mental Health Manager	Behavioral Health Operations (BHO)	Those who by position manage the Mental Health departments at each of the institutions.	67-MNH-04 67-MNH-07 67-MNH-09 67-MNH-15 67-MNH-22 67-MNH-26 67-MNH-29 67-MNH-30 67-MNH-31 67-MNH-32 69-OCH-02
Mental Health Advocate	Corrections Training Academy (CTA)	An entity/agency that represents or advocates for individuals with mental illness [e.g., National Alliance on Mental Illness (NAMI)].	71-SOC-11
Mental Health Caseload	Behavioral Health Operations (BHO)	Consists of incarcerated persons with a mental health diagnosis who receive treatment by mental health staff and are classified as C1 (Seriously Mentally Ill, SMI), or C2 (Mental Health caseload but not SMI), ID/DD, or on hold (no mental health classification) at a reception facility or during the assessment phase of a comprehensive evaluation that will result in a diagnostic formulation.	67-MNH-02 67-MNH-04 67-MNH-07 67-MNH-14 67-MNH-30 67-MNH-31
Mental Health Community Provider	Corrections Training Academy (CTA)	An agency in the community that provides mental health services to individuals with mental illness.	71-SOC-11
Mental Health Group Documentation	Office of Correctional Health Care (OCHC)	Method of documenting an incarcerated person's attendance, participation, and presentation in each group session.	69-OCH-06
Mental Health File	Office of Holistic Services (OHS)	An IP's pre-existing mental health paper health record and/or current electronic health record.	07-ORD-11

Mental Health Liaison	Behavioral Health Operations (BHO)	A mental health professional assigned by the MHA/MHM or designee as the primary contact and staff member responsible for coordination of care.	67-MNH-04 67-MNH-14 67-MNH-15 67-MNH-22 67-MNH-31 69-OCH-02
Mental Health Partner	Corrections Training Academy (CTA)	An individual whose purpose on a CIT committee is to provide insight about real-life experiences with their own mental illness or with a family member who has mental illness as a means to improve CIT services to persons under ODRC authority.	71-SOC-11
Mental Health Professionals	Behavioral Health Operations (BHO)	Those persons who, by virtue of their training and experience, are qualified to provide mental health care within the provisions of the state's licensure laws, policies, guidelines, and position descriptions. This category includes psychology assistants, licensed professional counselors (LPC), licensed social workers (LSW), registered nurses (RN), activity therapists (AT), credentialed mental health professional (CMHP), BHO social workers, RBHA, MHA 3, MHA 4 as well as the ILMHPs.	07-ORD-11 55-SPC-02 67-MNH-02 67-MNH-04 67-MNH-07 67-MNH-09 67-MNH-14 67-MNH-15 67-MNH-29 67-MNH-30 67-MNH-31 67-MNH-32 69-OCH-07 310-SEC-03
Mental Health Special Observarion Status (MHSOS)	Behavioral Health Operations (BHO)	A level of increased monitoring, special housing, mental health and other interventions that can only be initiated by an ILMHP/CMHP. MHSOS may also be used as crisis care for those experiencing a mental health crisis that is not related to suicidality or other mental health conditions requiring a temporary increase in level of mental health care.	67-MNH-04 67-MNH-09 67-MNH-32
Mental Illness	Behavioral Health Operations (BHO)	A substantial disorder of thought, mood perception, orientation, or memory that grossly impairs judgment, behavior, capacity to recognize reality, or ability to meet the ordinary demands of life.	67-MNH-19

Mentally Ill Person Subject to Hospitalization	Behavioral Health Operations (BHO)	<p>A mentally ill person to whom any of the following applies because of the person's mental illness: a. The person represents a substantial risk of physical harm to self as manifested by the evidence of threats of, or attempts at, suicide or serious self-inflicted bodily harm.</p> <p>b. The person represents a substantial risk of physical harm to others as manifested by evidence of recent homicidal or other violent behavior, evidence of recent threats that place another in reasonable fear of violent behavior and serious physical harm, or other evidence of present dangerousness.</p> <p>c. The person represents a substantial and immediate risk of serious physical impairment or injury to self as manifested by evidence that the person is unable to provide for and is not providing for his/her basic physical needs because of the person's mental illness and that appropriate provision for those needs cannot be otherwise made.</p> <p>d. The person would benefit from treatment in a hospital for the person's mental illness and needs treatment in a hospital as manifested by evidence of behavior that creates a grave and imminent risk to substantial rights of others or the person.</p>	67-MNH-19
Mentor	Ohio Central School System (OCSS)	An Ohio Central School System (OCSS) educator who has volunteered to be a trained mentor and has a minimum of three (3) years of OCSS teaching experience and holds a full certification/licensure with the Ohio Department of Education (ODE).	57-EDU-16
Mentor Academy	Ohio Central School System (OCSS)	A mentoring program correlated to the formative tools and protocols to support the resident educator. This program focuses on the knowledge, skills, and understandings critical for those who work with beginning teachers.	57-EDU-16

Mentoring	Corrections Training Academy (CTA)	A fundamental form of human development in which one person invests time, energy, and personal know-how in assisting the growth and ability of another.	39-TRN-10
Merit Selection	Bureau of Personnel	An appointment to a position without interviews.	34-PRO-04
Microsoft 365	Bureau of Information Technology Services (BITS)	Also called “Microsoft 365” or “Microsoft Office 365” is a Web-based version of the Microsoft Office suite of enterprise productivity applications, such as Exchange Online for e-mail and Skype for Business, provided to users through Cloud Computing infrastructure. Office 365 is a mission critical tool used by Authorized Users.	05-OIT-10
Military Peer Support Team	Bureau of Personnel	A peer support team comprised of specially trained employees who serve or have served in the United States Armed Forces. This team provides comprehensive confidential employee support and assistance to ODRC military personnel and their families.	37-EAP-02
Minimal Exposure Risk	Bureau of Operational Compliance (BOC)	A situation where it is suspected that fentanyl may be present, but no fentanyl products are visible. (Example: ODRC staff response to medical emergency or ODRC custody staff duties such as offender search, cell searches, property pack ups, cell houses, housing units, common areas, shops, building, grounds, visiting rooms, mail & package room).	10-SAF-19 310-SEC-22
Minimum Standards for Jails in Ohio	Bureau of Adult Detention (BAD)	Enforceable standards established by the ODRC Director, in consultation with the Bureau of Adult Detention under the authority of the Ohio Revised Code which applies to county jails, municipal jails, regional jails and workhouse facilities. The purpose of the standards is to facilitate the safe, secure, legal, and effective operation of Ohio’s local adult jails in accordance with applicable state and federal laws. Also referred to as “Standards for Jails in Ohio”.	107-BAD-01 107-BAD-02 107-BAD-05 107-BAD-06 107-BAD-07

Minimum Term	Parole Board	For purposes of this policy, the minimum sentence imposed as part of an indefinite sentence pursuant to ORC section 2971.03.	105-PBD-11
Minor Construction	Bureau of Construction, Activation, Maintenance, and	Facility managed construction projects with a total value of \$49,999 or less.	21-CAM-13
Miswak	Religious Services	A wooden tooth cleaner.	72-REG-12
Mitigation Evidence	Parole Board	Documentary or testimonial evidence relevant to the question whether there are substantial reasons which justify or mitigate the violation and make revocation inappropriate which an incarcerated person can subpoena for submission at the hearing.	105-PBD-02
Mitigation Hearing	Parole Board	A hearing before a Parole Board hearing officer in which a <i>Kellogg</i> eligible incarcerated person may present evidence relevant to the question whether there are substantial reasons which justified or mitigated the parole violation and make revocation inappropriate.	105-PBD-02
Mobile Device Management (MDM)Software	Bureau of Information and Technology Services (BITS)	Security software approved by DAS OIT and the BITS chief, in consultation with the CISO, that is used by ODRC to monitor, manage, safeguard, protect, and secure state mobile devices deployed across multiple service providers and across various operating systems within ODRC. Examples of this software include Intelligent Hub (formerly AirWatch) and Workspace One.	05-OIT-12
Mobility Impairment	Chief Inspector's Office	Requiring the use of a wheelchair (manual or power-driven) or other manually powered device (walker, cane, crutches, or prosthetics) for the main purpose of indoor or of both indoor and outdoor locomotion.	64-DCM-02

Mode of Operation	Bureau of Operational Compliance (BOC)	A selectable set of technique factors or machine settings that is pre-determined by the manufacturer for a specific purpose.	10-SAF-21
Moderate Exposure Risk	Bureau of Operational Compliance (BOC)	A situation where small amounts of fentanyl products are visible. (Example: ODRC staff response to a suspected fentanyl overdose where small amounts of fentanyl/unknown substances are visible on scene or ODRC custody staff performing duties where small amounts of fentanyl/unknown substances are visible.)	10-SAF-19 310-SEC-22
Moderate Hazardous Chemical	Bureau of Operational Compliance (BOC)	A moderate hazardous chemical which is classified by the manufacturer as a physical hazard or a health hazard, or hazard not otherwise classified, AND as a concentrate or diluted form these chemicals are assigned a Signal Word of WARNING as listed in the hazard(s) identification section #2 of the SDS. This definition does not include those chemicals classified as a flammable liquid, flammable aerosol, or flammable gas.	10-SAF-12
Modification	Ohio Central School System (OCSS)	The process of changing the curriculum to meet the needs of the student.	57-EDU-11
Modular Furniture	Division of Business Administration (DBA)	Movable assets, requiring assembly to each other, used as furniture and/or to create offices.	22-BUS-08
Monitored Time	Division of Parole and Community Services (DPCS)	A period of time during which an supervisee continues to be under the control of the sentencing court or parole board, subject to no conditions other than leading a law abiding life.	100-APA-06 100-APA-07 100-APA-09 100-APA-13 100-APA-15 100-APA-19 101-PLA-01 102-FUG-02 103-SPS-02 105-PBD-08

Monitored Time Active	Division of Parole and Community Services (DPCS)	The category of monitored time supervision that applies to PRC supervisees who have available prison term sanction time.	100-APA-19
Monitored Time Supervision	Division of Parole and Community Services (DPCS)	A period of time during which a supervisee continues to be under the supervision of the sentencing court, releasing authority and APA, subject to monitored time conditions and, when applicable, special conditions.	100-APA-19
Monitored Time Violation	Division of Parole and Community Services (DPCS)	Any violation of the monitored time conditions of supervision.	100-APA-19
Monthly Batch File	Office of Correctional Health Care (OCHC)	The electronic transfer of incarcerated supervisee's pre-release enrollment forms from ODRC to the program Business Associate(s).	78-REL-09
Multi-Disciplinary Services Team (MST)	Behavioral Health Operations (BHO)	A group of unit, treatment, programming, and security staff who provide integrated services to incarcerated persons in specialized units and restrictive housing. The team assesses individual needs, integrating the treatment plan, and develops an individualized plan to ensure security measures support the delivery of treatment services and privileges.	53-CLS-01 53-CLS-04 53-CLS-10 67-MNH-22 67-MNH-31

Multi-Disciplinary Treatment Team (MTT)	Behavioral Health Operations (BHO)	Provides an integrated team approach to incarcerated person care and treatment. The members meet to develop and provide necessary health and behavioral health care services and individualized treatment for incarcerated persons with emphasis on addressing needs during confinement in health and behavioral health care specialized units and for those on the mental health caseload in step-down programs, including restrictive housing settings. The team may include, but is not limited to, Behavioral Health professionals, psychiatric attendants, Medical and Recovery Services staff, Sex Offender Services, Custody and Unit Management staffs.	53-CLS-01 53-CLS-04 53-CLS-10 67-MNH-04 67-MNH-15 67-MNH-22 67-MNH-31 69-OCH-07
Multifactor Authentication (MFA)	Bureau of Information and Technology Services (BITS)	A layered approach to secure ODRC data, networks, and applications where a system requires users to present a combination of two or more credentials to verify the user's identity.	05-OIT-17
Musculoskeletal Disorder (MSD)	Bureau of Operational Compliance (BOC)	Disorders of the muscles, nerves, tendons, ligaments, joints, cartilage and spinal discs. MSDs do not include disorders caused by slips, trips, falls, motor vehicle accidents, or other similar accidents. Examples of MSDs include: carpal tunnel syndrome, rotator cuff syndrome, De Quervian's disease, trigger finger, tarsal tunnel syndrome, sciatica, epicondylitis, tendinitis, Raynaud's phenomenon, carpet layers' knee, herniated spinal disc, and low back pain.	10-SAF-15
Music Activities	Office of Holistic Services (OHS)	Music program activities may include, but are not limited to, playing musical instruments, taking part in bands or other instrumental ensembles, singing individually, with bands or vocal groups, religious choirs, instructional classes in music theory, beginning and advanced instrumental and/or vocal techniques, and other related activities.	77-REC-06

Naloxone	Bureau of Operational Compliance (BOC)	A pure opioid antagonist; naloxone hydrochloride (naloxone) prevents or reverses the effects of opioids.	10-SAF-20
Narcan Release Kit	Bureau of Operational Compliance (BOC)	Harm reduction tool provided to incarcerated persons upon release from ODRC. Each kit contains two doses of naloxone nasal spray and ten fentanyl tests strips and shall be accessible via Harm Reduction Vending Machines.	10-SAF-20
Narrator	Ohio Central School System (OCSS)	An incarcerated person who has been assigned to work in the Reading Room to conduct readings of children's books to children of visitors.	76-VIS-04
National Crime Information Center (NCIC)	Division of Parole and Community Services (DPCS)	A nationwide computerized information system operated by the US Department of Justice and FBI as a service to all criminal justice agencies. The center provides and maintains a readily available computerized filing system of accurate and timely documented criminal justice information.	102-FUG-01
National Institution of Standards and Technology (NIST)	Bureau of Information Technology Services (BITS)	A non-regulatory unit of the U.S. Commerce Department, formerly known as the National Bureau of Standards. NIST promotes and maintains measurement standards and has active programs for encouraging and assisting industry and science to develop and use these standards.	05-OIT-14 05-OIT-18
Nationally Recognized Standardized Assessment	Ohio Central School System (OCSS)	A test/evaluation that is universally known and accepted throughout the United States and is accepted by the OCSS as an official evaluation tool. The evaluation may have a long and short version.	57-EDU-01 57-EDU-03
Natural Disaster	Special Operations	An event produced by nature causing widespread destruction and distress. Examples of a natural disaster include, but are not limited to, floods, tornadoes, high winds, earthquakes, or pandemic events.	310-SEC-22

Navigator	Division of Parole and Community Services (DPCS)	A person that has been approved and trained to provide support to an incarcerated individual during their parole board hearing.	105-PBD-03
Needs Assessment	Division of Parole and Community Services (DPCS)	An assessment tool used to accurately determine the level of need of an offender in a particular domain.	100-APA-32 108-ABC-01
Neonatal Intensive Care Unit (NICU) Visitor	Office of Prisons (OOP)	Two (2) individuals named by the incarcerated person to visit the baby in the NICU (DRC2741).	71-SOC-02
Network Device	Bureau of Information Technology Services (BITS)	Computing components such as routers, hubs cabling, telecommunications controllers, key distribution centers, door and gate controllers and technical control devices that are interconnected to form a network.	05-OIT-18
Neuromuscular Incapacitation (NMI)	Legal Services	The temporary disruption of the body's ability to control voluntary muscles caused by the electrical output of a conducted energy device.	10-SAF-24
New Employee	Corrections Training Academy (CTA)	Any employee hired into the ODRC, an ODRC contracted private prison, or ODMHAS staff assigned to an ODRC worksite.	39-TRN-10
New Employee Orientation (NEO) Training	Corrections Training Academy (CTA)	A component of the orientation training program designed to provide all new employees with a familiarization to the agency's mission, expectations and core correctional practices applicable to all new employees entering the field of corrections. This component takes place after site orientation, with the specific hours and modules to be completed determined by the tracks specified for limited contact employees, continuous contact employees, parole officers, and correction officers.	12-CTA-05 39-TRN-04 39-TRN-10 39-TRN-15

New World Translation	Religious Services	Official version of the Bible for Jehovah Witnesses.	72-REG-05
News Media	Office of Communications	Any accredited agency that gathers and reports news for a general circulation newspaper, news magazine, national or international news service, or radio/television news program. This includes newspapers, publications, television/radio stations, and internet news services. Authors or freelance journalists who are researching and/or writing articles about corrections or criminal justice topics must provide credentials to verify their association with a legitimate news/media organization.	01-COM-09 01-COM-13 105-PBD-06
News Release	Office of Communications	A written statement concerning an issue, event, or situation for which the ODRC wishes to make a permanent record wide-area dissemination.	01-COM-09 01-COM-13
Next of Kin (NOK)	Office of Correctional Health Care (OCHC)	A person designated by consent of the incarcerated person to assist in decisions regarding the incarcerated person's medical care in the event the incarcerated person does not have the capacity to make their own medical decisions. By nature of this designation, the next of kin will also be entitled to receive detailed medical information regarding the incarcerated person in order to provide the above-described assistance.	66-ILL-03 68-MED-24
NexTEST	Chief Inspector's Office	An on-line testing system which is available for CJIS certification.	05-OIT-02

NIOSH	Bureau of Operational Compliance (BOC)	National Institute for Occupational Safety and Health is a federal agency under the direction of the Centers for Disease Control which certifies respirators for use as protective equipment.	10-SAF-03
NIST Special Publication (SP) 800-53	Bureau of Information Technology Services (BITS)	A NIST publication containing recommended information technology (IT) security controls for all U.S. federal information systems, except those related to national security, and other organizations. Throughout this policy, NIST security controls are referenced, where applicable, in parentheses (e.g., NIST CP-2).	05-OIT-14 05-OIT-18
Nitrile Gloves	Special Operations	Gloves that are chemical resistant, have a tendency to visibly rip when punctured and are preferred over latex gloves to prevent possible latex allergies. Minimal thickness 5 mil.	310-SEC-01 310-SEC-22
NITV	Chief Inspector's Office	The National Institute for Truth Verification, West Palm Beach, Florida	09-INV-05
No Contact	Division of Parole and Community Services (DPCS)	An attempt (in person or by telephone) by an appropriate ODRC staff or ODMHAS CDS to contact a supervisee or other person regarding a supervisee with no contact being made (includes voicemail messages). This should be used for any administrative activities involving a supervisee such as staffing, faxes, report writing and telephone messages.	100-APA-13
No Unsupervised Contact with Minors (Supervising Adult Must be Approved by APA)	Division of Parole and Community Services (DPCS)	A special condition that strictly prohibits residing with or having overnight contact with minors. All other forms of contact with minors are likewise prohibited, the only exception being for contact that involves a single event unless otherwise approved limited in duration.	103-SPS-02

Non-Alcohol Mead Substitute	Religious Services	Fruit juice purchased from the commissary serves as ritual mead in the institutions symbolizing fermented honey.	72-REG-10
Non-Applicable Standards	Bureau of Adult Detention (BAD)	Standards that are not relevant to the jail. For example, if a standard applies to housing arrangements for female prisoners and the jail only houses male prisoners, the standard is not applicable. Written justification must be provided to support the finding of non-applicability and approved by BAD staff.	107-BAD-01
Non-Classroom Teachers	Ohio Central School System (OCSS)	Those education staff in the classifications of Education Specialist, Guidance Counselor, Librarian 1, Librarian II and Correctional Job Placement Specialist.	57-EDU-15
Non-Competitive Contracting	Division of Business Administration (DBA)	Those services that are provided a blanket release and permit from the State of Ohio, Department of Administrative Services, Office of Procurement Services. Also, services that involve highly skilled judgment or training, artistic ability, or other attributes and whose quality depends on an individual's expertise and knowledge. Examples of non-competitive services may include expert witnesses or dentist.	22-BUS-14
Non-Compliance (APA)	Division of Parole and Community Services (DPCS)	Acts or omissions by the supervisee which violate the conditions of supervision. Officers are expected to take appropriate action in all instances of non-compliance.	100-APA-33
Non-Compliance (BAD)	Bureau of Adult Detention (BAD)	The term indicating that a jail is not adhering to the requirement(s) of the standard or does not have the necessary documentation to support compliance.	107-BAD-01 107-BAD-02 107-BAD-06

Non-Compliance (CAMS)	Construction, Activation, Maintenance, and Sustainability (CAMS)	The condition existing when a recipient or contractor has failed to implement the requirements of equal opportunity and affirmative action laws.	32-EEO-04
Non-Emergency	Bureau of Medical Operations (BMO)	Condition warranting hospital admission that is pre-planned.	66-ILL-03
Non-Employee	Bureau of Information Technology Services (BITS)	Any person providing services within ODRC in a contractual, internship, temporary, volunteer, or other capacity relationship for which the employment terms of service are renewable on an annual or more frequent basis.	05-OIT-20 05-OIT-29 33-ERD-04
Non-Escorted Contractor	Corrections Training Academy (CTA)	A contractor that is not accompanied by an ODRC employee during the provision of services (e.g., temporary agency sub-contractors, personal service contractors, privatized service providers).	39-TRN-12
Non-Fire Protected	Bureau of Operational Compliance (BOC)	A facility or area that does not have fire protection equipment.	10-SAF-05
Non-Functional Firearm	Legal Services	Any firearm that has been rendered incapable of firing through the use of a barrel block, removal of essential pieces of the firing mechanism, or other disabling methods to ensure it cannot discharge a live round.	10-SAF-23
Non-Life Felony Indefinite Prison Term	Division of Parole and Community Services (DPCS)	A prison term imposed under ORC 2929.14 (A)(1)(a) or (A)(2)(a) and ORC 2929.144 for a felony of the first or second degree committed on or after March 22, 2019.	105-PBD-08
Non-Mandatory Prison Term	Division of Parole and Community Services (DPCS)	Any prison term that is not identified as a mandatory prison term in the sentencing court's sentence.	78-REL-07

Non-Nutritional Substances	Office of Correctional Health Care (OCHC)	Substances such as, but not limited to, water or ice, coffee without cream or sugar, and tea without cream or sugar.	81-OHS-02
Non-ODRC Entity	Bureau of Information Technology Services (BITS)	An organization external to ODRC or one or more individuals representing an organization external to ODRC that are not authorized ODRC users who request ODRC sensitive data.	05-OIT-15
Non-Physical Skill	Corrections Training Academy (CTA)	Those ODRC approved subjects that are cognitive based and traditionally facilitated in a classroom setting.	39-TRN-02 39-TRN-06
Non-Physical Violence	Human Resources	Any behavior that communicates a direct or indirect threat of physical harm, violence, harassment, intimidation, or other disruptive behavior, including oral, written, and electronic communications (i.e., fax machines, electronic mail, telephone, etc.), gestures and expressions. This includes attempting to coerce an employee to do wrongful acts, as defined by applicable law, administrative rule, policy, or work rule affecting the business interests of the state.	31-SEM-08
Non-Print Services	Ohio Central School System (OCSS)	Access to materials in non-print format (i.e., microfilm, microfiche, CD ROM, etc.).	58-LIB-01
Non-Profit/Charitable Organization	Office of Prisons (OOP)	An organization that has received a 501(c)(3) tax-exempt status from the Internal Revenue Service, Department of the Treasury.	04-CMJ-03
Non-Routine	Construction, Activation, Maintenance, and Sustainability (CAMS)	Not of a commonplace or repetitious character.	21-CAM-12

Non-Routine Program/Work Assignments	Office of Prisons (OOP)	Program/work assignments in which the incarcerated person's work or program location or circumstances change significantly (i.e., orientation to job/program locations within the prison, new job will be outside secure perimeter, or will allow wide access to locations within the institution.)	54-WRK-02
Non-Substantive Revision	Office of Policy and Strategic Initiatives	A minor modification to policy language that does not change practice or procedure language (i.e., grammatical corrections, job title updates to align with table of organization, updates to terminology or acronyms to reflect current standards).	01-COM-01
Non-Terminal Agreement	Bureau of Information Technology Services (BITS)	An agreement between LEADS and a criminal justice agency that does not have a LEADS computer that will permit the non-terminal agency access to information in the LEADS through any LEADS Access agency.	05-OIT-02
Non-Uniformed Personnel	Labor Relations Office (LRO)	Employees of the ODRC and any person providing services within ODRC who are not required to wear a uniform to perform the functions of their work assignments and are not specifically covered under the definition of uniformed personnel within this policy.	31-SEM-06
Non-Workday	Religious Services	A day when an incarcerated person is excused from work based upon a religious belief, holiday, or observance.	72-REG-02
Normal Business Days/Hours	Office of Prisons (OOP)	Monday through Friday, 6:00 a.m. to 6:00 p.m. excluding state holidays and weekends.	11-COP-01
Notice (DBA)	Division of Business Administration	The ODJFS Order/Notice to Withhold Obligor Income for Child Support form (JFS 04047) issued by a CSEA to deduct incarcerated person income for child support.	24-CAS-06

Notice (DPCS)	Division of Parole and Community Services (DPCS)	Formal notification of requirements related to extradition, warrantless searches, and financial obligations in the form of supervision fees provided by a parole officer to a supervisee during the initial assessment first visit process.	100-APA-05
Notice of Action Letter (NOA)	Office of Correctional Health Care (OCHC)	ODM generated notification letter(s) pertaining to an incarcerated person's Medicaid case.	78-REL-09
Notice of Arrival	Division of Parole and Community Services (DPCS)	Written notice from the receiving state to the sending state confirming the date that a supervisee has reported to an officer in the receiving state or of a supervisee's failure to arrive.	100-APA-06 103-SPS-01
Notice of Departure	Division of Parole and Community Services (DPCS)	Electronic notice submitted through Interstate Compact Offender Tracking System (ICOTS) from the sending state to the receiving state advising of a supervisee's date of departure from the sending state and expected arrival in the receiving state.	100-APA-06 103-SPS-01
Notification	Division of Parole and Community Services (DPCS)	The reporting of any violation, serious equipment failure, itinerary change, emergency or any situation that would affect a supervisee's adjustment to the EM Program or impact public safety.	100-APA-32 108-ABC-01 108-ABC-04
Nursing Mother	Bureau of Labor Relations (BLR)	An employee who has a need to express breast milk.	36-LEV-07
Nutrition Services	Office of Correctional Health Care (OCHC)	Services provided by qualified personnel who conduct individual assessments in nutritional history and dietary intake, anthropometric, biochemical, and clinical variables, feeding skills and feeding problems, or food habits and preferences; develop and monitor appropriate plans to address the nutritional needs.	68-MED-10
OAKS	Bureau of Personnel	The Human Capital Management (HCM) software utilized for all HCM tracking.	35-PAY-04

OAKS Asset Management System (OAKS AM)	Division of Business Administration (DBA)	A software application that maintains detailed and categorized asset information, tracks asset activity, calculates depreciation and reports comprehensive asset information. It is supported by the Department of Administrative Services and made accessible to state agencies to use to meet their statutory inventory requirements.	05-OIT-03 05-OIT-21 22-BUS-08
OAKS Capital Improvements (OAKS CI)	Bureau of Construction, Activation, Maintenance, and Sustainability (CAMS)	The State's web-based capital program and project management information system, based on Unifier software licensed to the State by Oracle Primavera.	21-CAM-11
OAKS FIN	Office of Acquisitions and Contract Compliance (OACC)	The Ohio Administrative Knowledge System Financials module is the online system for managing financial information and transactions for the State of Ohio.	23-BUD-04
Obligee	Division of Business Administration (DBA)	The person who is entitled to receive the support payments under a support order.	24-CAS-06
Obligor	Division of Business Administration (DBA)	Any incarcerated person who is required to pay support under a support order.	24-CAS-06
Obstetrics (OB)	Office of Holistic Services (OHS)	This is the medical specialty dealing with the care of women and children before, during and immediately after childbirth. These specialists are often called "OB" specialists.	Protocol B-39
Occupancy Permit	Bureau of Adult Detention (BAD); Bureau of Community Sanctions (BCS)	A document issued by the governmental authority having jurisdiction certifying compliance with applicable statutes and regulations and permitting occupancy of a building or a stipulated portion thereof for its designated use. [from the American Institute of Architects (AIA) <i>Handbook of Professional Practice</i>]	106-BCS-02 107-BAD-07

Occupational Advisory Committee	Ohio Central School System (OCSS)	A committee chaired by the career technical teacher(s) and consist of a minimum of three (3) members external to the institution who are currently employed in the career field, and other institutional staff who have valuable input into the program.	57-EDU-12
OCSS HSE Administrator	Ohio Central School System (OCSS)	<p>The Ohio Central School System (OCSS) superintendent or designee shall serve as the OCSS HSE administrator. The responsibility of this position is to oversee the administration of the HSE testing program within the Ohio Department of Rehabilitation and Correction (ODRC).</p> <p>The OCSS HSE administrator shall ensure that HSE testing is conducted in compliance with the policies and procedures established by the specific test sponsor policies/procedures.</p>	57-EDU-03
ODRC Business and Cashiers' Office Employees	Division of Business Administration (DBA)	Persons employed by ODRC who work directly with the processing of financial transactions through the receipt and disbursement of agency appropriated and/or non-appropriated (local) funds. These employees are classified as business administrators, financial associates, financial associate supervisors, sourcing analysts, sourcing planner, sourcing supervisors, financial analysts, financial analyst supervisor, senior financial analyst, senior budget analyst, financial manager, financial program manager, senior financial manager, business operations managers external audit manager, external auditor and any other position, as applicable, excluding listed positions assigned to the ODRC Human Resources - Bureau of Personnel.	22-BUS-11
ODRC Mail Processing Center (OMPC)	Office of Prisons (OOP)	A facility designated to receive, inspect, and process incoming incarcerated population mail.	75-MAL-01

ODRC Managed Information System	Bureau of Information Technology Services (BITS)	Information systems that reside in facilities or infrastructure managed by ODRC personnel. Primary responsibility for managing these systems may be assigned to ODRC personnel or other authorized external entities.	05-OIT-14 05-OIT-18
ODRC Pharmacy and Therapeutics Committee	Bureau of Medical Operations (BMO)	An interdisciplinary professional group formed to address procedural, clinical, and therapeutic issues related to the provision of pharmaceutical services.	68-MED-11
ODRC Policy	Office of Policy and Strategic Initiatives	A written document formulated to define operational guidelines for department employees, volunteers, incarcerated individuals, contractors, interns, and the public.	01-COM-01 01-COM-14
ODRC Statewide Honor Guard Commander	Special Operations	The ODRC Statewide Honor Guard commander, in consultation with the Special Operations commander, shall retain overall responsibility for ensuring the ODRC Statewide Honor Guard is staffed, trained and functions in accordance with this policy. In his/her absence, the assistant commander (then team leader) shall serve as ODRC Statewide Honor Guard commander.	01-COM-10
ODRC System and Service Owner	Bureau of Information Technology Services (BITS)	Individual designated as responsible for the delivery (design, performance, integration), continual improvement, and management of assigned IT systems or services.	05-OIT-26
ODRC Volunteer Coordinator	Office of Holistic Services (OHS)	The employee assigned by the appropriate managing director to coordinate all volunteer coordinators throughout ODRC.	71-SOC-01
ODRC Volunteer Manual	Office of Holistic Services (OHS)	A booklet providing information on how to volunteer within ODRC.	71-SOC-01

Offboarding	Bureau of Information Technology Services (BITS)	ODRC terminates customer access to online ODRC systems when notified that the customer should no longer have access to the online ODRC systems.	05-OIT-17
Offender Background Investigation (OBI)	Division of Parole and Community Services (DPCS)	A confidential report, completed by the APA, after an offender is admitted to prison. This report contains details of the offense, criminal record, and social history.	103-SPS-02
Offender Conference Day	Division of Parole and Community Services (DPCS)	A designated day each month wherein offenders' families, and/or supporters and ODRC staff, are scheduled to meet with a parole board member or other parole board staff to exchange information prior to an offender's release consideration hearing.	105-PBD-03
Offender Face Sheet	Division of Parole and Community Services (DPCS)	The location of all offender demographic information in ORAS.	101-PLA-01
Offender Representative	Behavioral Health Operations (BHO)	An individual chosen by the incarcerated person to advise and assist them at the due process hearing and appeal. The individual shall select a representative upon notification of the due process hearing by the advocate for transfer from a list of ODRC's or psychiatric hospital mental health staff.	67-MNH-19
Offender Services Network (OSN)	Division of Parole and Community Services (DPCS)	ODRC and ODMHAS staff that provide direct services to supervisees and facilitate linkages between community service providers, APA field staff, and prison providers.	100-APA-13
Offender Watch	Bureau of Records Management (BORM)	A sex offender registration and notification software system managed by the Attorney General's Office and BCI&I to work in conjunction with ODRC, Ohio Sheriff's Offices, and BCI&I to document designation, identification, and registration of sex offenders.	07-ORD-07

Office of Accessibility & Opportunity Administrator	Human Resources	The OA Administrator will lead the development and implementation of a comprehensive, strategic, and programmatic vision that advances and promotes diversity, equity, and inclusion for ODRC. The ODRC OA Administrator will serve as the primary staff lead for creating, planning, implementing, monitoring, and evaluating programs related to issues of diversity, equity, and inclusion, including but not limited to race, ethnicity, culture, region, religious or spiritual beliefs, disability, age, gender (including transgender), and sexual orientation/sexual identity (e.g., lesbian, gay, bisexual, heterosexual, etc.) within ODRC.	32-EEO-01
Office of Criminal Justice Services (OCJS) On-Line Grant System	Bureau of Community Sanctions (BCS)	The electronic web-based grant administrative system used by BCS to administer and monitor grant funded programs and residential facilities under contract with ODRC. This system is also commonly referred to as Intelligrants.	08-MAU-03
Official Records	Bureau of Records Management (BORM)	All records in the possession of ODRC that relate to the criminal case including but not limited to criminal docket, subpoenas, court entries, and documents; all computer data, microfilm, fingerprints, photographs; all institution records including medical, mental health, programming, record office file, and all satellite files documenting the incarceration of an inmate; all files maintained by the DPCS; all electronic records, including information stored on DOTS Portal, OnBase, Reentry Portal, Offender Supervision Portal (OSP), electronic health record (EHR), Interstate Compact Offender Tracking System	07-ORD-15

Ohio Audit Standard	Bureau of Operational Compliance (BOC)	An established level of performance that is recognized within the ODRC as a good correctional practice. Ohio audit standards are established and promulgated by the Bureau of Operational Compliance (BOC), with input from the program administrators, and are based on legal requirements, settlement agreements and/or consent decrees, requirements, or guidelines of an external agency, ODRC policies, or generally accepted management practices. The Ohio audit standards shall be utilized to supplement the standards of the American Correctional Association (ACA) during the evaluation of facility operations.	08-MAU-01
Ohio Central School System (OCSS)	Ohio Central School System (OCSS)	The school district chartered by the Ohio Department of Education to provide educational programming to inmates incarcerated within the Ohio Department of Rehabilitation and Correction.	57-EDU-15
Ohio Central School System Professional Development Committee (OCSSPDC)	Ohio Central School System (OCSS)	A committee of OCSS professionals responsible for approving/denying professional development activities as they relate to license renewals and the entire licensure process.	57-EDU-08
Ohio Community Supervision System (OCSS)	Division of Parole and Community Services (DPCS)	Computerized information system used to track supervisees of the Adult Parole Authority.	100-APA-05 100-APA-08 100-APA-09 100-APA-10 100-APA-15 100-APA-17 100-APA-19 100-APA-23 100-APA-24 101-PLA-01 102-FUG-01 102-FUG-02 103-SPS-01 103-SPS-02 103-SPS-07

Ohio Employee Assistance Program	Human Resources	A screening, support, information and referral service for state employees and their family members to help them cope with personal problems such as: stress, depression, family crisis, alcohol and other drug abuse, compulsive disorders, legal and financial problems.	37-EAP-01
Ohio Ethics Commission	Legal Services	A bipartisan body appointed by the Governor and confirmed by the Ohio Senate with the following statutory responsibilities: authority to interpret and provide advice regarding ethics law; provision of ethics education; administration of financial disclosure requirements; investigation of alleged ethics violations; and recommendation of proposed legislation on ethics related issues.	31-SEM-01
Ohio Facilities Construction Commission (OFCC) Administered Projects	Bureau of Construction, Activation, Maintenance and Sustainability (CAMS)	A commission that administers capital facilities projects when the estimated cost including design fees, construction, equipment and contingency amounts are equal to or exceed \$1.5 million.	21-CAM-08 21-CAM-11
Ohio Facilities Construction Commission (OFCC) Manual	Bureau of Construction, Activation, Maintenance, and Sustainability (CAMS)	This manual outlines the practices and procedures required to undertake and successfully complete capital projects for Ohio agencies. http://ofcc.ohio.gov/Resources/Publications.aspx#115666-the-manual .	21-CAM-11
Ohio Graduation Test (OGT)	Ohio Central School System (OCSS)	State developed measures of student knowledge in reading, writing, mathematics, science, and social studies required for students to graduate from high school in Ohio.	57-EDU-03

Ohio Interstate Compact Office	Division of Parole and Community Services (DPCS)	Unit of the APA responsible for administering the Interstate Compact for Adult Offender Supervision.	105-PBD-09
Ohio Jail Advisory Board (OJAB)	Bureau of Adult Detention (BAD)	A board whose membership is determined by the ODRC Director under the authority of the Ohio Revised Code. Board members represent professional associations and the Ohio General Assembly; chiefs of police, city, village, or township governing officials; county commissioners; county sheriffs; Ohio judges; county prosecutors; and state legislators. The responsibilities of this board are outlined in Executive Order.	107-BAD-01
Ohio Jail Management System (OHJMS)	Bureau of Adult Detention (BAD)	A web-based jail management system developed by the Bureau of Adult Detention to assist in the management of jail related activities, to include, but not limited to Annual Inspections, data collection, complaint processing, variance requests, and the submission of plans of action.	107-BAD-01 107-BAD-02 107-BAD-05 107-BAD-06
Ohio Law Enforcement Gateway (OHLEG)	Bureau of Information Technology Services (BITS)	A web-based electronic information network, operated by the Ohio Attorney General's Bureau of Criminal Investigation, that provides Ohio law enforcement agencies with investigative tools and training applications in an efficient and secure manner to assist law enforcement agencies in their efforts to solve and prevent crimes.	05-OIT-09
Ohio Law Enforcement Gateway (OHLEG) Agency CEO	Bureau of Information Technology Services (BITS)	The agency's highest ranking administrative official. For ODRC this is the Director.	05-OIT-09
OHLEG Agency Coordinator	Bureau of Information Technology Services (BITS)	The individual within the agency responsible for the administration of OHLEG network. For ODRC this is the chief inspector. The OHLEG agency coordinator shall be an OHLEG user in good standing.	05-OIT-09

OHLEG Approver	Bureau of Information Technology Services (BITS)	The person(s) designated by the OHLEG agency coordinator responsible for reviewing and approving user access for OHLEG accounts. The OHLEG approver shall be an OHLEG user in good standing.	05-OIT-09
OHLEG Requestor	Bureau of Information Technology Services (BITS)	The person assigned to coordinate requests for user access of OHLEG for their region/institution. The managing officer/designee shall designate the appropriate staff to serve as OHLEG requestors. The OHLEG requestor shall be an OHLEG user in good standing.	05-OIT-09
Ohio Penal Education Consortium (OPEC)	Ohio Central School System (OCSS)	An organization made up of all colleges and universities that are under contract with the ODRC to provide AJT to students.	57-EDU-04 57-EDU-10
Ohio Penal Industry (OPI)	Office of Prisons (OOP)	An incarcerated person work program that manufactures goods and services for Ohio Department of Rehabilitation and Correction (ODRC) and other state agencies using incarcerated person labor under close supervision.	54-WRK-02
Ohio Performance Merit Evaluation (Coupon)(DRC4393)	Office of Reentry	A coupon that documents that an incarcerated person has earned a Performance Merit System Incentive, what incentive has been selected by the incarcerated person, the program staff approving the selection, date of redemption, and which institution department redeemed the incentive. The coupon is available in DOTS Portal as part of the Ohio Performance Merit Evaluation and in ORAS as the Incentive Coupon.	80-INC-01

Ohio Risk Assessment System (ORAS)	Division of Parole and Community Services (DPCS)	A collection of risk and needs assessment tools, scoring guide, self-report surveys, interview guides, and case management planning to be a user's guide to accurately determining the risk of Ohio incarcerated persons and those under APA supervision.	02-REN-01 02-REN-02 39-TRN-02 100-APA-13 100-APA-16 100-APA-21 100-APA-32 100-APA-33 101-PLA-01 103-SPS-02 103-SPS-03 108-ABC-01 108-ABC-04
Ohio State Test (OST)	Ohio Central School System (OCSS)	Tests that are taken by all students in the state of Ohio. State achievement tests tell how well students grow in the knowledge and skills outlined in the Ohio Learning Standards. Tests that are required for graduation are determined by a student's entry into grade nine.	57-EDU-03 57-EDU-13
Ohio Youth Assessment System (OYAS)	Division of Parole and Community Services (DPCS)	A collection of risk and needs assessment tools, scoring guide, self-report surveys, interview guides, and case management planning to be a user's guide to accurately determining the risk of Ohio incarcerated persons under the age of eighteen.	02-REN-01 100-APA-13 101-PLA-01
Oleoresin Capsicum (OC)	Office of Prisons (OOP)	A natural or synthetic chemical agent causing contraction of the esophagus, trachea, respiratory tract, iris muscles of the eyes and a burning sensation on the skin.	104-TAW-03 104-TAW-04 310-SEC-28

OnBase	Bureau of Records Management (BORM)	An enterprise content management system utilized by ODRC for electronic document archival and retrieval. Access to OnBase is restricted to essential users only.	05-OIT-02 07-ORD-03 07-ORD-09 07-ORD-13 39-TRN-02 39-TRN-09 52-RCP-05 53-CLS-03 53-CLS-07 101-PLA-01 105-PBD-01 105-PBD-03 105-PBD-06
OnBase Administrator	Bureau of Information Technology Services (BITS)	The ODRC Bureau of Sentence Computation and Records Management chief who is responsible for overseeing the operational management of the ODRC OnBase enterprise content management system.	05-OIT-02
Onboarding	Bureau of Information Technology Services (BITS)	ODRC issues current ODRC customers that have obtained the appropriate approval, hardware and accounts so that the customers can effectively perform their job duties.	05-OIT-17
On-Site Screening Instrument	Division of Parole and Community Services (DPCS)	A screening device for substances which provides immediate results. The instrument must hold 510K approval from the Food and Drug Administration (FDA) and must be approved by the Offender Services Network Administrator/designee. (Also referred to as an “instant test” or “on-site test”)	103-SPS-07
On-The-Job Training (OJT)	Corrections Training Academy (CTA)	A component of the orientation training program wherein the new employee applies orientation training learned during site orientation and new employee orientation (NEO) training. This training will be done under the direction of an orientation mentor or experienced staff member.	39-TRN-10
Open Web Application Security Project (OWASP)	Bureau of Information Technology Services (BITS)	An online community that produces freely available articles, methodologies, documentation, tools, and technologies in the field of web application security.	05-OIT-18

Operating Standards for Ohio Schools	Ohio Central School System (OCSS)	Ohio operating standards for school districts and schools establish specific expectations and guidelines for use in creating learning conditions that meet student needs and achieve state and local educational goals and objectives.	57-EDU-11
Operation Manual	Office of Policy and Strategic Initiatives	A guide that defines the technical procedures and processes associated with any set of job responsibilities or expectations. Operation manuals shall serve as technical support or procedural guides only and shall not contain language that sets policy requirements or standards or conflicts with existing policies, Ohio Administrative Codes (OACs), or ACA expected practices. All operation manuals should refer to regulations, policies, procedures, and standards that govern the procedures being defined. The manual owner is responsible for the accuracy of the contents of the operation manuals associated with their respective areas.	01-COM-01
Operation Support Center (OSC) Personnel	Office of Prisons (OOP)	Individuals who have assigned workstations or offices at the ODRC and ODYS Operation Support Center building (OSC employees, contractors, intern students, temporary staffing, visitors, and volunteers).	11-COP-01
Opioid Treatment Program Vendor (OTP)	Office of Holistic Services (OHS)	Accredited substance use disorder treatment program, providing outpatient medication assisted treatment which includes counseling and community-based services	Protocol B-39
Opportunity & Accessibility Administrator	Human Resources	ODRC designee that will lead the development and implementation of a comprehensive, strategic, and programmatic vision that advances and promotes diversity, equity, and inclusion for ODRC. The ODRC OA Administrator will serve as the primary staff lead for creating, planning, implementing, monitoring, and evaluating programs related to issues of diversity, equity, and inclusion, including but not limited to race, ethnicity, culture, region, religious or spiritual beliefs, disability, age, gender (including transgender), and sexual orientation/sexual identity (e.g., lesbian, gay, bisexual, heterosexual, etc.) within ODRC.	32-EEO-01

Opt-Out	Division of Parole and Community Services (DPCS)	An affirmative expression by the victim of a Senate Bill 160 Offense of that victim's preference not to receive any of the statutory notifications concerning an incarcerated person that the victim would otherwise be entitled to receive under Ohio law.	105-PBD-13
Orientation Mentor	Corrections Training Academy (CTA)	A person with greater experience, expertise, and wisdom in a job classification they currently hold, or have previously held, who counsels, teaches, guides, and/or helps another to develop personally and professionally in that position. Orientation mentors have completed additional training recognized by the CTA for delivery of OJT.	39-TRN-10
Orientation Training Program	Corrections Training Academy (CTA)	All components required for a new employee to complete prior to working independently, including, but not limited to: Site Orientation Training, New Employee Orientation (NEO), On-The-Job Training (OJT), and as specified, and classification-specific orientation training.	39-TRN-10
Original Certification	Bureau of Personnel	The initial medical certification, Certification of Health Care Provider for Employee's Serious Health Condition (DRC1024) or Certification of Health Care Provider for Family Member's Serious Health Condition (DRC1032), for a specific serious medical condition of the employee, spouse, child, or parent within a twelve (12) month tracking period. Original certifications expire as directed by the health care provider, or for chronic intermittent conditions are valid for the FMLA tracking year in which the certification form was received. Regardless of condition, an original certification is valid for a maximum of twelve (12) months.	36-LEV-02
Originating Agency Identifier (ORI)	Bureau of Information Technology Services (BITS)	A nine-character identifier assigned by LEADS and NCIC to electronically address each agency and terminal within the agency.	05-OIT-02 05-OIT-09

Orthodox	Religious Services	One who practices Christianity as taught by the Orthodox Church whose leader is one of the Patriarchs (i.e., Greek, Russian, Serbian, etc.).	72-REG-11
Other Contact (OC)	Division of Parole and Community Services (DPCS)	A contact during which significant information regarding a supervisee is obtained, (e.g., ancillary services provider, chemical dependency specialist, computer inquiries, criminal justice agencies, texting, etc.). A supervisee contact shall not be claimed as a Supervision Report (DRC3250) when the supervisee is not seen at the time the form is completed, except for supervisees with low and monitored time supervision levels.	100-APA-13
Other Employee	Bureau of Operational Compliance (BOC)	Includes all employees not previously defined as Authorized or Affected and are those persons who may be required to be in areas where lockout is used from time to time.	10-SAF-11 10-SAF-17
Other Potentially Infectious Materials	Bureau of Medical Operations (BMO)	(1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV-or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.	10-SAF-13 68-MED-18
Out-of-Custody Hearing	Division of Parole and Community Services (DPCS)	A violation hearing conducted on a person under the supervision of the APA who is not being held in a jail, prison, or similar detention facility.	105-PBD-09

Out to Court Inmates	Bureau of Operational Compliance (BOC)	Incarcerated persons who have previously been received by ODRC and are assigned to an institution, but temporarily leave ODRC custody to a county jail or other criminal justice entity for court, hearings, or other proceedings.	79-ISA-04
Outliers	Office of Correctional Health Care (OCHC)	CRI identified incarcerated persons through sentence modifications or unforeseen circumstances were NOT included within the facility's normal Medicaid Pre-Release Enrollment Program.	78-REL-09
Outside Community Service Project	Office of Prisons (OOP)	Community service work performed off the grounds of an institution.	04-CMJ-03
Outside Employment	Bureau of Personnel	Any form of non-agency employment (including self-employment) or business relationship involving the provision of personal services either intermittent, part time or full-time, by an employee of ODRC who receives a personal gain or profit. It does not include participating in the activities of a non-profit, charitable, religious, public service, or civic organization, unless activities are for compensation. Employees should be aware; however, that volunteer work with certain non-profit organizations could present an ethics violation or a conflict of interest.	31-SEM-10
Outside of their Regular Hours	Labor Relations Office (LRO)	The hours not scheduled as work in a twenty-four (24) hour period.	35-PAY-01
Outside U.S.	Division of Parole and Community Services (DPCS)	Travel outside the boundaries of the United States, i.e., Mexico, Canada and other foreign countries.	100-APA-07
Outside Worker	Office of Prisons (OOP)	Any incarcerated person who works outside the secure perimeter of a correctional institution, correctional facility or camp.	53-CLS-03

Outside Worker on Prison Grounds	Office of Prisons (OOP)	A job assignment in which the incarcerated person remains on state owned prison grounds and is supervised by staff (i.e., front entry, garage, farm, warehouse, etc.).	53-CLS-03
Outside Worker off Prison Grounds Staff Supervised	Office of Prisons (OOP)	A job assignment in which incarcerated persons work off state owned prison property and will involve work in the community. These persons shall be under supervision by a prison staff member (i.e., ODOT, speak outs).	53-CLS-03
Outside Worker off Prison Grounds Unsupervised	Office of Prisons (OOP)	A job assignment in which incarcerated persons work off state owned property and will involve work in the community (nonprofit). The individuals will not be directly supervised by prison staff. These incarcerated persons shall be supervised by approved, trained volunteers and program coordinators (i.e., community clean up details, dog shelters).	53-CLS-03
Out-of-State Travel	Division of Business Administration (DBA)	Traveling outside of the State of Ohio on behalf of the ODRC.	22-BUS-04
Outside Entertainment	Division of Business Administration (DBA)	A form of activity that holds the attention and interest of an audience such as music, drama, dance or guest speaker.	24-CAS-01
Over-the-Counter (OTC) Medication	Office of Correctional Health Care (OCHC)	Non-prescription medication used to self-manage non-life threatening symptoms or complaints.	69-OCH-02
Overt Interview	Chief Inspector's Office	A live interview by a CVSA examiner with a suspect, victim, witness, complainant, or prospective employee. These interviews are conducted with prior knowledge and permission that certain questions will be recorded live and captured by the CVSA for analysis. At the examiner's discretion, all or portions of the interview may be recorded on audio and/or videotape.	09-INV-05

Overt Surveillance	Chief Inspector's Office	Refers to the use of devices which are visible and recognizable such as but not limited to wall mounted security cameras.	09-INV-01
Overtime Tracking Roster	Labor Relations Office (LRO)	The roster that contains the names of all employees in seniority order working overtime and their aggregated overtime hours worked or refused.	35-PAY-01
Overwrite	Bureau of Information Technology Services (BITS)	To write patterns of new data on top of the data already stored on a magnetic medium.	05-OIT-21
Oxidizing Biocide	Construction, Activation, Maintenance, and Sustainability (CAMS)	Includes those chemicals that have the ability to kill microorganisms through an electrochemical process of oxidation. The oxidizing agent such as chlorine gains electrons in the process while the substance becoming oxidized loses electrons.	21-CAM-12
Package	Office of Prisons (OOP)	Any item(s) of personal property received by an incarcerated person from a vendor except as noted in section VI.D.2. A package consists of one (1) box from the vendor not to exceed thirty (30) pounds in weight. The box size shall not exceed 12"x 24"x 28."	61-PRP-01
Page	Legal	The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights.	31-SEM-12
Paid Break	Bureau of Labor Relations (BLR)	Compensated time provided in policy or contract where an employee is completely relieved from duty.	36-LEV-07
Paid Travel Status	Division of Business Administration (DBA)	A state agent who is traveling on behalf of the State or ODRC and is in an active pay status.	22-BUS-04
Pandemic Event	Special Operations	An epidemic event produced by nature or man-made which spreads over a wide area, affecting a large portion of the population.	310-SEC-22

Panel Board	Bureau of Operational Compliance (BOC)	Single panel housing over current devices, mounted on a wall or partition, with enclosure accessible only from the front end and of a construction when the door of the enclosure is opened, no live electrical parts are exposed.	10-SAF-17
Panel Hearing	Division of Parole and Community Services (DPCS)	A hearing wherein an incarcerated person personally appears before a parole board hearing panel at an institution or through video-conferencing for the purpose of reviewing and evaluating available information and determining whether to recommend release of the person to community supervision.	105-PBD-03
Pardon	Division of Parole and Community Services (DPCS)	The remission of penalty. Pardons may be granted after conviction and may be absolute and entire or partial, and may be granted upon conditions precedent or subsequent.	105-PBD-01
Parent	Bureau of Personnel	A biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child as defined below. This term does not include parents “in law”.	36-LEV-02
Parent	Ohio Central School System (OCSS)	A natural parent, a guardian other than the state, a surrogate parent, or the child at age eighteen (18).	57-EDU-11
Parent Institution	Bureau of Classification and Reception (BOCR)	The institution to which the incarcerated person is assigned, including their records, after completing the reception process.	52-RCP-01 52-RCP-04 66-ILL-02 102-FUG-02
Parent Site	Office of Holistic Services (OHS)	The institution, Adult Parole Authority (APA) office, ODRC Bureau or Division who accepted the volunteer’s initial application, approved them for volunteer status.	71-SOC-01

Parole	Division of Parole and Community Services (DPCS)	<p>The release from confinement in any state penal or reformatory institution by the APA's Parole Board under such terms and for such period of time prescribed by the Parole Board in its published rules and official minutes. A parolee so released shall be supervised by the APA.</p> <p>Legal custody of a parolee shall remain in the ODRC until a final release is granted by the APA pursuant to ORC section 2967.16. Parole applies to all persons who have committed felonies prior to July 1, 1996 and to those persons who commit felonies on or after that date who are subject to the Parole Board's discretionary release authority.</p>	67-MNH-14 100-APA-06 100-APA-09 100-APA-14 100-APA-15 100-APA-16 100-APA-19 100-APA-21 100-APA-27 100-APA-32 101-PLA-01 105-PBD-03 105-PBD-06 105-PBD-08 105-PBD-09 108-ABC-01 108-ABC-04
Parole Board	Division of Parole and Community Services (DPCS)	<p>The section of the APA created in ORC sections 5149.02 and 5149.10 whose duties include, but are not limited to, reviewing and evaluating offenders for parole and clemency consideration and imposing post release control.</p>	67-MNH-14 67-MNH-30 76-VIS-03 100-APA-06 100-APA-09 100-APA-16 100-APA-19 100-APA-21 101-PLA-01 105-PBD-01 105-PBD-03 105-PBD-06 105-PBD-11 108-ABC-05
Parole Board Hearing Panel	Division of Parole and Community Services (DPCS)	<p>That body of the Parole Board designated by the parole board chair to conduct release consideration hearings. A panel shall consist of a designated number of parole board members, and/or hearing officers.</p>	105-PBD-03 105-PBD-05
Parole Board Hearing Worksheet	Division of Parole and Community Services (DPCS)	<p>The form generated from DOTS Portal utilized to record the actions and recommendations of the monthly institutional hearings, pre-release record reviews, and parole violator recommissioned reviews.</p>	105-PBD-03

Parole Board Minutes	Division of Parole and Community Services (DPCS)	The official public record of the decisions of the Parole Board.	100-APA-21 105-PBD-03 105-PBD-06
Parole Hybrid	Division of Parole and Community Services (DPCS)	An incarcerated person released on parole, who is also subject to a period of post-release control (PRC), and who receives credit toward the period of PRC while being supervised on parole.	105-PBD-03
Parole On or After (POA)	Division of Parole and Community Services (DPCS)	The earliest date upon which an incarcerated person may be released on parole supervision. Given the individual requirements of each case, the actual release may be extended to a date after the POA date.	101-PLA-01 105-PBD-03 105-PBD-06
Parole Violator in Custody (PVIC)	Division of Parole and Community Services (DPCS)	An offender who has been arrested outside the State of Ohio or federal custody (in state or out of state) for an offense/violation that has been determined to warrant extradition, but who has not been declared a Violator at Large (i.e., offender leaves the state without permission and is subsequently arrested for a new criminal offense out of state).	100-APA-27 102-FUG-02
Parole/PRC in Custody (PIC)	Division of Parole and Community Services (DPCS)	A supervisee who has been arrested outside the State of Ohio and is in state or federal custody (in state or out of state) for an offense/charge that has been determined not to warrant extradition and they have not been declared a Violator at Large (VAL).	100-APA-27 102-FUG-02
Participation Earned Credit	Ohio Central School System (OCSS)	Earned credit that is assessed monthly and is either 1 or 5 days depending upon the incarcerated person's (IP's) eligibility. To earn participation earned credit, an IP must comply with all the rules in this policy.	80-INC-02
Partnership	Ohio Central School System (OCSS)	A relationship that exists between the Office of Enterprise Development (OED) and another individual, group, or organization that is characterized by mutual cooperation and responsibility for the achievement of a specified project goal.	02-REN-06

Partnership Proposal	Ohio Central School System (OCSS)	A written document sent from the stakeholder to the OED that clearly outlines the opportunity presented, the financial implications, the types of benefits that can be delivered, and the potential value to the ODRC.	02-REN-06
Passive Global Positioning System (GPS) Tracking Device	Division of Parole and Community Services (DPCS)	A tracking device that tracks the exact location of a supervisee and stores the information to be viewed at a later time.	108-ABC-04
Pathogen	Bureau of Medical Operations (BMO)	An organism that causes disease.	68-MED-18
Patient Advisor	Behavioral Health Operations (BHO)	A psychologist, psychology assistant, psychiatric nurse, social worker, advance practice nurse- mental health, activity therapist or other staff member appointed by the chair of the Mandated Medication Committee and understands the rights of the incarcerated patient, the hearing proceedings, and the psychiatric diagnosis and clinical issues that the incarcerated patient's situation may present. The advisor shall assist the individual in presenting their case. The advisor may be a member of the patient's treatment team with the patient's consent but shall not be involved with endorsing the Mandated Medication Request (DRC5234).	67-MNH-29
Peer Support Advisory Committee	Bureau of Personnel	The committee consists of representation from Employee Services Team, Human Resources, Legal, Labor, and Behavioral Health. Responsibilities of the Peer Support Advisory Committee include distribute, collect, review, and make recommendations on peer support team members applications; Evaluate program operations and make modifications based on feedback; Provide administrative support.	37-EAP-02

Peer Support Team	Bureau of Personnel	One (1) of five (5) teams comprised of members with various specialized functions in employee peer support services that provide mental and emotional support through one-on-one discussion, education, family support, and post critical incident or event follow up.	37-EAP-02
Peer Support Team Coordinator	Bureau of Personnel	The employee appointed by the Director to oversee the Peer Support Program and serve as a liaison between the peer support advisory committee, peer support team members, and the Director.	37-EAP-02
Peer Support Team Leader	Bureau of Personnel	ODRC employee who has been selected by the peer support team coordinator to provide leadership for one (1) of the five (5) peer support teams. The peer support team leaders shall manage all functions and services of their peer support team, including but not limited to development and implementation of team training, determining appropriate peer support services following an incident/event, coordinating, and recruitment of team members.	37-EAP-02
Peer Support Team Member	Bureau of Personnel	ODRC employee who has been approved by the Peer Support Advisory Committee to provide peer support. The team member must successfully complete a basic peer support training course of at least twenty-four (24) hours.	37-EAP-02
Peer-to-Peer (P2P) File Sharing	Bureau of Information Technology Services (BITS)	The direct sharing of content like audio, video, data software or anything in digital format between two computers connected to a network without the need for a central server.	05-OIT-10
Peer-to-Peer Medicaid Guide	Office of Correctional Health Care (OCHC)	A select group of incarcerated persons under the supervision of facility staff, that serve to educate their peers about Medicaid enrollment and Managed Care Plan selection.	78-REL-09

Pell ESI	Ohio Central School System (OCSS)	Federal Experimental Site Initiative funding awarded by the United States Department of Education, allowing approved colleges/universities to provide extended service.	57-EDU-04
Pentacle	Religious Services	The symbol of the five-pointed pentagram, with the point up, worn as a pendant.	72-REG-09
Performance Based Standards	Bureau of Community Sanctions (BCS)	Objective measures applicable to halfway houses (HWHs), community based correctional facilities (CBCFs), and community correction act (CCA) programs that outline the basic operational expectations.	08-MAU-03
Performance Improvement Plan (PIP)	Bureau of Personnel	A document within ePerformance to be used on employees who have received a 'Does Not Meet' or 'Needs Improvement' rating on the Overall Performance Ratings Summary or to address either failures to meet specific job performance related issues or behavior related concerns.	33-ERD-02
Performance Merit Evaluation	Office of Reentry	An evaluation tool used by program providers/staff facilitators to determine whether an incarcerated person's classroom performance and behavior during program period participation warrants the earning of an incentive selection from a pre-determined list by the incarcerated person.	80-INC-01
Performance Merit System	Office of Reentry	A performance-based system designed to recognize constructive, pro-social behaviors demonstrated by incarcerated persons enrolled in recommended reentry approved programming eight (8) weeks or longer in length.	80-INC-01

Permanent Employee	Human Resources	Any person holding a position that requires working a regular schedule of twenty-six consecutive bi-weekly pay periods, or any other regular schedule of comparable consecutive pay periods, which is not limited to a specific season or duration. It does not include student help, intermittent, temporary, seasonal, external interim, or individuals covered by personal service contracts.	33-ERD-04
Permanent Single Occupancy Cell Restriction	Bureau of Classification and Reception (BOCR)	A housing placement restriction to be used when an incarcerated person shall be placed in a single cell for an indefinite period of time for such reasons as permanent or long term medical disabilities, permanent or long term mental health issues, the likelihood that the individual would prey on other incarcerated persons in multiple cell/room assignments or for persons who have other special needs for single housing on a long-term basis. Permanent restrictions shall be applied to the incarcerated person at all institutions they may be assigned, unless removed by the OOP deputy director.	55-SPC-01
Permanent Supportive Housing (PSH)	Division of Parole and Community Services (DPCS)	A program funded by the ODRC to house and provide services to supervisees released from prison who suffer from a disabling condition that impairs their ability to obtain and maintain housing and who are at risk of being homeless upon release.	101-PLA-01
Permanently Unconscious State	Bureau of Medical Operations (BMO)	An irreversible condition in which a patient is permanently unaware of him/herself and his/her surroundings. Two physicians must examine the patient and agree that the total and irreversible loss of higher brain function has left the patient unable to feel pain or suffering.	68-MED-16

Permit Person	Construction, Activation, Maintenance, and Sustainability (CAMS)	A person signed with the Union who receives full benefits, but is pre full member status, earning journeyman's wages working for a specific time period (generally 78 weeks) after which the permit person is sold full membership.	32-EEO-04
Personal Communication Device	Bureau of Information and Technology Services	A handheld cellular phone, smartwatch, or smartphone.	05-OIT-31
Personal Identification Documentation	Office of Reentry	Documents such as a birth certificate, social security card and driver's license.	78-REL-06
Personal Legal Materials	Legal Services	Those documents that pertain to active litigation to which the incarcerated person is a party. Examples of such materials include pleadings, motions, memoranda, orders, judgments, and transcripts.	59-LEG-01
Personal Property	Division of Business Administration (DBA)	Machinery, equipment, non-licensed vehicles, furniture, fixtures, firearms, works of art and historical treasures. (Excludes modular furniture)	22-BUS-08
Personal Protective Equipment (PPE)	Bureau of Operational Compliance (BOC)	Equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. Personal protective equipment may include items such as gloves, goggles, safety glasses and shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests, and full body suits.	10-SAF-12 10-SAF-13 10-SAF-19 310-SEC-01 310-SEC-22
Personal Smartphone	Bureau of Information Technology Services (BITS)	A handheld computing device owned by an approved employee that offers advanced connectivity and data computing, communication and storage capability that is approved by the ODRC Office of Administration and Department of Administrative Services Office of Information Technology (DAS OIT) to connect to state computer systems to upload or download data to conduct state business.	05-OIT-16

Personal Smartphone Stipend	Bureau of Information Technology Services (BITS)	The monetary stipend established by the OOA deputy director that is paid to an approved ODRC employee for using a personal smartphone to connect to state computing systems to upload or download data to conduct state business. Only approved employees who were eligible to be issued or who were issued an ODRC smartphone, such as an iPhone, are eligible to receive a personal smartphone stipend. ODRC contractors who are approved personal smartphone users are not eligible to receive an ODRC personal smartphone monetary stipend.	05-OIT-16
Personally Identifiable Information (PII)	Bureau of Information Technology Services (BITS)	Information that can be used directly or in combination with other information to identify a particular individual. PII includes a name, identifying number, symbol, or other identifier assigned to a person; any information that describes anything about a person; any information that indicates actions done by or to a person and any information that suggests a person possesses certain personal characteristics.	05-OIT-03 05-OIT-10 05-OIT-11 05-OIT-12 05-OIT-14 05-OIT-15 05-OIT-21 05-OIT-23 05-OIT-25 05-OIT-32 35-PAY-09 69-OCH-06
Personnel File	Bureau of Personnel	A current and accurate record of the employee's job history. This record shall be maintained in the respective personnel office and contain all relevant information related to the staff member in regard to their employment.	33-ERD-01
Persons/Protected Class	Construction, Activation, Maintenance, and Sustainability (CAMS)	Where designation of persons by race, color, age, disability, and national origin is required in accordance with Ohio and Federal law.	32-EEO-04

Petition	Legal Services	A formal written request made to a court or other official body. Petitions are made for a number of reasons asking a court to command a party to do or refrain from doing something. The word petition in the case caption identifies these documents.	37-EAP-03
Pharmacy Services Requirements Protocols	Bureau of Medical Operations (BMO)	Comprehensive directives that detail practices and procedures for pharmacy staff working in the ODRC prisons and at central fill pharmacy locations.	68-MED-11
Photo Identification System	Office of Reentry	An integrated image and data capturing system with the capacity of storing, retrieving, transmitting, and producing both data and images in a variety of formats through the ODRC communication network, including internet and intranet.	33-ERD-04 78-REL-02
Physical Harm to Persons	Risk Management (Legal)	Any injury or other physiological impairment regardless of its gravity or duration.	63-UOF-01 105-PBD-11
Physical Hazard	Bureau of Operational Compliance (BOC)	A chemical for which there is scientifically valid evidence it is an: explosive; flammable (gases, aerosols, liquids, or solids); oxidizer (liquid, solid or gas); self-reactive; pyrophoric (liquid or solid); self-heating; organic peroxide; corrosive to metal; gas under pressure; or in contact with water emits flammable gas.	10-SAF-12
Physical Skill	Corrections Training Academy (CTA)	Those ODRC approved subjects that are psycho-motor based and traditionally facilitated in a setting conducive to the topic (e.g., firing range, gymnasium).	39-TRN-02 39-TRN-03 39-TRN-06
Physical Violence	Human Resources	Any physical act that results in physical or emotional harm or trauma with or without the use of a weapon. This includes any act of hitting, kicking, pushing, biting, scratching, sexual assault, or other such physical contact.	31-SEM-08

Physically Immobilizing Restraints	Risk Management (Legal)	Any authorized means of restricting an incarcerated person's ability to exercise free movement of the arms and legs, or which totally immobilizes the person and which they are unable to remove without assistance. Physically immobilizing restraints shall include either four or five point restraints, except where other types of restraints are authorized. This definition shall not include the use of handcuffs, leg irons, or belly chains used during the transport or movement of incarcerated persons.	63-UOF-01 63-UOF-04
Specialty Consultant	Office of Correctional Health Care (OCHC)	A healthcare professional who is trained in a specific medical specialty, and who has agreed to evaluate and recommend treatment for certain medical conditions, as requested by the primary healthcare provider. It should be emphasized that the final decision about any treatment protocol or subsequent management rests entirely with the institution chief medical officer (CMO)/designee.	68-MED-14
Pin Punching	Bureau of Personnel	Adding in/out times manually by entering a leading 1 followed by the badge number on the keypad located on the face of the time clock.	35-PAY-05
Placement	Division of Parole and Community Services (DPCS)	The approved residence plan of an eligible offender in the community.	100-APA-19 100-APA-21
Placement Coordinator	Office of Prisons (OOP)	An employee who is responsible for offering classes on pre-natal topics and coordinating placement of infants between the mother and public children service representatives.	71-SOC-02
Placement Investigation Request (PIR)	Division of Parole and Community Services (DPCS)	A DOTS Portal automated form listing verified information regarding an offender. It is used by ODRC staff to initiate an investigation by field staff of release plans for incarcerated persons who are eligible to be released on parole, post release control, transitional control, or IPP/Second Chance to Change.	101-PLA-01

Plain View	Division of Parole and Community Services (DPCS)	An exception to the warrant requirement that allows officers to seize evidence when they are already on the scene for a lawful purpose, the discovery of the evidence was inadvertent, and the incriminating nature of the evidence was able to be observed immediately.	100-APA-05
Plaintiff	Legal Services	The party who complains or sues in a civil action and is so named on the record. The State or United States prosecuting criminal violations are the plaintiffs in criminal cases.	37-EAP-03
Plan of Action	Bureau of Adult Detention (BAD)	A jail's written plan to address non-compliant standards.	107-BAD-01 107-BAD-02 107-BAD-06
Planned Use of Force	Risk Management (Legal)	Any use of force in which staff can prepare for the use of force; or where force is being contemplated to achieve compliance with rules, regulations, lawful orders and directives.	63-UOF-01
PLHCP	Bureau of Operational Compliance (BOC)	Physician or Other Licensed Health Care Professional - An individual licensed to perform a medical evaluation of an individual using a medical questionnaire (Appendix B of 29-cfr-1910.134) or an initial medical examination that obtains the same information as the medical questionnaire.	10-SAF-03
Policy Administrator	Office of Policy and Strategic Initiatives	The employee responsible for administrating the ODRC policy and operation manual review process.	01-COM-01 01-COM-14
Policy Owner	Office of Policy and Strategic Initiatives	A bureau, division, or office that, by the area of responsibility, has been assigned reviewer authority for a policy or operation manual. The policy administrator, in collaboration with the deputy director for the Office of Policy and Strategic Initiatives, shall coordinate ownership of policy areas.	01-COM-01

Pool Interview	Office of Communications	Conducted by a reporter who has been selected through either a lottery or selected by their peers. The interview occurs with an incarcerated person and once concluded, the reporter is responsible for distributing the interview to media outlets statewide. Typically, the pool interview occurs with incarcerated person who are scheduled for executions; however, there may be other instances where ODRC allows incarcerated person to participate in pool interviews.	01-COM-09 01-COM-13
Population Activity Areas	Office of Prisons (OOP)	Work, education, recreation, program, and other areas in the institution where incarcerated persons can be contacted during day or evening hours.	50-PAM-02
Population Living Area	Office of Prisons (OOP)	An area where incarcerated persons reside, including Transitional Program Unit (TPU). For purposes of this policy, the infirmary is not considered a living area.	50-PAM-02
Portable Computing Device	Bureau of Information Technology Services (BITS)	Any mobile electronic computer instrument or mechanism that allows a person to move from place to place and use or access information technology services, products, and resources. Portable computing devices include air cards, laptops, tablet personal computers, smartphones, and other similar handheld mobile electronic instruments or mechanisms.	05-OIT-10 05-OIT-11 05-OIT-15 05-OIT-30
Portable Computing Media	Bureau of Information Technology Services (BITS)	Any device that is capable of storing data and not necessarily required to be capable of processing data such as CD's, CD-R discs, DVD's, flash memory cards, USB jump drives and diskettes, magnetic tapes, solid state drives, external/removable hard drive, etc. Portable computing media devices known as "storage media".	05-OIT-10 05-OIT-15 05-OIT-30
Portable Computing Removeable Components	Bureau of Information Technology Services (BITS)	Detachable equipment items, supply items or other electronic objects used in conjunction with a portable computing device, such as cameras.	05-OIT-11 05-OIT-15

Portion Pack	Bureau of Operational Compliance (BOC)	A small (typically 4-ounce) plastic packet that contains concentrated chemical product that comes pre-measured for quick and easy mixing with a gallon of water.	10-SAF-12
Positive Contact (PC)	Division of Parole and Community Services (DPCS)	A face-to-face contact between a supervisee and appropriate ODRC staff or ODMHAS CDS at any location for the purpose of obtaining information regarding community adjustment. In unusual circumstances, such as a public health emergency, and when recommended by the superintendent of Field Services through the DPCS deputy director and approved by the incident commander, positive contacts may be accomplished by electronic means.	100-APA-13 100-APA-16 103-SPS-02
Positive Incentive (PI)	Division of Parole and Community Services (DPCS)	A reward of varying degrees that recognizes constructive, pro-social behaviors demonstrated by supervisees to reinforce successful reentry into the community.	100-APA-06 100-APA-13 100-APA-32 108-ABC-01
Positive Test Result	Bureau of Personnel	When an employee's urine specimen is determined to contain unacceptable levels of one or more illegal/controlled substances. An employee refusing to be tested, adulterating the specimen, or impeding the process will be treated as if they have a positive test result.	31-SEM-03
Post	Bureau of Labor Relations (BLR)	A work location where a correction officer is stationed for prescribed time periods and on particular days according to the pick-a-post agreement.	51-STF-05
Post-Partum	Office of Holistic Services (OHS)	The period of time after a mother delivers a baby, often defined as up to 6-weeks after the birth.	Protocol B-39

Post Release Control (PRC)	Division of Parole and Community Services (DPCS)	A period of supervision for an offender by the APA following release from imprisonment that includes one or more post-release control sanctions imposed by the Parole Board pursuant to ORC section 2967.28.	100-APA-05 100-APA-06 100-APA-09 100-APA-15 100-APA-16 100-APA-19 100-APA-21 100-APA-24 100-APA-27 100-APA-32 100-APA-33 101-PLA-01 102-FUG-02 105-PBD-03 105-PBD-08 105-PBD-09 105-PBD-13 108-ABC-01 108-ABC-04
Post Release Control Date	Division of Parole and Community Services (DPCS)	Date on which an offender's prison term expires and he/she is placed on Post Release Control.	101-PLA-01
Post Release Control (PRC) Sanction	Division of Parole and Community Services (DPCS)	A sanction that is authorized under ORC section 2967.28 that is imposed by the Parole Board at the time of the offender's release from prison, including any community residential sanction, community nonresidential sanction, or financial sanction that the sentencing court was authorized to impose pursuant to ORC sections 2929.16, 2929.17, and 2929.18.	100-APA-09 100-APA-15 100-APA-24 105-PBD-08 105-PBD-13
Post Release Control (PRC) Violator Notification	Division of Parole and Community Services (DPCS)	Any time a supervisee under PRC is indicted on a new felony offense, the prosecutor notification form will be used to notify the prosecutor's office in writing. The notification contains information regarding the time remaining on PRC supervision.	100-APA-24

Potential Abuser	Bureau of Operational Compliance (BOC)	An incarcerated person who has been determined to be at risk of committing sexual abuse in an institutional setting based upon the information gathered in the screening process and the correctional judgment of unit management.	79-ISA-04
Potential Victim	Bureau of Operational Compliance (BOC)	An incarcerated person who has been determined to be at risk of being a victim of sexual abuse in an institutional setting based upon the information gathered in the screening process and the correctional judgment of unit management.	79-ISA-04
Power Off	DPCS/OOP	Completely powering down the BWC and disabling video recall, buffering, and all recording of sound and video.	10-SAF-22
Prayer Pipe	Religious Services	A prayer pipe used by a Native Americans for religious purposes.	72-REG-13
PREA Accommodation Strategy (PAS)	Bureau of Operational Compliance (BOC)	A strategy plan prepared by the unit management chief or in their absence, the acting unit management chief for an incarcerated person's housing, bed, work, education and program assignments based upon the PREA classification determined by the PREA risk assessment system, the needs of the incarcerated person, the structure/security level of the facility, and the correctional judgment of the staff member.	79-ISA-01 79-ISA-02 79-ISA-04
PREA Accommodation Strategy Team (PAST)	Bureau of Operational Compliance (BOC)	A team, consisting of the institution operational compliance manager (OCM), unit management chief (UMC), medical and behavioral health staff, and other staff as necessary, established to complete a PREA Accommodation Strategy in accordance with ODRC Policy 79-ISA-04, PREA Risk Assessments and Accommodation Strategies, for all transgender and intersex incarcerated persons. The team shall be chaired by the Institution OCM.	79-ISA-01 79-ISA-02

PREA Classifications	Bureau of Operational Compliance (BOC)	For purposes of tracking risk of sexual abuse, all incarcerated persons will be designated as either an abuser, victim, potential abuser, potential victim or no classification based upon screening results from the PREA risk assessment system.	79-ISA-01 79-ISA-02 79-ISA-04
PREA Risk Assessment System	Bureau of Operational Compliance (BOC)	A computer system designed to assist the institutions assessing risk of sexual abuse for an incarcerated person and to assist in tracking and sharing information about PREA classifications and LGBTI incarcerated persons. The electronic PREA risk assessment forms shall be utilized until the automated system becomes available.	79-ISA-01 79-ISA-02 79-ISA-04
Pre-Approved Providers List	Ohio Central School System (OCSS)	A list of professional development providers that the Ohio Central School System Professional Development Committee (OCSSPDC) has approved to meet the educator's Individual Professional Development Plan and the state standards for licensure renewal.	57-EDU-08
Pre-Construction (PRECON) Meeting	Construction, Activation, Maintenance, and Sustainability (CAMS)	This meeting attended by the Prime Contractor and ODRC personnel is for a discussion of the details on constructing the project, bid proposal, specifications, plans, method of payment, and the Prime Contractor's progress schedule.	32-EEO-04
Pre-Hearing Placement Investigation Request	Division of Parole and Community Services (DPCS)	A Placement Investigation Request that is submitted prior to a parole board hearing for incarcerated persons seeking out-of-state placement on parole, for incarcerated persons who are difficult to place on parole, or at the Parole Board's request.	101-PLA-01
Pre-Parole Mental Health Treatment Summary	Behavioral Health Operations (BHO)	A summary of mental health care prepared by institutional behavioral health staff to assist in ensuring continuity of mental health care once the incarcerated person is released to the community.	105-PBD-03

Pre-Senate Bill 160 Third Degree Felonies	Division of Parole and Community Services (DPCS)	As set forth in the PRC Assessment Manual, felonies of the third degree committed by the offender before March 22, 2013, and in the commission of which the offender caused or threatened to cause physical harm to a person.	105-PBD-08
Pregnancy Coordinator	Office of Holistic Services (OHS)	Unit staff responsible for providing counseling and assistance to pregnant incarcerated persons in accordance with ORC 5101.55.	68-MED-23
Prenatal Care	Office of Holistic Services (OHS)	This refers to the care a woman receives before her baby is born. Prenatal care includes health care, along with education and counseling about the course of pregnancy.	Protocol B-39
Preponderance of Evidence	Behavioral Health Operations (BHO)	For county board eligibility purposes, this is defined as the weight, quantity or importance of the evidence used to support eligibility for county boards of DD service requirement prior to age twenty-two (22). This means, based on the evidence, it is “more probable than not” the individual is a person with ID/DD.	67-MNH-22
Prescription Discount Card	Office of Reentry	A free discount drug card designed to reduce the cost of prescription drugs for those released from an ODRC institution/facility.	78-REL-06
Presentence Investigation (PSI)	Division of Parole and Community Services (DPCS)	A confidential report completed on an offender which is provided to the Common Pleas Court to assist in sentencing recommendations. This report contains details of the offense, criminal record, social history, and a recommendation, pursuant to ORC section 2951.03.	103-SPS-02
Preventative Maintenance (PM)	Construction, Activation, Maintenance, and Sustainability (CAMS)	The systematic inspection, detection, and correction of incipient failures either before they occur or before they develop into major defects.	21-CAM-12

Preventative Maintenance (PM) Administrator	Construction, Activation, Maintenance, and Sustainability (CAMS)	The CAMS designee responsible for the implementation, audit procedures, training, and oversight of the preventative maintenance program.	21-CAM-12
Preventative Maintenance (PM) Staff	Construction, Activation, Maintenance, and Sustainability (CAMS)	The staff designee responsible for the implementation of preventative maintenance program at the institution.	21-CAM-12
Preventative Maintenance (PM) Work Order Log	Construction, Activation, Maintenance, and Sustainability (CAMS)	An electronic log used to manage preventative maintenance tasks through a state approved electronic management system.	21-CAM-12
Previously Authorized Item	Office of Prisons (OOP)	Item(s) of personal property an incarcerated person was authorized to possess before April 1, 2000 and which they have been permitted to retain after the effective date of this policy. Compact disc players and compact discs an incarcerated person was authorized to possess before November 1, 2013 and which they have been permitted to retain after the effective date of this policy.	61-PRP-01
Primary Officer	Division of Parole and Community Services (DPCS)	An Officer designation label in the Fieldware system that indicates any case assignment in the officer's name in OCSS will be uploaded to Fieldware for ICMS supervision. A case must be transferred to a primary officer in OCSS to upload into Fieldware.	100-APA-33
Primary Sign-Up Roster	Labor Relations Office (LRO)	The sign-up roster that is first called when overtime is necessary consisting of employees who want to work their regular shift on their regular good days.	35-PAY-01

Printed Material	Legal Services	As defined in ODRC Policy 75-MAL-02, Printed Material	75-MAL-01
Prior Learning Assessment	Ohio Central School System (OCSS)	A term used to describe learning gained outside of a traditional academic environment.	57-EDU-12
Prison Intake Tool (PIT)	Division of Parole and Community Services (DPCS)	A standardized assessment tool used to determine incarcerated person risk and needs at the time they enter prison.	02-REN-01
Prison Sanction Time	Division of Parole and Community Services (DPCS)	A prison sanction authorized under ORC 2967.28 following a violation hearing. The total number of days that may be imposed shall not exceed nine (9) months and up to half of the definite prison term. A single sanction shall not exceed nine (9) months and the maximum for all violations shall not exceed half of the definite prison term or half of the minimum term for a non-life felony indefinite prison term.	100-APA-14 105-PBD-08 105-PBD-09
Prison Screening Tool	Division of Parole and Community Services (DPCS)	A pre-screening reception tool designed to identify low risk incarcerated persons who do not need a PIT.	02-REN-01
Privacy Case	Bureau of Operational Compliance (BOC)	An injury or illness to an intimate body part or the reproductive system; An injury or illness resulting from a sexual assault; a mental illness; HIV infection, hepatitis, or tuberculosis; needlestick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious materials as defined by OSHA 1910.1030; any other illnesses, if the employee voluntarily requests that their name not be entered on the Log of Work-Related Injuries and Illnesses (form 300P).	10-SAF-15

Private Funeral Viewing	Office of Prisons (OOP)	A supervised visit by an incarcerated person who has been permitted to attend a special private viewing of the body of a deceased relative in a controlled environment at a funeral home. Private viewings of closed caskets or cremation situations are at the discretion of the managing officer.	76-VIS-03
Private File	Bureau of Personnel	Non-public records including, but not limited to, EAP, medical records, FMLA certifications, OPERS personal history information, examinations to determine fitness for employment, tax forms, and results from background investigations for an employee.	33-ERD-01
Privileged User Accounts	Bureau of Information Technology Services (BITS)	Passwords associated with system asset user accounts, which have elevated access to make changes to system parameters and are assigned to authorized users at the technical level.	05-OIT-10 05-OIT-17
PRN (Pro re nata)	Office of Prisons (OOP)	An order written on the advance level provider's (ALP's) order form indicating that an action is to be taken as needed or as circumstances require.	63-UOF-04
Probable Cause	Division of Parole and Community Services (DPCS)	Exists when facts and circumstances are sufficiently strong in themselves to lead a reasonable person to believe that a violation of the law has been committed and that the particular person to be arrested committed the violation, or is about to commit one, or that the specific items of evidence to be searched for in connection with the criminal activity will be found in the particular location to be searched.	100-APA-05
Probable Cause Hearing	Division of Parole and Community Services (DPCS)	A hearing conducted on behalf of a parole or probation violator in compliance with the U.S. Supreme Court's rulings in <i>Morrissey v. Brewer</i> and <i>Gagnon v. Scarpelli</i> . Also referred to as a preliminary hearing, preliminary probable cause hearing, on-site hearing, or on-site probable cause hearing.	103-SPS-01

Probation	Division of Parole and Community Services (DPCS)	<p>A period of supervision for a convicted offender (felony or misdemeanor) in lieu of prison/jail term for a specified length of time. The execution of the sentence of confinement is suspended and the defendant is placed under the supervision of the court. The period of supervision may be up to a period of five (5) years. Once placed on probation, the offender is expected to abide by the conditions the court imposed. Probation services may be administered by the county probation department, the APA Field Services, or a nonprofit, public or private agency, association, or organization with which the county decides to contract for services. The term Probation was replaced with “Community Control” for offenses committed on or after July 1, 1996, and Community Control differs from Probation in that the trial court no longer suspends execution of the prison term, but rather, the sentencing court orders the offender directly to submit to community-control sanctions. Upon a community control violation, the court imposes a sanction which could be a prison term within the range available for the original offense.</p>	100-APA-06 100-APA-09 100-APA-15 100-APA-21 102-FUG-02 108-ABC-04
Probationary Period	Bureau of Personnel	The period of time at the beginning of an original appointment or the period of time immediately following a promotion and/or position change in accordance with applicable bargaining unit agreement.	34-PRO-09
Probationary Removal	Bureau of Personnel	The termination of an employee’s employment for unsatisfactory performance during the employee’s probationary period.	34-PRO-09
Probe	Legal Services	A component of the TASER 10 that is deployed to deliver energy to a target causing neuromuscular incapacitation.	10-SAF-24
Procedural Safeguards	Ohio Central School System (OCSS)	The legal rights to which special education students and their parents (for those under 18 years of age) are entitled by federal law.	57-EDU-11

Professional Contact/Correspondence	Office of Reentry	Documented contact at the institutional employee's work site including, but not limited to, written, telephone, and/or email contact with restored citizens that provides staff with the restored citizen's educational, career technical, and/or employment information.	78-REL-04
Professional Development Equivalent Activities	Ohio Central School System (OCSS)	Activities directly related to education in accordance with the philosophies of the Ohio Central School System (OCSS) and the Local Professional Development Committee, mandatory job related training and in-service, and other professional growth options.	57-EDU-08
Professional Relationship	Bureau of Personnel	Relationship that is formed at work that serves a critical role in the success of an employee, the employee's career, or the ODRC.	34-PRO-01
Proficiency	Division of Parole and Community Services (DPCS)	The ability, using the approved/authorized firearm, to shoot the course of fire promulgated by the OPOTC for use by the CTA, to receive a passing score, to successfully demonstrate the proper firearm grip, stance, sight alignment, pass the proficiency evaluation, and to handle a firearm in a safe manner.	39-TRN-15 104-TAW-01
Proficiency List	CTA	A list of employees who are proficient and hold current certification in a special skill area.	39-TRN-09
Proficiency Test-Ohio Graduation Test (OGT)	OCSS	Standardized tests provided by the State of Ohio that must be passed to achieve high school graduation.	57-EDU-01
Profile	Legal	Information that a user provides about themselves on a social media site.	31-SEM-12
Profit and Loss Statement	Office of Prisons (OOP)	Financial data that summarizes the revenues, cost of merchandise sold and operating expenses for an activity.	73-GRP-01

Programs	Bureau of Community Sanctions (BCS)	Organizations or facilities that are grant funded or contracted with the Bureau of Community Sanctions (BCS).	08-MAU-03
Program Administrator (Grants)	Office of Administration (OOA)	An individual who is responsible for completing grant applications, coordinating, directing, and managing specific services and programs within the ODRC and monitoring compliance procedures to help ensure that the stated objectives are met and complete any necessary programmatic reporting for the grant.	22-BUS-06
Program Administrator	Office of Administration	The individuals responsible for managing a budget which is necessary for the delivery of a programmed service which may include regional directors, deputy directors, and bureau chiefs. Regional directors will represent their institutions during budget development.	23-BUD-01 23-BUD-05 23-BUD-06
Program Budget Request (Operating Budget)	Office of Administration	A written document submitted to the Office of Budget and Management (OBM) for the ODRC's biennial operating appropriations.	23-BUD-05
Program Budgeting Process	Office of Administration	A system of requesting resource appropriations which considers ODRC policy initiatives and defines program outcome-based goals and objectives. It is a foundation for the development of the Program Budget Request.	23-BUD-05
Program Day	Ohio Central School System (OCSS)	First day in a month in which a program takes place.	80-INC-02
Program Facilitator (PROVE)	Office of Victim Services (OVS)	An ODRC employee who has received specialized training through the Office of Victim Services (OVS) to facilitate the Personal Responsibility of Violence Elimination (PROVE) program.	03-OVS-07
Program Facilitators	Office of Reentry	Institutional staff, regional parole staff, community providers, or volunteers with responsibility for facilitating a program.	02-REN-02

Program Provider	Division of Parole and Community Services (DPCS)	A range of staff/departments including, but not limited to: Unit Management, Education, Recovery Services, Mental Health, Religious Services, Special Services, etc. who provide interventions and/or programming relative to incarcerated persons' case plans.	02-REN-01
Program Review	Bureau of Community Sanctions (BCS)	An extensive on-site and/or virtual review of grant or contracted programmatic operations to determine compliance with applicable standards which allows program review staff to provide coaching and recommendations for improvement.	08-MAU-03
Program Services Staff	Labor Relations Office (LRO)	Institution based employees of the ODRC whose principal job emphasis is the delivery of health care or rehabilitative services. Such employees would include all medical and mental health care providers, as well as non-uniformed staff working in unit management, education, religious, or other program service areas.	51-STF-04
Program Specific Standards	Bureau of Community Sanctions (BCS)	Objective measures applicable to specific program types that outline basic grant and contract operational expectations.	08-MAU-03
Program Transfer	Bureau of Classification and Reception (BOCR)	A transfer to a qualifying program specifically designed to reduce the chances of recidivism and assist in successful reentry.	53-CLS-09
Program/Work Assignment Committee	Office of Prisons (OOP)	A committee of at least two-unit staff who are assigned the task of reviewing and placing incarcerated persons into program and work assignments.	54-WRK-02
Program/Work Assignment Review	Office of Prisons (OOP)	The process for evaluating the needs, requirements and program/work assignments of an incarcerated person based on current needs and resources.	54-WRK-02

Programs	Bureau of Community Sanctions (BCS)	Community-Based Correctional Facilities, Community Correction Act programs, Halfway Houses, Community Transition Housing Programs and Community Residential Centers that receive funding from ODRC.	08-MAU-03
Progress Report	Ohio Central School System (OCSS)	The documentation of student achievement or advancement, or lack thereof, of student's IEP goals. Progress reports will be provided to parent(s) of any student under the age of eighteen (18) years on a quarterly basis.	57-EDU-11
Project Planning Team	Bureau of Community Sanctions (BCS)	Key stakeholders responsible for executing all matters related to implementation of CBCF/HWH capital improvement Construction/renovation projects.	106-BCS-02
Projected Release Date (PRD)	Division of Parole and Community Services (DPCS)	An action taken by the Parole Board to establish a future date of release not less than six (6) months or more than ten (10) years from the date of the hearing based on the incarcerated person complying with program and institution conduct requirements. A PRD greater than one (1) year from the parole hearing date shall not be established for any individual serving a life sentence, sentence of fifteen (15) years to life, or a sentence imposed for any offense pursuant to ORC chapter 2907.	105-PBD-03 105-PBD-06
Prone Restraint	Risk Management (Legal)	All items or measures used to limit or control the movement or normal functioning of any portion, or all, of an individual's body while the individual is in a face-down position for an extended period. Prone restraint includes physical or mechanical restraints. The use of prone restraint is prohibited.	63-UOF-01 63-UOF-04 104-TAW-02

Pro-social Activities	Office of Prisons (OOP) - Unit Management Administration	Activities conducted in an organized environment with some staff oversight and/or instruction. Activities can include curriculum based non-reentry approved programs. They may also include skill-building, wellness, educational or culturally based courses/programs/events.	02-REN-01 02-REN-02
Protected Health Information (PHI)	Office of Correctional Health Care (OCHC)	For purposes of the Medicaid Pre-Release Enrollment Program, an incarcerated individual's Medicaid Billing Number and CRI criteria (if applicable) is considered PHI.	78-REL-09
Protected Status	Bureau of Labor Relations (BLR)	A status protected under federal or state law, executive order or state policy to include race, sex, gender, gender identity or expression, religion, color, national origin (ancestry), disability, age (40 years of age or older), sexual orientation, genetic information, military status (past, present or future), status as a parent during pregnancy and immediately after the birth of a child, status as a nursing mother, status as a parent of a young child and or status as a foster parent.	32-EEO-01
Protective Control (PC) Committee	Bureau of Classification and Reception (BOCR)	A two-person panel appointed by the managing officer to review all requests for PC placement.	53-CLS-11
Protective Control (PC) Electronic File	Bureau of Classification and Reception (BOCR)	A file in OnBase containing all documentation pertaining to an incarcerated individual's PC history.	53-CLS-11
Protective Control (PC) Housing	Bureau of Classification and Reception (BOCR)	A housing unit for the purpose of protecting those incarcerated persons who face a verified, specific, statewide credible threat. The unit operations shall include programs, privileges and services comparable to those offered to general population individuals at like security levels.	53-CLS-11

Protestantism	Religious Services	For the purposes of policy, the major religious catchment for all non-Catholic/Eastern Orthodox Christian IPs.	72-REG-03
Psychiatric Emergency	Behavioral Health Operations (BHO)	For the purposes of this policy, a psychiatric emergency is defined as one in which a person is suffering from a mental illness or altered mental status which creates an immediate threat of bodily harm to self or others, serious destruction of property, or extreme deterioration of functioning.	67-MNH-29
Psychiatric Hospital	Behavioral Health Operations (BHO)	All or part of a facility that is owned and managed by the Ohio Department of Mental Health and Addiction Services (ODMHAS), the ODRC or a contractor within ODRC, or a community entity that has contracted with ODRC as defined in ORC section 5120.17(A)(3).	67-MNH-19
Psychology Supervision	Behavioral Health Operations (BHO)	Psychology candidates, whether employees or students/interns, that must be supervised by the psychologist on record with the psychology licensing board.	
Psychotropic Medication	Behavioral Health Operations (BHO)	Medication that affects the central nervous system, and which is employed to treat symptoms of mental illness. These medications may influence thinking, mood and behavior and include medications classified as antipsychotics, antidepressants, anti-anxiety agents, sedative hypnotics, psychomotor stimulants, lithium and anticonvulsants prescribed to control mood fluctuations. These medications include any medications approved by the FDA for the treatment of psychiatric illness as well as those medications commonly used in the community for treatment of psychiatric illness.	67-MNH-07 67-MNH-29 67-MNH-32

Public Agency	Legal Services	Means the general assembly, all courts, any department, division, institution, board, commission, authority, bureau or other instrumentality of the state, a county, city, village, or township, state retirement systems or any other governmental entity. “Public agency” does not include a department, division, institution, board, commission, authority, or other instrumentality of the state or a county, municipal corporation, township, or other governmental entity that functions exclusively for cultural, educational, historical, humanitarian, advisory, or research purposes; that does not expend more than ten thousand dollars per calendar year, excluding salaries and wages of employees; and whose members are uncompensated.	31-SEM-01
Public Assistance	Division of Business Administration (DBA)	Financial assistance administered by the DJFS or CSEA including Temporary Assistance for Needy Families and Ohio Works First assistance.	24-CAS-06
Public Contract	Legal Services	The purchase or acquisition, or a contract for the purchase or acquisition of property or services by or for the use of the state, any of its political subdivisions, or any agency or instrumentality of either including the employment of an individual by the state, any of its political subdivisions, or any agency or instrumentality of either.	31-SEM-01
Public Employer Risk Reduction Program (PERRP)	Bureau of Operational Compliance (BOC)	A division of the Bureau of Worker’s Compensation that provides assistance to Ohio public employers/employees in creating safe and healthful work environments.	10-SAF-15
Public Information Officer (PIO)	Office of Communications	The employee who has been designated by the managing officer and approved by the Communications chief to handle public information duties for that facility.	01-COM-09 01-COM-12 01-COM-13

Public Official or Employee	Legal Services	Any person who is elected or appointed to an office or is an employee of any public agency. “Public official or employee” does not include a person who is a teacher, instructor, professor, or other kind of educator whose position does not involve the performance of, or authority to perform, administrative or supervisory functions.	31-SEM-01
Public Record	Legal	Records kept by the ODRC unless exempted or excepted from public disclosure by any state or federal statutes or administrative codes, or other legally binding authorities.	05-OIT-32 07-ORD-02 100-APA-04
Public Records Coordinator	Legal	An employee designated by the managing officer (typically their administrative assistant) to be responsible for the implementation and oversight of public records requirements, as set forth in this policy and Ohio’s public record law.	07-ORD-02
Published Data	Office of Communications	Information produced within the ODRC that contains data routinely requested by the public and/or universally used throughout the agency. Published data includes statistical information and any other information that is to be published on the ODRC internet or other format.	01-COM-12
Punch List	Bureau of Adult Detention (BAD), Bureau of Community Sanctions (BCS)	A list, prepared prior to substantial completion, of items to be completed or corrected by the contractor.	106-BCS-02 107-BAD-07
Punching	Bureau of Personnel	Adding in/out times into time clock by scanning/swiping with ID badge/card.	35-PAY-05
Purge	Labor Relations Office (LRO)	The quarterly act of starting overtime distribution anew.	35-PAY-01
Qualified	Division of Parole and Community Services (DPCS)	Having completed a training component in the use of OC spray, as approved by the training coordinator.	104-TAW-03

Qualified Employee	Bureau of Operational Compliance (BOC)	One who has the skills and knowledge related to the construction and operation of the electrical equipment and installations and has received safety training to recognize and avoid the hazards involved, and as further defined in the State of Ohio classification specification for Electrician #1 and Electrician 2 class titles, series 5228, class numbers S2281 and S2282 respectively, and as specified in OSHA's Reg. 29 CFR, 1926.32 paragraph (m) definitions.	10-SAF-17
Qualified Interpreter/Transliterator	Chief Inspector's Office	A sign language interpreter certified by the National Registry of Interpreters for the Deaf or the National Association of the Deaf (NAD) or a sign language interpreter who is able to interpret effectively, accurately, and impartially both receptively and expressively, using any necessary specialized vocabulary. The qualifications of an interpreter are determined by the actual ability of the interpreter in a particular interpreting context to facilitate effective communication. In certain circumstances, as set forth in subsection VI.D.10 of ODRC Policy 64-DCM-02, qualified interpreters may include incarcerated persons, correctional staff including correction officers and volunteers when their skills meet the above definition and factors such as emotional or personal involvement and considerations of confidentiality will not adversely affect their ability to interpret "effectively, accurately, and impartially" or jeopardize the safety and security of the incarcerated person.	64-DCM-02
Qualifying Event	DPCS/OOP	An event that requires a manual or automatic activation of BWC recording.	10-SAF-22

Qualifying Exigency	Bureau of Personnel	Includes activities related to short-notice deployment, attending military events, arranging for alternative care for a child or parent of the deployed military member or attending school activities, addressing financial and legal arrangements, attending counseling sessions, attending post-deployment reintegration briefings, and spending time with a covered military member who is on rest and recuperation leave.	36-LEV-02
Qualitative Fit Testing	Bureau of Operational Compliance (BOC)	A non-numeric pass/fail test that relies on the respirator wearer's response to a substance ("test agent") used in the test to determine the fit of a respirator.	10-SAF-03
Quality Assurance Program	Bureau of Operational Compliance (BOC)	As described in Ohio Administrative Code (OAC) 3701:1-66-04, a program providing for verification by written procedures such as testing, auditing, and inspection to ensure that deficiencies, deviations, defective equipment, or unsafe practices, or a combination thereof, relating to the use, disposal, management, or manufacture of radiation devices are identified, promptly corrected, and reported to the appropriate regulatory authorities.	10-SAF-21
Quality Improvement Coordinator	Behavioral Health Operations (BHO)	The individual/registered nurse who is responsible for the oversight of all quality improvement programs within an assigned institution.	67-MNH-09 69-OCH-08
Quantitative Fit Testing	Bureau of Operational Compliance (BOC)	A method for measuring the amount of leakage into a respirator. It is a numeric assessment of how well a respirator fits a particular individual.	10-SAF-03
Quarantine (BITS)	Bureau of Information and Technology Services (BITS)	Store files containing malware held in isolation for future disinfection or examination.	05-OIT-18

Quarter	Bureau of Operational Compliance (BOC)	1st Quarter - January, February, March; 2nd Quarter - April, May, June; 3rd Quarter - July, August, September; 4th Quarter - October, November, December.	10-SAF-05
Quarterly "Back to Basics" Monitoring Report	Office of Prisons (OOP)	A report that compiles the data from all Back-to-Basics committees, including lessons learned, as a result of the committee's work during each quarter. The Back-to-Basics coordinator completes this report.	50-PAM-03
Questionable Library Materials	Ohio Central School System (OCSS)	Any item in the institutional library collection or an inter-library loan item that is questioned by someone as being inappropriate for use by incarcerated persons.	58-LIB-03
Quorum	Division of Parole and Community Services (DPCS)	A majority of the members of the Parole Board.	105-PBD-01
Race	Human Resources	Includes traits associated with an individual's race, or perceived race, including hair texture and protective hair styles, such as braids, locs, and twists, color, and facial features.	32-EEO-01
Radiation Dosimeter	Office of Correctional Health Care (OCHC)	A badge, worn by staff that records measurement of cumulative exposure to x-rays.	68-MED-03
Radiation Safety Officer	Bureau of Operational Compliance (BOC)	The institution safety and health coordinator shall serve as the point of contact (POC) for all matters related to security screening system safety and operational concerns.	10-SAF-21
Random Selection	Bureau of Personnel	The process of selecting PNs for random testing. This is done via a computer program at the Department of Administrative Services, Office of Drug Free Workplace.	31-SEM-03

Random Testing (APA)	Division of Parole and Community Services (DPCS)	A substance abuse testing regimen determined by the lab technician/designee on a random basis with no advance warning to the individuals being tested, which may be administered at any time throughout the period of supervision.	103-SPS-07
Random Testing (Personnel)	Bureau of Personnel	The process of testing for restricted substances, as defined by this policy, through the random selection of employee position numbers (PNs).	31-SEM-03
Range Safety Officer (RSO)	Legal Services	An ODRC employee trained in range safety procedures who oversees and ensures firearms safety during range operations for all participants.	10-SAF-23
Rapid Dismissal	Bureau of Operational Compliance (BOC)	The evacuation of the school area without taking attendance or returning to the classroom area.	10-SAF-06
Rater	Bureau of Personnel	The employee's immediate supervisor responsible for completing the evaluation.	33-ERD-02
Reactive Force	Risk Management (Legal)	A use of force that is a response to an immediate threat of harm to oneself or another; and the individual can safely and effectively respond to the threat.	63-UOF-01
Reader Advisory Services	Ohio Central School System (OCSS)	Professional assistance provided to library users in selecting materials according to their reading styles and abilities.	58-LIB-01
Reading Room Coordinator	Ohio Central School System (OCSS)	A volunteer employee who coordinates and supports the Reading Room initiatives and functions.	76-VIS-04

Reading Room/Area	Ohio Central School System (OCSS)	An area set aside in the visitation area in each ODRC institution that contains books and materials for the children of incarcerated parents to use while they are visiting their parents or loved ones. The Reading Room/Area may be any open area inside of the visiting room where a narrator can sit and read children's books in a visible location to enhance security staff observation.	76-VIS-04
Real Property	Division of Business Administration (DBA)	Land, land improvement, buildings, and whatever is erected or affixed to land (above or below), excluding infrastructure.	22-BUS-08
Reapplication	Bureau of Personnel	Once an employee's FMLA tracking year is completed (the FMLA tracking year has expired and the employee may or may not have exhausted twelve (12) workweeks of FMLA leave in that twelve (12) month period), an employee may re-apply for FMLA certification. The "original" certification process is followed. Note: This is different than the re-certification process that requires a current active FMLA certification.	36-LEV-02
Reasonable Accommodation	Bureau of Personnel	Any modification or adjustment to a job or the work environment that will enable an employee with a qualifying disability to participate in the application process or to perform essential job functions. A reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of employees without disabilities. It must be effective and give the same opportunity for a person with a disability to achieve the same level as those similarly situated non-disabled persons. Only individuals who meet the first (actual disability) and second (record of a disability) parts of the definition of a disability are entitled to accommodations. Individuals who only meet the third part (regarded as) are not entitled to accommodation.	32-EEO-03

Reasonable Accommodation (IPs)	Chief Inspector's Office	Any change or adjustment to an environment that permits a qualified person with a known disability to participate in a job, or to enjoy benefits and privileges of programs or services as an equal to everyone without a disability. A reasonable accommodation should not impose undue hardship on the institution.	64-DCM-02
Reasonable Belief	Division of Parole and Community Services (DPCS)	For the purposes of this policy, reasonable belief is personal knowledge of facts and circumstances which are reasonable, trustworthy, and that would justify an average person to believe that an offender has absconded supervision.	102-FUG-02
Reasonable Break	Bureau of Labor Relations (BLR)	Break times, either paid or unpaid, provided to nursing mothers as frequently as needed by the nursing mother for the expression of breast milk	36-LEV-07
Reasonable Force	Office of Prisons (OOP)	The amount of force that is objectively reasonable, given the facts of circumstances perceived by staff at the time of the event, to effectively bring an incident under control.	63-UOF-01
Reasonable Grounds	Division of Parole and Community Services (DPCS)	A subjective suspicion supported by objective, articulative facts that would reasonably lead an experienced and prudent officer (person) to suspect that an offender is not abiding by the law or otherwise is not complying with the conditions of supervision.	100-APA-05
Reasonable Suspicion Testing	Bureau of Personnel	Any employee may undergo restricted substance testing based on a for-cause determination by management. Any employee involved in a significant incident in which the health or safety of himself/herself or other individuals is involved, or in which extensive property damage has occurred, will be subject to reasonable suspicion testing in accordance with the requirements of any applicable collective bargaining agreement(s) or the Director of DAS.	31-SEM-03

Recalls	Construction, Activation, Maintenance, and Sustainability (CAMS)	Individuals who have worked for the contractor in the previous construction season or a person who was laid off during the previous construction season(s) and this is the first opportunity the contractor has had to bring the employees back on the job.	32-EEO-04
Receiving Agency	Bureau of Classification and Reception (BOCR)	A state or agency party to an interstate corrections compact where an individual is transferred for confinement other than the state/agency in which conviction or court commitment was obtained.	53-CLS-03 53-CLS-07
Receiving State	Division of Parole and Community Services (DPCS)	A state to which a supervisee requests transfer of supervision or is transferred.	100-APA-06
Recent Sexual Abuse	Bureau of Operational Compliance (BOC)	Oral sexual abuse that has occurred within twenty-four (24) hours; vaginal or anal abuse that has occurred within ninety-six (96) hours.	79-ISA-01 79-ISA-02
Reception Center	Bureau of Classification and Reception (BOCR)	An institution designated by the ODRC to accept incarcerated individuals from outside of the department for processing into the system.	52-RCP-06
Reception Processing	Office of Prisons (OOP)	Processing activities that occur within the first seventy-two (72) hours of incarceration after a court commitment in which all admission procedures are completed.	52-RCP-01
Recertification (CTA)	Corrections Training Academy (CTA)	To renew certification in a special skill through successful completion of a course and/or proficiency testing, usually at the instructor-level.	39-TRN-02 39-TRN-03 39-TRN-04 39-TRN-06 39-TRN-09

Recertification (Personnel)	Bureau of Personnel	When an employee has an active FMLA certification and the criteria to require a recertification is met in accordance with the FMLA law, the employer may request that the employee re-certify their original FMLA certification. Refer to the FMLA law and/or the section of this policy entitled “Re-Certification” for further clarity. The employer shall utilize Certification of Health Care Provider for Employee’s Serious Health Condition (DRC1024) or Certification of Health Care Provider for Family Member’s Serious Health Condition (DRC1032) when seeking recertification. ODRC will not bear the costs of an employee required to recertify.	36-LEV-02
Recertification or Requalification	Division of Parole and Community Services (DPCS)	An annual training program, approved by the CTA, in consultation with OPOTC, consisting of the satisfactory compliance with safety standards, agency policies and firearms proficient test, occurring after the satisfactory completion of the APA 40-Hour Basic Firearms School. Every firearm certified staff member must successfully complete said training annually.	104-TAW-01
Recidivism Reduction Programs	Bureau of Community Sanctions (BCS)	Programs that have incorporated research based correctional practices into their operation which reduce the likelihood that offenders will commit future crimes.	08-MAU-03
Recognized Committee, Group, or Program	Division of Business Administration (DBA)	A team of employees that have been appointed by the Director/designee to help enhance employee awareness and morale on various topics such as Women in Corrections, Military, Wellness Committee and Victim Services. Each team shall have a chairperson, mission and established by-laws which govern its operations and manages funds to support its mission.	22-BUS-03
Recommendation Review	Division of Parole and Community Services (DPCS)	The portion of a hearing process wherein a designated parole board member reviews the recommendation provided by a hearing officer or officers following a hearing officer interview.	105-PBD-03

Recommissioned Offender	Division of Parole and Community Services (DPCS)	An offender who is returned to prison for a new offense committed while on supervision.	105-PBD-08
Reconsideration	Division of Parole and Community Services (DPCS)	The process by which the Parole Board will rescind an action and conduct a new hearing to again determine release suitability due to the submission of relevant and significant new information that was not available or considered at the time the parole hearing was conducted or credible information indicating that incorrect or inaccurate information considered by the Parole Board at the hearing adversely affected the individual's parole consideration.	100-APA-21
Reconciliation (Confession)	Religious Services	This sacrament involves the confession of sins to a priest for the purpose of receiving absolution. The priest is bound by the seal of Confession and cannot reveal the contents of the Confession under any circumstances. The sacrament requires a setting that is strictly private and confidential.	72-REG-11
Record (BITS)	Bureau of Information and Technology Services (BITS)	Any item kept by the ODRC that: (1) is stored on a fixed medium, including and electronic or digital medium (2) is created, received, or sent under the jurisdiction of the ODRC and (3) documents the organization, functions, policies, decisions, procedures, operations, or other activities of the ODRC.	05-OIT-11 05-OIT-12
Record (Public)	Legal	Any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in ORC 1306.01, created or received by, or coming under the jurisdiction of the ODRC, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the ODRC.	07-ORD-01 07-ORD-02

Record Number	Bureau of Records Management (BORM)	A number assigned to a series of related or identical records used to identify those records in the Record Retention Schedule and DAS General Schedules.	07-ORD-01
Record Office File	Bureau of Records Management (BORM)	Prior to August 11, 2014, records that contained confidential information regarding incarcerated individuals that could include PSI, LEADS reports, sentencing documents, SSN's, FBI and BCI numbers, sex offender registration requirements and other sensitive data.	07-ORD-03
Record Retention Center	Bureau of Records Management (BORM)	A space or building designated by the ODRC for the storage of departmental records.	07-ORD-01
Record Retention Center Identification Number	Bureau of Records Management (BORM)	A number assigned by the document management staff identifying the record location at the Record Retention Center.	07-ORD-01
Record Retention Schedule	Bureau of Records Management (BORM)	A document listing all records series for the ODRC and indicating for each series the length of time the records are to be retained. This schedule covers documents that are specific to ODRC and are either not covered by the DAS General Schedules or due to operational needs ODRC has a longer minimum retention period than what is required by the DAS General Schedule. This schedule becomes effective when approved by the State Records Administrator, State Archivist, and State Auditor.	07-ORD-01
Record Series	Bureau of Records Management (BORM)	A group of like records that are treated as a unit for records management purposes. A records series may contain many separate files but is treated as a single unit for all purposes relating to records retention.	07-ORD-01

Records Destruction	Bureau of Information Technology Services (BITS)	Destruction that occurs in such a manner as to render it unreadable. Preferred method of destruction is shredding.	05-OIT-02
Records Management Coordinator	Bureau of Records Management (BORM)	The Bureau of Records Management (BORM) chief who is responsible for implementing and maintaining the ODRC records management program.	07-ORD-01
Records Retention Coordinator	Bureau of Records Management (BORM)	An employee so designated within a division, institution, bureau, or office who is responsible for maintaining the records retention program for their division, institution, bureau, or office.	07-ORD-01
Recovery (BITS)	Bureau of Information Technology Services (BITS)	Defined procedures or process within an information security incident response plan with the goal of returning the affected or compromised systems impacted by the violation or imminent threat of violation to normal operations, as well as confirming normal functionality and, if applicable, remediating known vulnerabilities to prevent future incidents.	05-OIT-14
Recovery (OOP)	Special Operations	The act, processes, and duration to return to a normal operation.	310-SEC-55
Recovery Point Objective (RPO)	Bureau of Information Technology Services (BITS)	The latest available point in time from which data can be restored to be acceptable to the data owner. The RPO is established based on tolerance for loss of data and is used to help determine data backup frequency.	05-OIT-14
Recovery Services	Office of Holistic Services (OHS)	A Bureau of the Ohio Department of Mental Health and Addiction Services (OhioMHAS), that in partnership with the ODRC, exists for the provision of substance use disorder treatment and associated services which support recovery from alcohol and other drug use.	70-RCV-06

Recovery Services File	Office of Holistic Services (OHS)	An IP's pre-existing recovery services paper health record and/or current electronic health record.	07-ORD-11
Recovery Services Professionals	Office of Holistic Services (OHS)	Those persons who, by virtue of their training and experience, are qualified to provide alcohol and other drug counseling services, within the provisions of the state's licensure laws, policies, and guidelines. For purpose of this policy, recovery services professionals include recovery services treatment staff and recovery services clerical/support staff.	07-ORD-11
Recovery Time Objective (RTO)	Bureau of Information Technology Services (BITS)	The overall length of time an information system's components can be in the recovery phase before negatively impacting an organization's mission / business processes.	05-OIT-14
Recreation Programs	Recreation Services	Activities that help to promote healthy living to include heart healthy eating habits, coping skills, and that give structure to the incarcerated person's quality of life. Activities are categorized as bingo, board games, cultural/arts programs, electronic games, fantasy games, physical activities, puzzles, special events, and table games.	77-REC-01

Recruitment and Retention Supplement Committee	Bureau of Labor Relations (BLR)	<p>A panel composed minimally of: (1) Holistic Services deputy director/designee, (2) Behavioral Health Operations director, (3) Medical Operations director, (4) Bureau of Personnel chief/designee, (5) Bureau of Labor Relations chief/designee, and (6) Office of Correctional Health Care (OCHC) administrator - Committee Chair.</p> <p>This committee shall have the sole authority to make official recommendations to the Bureau of Personnel chief/designee regarding the application of the recruitment and retention supplement.</p>	35-PAY-07
Red Flagged	Ohio Central School System (OCSS)	A term used for educational records requiring direct attention by educational staff. These incarcerated persons are under the age of 22 and may require intervention.	57-EDU-01 57-EDU-11
Redaction	Legal	Obscuring or deleting any information that is exempt from the duty to permit public inspection or copying from an item that otherwise meets the definition of a “public record”.	07-ORD-02
Reduction	Bureau of Personnel	To be demoted to the position from which the employee was promoted.	34-PRO-09
Reentry Accountability Plan (RAP)	Division of Parole and Community Services (DPCS)	An individualized plan designed to identify and target the individual’s risk and needs areas through appropriate programming. The RAP is comprised of the static risk assessment, the dynamic needs assessment and program participation. During the period the individual is under supervision in the community, the RAP shall be referenced when completing the supervision accountability plan.	02-REN-01
Reentry Coordinator	Office of Holistic Services (OHS)	Reentry staff designated for each region of the state to assist with coordinating local resources for offenders returning to Ohio communities.	

Reentry Mentor	Office of Reentry	A volunteer who is affiliated with a community organization that has partnered with ODRC to assist the incarcerated person with case planning and release preparation to aid transition to the community.	71-SOC-01 76-VIS-01
Reentry Preparation Activity	Office of Reentry	An event at the institution in which a family member or support person may attend to assist in reentry preparation and planning. Such events may include reentry resource fairs, case planning, release preparation, video in-reach, mental health and/or recovery services treatment plans, APA workshops, etc.	78-REL-01
Reentry Tool (RT)	Division of Parole and Community Services (DPCS)	A standardized assessment tool designed to be used with incarcerated persons being released from prison after serving more than four (4) years.	02-REN-01 100-APA-13 103-SPS-02
Refeeding Syndrome	Bureau of Medical Operations (BMO)	The clinical complications that can occur as a result of fluid and electrolyte shifts during aggressive nutritional rehabilitation of malnourished patients. These complications are potentially fatal when not detected or treated early during nutritional rehabilitation.	81-OHS-02
Reference Services	Ohio Central School System (OCSS)	Any request for information that requires the use of library materials or the professional judgment of library staff.	58-LIB-01
Refill	Office of Correctional Health Care (OCHC)	A current, active prescription with remaining doses of medication available; to fill a prescription a second or subsequent time.	68-MED-11
Refresher CIT Training	Corrections Training Academy (CTA)	Training that presents the same information as a review or provides relevant updates to materials and local crisis response system resources and services.	71-SOC-11
Refund Check	Division of Business Administration (DBA)	An income tax refund check.	24-CAS-08

Regional Behavioral Health Administrator (RBHA)	Behavioral Health Operations (BHO)	Assigned by region as the Behavioral Health Operations (BHO) primary staff member responsible for technical assistance and site visit monitoring.	67-MNH-04 67-MNH-09 67-MNH-14 67-MNH-15 67-MNH-30 67-MNH-32
Regional Contract Monitor	Office of Acquisitions and Contract Compliance (OACC)	An employee of the ODRC with the responsibility of monitoring the contractor for contract compliance.	60-FSM-02
Registered Victim	Division of Parole and Community Services (DPCS)	Any person who meets the definition of Ohio Revised Code 2930 and who has registered with the Office of Victim Services (OVS).	100-APA-16
Rehire	Construction, Activation, Maintenance, and Sustainability (CAMS)	To re-engage a formerly employed worker after a complete break in employment status.	32-EEO-04
Related Craft Instruction Hours	Ohio Central School System (OCSS)	The 144 hours of related craft instruction required for every 2000 hours of on-the-job training. Examples of related craft instruction include lectures, videos, program-related classroom work, academic classes, etc.	57-EDU-07
Related Services	Ohio Central School System (OCSS)	Developmental, corrective, and other support services needed to assist a student with a disability to benefit from special education.	57-EDU-11

Relative or Immediate Family	Division of Parole and Community Services (DPCS)	Includes parents, spouse, siblings, children, grandparents, or legal guardians of the supervisee. Persons who have served as substitute (in loco parentis) during the supervisee's formative years shall also be included where such status is proven. In accordance with the law, adoptive or step-relationships shall be the same as biological relationships. Proof may be required for some relationships including, but not limited to, birth certificates of the person the supervisee is claiming as a relative.	100-APA-32 108-ABC-01
Relative or Immediate Family	Office of Victim Services (OVS)	The spouse of the victim at the time of the victim's death; The parent or stepparent of the deceased victim; An adult brother, sister, child or stepchild of the deceased victim; Designated victim representative pursuant to ORC 2930.02.	03-OVS-06
Relay Service	Chief Inspector's Office	A service used by people who are deaf, hard of hearing, or have a speech impediment when talking to people who do not have a TTY machine. A communications assistant answers and dials the number being called and facilitates communication between the TTY user and the telephone user. Voice Carry Over (VCO) and Hearing Carry Over (HCO) calls are also made through a relay service. A relay service allows communication between deaf/hard of hearing persons and hearing persons.	64-DCM-02
Release Card	Office of Reentry	A non-replaceable ODRC identification card issued to eligible incarcerated persons at no charge at the time of their release from a ODRC institution/facility.	78-REL-02

Release Planning Coordinator (RPC)	Office of Holistic Services (OHS)	Assigned by the Mental Health Manager (MHM) or designee as the primary staff person responsible for coordinating the mental health component of release planning with institutional staff (Medical, Unit Management, Security), Sex Offender Specialist, Adult Parole Authority and Community Linkage Worker when appropriate for Hard-to-Place incarcerated persons and/or for those incarcerated persons who need additional services in place before being released to the community.	Protocol I-11
Release Savings	Division of Business Administration (DBA)	Funds that were earned by an incarcerated person through work while incarcerated and set-aside for release preparation in accordance with Ohio Administrative Code 5120-3-09 (G) which was effective January 1, 2021.	78-REL-03
Release Treatment Team	Office of Holistic Services (OHS)	A multidisciplinary mental health team consisting of staff members involved in release planning for the purpose of helping incarcerated persons transition to the community. This should consist of the following staff when available and appropriate: Mental Health Liaison, Release Planning Coordinator, Community Linkage Worker, Psychiatrist or Advanced Practice Nurse-Mental Health (APN-MH), Psychiatric Nurse, Case Manager, Medical representative, Adult Parole Authority representative (this may include Parole Officer or Parole Officer Supervisor), Sex Offender Specialist, Reentry Coordinator, Custody Staff and any additional relevant staff.	Protocol I-11
Relief Factor	Office of Administration	A formula for determining the number of correction officers needed to ensure coverage of established posts that accounts for weekly posts, employee leave, and employee training.	23-BUD-01
Religious Accommodation	Religious Services	A religious practice not addressed in other religious policies which has been authorized by the ODRC.	72-REG-02

Religious Fast	Religious Services	The practice of abstaining from food for a specific period of time. The act of fasting may be associated with a period of individual or congregate prayer, worship, or other religious observance.	72-REG-02
Religious Services Provider	Religious Services	A clergy or lay person, other than an incarcerated individual, qualified to lead congregate religious activities in accordance with the tenets, and practices of their faith. The religious services provider may be a contractor or a volunteer. An incarcerated person may not act in this capacity.	72-REG-01
Renovation	Division of Business Administration (DBA)	Construction performed on an already existing building, land improvement, or personal property such as equipment to enhance the usefulness.	22-BUS-08
Reporting Instructions	Division of Parole and Community Services (DPCS)	The orders given to a supervisee by a sending or receiving state directing them to report to a designated person or place, at a specific date and time in another state. Reporting instructions shall include person, place, date, and time that the supervisee is directed to report.	100-APA-21
Reprieve	Division of Parole and Community Services (DPCS)	The temporary suspension by the Governor of execution of a sentence or a prison term. The Governor may grant a reprieve without the consent of or against the will of the convict.	105-PBD-01
Requalification	Corrections Training Academy (CTA)	To renew qualification through completion of a course and/or proficiency testing on an ongoing basis. These courses are held as scheduled for the specified topic during annual in-service training.	39-TRN-02 39-TRN-03 39-TRN-04 39-TRN-06 39-TRN-09 39-TRN-10 39-TRN-15

Required In-Service Training	Corrections Training Academy (CTA)	Those topics designated by the Corrections Training Academy (CTA) superintendent/designee to be included within in-service training. These topics are derived from Administrative Regulations, legislative and judicial requirements, American Correctional Association (ACA) Standards, ODRC policies, Director or ODRC initiatives, and/or other ODRC Training Advisory Council (TAC) recommendations.	39-TRN-02 39-TRN-04 71-SOC-11
Rescheduled Hearing	Division of Parole and Community Services (DPCS)	An action taken by a parole board hearing panel or by a hearing officer to postpone a hearing to a future date whenever there is a need for additional information or clarification of existing information.	105-PBD-03
Research	Bureau of Research and Evaluation	The careful and systematic study and investigation of a field of knowledge, which is undertaken to discover or establish facts or principles, to determine the impact and/or effectiveness of practices, or to study the possible impact of change on a system.	05-OIT-20 06-RES-02
Rescue Battery	Bureau of Information Technology Services (BITS)	A small, compact device which can hold enough energy to charge a single PCD without having to attach to an electrical outlet. The device is charged in advance and can be carried on the person to be used in the event their PCD runs out. A rescue battery allows the PCD to remain on the person while being recharged so the employee can remain in compliance with this policy.	05-OIT-31
Resident Educator	Ohio Central School System (OCSS)	A new academic teacher who is participating in the Resident Educator Program.	57-EDU-16
Resident Educator Coordinator	Ohio Central School System (OCSS)	An individual selected by the school or district to serve in this capacity and be assigned the “Resident Educator Coordinator Role” in the Ohio Educational Directory System (OEDS). The coordinator works with administrators to provide program facilitation and fidelity. Coordinator’s plan implement and report on the Resident Educator Program.	57-EDU-16

Resident Educator Program	Ohio Central School System (OCSS)	A state mandated four (4) year program to assist eligible beginning teachers whose license requires this program with mentoring and support, to include ODE required guidelines and documentation, which is aligned to Ohio's Standards for the Teaching Profession.	57-EDU-16
Resident Group	Office of Prisons (OOP)	Authorized association, affiliation, or club organized and operated by incarcerated persons under the supervision of an assigned employee. These groups are generally recognized by their internal table of organization of elected positions and are designed as an activity or service to the member and/or institution population.	73-GRP-01
Resident Group Advisor	Office of Prisons (OOP)	An employee assigned by the managing officer to offer supervision and advice to the resident group.	73-GRP-01
Residential Treatment Unit (RTU)	Behavioral Health Operations (BHO)	A specialized housing unit within the institution that facilitates a secure treatment environment and on-site care from a multidisciplinary team consisting of psychiatrists, nurse practitioners, psychologists, social workers, nurses and other specialized mental health professionals.	10-SAF-05 53-CLS-04 53-CLS-10 57-EDU-02 58-LIB-01 67-MNH-04 69-OCH-02 76-VIS-03
Residential Treatment Unit (RTU) Coordinator	Behavioral Health Operations (BHO)	An exempt behavioral health staff member responsible for the administration of the Residential Treatment Unit (RTU). The RTU coordinator is responsible for all administrative tasks and monitoring of the RTU programming, as well as managing admissions and discharges for the RTU.	67-MNH-23
Respirator Administrator	Bureau of Operational Compliance (BOC)	A trained, knowledgeable, and competent person designated by the managing officer with the responsibility and authority to administer the respiratory protection program at each facility.	10-SAF-03

Respirators	Bureau of Operational Compliance (BOC)	Devices that protect workers from inhaling harmful substances. These substances can be in the form of airborne vapors, gases, dust, fogs, fumes, mists, smokes, or sprays. Some respirators also ensure that workers do not breathe air that contains dangerously low levels of oxygen. There are two major types of respirators: a. Air-purifying respirators, which remove contaminants from the air; b. Atmosphere-supplying respirators, which provide clean air from an uncontaminated source. Respirators provide protection from respiratory hazards only when they are used properly.	10-SAF-03
Responsible Health Authority	Office of Correctional Health Care (OCHC)	The health care administrator, an on-duty registered nurse or institution physician may be the responsible health authority.	60-FSM-05
Restored Citizen	Office of Reentry	A person released from incarceration.	78-REL-04
Restraints	Division of Parole and Community Services (DPCS)	An approved device for controlling and limiting supervisee movements used in transporting violators to detention or correctional facilities. These devices include handcuffs, belly chains, and leg irons.	100-APA-28
Restricted Substance	Bureau of Personnel	Includes alcohol as being ethyl alcohol or ethanol; controlled substance(s) as a drug, compound, mixture, preparation, or substance included in schedule I, II, III, IV, or V, as provided in ORC 3719.41 (referred to herein as a “controlled substance”); or any substance, legal or illegal, that is used intentionally, inappropriately, and impairs job performance.	31-SEM-03

Restricted Work Classes	Bureau of Operational Compliance (BOC)	Restricted work activity exists if the employee is unable to work the full workday they would otherwise have been scheduled to work or unable to perform one or more routine job functions. An employee's routine job functions are those activities the employee regularly performs at least once per week.	10-SAF-15
Restrictive Housng (RH)	Bureau of Classification and Reception (BOCR)	Housing that separates an incarcerated person from the general population and restricts them to their cell twenty-two (22) hours or more per day.	10-SAF-05 50-PAM-02 51-STF-05 52-RCP-01 52-RCP-10 53-CLS-04 53-CLS-10 54-WRK-02 55-SPC-02 56-DSC-01 56-DSC-02 57-EDU-02 57-EDU-11 58-LIB-01 61-PRP-01 61-PRP-02 67-MNH-09 67-MNH-15 67-MNH-31 69-OCH-02 71-SOC-05 72-REG-01 76-VIS-03 78-REL-01 79-ISA-01 79-ISA-02 79-ISA-04 80-INC-02

RH1	Bureau of Classification and Reception (BOCR)	A designation in the Departmental Offender Tracking System (DOTS) which notifies a staff member the person should be offered one (1) hour of exercise/recreation at least five (5) calendar days a week. For accreditation purposes only, RH1 persons are subject to the ACA standards associated with Restrictive Housing.	53-CLS-01 55-SPC-02 67-MNH-31
RH2	Bureau of Classification and Reception (BOCR)	A designation in the Departmental Offender Tracking System (DOTS) which notifies a staff member the person should be offered more than two (2) hours out-of-cell time at least five (5) calendar days a week, one (1) hour of which must be exercise/recreation. For accreditation purposes only, RH2 persons are subject to the ACA standards associated with Special Management.	53-CLS-01 55-SPC-02 67-MNH-27 67-MNH-31
Restrictive Housing Program/Service Providers	Office of Prisons (OOP)	Any individual, or department, which is assigned to provide services or programs to persons in Restrictive Housing (RH). At a minimum, these include unit management, behavioral health, medical, religious services, education, library, commissary, and recreation.	55-SPC-02
Resuscitation	Bureau of Medical Operations (BMO)	The use of any or all the following: tracheal intubation, manual or mechanical assisted ventilation, external cardiac massage or electric defibrillation, intravenous fluids and medication, in order to restore life in the event of a cardiac or respiratory arrest.	68-MED-16

Retaliation	Bureau of Personnel	The act of punishing an employee or applicant for asserting their rights under EEO laws or policy to be free from employment discrimination or harassment. This includes retaliation against an individual who requested an accommodation; filed, testified, or participated in a discrimination investigation, proceeding, or lawsuit; or opposed employment practices that he/she reasonably believed discriminate against individuals.	32-EEO-01
Retention Hood	Legal Services	A security mechanism used on the TASER 10 holster to prevent weapon disarming by means of securing over the end of the device above the grip.	10-SAF-24
Returning Employee	Corrections Training Academy (CTA)	Any employee who has been off work or away from their job site for an extended period.	39-TRN-10
Reviewer	Bureau of Personnel	The rater's immediate supervisor responsible for reviewing and approving the rater's completed evaluation on employees which the Rater supervises.	33-ERD-02
Revocation of Authorization	Division of Parole and Community Services (DPCS)	Temporary cancellation/suspension of an employee's firearm authorization.	104-TAW-01
Revolving Credit Account	Division of Business Administration (DBA)	A line of credit in which the consumer is allowed to use the funds when needed. A minimum monthly payment is required and can fluctuate, and where the cardholder usually has the option of avoiding finance charges by paying the last statement balance within the established "grace period".	24-CAS-03

Reward Programs	Division of Business Administration (DBA)	Structured marketing efforts that reward, and therefore encourage, loyal buying behavior which is potentially beneficial to the purchaser. The reward programs are also known as loyalty card, rewards card, points card, advantage card, or club card. By presenting the card, the purchaser is typically entitled to either a discount on the current purchase, or an allotment of points that can be used for future purchases.	22-BUS-03 24-CAS-01 24-CAS-03
Risk	Risk Management (Legal)	An increased possibility that a certain result may occur or that certain circumstances may exist.	63-UOF-01 104-TAW-02
Risk Assessment	Bureau of Information and Technology Services (BITS)	A process performed to analyze the threats to and the vulnerabilities of ODRC system assets to determine the potential impact that loss of data, capability or functionality would have on the business operation of an organization. Risk assessment of system assets provides a foundation for information technology risk management and the attainment of optimal levels of information technology functionality and security at both the desktop and enterprise levels and shall be completed pursuant to DAS OIT Standard ITS-SEC-02, entitled, Enterprise Security Controls Framework.	05-OIT-21
Risk Indicator	Behavioral Health Operations (BHO)	Historical, demographic, and clinical factors shown in scientific and clinical literature to be related to violence and/or sexual offense recidivism.	67-MNH-30
Risk Reduction	Division of Parole and Community Services (DPCS)	A provision of HB86 wherein the court, at the time of sentencing, may indicate an incarcerated person may be released after serving 80% of their non-mandatory prison sentence, less jail credit, if certain programming and treatment requirements are met.	02-REN-01 100-APA-13 100-APA-27
Risk Reduction Offender	Division of Parole and Community Services (DPCS)	An offender who has received a risk reduction sentence.	105-PBD-08

Risk Reduction Management Team (RRMT)	Division of Parole and Community Services (DPCS)	A team of service providers and unit management staff designated to meet no later than forty-five (45) days from the arrival of an incarcerated person to their parent institution. This team shall work together to create case plans for incarcerated persons who are eligible for risk reduction. Team members shall be determined by the risk and/or need specified on the Prison Intake Tool (PIT) as well as results of specialized assessments and/or screenings (i.e., education, mental health, and recovery services).	78-REL-07
Risk Reduction Sentence	Division of Parole and Community Services (DPCS)	A provision of HB86 wherein the court, at the time of sentencing, may indicate an incarcerated person may be released after serving 80% of their non-mandatory prison sentence, less jail credit, if certain programming and treatment requirements are met.	78-REL-07 105-PBD-08
Roberta's Law (SB160) Victim	Division of Parole and Community Services (DPCS)	For purposes of notification, victim shall mean the victim of the instant offense, or, if that victim is deceased as a result of the offense, the "victim's immediate family" shall mean the mother, father, spouse, sibling, or child of the victim, provided that in no case does "victim's immediate family" include the offender. with respect to whom the notice in question applies.	03-OVS-01 105-PBD-01 105-PBD-03 105-PBD-06 105-PBD-13
Role-Based IT Security Training	Bureau of Information Technology Services (BITS)	Targeted IT security awareness training that strives to produce relevant and necessary security knowledge and skills within the ODRC workforce. The training provides designated ODRC employees and other individuals that have access to ODRC system assets with an in-depth competency development associated with specific ODRC IT security roles and specific access to ODRC system assets. An online training program is preferable, because it is standardized, readily available and generates appropriate training documentation. However, this training may also be conducted in other more traditional training formats approved by ODRC.	05-OIT-20

Roman Catholic	Religious Services	One who is baptized and in full communion with the Catholic Church in its visible structure by the bonds of profession of faith, of sacraments, and of ecclesiastical governance. Specifically, a Roman Catholic is a baptized member of the Roman (Western) church, which recognizes the leadership of the Holy See in Rome.	72-REG-11
Routine Program/Work Assignments	Office of Prisons (OOP)	Program/work assignments in which the incarcerated person's work or program location do not change significantly (i.e., changes shops within the maintenance department, promotions or mandated assignments to educational programs).	54-WRK-02
Routine Report	Office of Prisons (OOP)	For the purposes of this policy, a routine report is one that is submitted on a regular, periodic basis (e.g., weekly, monthly, quarterly, and annually, etc.) to provide information on the operation of a department or institution.	01-COM-06
Routine Volunteer	Office of Holistic Services (OHS)	A volunteer whose assignment is such that routine visits to the facility are anticipated; visits the facility more than three (3) times per calendar year.	34-PRO-07 71-SOC-01
Rules Infraction Board	Legal	A panel of two (2) correctional staff who have been selected by the managing officer and who have received training issued by Legal Services. The RIB has the authority to determine guilt and issue penalties for violations of the rules of conduct for incarcerated persons.	56-DSC-01 56-DSC-02
Rune	Religious Services	A stone or card representing the runic alphabet believed to have powers and used in divination magic.	72-REG-09 72-REG-10

Rune Journal	Religious Services	Scriptural book for practicing Asatru, written in the practitioner's own handwriting. Texts, rites, and prayers in languages other than English may require increased review and may be withheld for investigation and translation.	72-REG-10
Sacred Items	Religious Services	Natural objects such as stones, shells, feathers, bones, claws, animal teeth, or something of personal spiritual significance to the individual that is placed in the medicine bag.	72-REG-13
Safe Cells	Behavioral Health Operations (BHO)	Designated cells within each institution for placement of incarcerated persons on watch status. These cells shall meet the specifications as outlined in Mental Health Protocol I-8, Safe Cell Specifications & Inspection Criteria.	63-UOF-04 67-MNH-09
Safety Can	Bureau of Operational Compliance (BOC)	A listed container, of not more than 20 L (5.3 gallons) capacity, having a spring-closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure.	10-SAF-05 10-SAF-12
Safety Data Sheet (SDS)	Bureau of Operational Compliance (BOC)	A document containing information and instructions on hazardous materials present in the workplace. SDS contain details about hazards and risks relevant to the substance, requirements for its safe handling, and actions to be taken in the event of fire, spill, or overexposure. The descriptive data provided on a data sheet required by the Occupational Safety and Health Administration (OSHA) to provide information regarding the hazards of materials to prevent and respond to emergency situations.	10-SAF-12

Safety Equipment	Division of Parole and Community Services (DPCS)	Equipment issued to APA employees to facilitate their personal safety and the safety of others, including, but not limited to, a badge, handcuffs, OC spray, a firearm, a holster, body armor, duty ammunition, and magazines, etc.	104-TAW-04
Safety Standards	Corrections Training Academy (CTA)	Rules that have been established regarding a level of safety that must be adhered to by all who participate in training programs and activities.	39-TRN-03
Sage, Sweet Grass, and Cedar	Religious Services	Herbs and aromatics used by Native Americans in religious ceremonies.	72-REG-13
SANCO	Division of Parole and Community Services (DPCS)	The form generated through the DOTS Portal that is used to document prison sanction time available for PRC supervisees.	100-APA-24
Sanction	Division of Parole and Community Services (DPCS)	Any penalty imposed upon a supervisee who is found guilty of an offense or violation of the conditions of supervision, including any sanction imposed pursuant to any provision of ORC sections 2929.14 to 2929.18.	52-RCP-01 100-APA-06 100-APA-09 100-APA-13 100-APA-14 100-APA-16 100-APA-17 100-APA-19 100-APA-21 100-APA-24 100-APA-32 100-APA-33 103-SPS-02 105-PBD-09 108-ABC-01 108-ABC-04
Sanitary	Office of Prisons (OOP)	Free of infectious agents, disease, or infestation by insects or vermin and free of soil, dust, or foreign material.	65-GRM-01
Sanitize	Bureau of Information Technology Services (BITS)	To expunge data from system assets so that data recovery is reasonably prohibitive. Sanitizing includes, but is not necessarily limited to, overwriting, demagnetizing, and destroying.	05-OIT-15 05-OIT-21

Satellite File	Bureau of Records Management (BORM)	Any file except the master file maintained in the institution to document the incarceration of an incarcerated person including but not limited to Unit Management, Medical, Mental Health, Dental, Property, and Sex Offender Risk Reduction Center (SORRC).	07-ORD-13
Scan	Bureau of Operational Compliance (BOC)	The operation necessary to produce one image (e.g., front view) from one radiation source. One radiation source simultaneously producing multiple images also constitutes one scan.	10-SAF-21 310-SEC-01
Scan	Bureau of Personnel	Placing ID badge/card in the area of the prox chip reader (upper right corner) of time clock.	35-PAY-05
Scans, Probes, and Attempted Access	Bureau of Information Technology Services (BITS)	Any activity that seeks to access or identify a state computer, open ports, protocols, service or any combination on system assets or information systems for purposes of later attack or exploitation.	05-OIT-14
Schedule Interview List	Bureau of Personnel	The eligible applicants in the case merit file who shall be given consideration for selection to the position based upon the results of the Subject Matter Expert (SME) as reflected on the Subject Matter Expert Application Review document.	34-PRO-04
School Administrator	Ohio Central School System (OCSS)	The licensed education professional who is the department head for the institution education department.	57-EDU-07 80-INC-02

School Administrator's Designee	Ohio Central School System (OCSS)	An appropriate ODRC employee assigned to assist the school administrator in completing required duties within the provisions of this policy. The school administrator retains responsibility for proper implementation of all duties listed herein and must ensure that any designee utilized is appropriately trained or familiar with the duties being assigned. Under no circumstances are non-department personnel, including the AJT coordinator, to be assigned as the school administrator's designee.	57-EDU-04
School Board	Ohio Central School System (OCSS)	The Director of the Ohio Department of Rehabilitation and Correction.	57-EDU-09 57-EDU-13
Scope	Labor Relations Office (LRO)	Parameters of an investigation into an allegation(s) of wrongdoing by an employee.	09-INV-03 09-INV-07
SCOPE	Ohio Central School System (OCSS)	State Council of Professional Educator, Ohio Education Association (OEA), National Education Association (NEA).	57-EDU-15
Screen Locking	Bureau of Information Technology Services (BITS)	A mechanism to hide data on a visual display while the computer continues to operate. A screen lock requires authentication to access the data. Screen locks can be activated manually or in response to policies implemented by computer system administrators.	05-OIT-15
Screen Timeout	Bureau of Information Technology Services (BITS)	A mechanism to turn off a device or end a session when the electronic computing device has not been used for a specified period.	05-OIT-15
Screen Token	Bureau of Information Technology Services (BITS)	A portable, physical device that enables pre-approved access to information technology devices, data, or systems.	05-OIT-15
Screening	Bureau of Operational Compliance (BOC)	The sum of radiation exposures or scans necessary to image objects concealed on all sides of the body as intended by the system design under normal conditions. For transmission systems a screening typically consists of one scan.	10-SAF-21

Search Incident to Arrest	Division of Parole and Community Services (DPCS)	A search of an arrestee's person and the area within their immediate control.	100-APA-05
Secondary Entry Point	Office of Prisons (OOP)	An entry point located on the east side of the OSC building, south of the main entry point. Offenders reporting to the Columbus Adult Parole Authority (APA) office shall enter/exit at this entry point. Columbus APA employees may also enter/exit at this point.	11-COP-01
Secondary Officer	Division of Parole and Community Services (DPCS)	An officer designation label in the Fieldware system that allows an officer to access Fieldware and make changes to cases assigned to primary officers. Cases assigned to a secondary officer in OCSS will not be uploaded to Fieldware. Secondary officers may be assigned to do business as a primary officer, in their absence.	100-APA-33
Secondary Student	Ohio Central School System (OCSS)	Career Technical Education (CTE) Program intended for students under the age of twenty-two (22) who possess neither a high school diploma or HSE including correlated academic programs as offered.	57-EDU-12
Security Point of Contact (SPoC)	Bureau of Information and Technology Services (BITS)	The ODRC BITS chief who is responsible for overseeing data privacy issues for the ODRC enterprise and as the SPoC, is responsible for serving as the primary ODRC contact with DAS OIT when an IT security or privacy incident occurs or is threatened resulting in the initiation of a contingency operation pursuant to the procedures set forth in the contingency plan.	05-OIT-14
Security Screening System (Body Scanner)	Bureau of Operational Compliance (BOC)	Radiation-generating equipment used for the sole purpose of screening an individual who is in custody of a law enforcement agency to identify contraband items that would present a security threat within a secured facility perimeter (OAC 3701:1-66-16 Security Screening Systems).	10-SAF-21 310-SEC-01

Security Staff	Office of Prisons (OOP)	Those individuals whose job title is within the Department of Administrative Services job classification specification series 4653 and 6319. These job titles include correction officer, correction sergeant/counselor, correction lieutenant, correction captain, chief of security, correction warden analyst (STG coordinator), correction warden assistant 1 (investigator), and correction warden assistant 2.	70-RCV-03
Security Sweep	Division of Parole and Community Services (DPCS)	A systematic search of a building or residence for persons who may be concealing themselves and may pose a threat to officer safety.	100-APA-05
Security Threat Group (STG)	Division of Parole and Community Services (DPCS)	Any organization, association or group of persons, either formal or informal, which may have a common name or identifying sign or symbol whose members or associates engage in or have engaged in activities which include, but are not limited to, planning, organizing, threatening, financing, soliciting or committing unlawful acts or acts which violate the policies, rules and regulations of ODRC, Administrative Rule 5120-9-37, or Ohio Revised Code.	100-APA-34 101-PLA-01
Senate Bill 2 Felony	Division of Parole and Community Services (DPCS)	A felony for which a Senate Bill 2 sentence is imposed.	105-PBD-08
Senate Bill 2 Sentence	Division of Parole and Community Services (DPCS)	A sentence imposed for an offense committed on or after July 1, 1996 pursuant to Amended Substitute Senate Bill 2 of the 121st General Assembly. Senate Bill 2 sentences are generally definite in duration; not subject to the discretionary releasing authority of the parole board; and potentially subject to post-release control.	105-PBD-08

**Senate Bill 5 (SB5)
Effective 7/31/2003 -
12/31/2007**

Bureau of Records
Management (BORM)

Revised Chapter 2950 of the Ohio Revised Code to label Child Victim Offenders. This law is still applicable to offenders who committed their offense prior to January 1, 2008. The child-victim designations under this law include: • **Child-Victim Oriented Offender:** Committed by a person 18 or over, against a person under 18, and not the child of the offender. Child Victim Offenders are subject to registration and verification annually for fifteen (15) years. • **Child-Victim Predator:** A person who has a child-victim oriented offense conviction and is likely to engage in the future in one or more child-victim oriented offenses; or a juvenile who has a child-victim oriented offense adjudication, was fourteen (14) or older, is a juvenile offender registrant based on that adjudication, and is likely to engage in the future in one or more child-victim oriented offenses. A person can be designated as a ‘child-victim predator’ by automatic classification 2950.091(A)(2), judicial determination at sentencing 2950.01(V)(2), or ODRC recommendation 2950.01(V)(4) and 2950.01(C) of the Ohio Revised Code. Child Victim Predator offenders are subject to registration and verification every ninety (90) days for life. • **Habitual Child-Victim Offender:** A person convicted of a child-victim oriented offense, and either has a prior child-victim oriented conviction, regardless of when the offense was committed, or a delinquent child with a prior child-victim oriented adjudication. Habitual Child Victim offenders are subject to registration and verification every 180 days for twenty-five (25) years.

07-ORD-07

<p>Senate Bill 10 (SB10) Adam Walsh Act Effective 01/01/2008 - present</p>	<p>Bureau of Records Management (BORM)</p>	<p>Revised ORC Chapter 2950 to comply with the Adam Walsh Act and replaced the requirements of HB180. Offenders who committed their offense January 1, 2008, and later are assigned to a tier designation defined by 2950.01 for registration purposes. Sex offenses are broken down into three tiers depending on the severity: • Tier 3 is a sexually oriented offense or child victim offense that carries a sentence of greater than one (1) year and is generally comparable to higher level sexually oriented offenses in Ohio Tier 3 offenders are subject to registration and verification every ninety (90) days for life. • Tier 2 is a sexually oriented offense or child victim offense that carries a sentence of greater than one (1) year and is generally comparable to lower level sexually oriented offenses in Ohio. Tier 2 offenders are subject to registration and verification every 180 days for twenty-five (25) years. Tier 2 juveniles register for twenty (20) years. • Tier 1 is a sexually oriented offense or child victim offense that is not a Tier 2 or Tier 3 offense. Tier 1 offenders are subject to registration and verification once every twelve (12) months for fifteen (15) years. Juveniles register for ten (10) years.</p>	<p>07-ORD-07</p>
<p>Senate Bill 160 (SB160) Offense</p>	<p>Division of Parole and Community Services (DPCS)</p>	<p>Aggravated murder; murder; a felony of offense of violence as defined in ORC section 2901.01 of the first, second, or third degree; and any offense punished by a life sentence.</p>	<p>105-PBD-13</p>

Senate Bill 201 (SB201)	Legal	Enactment of Ohio Revised Code (ORC) 2967.271, effective March 22, 2019, which establishes indefinite prison terms for “qualifying felony offenses” (defined as first- and second-degree felonies committed on or after the effective date, other than those for which a life sentence was imposed) with a presumption that the incarcerated adult shall be released at the end of the minimum prison term or the incarcerated adult's presumptive earned early release date, whichever is earlier. SB201 allows the Director of ODRC to recommend the court grant a reduction in the minimum prison term due to the incarcerated adult’s exceptional conduct or the incarcerated adult’s adjustment to incarceration, subject to the final approval of the sentencing court. It also allows ODRC to rebut the presumption of release at the end of the minimum term at a hearing and maintain the incarcerated adult in prison for an additional period of incarceration up to the maximum term, in certain circumstances.	52-RCP-01 78-REL-10 105-PBD-15
Sending Agency	Bureau of Classification and Reception (BOCR)	A state or agency party to an interstate corrections compact where the individual was convicted or obtained court commitment.	53-CLS-03 53-CLS-07
Sending State	Division of Parole and Community Services (DPCS)	The state requesting transfer of supervision.	100-APA-06 100-APA-07
Senior Correctional Supervisor	Office of Prisons (OOP)	The correctional supervisor who is acting as the shift commander.	55-SPC-02
Seniority (OCSEA)	Labor Relations Office (LRO)	For the purpose of overtime distribution, seniority is state seniority or the total length of continuous service in a permanent position or succession of positions within the state as reflected by state seniority credits.	35-PAY-01

Seniority (SEIU-1199)	Labor Relations Office (LRO)	For the purpose of overtime distribution, State Seniority as defined in the contract between the State of Ohio and SEIU/District 1199, Section 28.01.	35-PAY-06
Sensitive Data	Bureau of Information Technology Services (BITS)	Any data that presents a high or medium degree of risk if released or disclosed without authorization. There is a high degree of risk when unauthorized release or disclosure is contrary to a legally mandated confidentiality requirement. There may be a medium risk and potentially a high risk in cases for which an agency has discretion under the law to release data, particularly when the release must be made only according to agency policy or procedure. The data may be certain types of PII that is also sensitive, such as medical information, social security numbers and financial account numbers. Furthermore, the data may be other types of information not associated with an individual such as security and infrastructure records, system administrative passwords, trade secrets and business bank account information.	05-OIT-03 05-OIT-10 05-OIT-11 05-OIT-12 05-OIT-14 05-OIT-15 05-OIT-21 05-OIT-23 05-OIT-25 35-PAY-09 69-OCH-06
Sensitive Property	Division of Business Administration (DBA)	Property that is popular and highly vulnerable to theft.	22-BUS-08
Sensitive Work Area	Office of Prisons (OOP)	Incarcerated person program/work sites within the institution that carry a potential risk as designated by the deputy warden. This area can be a small working station or a large manufacturing area. The designation of a sensitive work area is that it contains recognized serious hazards.	54-WRK-02

Serious Health Condition	Bureau of Personnel	In general, an illness, injury, impairment, or physical or mental condition that involves: (a) inpatient care (e.g., an overnight stay) in a hospital, hospice, or residential medical care facility, or (b) continuing treatment by a health care provider, which includes: (i) a period of incapacity more than three (3) consecutive, full calendar days, (ii) pregnancy or prenatal care, (iii) a chronic serious health condition, (iv) a permanent or long-term condition, or (v) any absences to receive multiple treatments. Refer to FMLA law and Certification (DRC1024 and DRC1032) for clarity.	36-LEV-02
Serious Mental Illness (SMI)	Behavioral Health Operations (BHO)	Persons who are age 18 and over, who currently or at any time during the past year, have a diagnosable mental, behavioral, or emotional disorder of sufficient duration to meet diagnostic criteria specified within the most current Diagnostic and Statistical Manual of Mental Disorders and that has resulted in functional impairment which substantially interferes with or limits one or more major life activities. These disorders have episodic, recurrent, or persistent features; however, they vary in terms of severity and disabling effects.	53-CLS-06 67-MNH-02 67-MNH-04 67-MNH-30 67-MNH-31 100-APA-33
Serious Misconduct Panel	Legal Services	A panel of two (2) or more members of the unit classification committee who are authorized by the managing officer to conduct a Level E (ERH) placement hearing. The committee makes a recommendation to the managing officer whether Level E placement is required.	55-SPC-02 76-VIS-03 79-ISA-01 79-ISA-02

Serious Physical Harm to Persons	Risk Management (Legal)	Any of the following: 1. Any physical harm which carries a substantial risk of death; 2. Any physical harm which involves some permanent incapacity, whether partial or total, or which involves some temporary, substantial incapacity; 3. Any mental illness or condition of such gravity as would normally require hospitalization or prolonged psychiatric treatment, and which is caused by a physical injury; 4. Any physical harm which involves some permanent disfigurement, or which involves some temporary, serious disfigurement; 5. Any physical harm, which involves acute pain of such duration as to result in substantial suffering, or which involves any degree of prolonged or intractable pain.	63-UOF-01 104-TAW-02
Serious Self-Injurious Behavior	Behavioral Health Operations (BHO)	Self-injurious behaviors, regardless of motivation, that require advanced level provider medical care on-site, or transport to an outside medical facility.	67-MNH-09 67-MNH-32
Server	Bureau of Information Technology Services (BITS)	A computer that provides data, services and resources to other computers on a local area network (LAN) or a wide area network (WAN). Servers have many purposes and can exist as physical hardware or in a virtual machine (VM) environment.	05-OIT-01 05-OIT-03
Service and/or Maintenance	Bureau of Operational Compliance (BOC)	Workplace activities such as construction, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. This can also include lubricating, cleaning, or un-jamming of machines or equipment and making adjustments or tool changes where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.	10-SAF-11 10-SAF-17

Service Animal	Office of Prisons (OOP)	Any dog or miniature horse individually trained to do work or perform tasks for the benefit of an individual with a disability. Service animals come in all breeds and sizes. A service animal may be trained either by an organization or by an individual with a disability, need not be certified or licensed, and provide a wide range of services that may or may not be identifiable, including but not limited to: (1) assisting individuals who are blind or have low vision with navigation and other tasks, (2) alerting individuals who are deaf or hard of hearing to the presence of people or sounds, (3) pulling a wheelchair, (4) assisting an individual during a seizure or alerting individuals to the presence of allergens, (5) providing physical support and assistance with balance and stability to individuals with limited mobility, and (6) helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. Additional contact (prior to visit) with ODRC is required if the service animal is a miniature horse due to additional guidelines must be considered.	76-VIS-01
Service Entity	Bureau of Operational Compliance (BOC)	A public or private entity that provides services to individuals who there is reason to believe may be at risk of experiencing an opioid-related overdose. The law includes the following as Service Entities: a college or university, school, local health department, community addiction services provider, court, probation department, halfway house, prison, jail, community residential center, homeless shelter, or similar entity.	10-SAF-20
Service Level Agreement (SLA)	Bureau of Information Technology Services (BITS)	An IT service provider – customer contract that, for purposes of this policy, defines the type and level of service that is expected to be delivered by an ODRC authorized user at the technical level to a DRC authorized user at the end user level.	05-OIT-25

Service of Process	Legal Services	The delivery of copies of legal documents, such as summons, complaint, subpoena, petition, writ, and certain other documents, usually by certified mail to the defendant or other person to whom the documents are directed.	37-EAP-03
Service Provider	Division of Business Administration (DBA)	A vendor who provides a service.	24-CAS-01
ServiceNow	Bureau of Information Technology Services (BITS)	An on-demand, cloud-based, enterprise IT service management software tool hosted by the Ohio Department of Administrative Services, Office of Information Technology (DAS OIT). ServiceNow is used to report IT incidents, problems and issues, request specific ODRC products and services, document the actions taken in response to said reports and requests and track said requests, reports and associated responses in a standardized manner in order to generate data that can be used for ODRC IT resource forecasting and allocation. ServiceNow is commonly called the ODRC IT ticket system. A ServiceNow ticket is created by logging on to ServiceNow at https://stateofohio.servicenow.com/ess .	05-OIT-01 05-OIT-10 05-OIT-12 05-OIT-17 05-OIT-25 69-OCH-06
Session Recording	Bureau of Information Technology Services (BITS)	An exact reproduction of all content, including text documents and videos, generated by an ODRC incarcerated person using an ODRC computing device connected to the ODRC Inmate Citrix Network, which are retained at the State of Ohio Computer Center until deleted pursuant to the retention requirement contained within this ODRC policy.	05-OIT-11

Severe/Serious Hazardous Chemical	Bureau of Operational Compliance (BOC)	A severe/serious hazardous chemical which is classified by the manufacturer as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified, AND as a concentrate or diluted form these chemicals are assigned a Signal Word of DANGER as listed in the hazard(s) identification section #2 of the SDS. Chemicals classified as a flammable liquid, flammable aerosol, or flammable gas as listed in section #2 of the SDS regardless of Signal Word assigned.	10-SAF-12
Sex Offender	Division of Parole and Community Services (DPCS)	An offender shall be identified as a sex offender for supervision if the current offense is a sexually oriented offense pursuant to ORC section 2907 or on cases supervised for the courts and the journal entry identifies the offender as a sex offender.	100-APA-07 100-APA-15 100-APA-16 100-APA-21 103-SPS-02
Sex Offender (Interstate Compact)	Division of Parole and Community Services (DPCS)	An adult placed under, or made subject to, supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction of courts, paroling authorities, corrections, or other criminal justice agencies, and who is registered or required to register as a sex offender in the sending state or is under sex offender terms and conditions in the sending state and who is required to request transfer of supervision under the provisions of the Interstate Compact for Adult Offender Supervision.	103-SPS-01
Sex Offender Basic Education	Behavioral Health Operations (BHO)	A twenty (20) hour psycho-educational regimen all sex offenders complete at the Sex Offender Risk Reduction Center (SORRC) at the Correctional Reception Center (CRC).	67-MNH-12

Sex Offender Program Curriculum	Behavioral Health Operations (BHO)	A structured intervention curriculum for sex offenders who score above average and well above average risk to sexually reoffend that employs cognitive-behavioral intervention techniques and core correctional practices to address a set of dynamic risk factors and intervention targets which are associated with recidivism in adult sex offender offenders.	67-MNH-12
Sex Offender Risk Assessment	Behavioral Health Operations (BHO)	An evidence-based assessment of static, actuarial, or historical factors to determine whether the offender is very low, below average, average, above average or well above average risk to sexually reoffend.	67-MNH-12 103-SPS-02
Sex Offender Risk Reduction Center (SORRC)	Division of Parole and Community Services (DPCS)	A unit at the Correctional Reception Center (CRC) that provides assessment services and a regimen of basic sex offender education. Sex offenders maintain their reception status while at SORRC.	103-SPS-02
Sex Offender Services Quality Improvement Program	Behavioral Health Operations (BHO)	A comprehensive program to systematically review and improve the quality, efficiency, and effectiveness of sex offender services. The quality improvement program is a structured organizational process designed to ensure program fidelity while implementing a continuous flow of improvements to provide quality sex offender services that meets or exceeds expectations.	67-MNH-12
Sex Offender Specialist	Office of Holistic Services (OHS)	Staff positions which serve as parole/probation specialists in the areas of sex offender reentry, supervision, and programming for the Adult Parole Authority.	Protocol I-11
Sex Offender Treatment Program	Parole Board	Program(s) conducted by professional staff inside state correctional facilities designated to reduce the likelihood that a person will commit another sex offense.	105-PBD-11

Sexual Abuse	Bureau of Operational Compliance (BOC)	Any behavior or act of a sexual nature, or any attempt, threat or request for same, directed toward an incarcerated person by an employee, contractor, intern, or volunteer, which may include one or more of: 1) sexual conduct, 2) sexual contact, 3) voyeurism, or, 4) indecent exposure; OR any behavior or act of a sexual nature, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse, directed toward an incarcerated individual by another incarcerated individual which may include one or more of: (1) sexual conduct or (2) sexual contact.	79-ISA-01 79-ISA-02 79-ISA-03
Sexual Assault	Human Resources	Unwelcome or unwanted sexual contact that would include any contact between the sex organ of one person and the sex organ, mouth, or anus of another person, or any intrusion of any part of the body of one person, or of any object into the sex organ, mouth, or anus of another person, by the use of force or threat of force.	31-SEM-08
Sexual Conduct	Bureau of Operational Compliance (BOC)	Vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and without relation to official duties, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal cavity of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.	79-ISA-01 79-ISA-02 79-ISA-03
Sexual Contact	Bureau of Operational Compliance (BOC)	Any touching of an erogenous zone of another including without limitation the thigh, genitals, buttocks, pubic region, or if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.	31-SEM-07 79-ISA-01 79-ISA-02 79-ISA-03

Sexual Harassment (HR)	Human Resources	any unwelcome or unwanted sexual advances, requests for favors, and other verbal or physical conduct of a sexual nature.	31-SEM-08
Sexual Harassment (PREA)	Bureau of Operational Compliance (BOC)	(1) Repeated and unwelcome sexual advances, requests for sexual favors or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one incarcerated person toward another, OR (2) repeated verbal comments or gestures of a sexual nature to an incarcerated person by an employee, contractor, intern, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.	79-ISA-01 79-ISA-02
Sexual Misconduct (BOC)	Bureau of Operational Compliance (BOC)	Any behavior or act of a sexual nature directed toward an incarcerated person by an employee, contractor, intern, visitor, volunteer, agency representative, or other incarcerated person which may be sexual harassment, sexual abuse, or a combination of both as defined in this policy.	79-ISA-01 79-ISA-02 79-ISA-03
Sexual Misconduct (LRO)	Labor Relations Office (LRO)	Any behavior or act of a sexual nature directed toward an incarcerated person (IP)/supervisee by an employee, volunteer, visitor, or agency representative. This includes acts or attempts to commit such acts including, but not limited to, sexual assault, kissing, sexual harassment, sexual contact, conduct of a sexual nature or implication, obscenity, and unreasonable invasion of privacy. Sexual misconduct also includes, but is not limited to, conversations or correspondence which suggests a romantic or sexual relationship between an IP/supervisee and any party mentioned above.	31-SEM-07

Sexual Motivation Specification	Parole Board	A specification, as described in ORC section 2941.147, indicating that a person charged with a designated homicide, assault, or kidnapping offense committed the offense with a sexual motivation.	105-PBD-11
Sexually Oriented Offenses	Bureau of Records Management (BORM)	<p>2907.02 Rape; 2907.03 Sexual Battery; 2907.05 Gross Sexual Imposition; 2907.06 Sexual Imposition (not registerable until 7/31/2003); 2907.07 Importuning; 2907.08 Voyeurism; 2907.09(B)(4) Public Indecency; 2907.12 Felonious Sexual Penetration (Now Repealed); 2907.21 Compelling Prostitution; 2907.22 Promoting Prostitution (Not registerable until 06/27/2012); 2907.24 (A) Soliciting after positive HIV test (registerable if crime committed o/a 06/20/2014; 2907.24 (A)(3) Soliciting after positive HIV test (The other person is less than sixteen years of age, the other person is a developmentally disabled person); 2907.32 Pandering Obscenity; 2907.321 Pandering Obscenity Involving a Minor; 2907.322 Pandering Sexually Oriented Material Involving a Minor; 2907.323 Illegal Use of A Minor in Nudity Oriented Material or Performance; 2907.04 Unlawful Sexual Conduct with a Minor and Offender at Least Four Years Older Than Victim or Offender Less Than 4 Years Older Than Victim and Previously Convicted of 2907.02, 2907.03, or 2907.04 or Former 2907.12; OR Non-Consensual and Offender Less Than 4 Years Older Than Victim, Not Previously Convicted of 2907.02, 2907.03, Or 2907.04, Or Former 2907.12; 2903.01 Agg Murder with Sexual Motivation; 2903.02 Murder with Sexual Motivation; 2903.03 (B) Voluntary Manslaughter with Sexual Motivation; 2903.04(A) Involuntary Manslaughter Unlawful Death or Termination of Pregnancy as a Result of Committing or Attempting to Commit a Felony with Sexual Motivation; 2903.11 Felonious Assault with Sexual Motivation; 2903.211 (A)(3) Menacing by Stalking with Sexual Motivation; 2905.01 (A) (1), (2), (3), (5) Kidnapping with Sexual Motivation; 2905.01 (A)(4) Kidnapping; 2905.01 (B) Kidnapping of Minor, Not Parent; 2905.02 (B) Abduction with Sexual Motivation; 2905.03 (B) Unlawful Restraint with Sexual Motivation; 2905.05 (B) Child Enticement with Sexual Motivation; 2905.32 Trafficking in persons – when recruited, lured, enticed, isolated, harbored, transported, provided, obtained, or maintained, or attempted to, another person knowing that the person would be compelled to engage in sexual activity for hire, engage in an obscene performance, sexually oriented or nudity oriented, or be a model or participate in the production of material that was obscene, sexually oriented, or nudity oriented. 2919.22 (B)(5) Endangering Children if Material or Performance is Obscene or Nudity-Oriented Matter. A violation of any former law of this state, any existing law in another state, the United States, Military Court that is or was substantially equivalent to the above. Attempt, Conspiracy or Complicity to commit any offense listed above</p>	07-ORD-07

Sexually Violent Offense	Parole Board	A violent sex offense or a designated homicide, assault, or kidnapping offense that the offender commits with a sexual motivation.	105-PBD-11
Sexually Violent Predator	Legal Services	A person who has been convicted of or pleads guilty to committing, on or after 1/1/97, a sexually violent offense and is likely to engage in the future in one or more sexually violent offenses.	67-MNH-30 103-SPS-02 105-PBD-11 108-ABC-04
Sexually Violent Predator Hearing	Parole Board	A hearing conducted by a quorum of the Parole Board to decide whether to terminate the Parole Board's control over the offender's service of the prison term.	105-PBD-11
Sexually Violent Predator Risk Assessment (SVPRA)	Behavioral Health Operations (BHO)	An assessment on an incarcerated person with a sexually violent predator specification. The assessment is completed at the request of the Parole Board or judge to determine the likelihood of sexual and violent re-offending. This is based on a review of specific risk factors associated with recidivism. The SVPRA is a summary of specific risk factors, interaction between factors, and patterns of high-risk behaviors. The SVPRA is prepared for the use of the Parole Board and/or court rather than preparation for purposes of treatment planning or programming.	67-MNH-30 105-PBD-11 108-ABC-04
Sexually Violent Predator Specification	Parole Board	A specification, as described in ORC section 2941.148, setting forth that a person charged with a violent sex offense or a person charged with a designated homicide, assault, or kidnapping offense and a sexual motivation specification, is a sexually violent predator.	105-PBD-11
Shabbat (the Sabbath)	Religious Services	The period from thirty-five (35) minutes before sunset on Friday to thirty-five (35) minutes after sunset on Saturday; where permitted, it commences with a candle lighting ceremony including at least two (2) candles (lit prior to sundown).	72-REG-07

Share	Legal	A type of social media post where an individual re-posts an existing post from another social media page to their own personal social media page, typically through the use of a “share” button. Some social media sites have a unique term for sharing content (e.g., Twitter calls this “retweet”).	31-SEM-12
Shareware	Bureau of Information Technology Services (BITS)	Copyrighted software, which may or may not be non-enterprise or non-standard, typically downloaded from a website, that is made available to individual users on a trial basis without a fee.	05-OIT-01
Sharps	Bureau of Medical Operations (BMO)	Objects used when providing health care services that reasonably can be expected to puncture the skin and result in an exposure injury. Such objects may include, but are not limited to, needle devices, scalpels, and lancets.	68-MED-18
Significant Change	Division of Parole and Community Services (DPCS)	Behavior that affects two (2) or more domains in ORAS/OYAS.	02-REN-01 100-APA-13 103-SPS-02
Significant Diagnosed Injury or Illness	Bureau of Operational Compliance (BOC)	The following work-related conditions must always be recorded at the time of diagnosis by a PLHCP: cancer, chronic irreversible disease, punctured eardrum, fractured or cracked bone or tooth.	10-SAF-15
Significant Relationship	Bureau of Personnel	Association between employees that includes, but is not limited to, dating, sharing living accommodations, engaging in sexual/intimate relations, or other associations where the nature of the relationship may impair the objectivity or independence of judgment of one individual working with the other.	34-PRO-01
Simulated Fire Drill	Bureau of Operational Compliance (BOC)	An exercise conducted to provide staff with training on the facility’s fire evacuation plan that includes the completion of all actions, roles, and duties to be performed by staff in the event of an actual evacuation with the exception of removing all building occupants.	10-SAF-05 10-SAF-18

Single Occupancy Cell	Bureau of Classification and Reception (BOCR)	Any room within the prison where incarcerated persons are housed in such a manner that they are not required to be confined in the room with another incarcerated person(s).	55-SPC-01
Single Perimeter Fence Housing	Bureau of Classification and Reception (BOCR)	Housing units with a single perimeter fence intended for the purpose of housing minimum level incarcerated persons who have achieved Level 1 security status and have been screened for placement in a single fence rated facility. The following prisons are currently rated as single fence: BECC, FMC (Zone B), LECC, MANCC, NERC (with certain provisions outlined in 53-CLS-01), TCC.	53-CLS-01
Single Source	Division of Business Administration (DBA)	An individual or firm that has a license, trademark or copyright on a given product or service (i.e., educational, programming) however, other similar options exist in the marketplace. A Single Source is not a sole source.	22-BUS-14
Site	Corrections Training Academy (CTA)	A term used to comprehensively refer to ODRC institutions, facilities, non-APA offices, and APA regions.	39-TRN-02 39-TRN-04 39-TRN-05 39-TRN-06 39-TRN-09 71-SOC-11
Site Inspection Visit	Bureau of Community Sanctions (BCS)	An on-site inspection of a Bureau of Community Sanctions grant or contracted facility that may be announced or unannounced as deemed necessary.	08-MAU-03
Site License	Bureau of Information and Technology Services (BITS)	A license agreement that permits the subscriber to use the software at a specified site or location without a limit on the number of users.	05-OIT-01

Site Orientation Training	Corrections Training Academy (CTA)	A component of the orientation program focused on classification and site-specific knowledge, skills, duties, and responsibilities. This aspect of training is job specific. It shall be done under the direction of an orientation mentor or experienced staff member.	39-TRN-10
Site-Specific Needs Assessment	Corrections Training Academy (CTA)	A research method used to collect data to determine performance gaps. The assessment may include surveys, interviews, or an analysis of historical events at the facility or region.	39-TRN-05
Site-Specific Training	Corrections Training Academy (CTA)	Includes both mandatory training that has been individualized for the site, as well as optional or required training identified by the local TAC.	39-TRN-02
Site Visit	Bureau of Community Sanctions (BCS)	An on-site and/or virtual review of grant or contracted programmatic operations to monitor progress toward compliance with program review recommendations and provide any needed additional coaching. Additional unannounced site visits may be conducted at any time as deemed necessary.	08-MAU-03
Slate	Division of Parole and Community Services (DPCS)	A notice of individuals recently arrested and residing in some type of detention facility operated by law enforcement agents other than the ODRC. This may also be referred to as a “booking”.	100-APA-08 100-APA-32 108-ABC-01
Sleep Mode	DPCS/OOP	A mode on the BWC which turns off video recall, buffering, and automatic activations. This setting allows recording to quickly begin if the user initiates a manual activation.	10-SAF-22
Slush Fund	Division of Business Administration (DBA)	Defined as an auxiliary monetary account or a reserve fund. However, in the context of unethical dealings, such as those by state governments, a slush fund can have particular connotations of illegality, illegitimacy, or secrecy in regard to the use of this fund and the means by which the funds were acquired.	24-CAS-03
Smartphone	Bureau of Information Technology Services (BITS)	A handheld computing device that offers advanced connectivity and data computing, communication and storage capability.	05-OIT-12

Smoking	Bureau of Operational Compliance (BOC)	To inhale, exhale, burn or carry any lighted cigarette, cigar, pipe, or other lighted smoking device for burning tobacco or any other plant. Smoking does not include the burning of incense in a religious ceremony.	10-SAF-01
Smudge Pot	Religious Services	Small clay pot or seashell used by Native Americans for the smudging ceremony which consists of the burning of Kinni-Kinnick for a cleansing ritual with the smoke.	72-REG-13
Snellen Test	Office of Correctional Health Care (OCHC)	A test of visual acuity using rows of letters printed in successively decreasing sizes.	52-RCP-06
SOAP Note	Office of Correctional Health Care (OCHC)	Method of documentation employed by healthcare providers to document notes in an incarcerated individual's Mental Health file. The acronym is defined as S=Subjective, O=Objective, A=Assessment, P=Plan.	67-MNH-02 108-ABC-01
Social Media	Legal	A category of internet and/or app-based resources that integrate user-generated content and participation; these sites often require users to create an account and/or profile to utilize its features. This includes but is not limited to social networking sites (i.e., Facebook, Instagram, Snapchat,), microblogging sites (i.e., Twitter, Nixle), photo and video sharing sites (i.e., Tik Tok, Flickr, YouTube, Pinterest), wikis (pages that can be edited collaboratively by users), blogs and news sites (i.e., Digg, Reddit).	05-OIT-10 31-SEM-12 34-PRO-07 310-SEC-61
Social Media Post	Legal	Content an individual shares on a social media site or the act of publishing content on a site, including words, pictures, videos, or links.	31-SEM-12

Social Networks	Legal	Online platforms where users can create profiles, share information, and socialize with others using a range of technologies. Social networks include websites promoting a "circle of friends" or "virtual communities" where participants are connected based on various social commonalities, such as familial bonds, hobbies, or dating interests. Examples include Facebook and, Twitter.	31-SEM-12
Social Relationship	Bureau of Personnel	Association between employees that occur in the context of community organizations, religious activities, athletic teams and events, social functions, or family gatherings. This also includes relationships that may begin or evolve from a Professional Relationship.	34-PRO-01
Software	Bureau of Information Technology Services (BITS)	The intangible computer programs, procedures, algorithms, related data, and associated documentation stored in an information technology device or system, that could be licensed intellectual property or open source, whose purpose is to provide the instructions for the operation of a data processing program or system. Examples of software include middleware, programming software, system software and operating systems, testware, firmware, freeware, retail software, device drivers, programming tools and application software. ODRC information technology software is subject to the requirements contained in ODRC Policy 22-BUS-08, Inventory Control of Property, Supplies and Other Assets.	05-OIT-01 05-OIT-11 05-OIT-21

Sole Source	Division of Business Administration (DBA)	An individual or firm that is the only manufacturer or provider of a commodity or service. Note that an individual or firm may become a sole source as the result of a standard established through a competitive selection process. Documentation of the previous standardization competitive selection process must be provided for each contract/order file and provided to the Office of Acquisition and Contract Compliance (OACC) chief.	22-BUS-14
Solvency	Office of Prisons (OOP)	Ability to meet financial obligations including dues and the ability to continue operations as related to the purpose or philosophy of the group or organization.	73-GRP-01
Spam	Bureau of Information Technology Services (BITS)	Unsolicited e-mail messages sent indiscriminately in bulk to e-mail addresses. While often used commercially, for the purposes of this policy, spam is considered inappropriate because it may contain links to sites with malware or attachments containing malware.	05-OIT-18
Special Conditions of Supervision	Division of Parole and Community Services (DPCS)	Conditions related to a supervisee's offense, criminal history, and supervision history that are individually applied and narrowly tailored to rehabilitate the offender and protect public safety. Special conditions may be imposed by the court, or by the Parole Board, pursuant to policy.	100-APA-06 100-APA-09 100-APA-15 100-APA-16 100-APA-17 100-APA-19 100-APA-21 100-APA-24 103-SPS-02 105-PBD-03 105-PBD-06
Special Education	Ohio Central School System (OCSS)	The process of adapting the content, methodology and/or delivery of instruction to meet the unique needs of a student with a disability and to ensure access to the general curriculum so the student can meet the education standards that apply to all incarcerated persons served by the Ohio Central School System (OCSS).	57-EDU-11

Special Education Record	Ohio Central School System (OCSS)	An accurate and complete record pertaining to the special education program provisions for an identified incarcerated person eligible for such services under the Individuals with Disabilities Education Act. All records related to special education services shall be maintained separately from the education management file.	07-ORD-09
Special Events Volunteer	Office of Holistic Services (OHS)	An individual or group who has been invited for a specific event (e.g., Victim Impact Speaker, Guest Speaker) and is not a Routine Volunteer. Visits the facility 2-3 times per calendar year.	34-PRO-07 71-SOC-01

<p>Special Incident</p>	<p>Legal Services</p>	<p>An incident which seriously threatens the health, safety and/or security of a person or ODRC facility, office, or associated operations. A list of the special incident reporting categories is included in Appendix A. Examples of special incidents include, but are not limited to: 1. Escapes, escape plans, walkaways, escape attempts, and erroneous releases, 2. Death of an employee associated with a workplace injury or illness, 3. Death of an incarcerated person in custody in an institution and/or death of an individual under the supervision of the Division of Parole and Community Services, which could result in media coverage, or is considered a high notoriety case, 4. Major Disturbances – A disruption to the orderly operation of the facility that causes a risk of serious physical harm to persons or a risk of serious physical harm to employees in attempting to restore order; resulted in the loss of control of an area of the facility or has significant impact on the overall climate of the facility, 5. Incarcerated person work stoppages or organized protests,</p> <p>6. Loss of a utility for a significant period of time which could hinder further operations, 7. Assault of staff or incarcerated person(s) resulting in serious injury requiring outside medical treatment or death of the individual, 8. Life threatening injuries to incarcerated persons, employees, volunteers, visitors, or contractors, 9. Major property loss or damage, 10. Seizures of significant amounts, or types of, major contraband, such as firearms, explosive devices, or large quantities of drugs, cell phones, tobacco, or improvised weapons, 11. Discovery of significant conveyance activities which include conveying contraband by drone or other unmanned aircraft, perimeter fence throw, employee introduction, or other means whereby large quantities of contraband are introduced, 12. Firearms drawn, pointed or discharged (Institutions must complete a Special Incident Report in EIM; DPCS must follow Department policy 104-TAW-02, APA Use of Force, and complete an Incident Report (DRC1000), 13. Other incidents which may likely have external ramifications and/or media interest.</p>	<p>01-COM-08 11-COP-01</p>
<p>Special Investigation</p>	<p>Labor Relations Office (LRO)</p>	<p>An investigation conducted by the Chief Inspector's Office or requested by the Director, managing officer, or regional director in response to an incident when it is directed that it be conducted according to this policy. It is the policy of the ODRC to conduct special investigations when an incident is of great importance or consequence to the institution, the office, or the ODRC, or when the issue is particularly complex.</p>	<p>09-INV-03 09-INV-07</p>

Special Needs Assessment Committee	Chief Inspector's Office	A committee appointed by the Director to consider appeals from incarcerated persons who disagree with a decision of the managing officer on a request for accommodation, and to consider appeals from incarcerated persons who disagree with a decision of the Bureau of Classification and Reception (BOCR) concerning placement based on the incarcerated person's need for accommodation. The committee members shall include the Operation Support Center ADA coordinator, representatives from the Office of Correctional Health Care Medical Operations and Behavioral Health Operations, and a representative from Legal Services. Appeals shall be addressed to the committee in care of the Operation Support Center ADA Coordinator for incarcerated persons.	64-DCM-02
Special Needs Incarcerated Person	Office of Prisons (OOP)	An incarcerated person whose mental and/or physical condition requires special handling and treatment by staff. Special needs IPs include but are not limited to substance user and/or abuser, the emotionally disturbed, developmentally disabled, seriously mentally ill, physically handicapped, chronically ill, and the disabled, infirmed, or aged.	02-REN-02 69-OCH-06
Special Operations Commander	Special Operations	Individual assigned by the Director to administer the general coordination and control of the ODRC Statewide Honor Guard. The Special Operations commander will also serve as the initial point of contact for individuals or organizations requesting the services of the ODRC Statewide Honor Guard or its sub-units. The Special Operations commander will directly supervise the ODRC Statewide Honor Guard commander in his/her role as the ODRC Statewide Honor Guard Commander. The Special Operations commander will maintain close communication with managing officers and other administrators whose employees serve as ODRC Honor Guard members.	01-COM-10

Special Population Status	Bureau of Classification and Reception (BOCR)	Incarcerated persons assigned to restrictive housing, death row, medical infirmary, crisis stabilization unit, Residential Treatment Unit (RTU), Extended Restrictive Housing (ERH), or patients at the Allen/Oakwood Correctional Institution, Frazier Health Center, or Franklin Medical Center.	57-EDU-01 57-EDU-02 58-LIB-01
Special Skill	Corrections Training Academy (CTA)	Those ODRC-approved subjects that require advanced training. Such topics include, but are not limited to, defensive tactics and subject control, firearms, hostage negotiations, tactical rifleman, special response team, chemical munitions, OC/pepper spray, pepper ball, CPR/CPR PRO, first aid, transportation, and instructional skills.	39-TRN-06 39-TRN-09
Special Skill Instructors	Corrections Training Academy (CTA)	ODRC employees who volunteer to conduct departmental training, or employees as per their job duties are required to assist in the facilitation of training and have completed the necessary training and are certified to instruct special skill areas. This designation applies to those who instruct physical skill and non-physical skill areas.	39-TRN-06
Special Visit	Office of Prisons (OOP)	A visit that has been approved by the managing officer/designee for someone who may not be an approved visitor, but where significant reasons indicate such a visit would be beneficial to the IP and would not present a security concern to the institution.	76-VIS-01
Specialized In-Service Training	Corrections Training Academy (CTA)	Any elective course (e.g., instructor-level courses, ORAS, Critical Incident Management) that provides additional information for employees for professional development and skill enhancement.	12-CTA-05 39-TRN-02 39-TRN-04 39-TRN-06 71-SOC-11
Specialized Mental Health Unit	Behavioral Health Operations (BHO)	Residential facilities that provide a higher level of care than outpatient services.	67-MNH-15

Specialized Unit	Bureau of Operational Compliance (BOC)	For the purpose of this policy, a specialized unit consists of the following: Death Row, Residential Treatment Units, Protective Custody, and Infirmary Units.	10-SAF-05
Speech	Legal	Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photos, videos, or related forms of communication.	31-SEM-12
Speech Impaired	Office of Correctional Health Care (OCHC)	Incarcerated person with a functional limitation manifested in an inability to produce discernable speech and an inability to communicate effectively in writing.	68-MED-13
Spouse	Bureau of Personnel	Husband or wife as defined or recognized under state or federal law for purposes of marriage, including common law marriages that came into existence prior to October 10, 1991, or ones that came into existence before or after October 10, 1991 in another state or nation that recognizes the validity of such marriages.	36-LEV-02
SQL Injection	Bureau of Information Technology Services (BITS)	A code injection attack initiated to exploit a given database security vulnerability. A SQL Injection can allow attackers to spoof identity, tamper with existing data through disclosure, destruction or inaccessibility or permit the attacker to become an administrator on the database server.	05-OIT-14

Staff Oversight	Office of Prisons (OOP) - Unit Management Administration	For an activity or program to have staff oversight, the following characteristics of supervision must be achieved: (1) Any decisions about choosing participants, giving assignments of jobs, or scheduling an event are completed by a staff member; (2) Removals from the activity, or other incarcerated person supervision activities, are handled by a staff member; (3) Meetings and events have an intermittent staff presence, they do not require direct/constant supervision, but staff members should coordinate security and quality assurance checks; (4) Attendance records, if they are to be added to any official ODRC document or computer record, should be confirmed by a staff member. Intermittent quality assurance checks are allowed. (5) Meaningful Activities must have curriculum/plan/charter for the activity that has been reviewed and approved by a staff member. IPs may develop and implement the curriculum/plan/charter, but the staff member must approve all aspects.	02-REN-02
Staff Volunteer Representative	Office of Holistic Services (OHS)	The employee responsible for overseeing the area in which the volunteer is providing a service. This employee is the primary contact for the volunteer and shall provide direction and assistance as needed.	71-SOC-01
Staffing (APA only)	Division of Parole and Community Services (DPCS)	A consultation among ODRC personnel or ODMHAS CDSs wherein a documented exchange of information is shared with the intent of making decisions or following a course of action which will help facilitate the supervision of an offender, protection of the community and ensure that all aspects of supervision and investigations meet agency standards.	100-APA-05 100-APA-08 100-APA-10 100-APA-16 100-APA-33
Standard Selection Process	Bureau of Personnel	Exempt pay range 11 and below and non-contractual bargaining unit selection process.	34-PRO-04
Standards Checklist Form	Bureau of Community Sanctions (BCS)	An instrument used to record program review findings.	08-MAU-03

State Agent	Division of Business Administration (DBA)	Any ODRC employee whose compensation is paid, in whole or in part, from state funds, but shall not include: •Any volunteer serving without compensation; and •Any person interviewing for a state or ODRC position described in section 126.32 of the Revised Code (RC).	22-BUS-04
State Issued Property	Office of Prisons (OOP)	State issued items supplied to the incarcerated individual by ODRC.	61-PRP-01
State Medical Director	Office of Correctional Health Care (OCHC)	The responsible physician and the medical authority for the ODRC. The State Medical Director is responsible for the overall supervision of medical/clinical services provided within the Ohio Department of Rehabilitation and Correction (ODRC).	68-MED-01 68-MED-13 68-MED-21
State Records Administration	Bureau of Records Management (BORM)	An administrator appointed by the Director of the Department of Administrative Services (DAS) whose function is to assist in the establishment and the administration of a state records program for all state agencies.	07-ORD-01
Statement	Parole Board	Written, video, audio, or verbal information provided to the parole board at a full board hearing.	105-PBD-06
Statement of Loss/Injury	Legal Services	A written or oral statement that describes the effect of an incarcerated person's rules infraction on the charging official, other institutional staff, other incarcerated persons, members of the general public, or against state property.	56-DSC-01 56-DSC-02
Statewide Crisis Intervention Team (CIT) Coordinator	Corrections Training Academy (CTA)	Person(s) appointed by the CTA Superintendent or their designee to coordinate ODRC CIT training efforts, to report to the Statewide Crisis Intervention Team (CIT) Steering Committee the ODRC CIT training efforts, needs, and outcomes, and to complete other tasks recognized as essential to the operation and record keeping of the ODRC CIT program.	71-SOC-11

Statewide Crisis Intervention Team (CIT) Steering Committee	Corrections Training Academy (CTA)	A group of specific people chosen to guide and support implementation and continuation of the CIT program across all ODRC sites.	71-SOC-11
Statewide Employee Activity Committee	Division of Business Administration (DBA)	A team of regional joint labor/management personnel that coordinates statewide events to recognize employee outstanding performance and the maintenance of the Memorial Park at the Reginald A. Wilkinson Corrections Training Academy.	22-BUS-03
Statewide Multi-Craft Apprenticeship Advisory Committee	Ohio Central School System (OCSS)	A committee of institutional staff, Ohio Penal Industries staff, invitations shall be sent to employer and employee organizations, and the OCSS apprenticeship administrator who serves in a non-administrative advisory capacity to the Ohio Department of Rehabilitation and Correction (ODRC) Apprenticeship programs.	57-EDU-07
Static Tool (ST)	Division of Parole and Community Services (DPCS)	One of the ORAS standardized assessment tools designed to be used with supervisees who are currently unavailable for an assessment due to a variety of reasons, including absconding supervision prior to initial visit, severe mental illness, or medical issues resulting in the inability of the supervisee to participate in an interview.	100-APA-13
Static-99R	Division of Parole and Community Services (DPCS)	An actuarial measure that incorporates ten (10) empirically derived risk factors that assess the likelihood that an offender will sexually and/or violently re-offend. The recidivism estimate provided by the Static-99 are group estimates based on re-conviction.	103-SPS-02
Steam Autoclave	Office of Correctional Health Care (OCHC)	A pressurized chamber that uses steam and pressure to sterilize medical equipment requiring sterilization.	68-MED-03

Sterilization	Office of Correctional Health Care (OCHC)	Process to eliminate all biological life.	68-MED-03
Stones (minerals)	Religious Services	Round or polished stones carried in a pocket or used in rituals.	72-REG-09
Storage Media	Bureau of Information Technology Services (BITS)	Mobile removable readable or write-able computing data storage objects, such as CDs, CD-R discs, DVDs, flash memory cards, USB jump drives and diskettes.	05-OIT-11
Structured Family Program	Office of Holistic Services (OHS)	A program, workshop or series of workshops offered to an incarcerated person and a specified family member or reentry mentor of record, or other approved support person approved specifically for structured family engagement programming, that includes family engagement activities designed to increase communication, strengthen the family relationship, and provide specific reentry planning.	02-REN-02 77-REC-01
Structured Interview	Chief Inspector's Office	A legally obtained audio taped interview of a suspect, victim, witness, or complainant. The interviews are designed to capture a response to preformatted questions, which is analyzed by the CVSA examiner.	09-INV-05
Student	Corrections Training Academy (CTA)	Any person participating or involved in training exercises.	39-TRN-03
Student Educational Goal Agreement (DRC2488)	Ohio Central School System (OCSS)	The agreement completed by the student and teacher at the beginning of each quarter stating goals the student expects to achieve during that quarter.	57-EDU-02
Student Performance Objectives (SPOs)	Corrections Training Academy (CTA)	A list of the expected learning outcomes for a training module.	39-TRN-02 39-TRN-04

Subject Matter Expert (SME) - HR	Bureau of Personnel	An exempt employee who possesses a high level of knowledge and professionalism in the same work area as the position for which applicants are being considered. For case merit files which have many applicants, additional SMEs may assist; however, the primary SME is responsible for the file and shall sign the forms/documents. The primary SME shall be accountable for questions and/or issues that may arise.	34-PRO-04
Subject Matter Expert (SME) - Training	Corrections Training Academy (CTA)	A person who has demonstrated knowledge, skills, experience and/or advanced training or education in a specific topic.	01-COM-14 39-TRN-02 39-TRN-04
Subpoena	Legal Services	A judicial or administrative document commanding a person to appear before a court or other tribunal, subject to a penalty for failing to comply. The subpoena can order a person to testify, produce evidence (<i>duces tecum</i>) or both. Subpoenas are identified as such on their face.	37-EAP-03
Substance	Division of Parole and Community Services (DPCS)	This includes, but is not limited to, alcohol, opiates, cannabinoids, benzodiazepines, PCP, LSD, barbiturates, amphetamines/methamphetamines, inhalants, and other drugs of abuse.	103-SPS-07
Substance Abuse Education and/or Treatment Program	Division of Parole and Community Services (DPCS)	Any ODMHAS certified programming where the primary focus is on substance abuse. This includes education, outpatient, intensive outpatient, day reporting, relapse prevention, aftercare, or residential programming. Fellowship meetings such as AA/NA are not considered substance abuse education and/or treatment.	103-SPS-07

Substance Abuse Professional	Bureau of Personnel	A licensed physician (M.D. or D.O.), licensed or certified psychologist, social worker, or employee assistance professional with knowledge of and clinical experience in the diagnosis and treatment of substance abuse disorders. Drug abuse counselors with National Association of Alcohol and Drug Addiction Counselors (NAADAC) certification are also acceptable SAPs.	31-SEM-03
Substance Abuse Test	Division of Parole and Community Services (DPCS)	Any use of an approved on-site screening instrument, alcohol breath analysis instrument, approved testing device, or urinalysis specimen collected and tested utilizing FDA approved testing methods to detect the presence of substances in APA supervisees.	103-SPS-07
Substantial Completion	Bureau of Adult Detention (BAD); Bureau of Community Sanctions (BCS)	The point in time certified by the architect when the work or a designated portion of the work is sufficiently complete, in accordance with the contract documents, so the owner may occupy the work or designated portion thereof for the use for which it is intended. [from the <i>AIA Handbook of Professional Practice</i>]	106-BCS-02 107-BAD-07
Substantial Risk	Risk Management (Legal)	A significant possibility, that a certain result may occur or that certain circumstances may exist.	63-UOF-01 104-TAW-02
Substantiated Allegation	Bureau of Operational Compliance (BOC)	An allegation that was investigated and determined to have occurred.	79-ISA-01 79-ISA-02 79-ISA-03 79-ISA-04
Substantive Revision	Office of Policy and Strategic Initiatives	A modification to policy language that will change the practice or procedure set forth in policy.	01-COM-01
Sugar Creek Development Unit (SCDU)	Behavioral Health Operations (BHO)	A specialized mental health unit designed for incarcerated persons with intellectual disabilities and/or developmental disabilities with the mission of helping them to learn skills and utilize supports that would allow them to eventually live in less restrictive settings within the prison system and the outside community.	67-MNH-04 67-MNH-22

Suicide Attempt	Behavioral Health Operations (BHO)	A conscious, deliberate, self-injurious act intended to take one's own life with non-fatal outcomes which may include, but are not limited to, injury by jumping, asphyxiation, laceration, overdose, hanging, drowning, injury by firearm, and poisoning.	67-MNH-09
Suicide Prevention and Response Team (SPART)	Behavioral Health Operations (BHO)	A review team comprised of the appropriate deputy warden, the mental health administrator/mental health manager (MHA/MHM), health care administrator, unit management chief, security chief and quality improvement coordinator (QIC). The SPART is chaired by the suicide prevention coordinator. The review team shall meet as needed but no less than quarterly to discuss the management of, including but not limited to, incidents of serious self-injurious behavior and suicide, close watch, constant watch and mental health special observation status concerns, restraints, drills, assaults, prolonged threats and death of an incarcerated individual or staff member.	67-MNH-09
Suicide Prevention Coordinator	Behavioral Health Operations (BHO)	An ILMHP who, by virtue of their training and experience, is appointed by the mental health administrator/mental health manager (MHA/MHM), to serve as lead clinician in overseeing, coordinating, and implementing suicide risk assessment and prevention activities within each respective institution. The suicide prevention coordinator shall chair the Suicide Prevention and Review Team (SPART) and is a member of the Quality Improvement Team.	67-MNH-04 67-MNH-09
Sumbel	Religious Services	A congregate celebration, which includes drinking mead and offering toasts, boasts, oaths, stories, songs or poems in three (3) rounds.	72-REG-10

Summons	Legal Services	A document prepared by the plaintiff and issued by a court that informs the defendant that he or she is being sued. The summons requires that the defendant, through the Attorney General's Office, file a response with the court within a given time period or risk losing the case.	37-EAP-03
Supervisee (formerly known as offender)	Division of Parole and Community Services (DPCS)	Any individual under the supervision of the APA.	06-RES-02 100-APA-28 104-TAW-02
Supervising Authority	Division of Parole and Community Services (DPCS)	Includes employees of a halfway house and/or the APA designated to provide supervision to offenders placed under supervision.	100-APA-32 108-ABC-01
Supervising Officer	Division of Parole and Community Services (DPCS)	The parole officer responsible for supervising the offender who is subject to the violation hearing process.	105-PBD-09
Supervising Unit	Division of Parole and Community Services (DPCS)	That unit of the APA's field services that is responsible for supervising the offender who is subject to the violation hearing process.	105-PBD-09
Supervision	Bureau of Personnel	The direct ability or power to effectively recommend the hire, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, discipline, or settlement of disciplinary grievances <i>or</i> appeals of another public employee, including the authority of a board or committee to order personnel actions affecting the job.	34-PRO-01

Supervision Level	Bureau of Operational Compliance (BOC)	<p>The level of staff supervision for incarcerated persons to use chemicals in the following categories: (1) Direct - Chemicals identified as Severe/Serious Hazardous utilizing the hazard(s) identification section #2 of the SDS with a Signal Word of DANGER. Exception - chemicals classified as a flammable liquid, flammable aerosol, or flammable gas regardless of Signal Word assigned shall be designated as direct supervision. Incarcerated persons using chemicals with this classification shall be directly supervised by a staff member (e.g., maintenance staff directly supervising incarcerated persons work crews using hazardous chemicals). (2) Intermittent - Chemicals identified as Moderate Hazard utilizing the hazard(s) identification section #2 of the SDS with a Signal Word of WARNING. Incarcerated persons using chemicals with this classification shall be supervised through general observation by a staff member (e.g., housing unit correction officers monitoring daily housekeeping duties performed by incarcerated persons). (3) Low - Chemicals identified as Low/Non-Hazardous utilizing the hazard(s) identification section #2 of the SDS with no classification. These chemicals shall contain no Signal Word or Pictogram in section #2 of the SDS. Incarcerated persons may use these chemicals without staff supervision.</p>	10-SAF-12
Supervision Term	Division of Parole and Community Services (DPCS)	The maximum period of time a supervisee remains under the control and/or supervision of the APA.	100-APA-16 100-APA-19 100-APA-27
Supervisory Review	Corrections Training Academy (CTA)	An administrative review of lesson plans before submission to CTA.	39-TRN-04

Supplemental Learning	Corrections Training Academy (CTA)	Job related courses taken outside of those offered by ODRC (to include training provided by other public agencies and private entities) and participation in ODRC meetings that are led by a subject matter expert (SME) and have an agenda, documented minutes, and a Training Session Report (DRC1792). Employees may request to have their supplemental learning added to the LMS so that job-related courses and associated training hours are reflected in their training record.	39-TRN-02
Supplemental Reentry Tool (SRT)	Division of Parole and Community Services (DPCS)	A standardized assessment tool designed to be used with incarcerated persons being released from prison who have served four (4) years or less, but six (6) months or more.	02-REN-01 100-APA-13 103-SPS-02
Support Order	Division of Business Administration (DBA)	Any court or administrative order requiring payment of support issued pursuant to Ohio Revised Code (ORC) Chapters 2151, 3105, 3109, 3111, 3115, 3119, 3121, or 3123.	24-CAS-06
Supportive Counseling	Behavioral Health Operations (BHO)	Consists of relieving symptoms by the use of motivation, suppression, ego-strengthening, and re-education without the altering of the basic personality structure; most frequently employed supportive measures are reassurance, encouragement, and approval of desirable behavior.	67-MNH-15
Surrogate Parent	Ohio Central School System (OCSS)	A person who serves in place of a parent solely as it relates to the ETR/IEP processes when a child has no known parent or guardian. This person must be trained as a surrogate in accordance with the training prescribed by the Ohio Department of Education. A surrogate parent may not be an employee of ODRC pursuant to ORC section 3323.051, Ohio Department of Education or any other agency involved in the education or care of the child, or who has an interest that conflicts with the interest of the child.	57-EDU-11

Surveillance	Chief Inspector's Office	The observing, monitoring, gathering, recording, or intercepting of activities, information, conversation, or evidence through the authorized and lawful use of personnel or equipment. The surveillance of individuals or areas may be conducted by overt or covert methods of operation through use of the physical human senses and/or electronic and mechanical devices. Electronic surveillance may be achieved by the utilization of radios, cameras, transmitters, digital devices, telephones, video, or other such equipment.	09-INV-01
Synthetic Opioids	Bureau of Operational Compliance (BOC)	Narcotic analgesic drugs that are “manufactured in chemical laboratories with a similar chemical structure” to natural opiate drugs. These substances can be illicit drugs or medications that are legally prescribed by doctors to treat patients with mild to severe pain issues.	10-SAF-19 310-SEC-22
System Asset	Bureau of Information Technology Services (BITS)	Computer hardware, telecommunications hardware and systems, digital devices such as digital copiers and facsimile machines, software, networks, the internet, IT information or data and/or IT services or IT resources that are made available by ODRC or DAS OIT to authorized users and are necessary to conduct state government business and support the IT requirements of the ODRC and, therefore, must be protected by the appropriate security requirements to ensure business continuity. Primary responsibility for managing these system assets may be assigned by ODRC or other authorized external entities.	05-OIT-01 05-OIT-03 05-OIT-10 05-OIT-11 05-OIT-14 05-OIT-15 05-OIT-17 05-OIT-18 05-OIT-19 05-OIT-21 05-OIT-22 05-OIT-24 05-OIT-25 05-OIT-26 05-OIT-27 05-OIT-28 05-OIT-29
System Asset Coordinator	Bureau of Information Technology Services (BITS)	The person designated by the managing officer at their respective site responsible for maintaining accurate records and documentation pertaining to the purchase and inventory of hardware and software system assets utilized for ODRC business purposes.	05-OIT-01

System Flaw	Bureau of Information Technology Services (BITS)	An error of commission, omission or oversight in an information system that may allow protection mechanisms to be bypassed.	05-OIT-18
System Hardening	Bureau of Information Technology Services (BITS)	The process of enhancing the basic security layers associated with an application, firewall, and/or network to increase the level of system security against intrusion attempts.	05-OIT-03
TABE	Ohio Central School System (OCSS)	Test of Adult Basic Education; a nationally recognized standardized assessment used to determine student educational level.	57-EDU-14
Tag-out	Bureau of Operational Compliance (BOC)	The placement of a tag-out device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tag-out device is removed.	10-SAF-11 10-SAF-17
Tag-out Device	Bureau of Operational Compliance (BOC)	A prominent warning device, such as a tag and a means of attachment that can be securely fastened to an energy-isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tag-out device is removed.	10-SAF-11
Taleem	Religious Services	Muslim religious education or studies.	72-REG-12
Tamper	Division of Parole and Community Services (DPCS)	The act of adding a substance to a urine specimen to adulterate it or any other attempt to improperly interfere or alter a sample.	103-SPS-07
Tangible Personal Property	Division of Business Administration (DBA)	Consisting of furniture, fixtures, equipment, machinery, non-licensed vehicles, and individual works of art and historical treasures, including improvements and renovations thereon, with an actual or estimated acquisition cost of more than \$1,000 per item.	22-BUS-08

Tangoe (formerly MOBI)	Bureau of Information Technology Services (BITS)	A third party telecommunications service provider used by state agencies to standardize and centralize the management of state mobile devices.	05-OIT-12
Tapping-In	Office of Prisons (OOP)	A process by which the cover officer or another staff member relieves the contact officer during a stressful situation, allowing an opportunity for further de-escalation and behavioral interventions to be employed as needed.	63-UOF-01
Targeted Sex Offender (TSO)	Division of Parole and Community Services (DPCS)	A sex offender who has a Static 99R of 8 or higher.	103-SPS-02
Targeted Violent Offender (TVO)	Division of Parole and Community Services (DPCS)	A supervisee who has risk factors indicating they are at a higher likelihood for violent recidivism. TVOs have increased surveillance and there is a low tolerance for technical violations while on supervision.	100-APA-13
Taser 10	Legal Services	The physical conducted energy device designed to discharge energy pulses to temporarily incapacitate individuals allowing for de-escalation and safe apprehension or physical control of an individual.	10-SAF-24
Task Force	Division of Parole and Community Services (DPCS)	For the purposes of this policy, a group of Law Enforcement Agencies including the APA organized via a Memorandum of Understanding (MOU), to accomplish the mission for which the Task Force was created.	100-APA-29 102-FUG-03
TB Symptom Screening	Office of Correctional Health Care (OCHC)	An evidence-based screening tool that reviews symptoms of TB to determine if a person is likely to have active TB.	31-SEM-09
Technique Factors	Bureau of Operational Compliance (BOC)	The x-ray settings including: (a) The peak kilovoltage applied to the x-ray tube, (b) The electric current passing through the x-ray tube, (c) The scan time.	10-SAF-21

Tefillin (Phylacteries)	Religious Services	Hand sewn, small leather boxes with leather straps to be worn on the head and arm during daily prayer (except Shabbat and some holidays). These boxes remain sealed and should only be opened by a Rabbi.	72-REG-07
Telecommunication Device	Bureau of Information Technology Services (BITS)	Includes wired and wireless telephones, cellular telephones, smartphones, VoIP telephones, Air Cards, hot spots, cellular wireless routers, and any other physical product or device used with telecommunications services.	05-OIT-12
Telecommunication Services	Bureau of Information Technology Services (BITS)	Includes telephone utilities, long distance, and private line voice and data, text messaging, instant messaging and downloadable applications or any other telecommunications products or service.	05-OIT-12
Telematics	Division of Business Administration (DBA)	Technology that provides global positioning data, vehicle diagnostic data, and vehicle usage data to be used to improve fleet management costs, sustainability, efficiency, and safety.	22-BUS-04
Telemedicine	Office of Correctional Health Care (OCHC)	A two-way interactive videoconferencing system that allows for visual and limited physical examination of a patient by a physician specialist while the patient remains at their prison setting and the physician specialist remains at the health care facility. It also includes educational and administrative uses of this technology in the support of health care, such as distance learning, nutrition counseling and administrative videoconferencing.	68-MED-14
Telephone	Bureau of Information Technology Services (BITS)	Unless otherwise stated, the telephone includes both wired and cellular telephones, as well as smartphones and other handheld devices with cellular capabilities.	05-OIT-12
Telephone Contact	Division of Parole and Community Services (DPCS)	A contact between an ODRC employee or ODMHAS CDS and a supervisee via the telephone.	100-APA-13 100-APA-16 103-SPS-02

Teleworking	Bureau of Personnel	A flexible work arrangement where an employee is directed or permitted to work remotely from a designated alternative work location.	35-PAY-09
Temporary No Contact Order	Human Resources	A written order issued to parties involved in a dispute or workplace violence incident by the supervisor or Managing Officer/designee that restricts the contact between individuals.	31-SEM-08
Temporary Order	Division of Parole and Community Services (DPCS)	An immediate restriction given to a supervisee that is not included in the standard conditions, unit sanction or any special conditions of supervision.	100-APA-09
Temporary Reception Housing	Office of Prisons (OOP)	The initial housing assignment of an incarcerated person during the first seventy-two (72) hours of their incarceration.	52-RCP-01
Temporary Single Occupancy Cell Restriction	Bureau of Classification and Reception (BOCR)	A housing placement restriction to be used when an incarcerated person shall be placed in a single cell for a limited period of time for such reasons as investigation, classification, prior to transfer, immediate mental health or physical health crisis or a limited duration or other reasons as determined by institutional staff.	55-SPC-01
Temporary Staffing	Office of Prisons (OOP)	Persons employed by a service contractor who fill a vacancy or need during the interim period of posting, selection, pre-service, administrative leave, etc.	11-COP-01 34-PRO-08
Temporary Work Assignment	Personnel	Temporary assignment due to vacancy in equal/lower pay range or temporary assignment due to special project where no vacancy exists.	34-PRO-08
Temporary Work Level (TWL)	Personnel	As specified in ORC 124.181(J), an appointing authority may assign an employee to work in a higher level position for a continuous period of more than two (2) weeks but no more than two (2) years, unless otherwise specified in the individual bargaining unit contracts.	34-PRO-08

Temporary Worker	Bureau of Operational Compliance (BOC)	For the purposes of this policy, the definition of a temporary worker that sustains an injury or illness that is PERRP recordable is any temporary worker that is supervised by a public employer.	10-SAF-15
Tenant	Division of Business Administration (DBA)	An employee entitled under a rental agreement to the use and occupancy of residential premises such as land, a house, a garage, an office, or the like, to the exclusion of others for a period of time.	22-BUS-01
Term of Enrollment	Ohio Central School System (OCSS)	A division of a school year, such as a semester or quarter, during which a course of study is offered.	57-EDU-04
Terminal Agency Administrator (TAA)	Bureau of Information Technology Services (BITS)	The ODRC deputy directors and/or their administrative designees responsible for the overall supervision of the LEADS computers and operators, appointment of Terminal Agency Coordinators (TACs), and the financial and physical security of the LEADS computers in their respective operational area.	05-OIT-02
Terminal Agency Coordinator (TAC)	Bureau of Information Technology Services (BITS)	The employee assigned the responsibility for supervision of the LEADS Computer(s) at their facility/office. This position is appointed by the TAA.	05-OIT-02
Terminal Illness	Office of Correctional Health Care (OCHC)	A condition that satisfies all the following criteria: (1) the condition is irreversible and incurable and is caused by disease, illness, or injury from which the incarcerated person is unlikely to recover, (2) in accordance with reasonable medical standards and a reasonable degree of medical certainty, the condition is likely to cause death to the incarcerated person within twelve months; and (3) institutional confinement of the person does not offer additional protections for public safety or against the individual's risk to reoffend.	66-ILL-01

Termination of Control	Parole Board	The action of the parole board wherein it relinquishes to the sentencing court all control over the service of the prison term for a sexually violent predator.	105-PBD-11
Test of Adult Basic Education (TABE)	Ohio Central School System (OCSS)	A nationally recognized standardized assessment used to determine student educational level.	07-ORD-09 57-EDU-04
Test Out	Corrections Training Academy (CTA)	A method of receiving full credit for a course, without having to attend the course, by successfully completing the associated course exam/course assessment(s).	39-TRN-02
Texas Christian University (TCU) Drug Screen 5	Bureau of Classification and Reception (BOCR)	The instrument that serves to identify individuals with a history of substance use or dependency. This instrument, and other assessment tools used by Recovery Services, are used to determine level of care and eligibility for treatment options.	53-CLS-12
Text Messaging	Bureau of Information Technology Services (BITS)	The process of sending or receiving written text messages or multimedia messages, such as pictures or audio, using a mobile device. This process is commonly referred to as texting.	05-OIT-10 05-OIT-12
Therapeutic Diet	Office of Correctional Health Care (OCHC)	A modified diet, which is necessary in the treatment of an acute or chronic disease or condition.	68-MED-10

Therapy Animal	Human Resources	Therapy animals can provide physical, psychological, and emotional benefits to those they interact with, typically in facility settings such as healthcare, assisted living, and schools. While most frequently dogs, therapy animals can include other domesticated species. These animals are evaluated on their ability to safely interact with a wide range of populations, and their handlers are trained in best practices to ensure effective interactions that support animal welfare. For purposes of this policy, ODRC shall only use dogs as therapy animals.	37-EAP-08
Thin-Client	Bureau of Information Technology Services (BITS)	An end point computing device without an operating system that is purpose-built for remote access to a server.	05-OIT-30
Third Entry Point	Office of Prisons (OOP)	An entry point located on the north side of the OSC building. Juvenile supervisees reporting to the ODYS Southern Parole Region shall enter/exit at this entry point. ODYS Southern Parole Region employees may also enter/exit at this point.	11-COP-01
Thor's Hammer	Religious Services	A religious object depicting the hammer of the Norse God Thor which is used as a symbol for the Asatru faith. Most commonly it is in the form of a medallion worn as a necklace. For congregate worship, it may be depicted as a three-dimensional wooden carved object.	72-REG-10
Ticket	Bureau of Information Technology Services (BITS)	The term commonly used by authorized ODRC users to describe a report of an IT incident, problem or issue or a request for a specific ODRC IT product or service entered into ServiceNow.	05-OIT-01 05-OIT-10 05-OIT-12 05-OIT-25 69-OCH-06
Tier 1 Rule Violations	Legal	A finding of guilt of Rule 1.1, 1.2, 1.3, 1.4, 1.6, 3.1, 3.2, 3.6, 3.7, 3.8, 4.1, 4.2, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, or 13.1 as set forth in Ohio Administrative Code 5120-9-06, Inmate Rules of Conduct.	105-PBD-15

Tier 2 Rule Violations	Legal	A finding of guilt of Rule 9.1, 10.3, or 10.4 as set forth in Ohio Administrative Code 5120-9-06, Inmate Rules of Conduct.	105-PBD-15
Tier 3 Rule Violations	Legal	A finding of guilt of Rule 1.5, 4.3, 4.6, 12.5, or 12.6 as set forth in Ohio Administrative Code 5120-9-06, Inmate Rules of Conduct; or a finding of guilt of another rule that is based on a refusal to attend mandatory programming.	105-PBD-15
Time Clock	Bureau of Personnel	Device to capture employee arrival and departure times.	35-PAY-05
Title I	Office of Diversity, Equity, and Inclusion (DEI)	Title I of the Americans with Disabilities Act of 1990 prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions and privileges of employment.	32-EEO-03
Titled Property	Office of Prisons (OOP)	Identified items of personal property for which the institution and incarcerated person maintain a Certificate of Ownership (DRC4063). Titled items include, but are not limited to, guitars, digital television converter boxes, musical keyboards, televisions, typewriters, wedding rings, and any other high value items.	61-PRP-01
Tobacco Free	Bureau of Operational Compliance (BOC)	Prohibited from the activity of smoking, possessing, or using any tobacco products in an area designated by the ODRC as tobacco free.	10-SAF-01

Tobacco Product	Bureau of Operational Compliance (BOC)	Any product that contains tobacco, the prepared leaves of any plant belonging to the nicotine family, which shall include, but not be limited to, cigarettes, loose tobacco, cigar, snuff, chewing tobacco, or any other preparation of tobacco, tobacco substitutes, electronic cigarettes, smoking paraphernalia (i.e., matches, lighter, cigarette papers, and rolling machine) and all other items developed or processed for the primary purpose of facilitating the use or possession of tobacco or tobacco-related products as well as packaging material. Packaging material includes, but is not limited to, snuff or cigarette containers. Tobacco product does not include pharmacological aids (i.e., patch, inhaler, gel, gum, or lozenges) for smoking cessation.	10-SAF-01
Toll	Division of Parole and Community Services (DPCS)	To suspend or stop temporarily. Thus to “toll time” means to stop counting against a supervisee’s sentence. Tolling is completed by the completion of special minutes and a STATI or FIREL entry.	100-APA-27 102-FUG-02
Tornado Season	Bureau of Operational Compliance (BOC)	Tornado season in Ohio is designated as April, May, June, and July of each year.	10-SAF-06
Town Hall Meetings	Office of Prisons (OOP)	Meetings conducted with IPs facilitated by unit staff to communicate expectations, address concerns, or relay changes in unit or facility operations.	74-UMA-01
Trainee	Construction, Activation, Maintenance and Sustainability (CAMS)	A person who receives on-the-job training, whether through an apprenticeship program, or other programs approved or accepted by ODRC.	32-EEO-04

Training Advisory Council	Corrections Training Academy (CTA)	A multi-disciplinary group of employees assigned or selected to serve in an oversight capacity regarding training activities.	39-TRN-02 39-TRN-04 39-TRN-05 39-TRN-06 39-TRN-10 71-SOC-11
Training Cycle	Corrections Training Academy (CTA)	The period commencing July 1 st and ending June 30 th .	39-TRN-02
Training Personnel	Corrections Training Academy (CTA)	Employees designated to develop, coordinate, implement, assign, and deliver agency trainings. This includes, but is not limited to, training officers, academy training analysts (ATA), academy training developers (ATD), and other staff throughout the agency with these designated duties.	39-TRN-06 39-TRN-10
Transcript	Ohio Central School System (OCSS)	The individual student's cumulative education record within a school district.	57-EDU-04 57-EDU-13
Transitional Control (TRC)	Division of Parole and Community Services (DPCS)	A program to closely monitor a prisoner's adjustment to community supervision under which eligible prisoners may be confined in a suitable facility that is licensed pursuant to ORC section 2967.14 (C) or a department-approved residence with electronic monitoring during the final 180 days of their confinement, under the terms and conditions established by the department, and supervised under one or more community control sanctions.	67-MNH-30 100-APA-14 100-APA-27 100-APA-32 101-PLA-01 102-FUG-02 105-PBD-03 105-PBD-09 108-ABC-01 108-ABC-05
Transitional Control Behavior Log	Bureau of Community Sanctions (BCS)	A written record of a supervisee's behavior while on transitional control supervision.	108-ABC-01
Transitional Control Behavioral Guidelines	Division of Parole and Community Services (DPCS)	A summary of prohibited behaviors/acts and positive incentives while on Transitional Control supervision.	100-APA-32 108-ABC-01

Transitional Control Rules of Program Participation	Division of Parole and Community Services (DPCS)	Those general and special rules and regulations with which supervisees on Transitional Control are expected to comply as part of the Transitional Control program.	100-APA-32 108-ABC-01
Transitional Hold	Risk Management (Legal)	A brief physical positioning of an individual face-down for the purpose of quickly and effectively gaining physical control of that individual to prevent harm to self and others, or prior to transport to enable the individual to be transported safely. Transitional hold may include the use of handcuffs or other restraints consistent with ODRC policy.	63-UOF-01 63-UOF-04 104-TAW-02
Transitional Program Unit (TPU)	Bureau of Classification and Reception (BOCR)	A specialized housing unit requiring close supervision of incarcerated persons that are placed in Restrictive Housing, Extended Restrictive Housing, or may be placed in Limited Privilege Housing.	10-SAF-05 50-PAM-02 51-STF-05 52-RCP-01 54-WRK-02 55-SPC-02 57-EDU-01 57-EDU-02 57-EDU-04 57-EDU-11 58-LIB-01 61-PRP-01 61-PRP-02 67-MNH-09 67-MNH-15 67-MNH-31 69-OCH-02 71-SOC-05 72-REG-01 76-VIS-03 78-REL-01 79-ISA-02 79-ISA-04 310-SEC-31 310-SEC-33

Travel Status	Bureau of Operational Compliance (BOC)	Any injury or illness that occurs while an employee is on travel status is work-related if it occurred while the employee was engaged in work activities in the interest of the employer.	10-SAF-15
Treatment Plan (DRC5197)	Behavioral Health Operations (BHO)	Behavioral Health Operations (BHO) approved treatment planning format which outlines the course of treatment for the incarcerated person receiving mental health services. The treatment plan includes diagnoses, specific problems, goals, measurable objectives, interventions, the name and discipline of the staff responsible for interventions, target dates, and outcomes.	67-MNH-04 67-MNH-14 67-MNH-15 67-MNH-31
Treatment Transfer (TT)/Treatment Transfer Program (TTP)	Division of Parole and Community Services (DPCS)/Bureau of Classification and Reception (BOCR)	A prison transfer program authorized by ORC section 5120.035 that provides substance use disorder assessment and treatment through licensed community treatment providers to help reduce substance use relapse and recidivism for persons convicted of felony level 3, 4, and 5 non-violent offenses. Eligible incarcerated persons may be transferred from state correctional facilities to the community facilities for up to 365 days prior to the expiration of their prison sentences. Those transferred will be under closely monitored supervision and confinement in the community, such as a stay in a licensed halfway house or restriction to an approved residence on electronic monitoring.	53-CLS-12 67-MNH-30 100-APA-27 100-APA-32 101-PLA-01 102-FUG-02

Treatment Transfer Program (TTP) Candidate	Bureau of Classification and Reception (BOCR)	An incarcerated person who has met all eligibility criteria for participation in the Treatment Transfer Program. Individuals deemed to be eligible for the treatment transfer program, will have a <u>TTP</u> identifying flag placed in DOTS, by the reception center's classification staff.	53-CLS-12
Treatment Transfer Tracker Application	Bureau of Classification and Reception (BOCR)	A computerized information system used to track assessments conducted for the purpose of identifying incarcerated persons eligible and suitable for the treatment transfer program (TTP).	53-CLS-12
Treatment Transfer Unit Team	Bureau of Classification and Reception (BOCR)	The institution unit team that oversees the incarcerated persons who are eligible for the treatment transfer program.	53-CLS-12
Trial Period	Bureau of Personnel	Per collective bargaining unit contracts, employees may be placed on a trial period which is one-half of the probationary period. Personnel Offices are responsible for tracking trial periods and notifying supervisors. Trial periods shall be recorded on the ePerformance Ad Hoc Evaluation template.	33-ERD-02
TTY/TDD	Chief Inspector's Office	Teletypewriter/telecommunications device for the deaf; both terms refer to an acoustic coupler that sends and receives teletypewriter signals over the telephone lines and enables telephone use for people who are deaf, hard of hearing, or who have a speech impediment by utilizing electronic transmission of text in place of audible communication.	64-DCM-02

Tuberculin Skin Test (TST)	Office of Correctional Health Care (OCHC)	An intra-dermal injection using a purified protein derivative (PPD) to test for the presence of tuberculosis infection.	31-SEM-09
Tuberculosis (TB)	Office of Correctional Health Care (OCHC)	An infectious disease caused by Mycobacterium Tuberculosis (MTB).	31-SEM-09
Tuition Reimbursement Program Manager	Bureau of Personnel	An employee designated by the Bureau of Personnel chief responsible for approving the application for Exempt Tuition Reimbursement to include determination of course eligibility, notification to the employee of confirmation/rejection of the application, and the amount of the projected reimbursement by email.	38-CED-01
Tutor	Ohio Central School System (OCSS)	An incarcerated person who has completed tutor training, has a high school diploma or HSE verified by the Ohio Central School System, earned OCSS-Correctional Education Association (CEA) certification, and is reclassified into the position of tutor.	57-EDU-14
Tutor Training Program	Ohio Central School System (OCSS)	Workshops approved by OCSS to prepare qualified incarcerated persons to work as tutors within the Department of Rehabilitation and Correction.	57-EDU-14
Two-Factor Authentication	Bureau of Information and Technology Services (BITS)	Authentication that incorporates two separate elements. An example is requiring both a password and a smart card.	05-OIT-03
Two-Step Skin Test	Office of Correctional Health Care (OCHC)	Administration of the Tuberculin Skin Test a second time after the original skin test. Two-step testing is used to improve the interpretation of tuberculin skin tests especially in persons who are required to undergo periodic testing.	31-SEM-09

Tzitzit	Religious Services	White undergarment that may be worn at all times by Jewish males; has fringes of string at the bottom that hangs outside and below the belt. Level 4 or Level 5 incarcerated individuals shall wear them tucked inside their pants when not at worship service and when outside their housing unit.	72-REG-07
Unannounced Equipment Inspections	Division of Parole and Community Services (DPCS)	Inspections to determine if all employees who are authorized to carry firearms and who have received DPCS Pepper Spray training have the following: handcuffs, pepper spray, agency identification, badge, and firearm (two fully loaded semiautomatic pistol magazines, all with state-issued duty ammunition).	104-TAW-01
Unauthorized Access	Bureau of Information Technology Services (BITS)	An attempt to gain unapproved logical or physical access to an ODRC-managed system asset or ODRC-managed information system or a change to an information technology system, firmware, hardware or software configuration characteristics without the state's knowledge, instruction or consent.	05-OIT-14
Unauthorized Group	Office of Prisons (OOP)	An association of two or more persons, not approved by the ODRC, with common characteristics that serve to distinguish that association from other individuals or groups. Common characteristics that serve to distinguish the association from other individuals or groups include sharing a common interest, activity, or purpose; acting in concert on an ongoing or recurrent basis; having an internal organization, whether loosely or highly structured; recognizing themselves as a distinct group. The term "unauthorized group" includes any group that is or could be considered a security threat group as defined in ODRC Policy 310-SEC-12, Security Threat Group.	73-GRP-01

Unauthorized Relationships	Division of Parole and Community Services (DPCS)	A relationship with any individual under the supervision of the ODRC and in the case of an APA employee, a relationship with any individual under the supervision of any criminal justice agency, which has not been approved by the managing officer in writing.	100-APA-15
Unauthorized Relationships	Office of Reentry	A relationship with any individual under the supervision of the ODRC, an ex-inmate, or anyone under the jurisdiction of a criminal court, which has not been approved by the appointing authority. Refer to ODRC Policy 31-SEM-07, Unauthorized Relationships, for details.	78-REL-04
Unclassified Employee	Bureau of Personnel	Persons who serve at the pleasure of the Appointing Authority.	31-SEM-05 39-TRN-02
Unconcealed Firearm	Division of Parole and Community Services (DPCS)	A firearm that is visible or likely to be visible to any person.	104-TAW-01
Uncontested Transfer	Behavioral Health Operations (BHO)	The transfer of a mentally ill incarcerated person to a psychiatric hospital when they have the mental capacity to consent to hospitalization and have waived a due process hearing.	67-MNH-19
Undue Hardship	Bureau of Personnel	Exists if accommodation would be unduly costly, extensive, substantial, disruptive, or would fundamentally alter the nature or operation of the business.	32-EEO-03
Undue Hardship (IPs)	Chief Inspector's Office	The requested accommodation could not be provided without significant difficulty or expense or it fundamentally alters the nature or operation of the institution or program.	64-DCM-02

Unexcused Absence (OCSS)	Ohio Central School System (OCSS)	Any failure to appear for a scheduled work or program session without a valid, verified excuse for the absence. Arrival for a scheduled work or program session more than 15 minutes after the start of the session without a valid, verified excuse shall also be considered as an unexcused absence. Placement in a Transitional Program Unit (TPU) under Restrictive Housing (RH) or Limited Privilege Housing (LPH) status shall only be counted as an unexcused absence upon a finding of guilty for a rule violation.	80-INC-02
Unexcused Absence (OOP)	Special Operations	An absence by an ODRC Honor Guard member (both Statewide and Institutional) from Honor Guard activation, training, or other Honor Guard functions which has not been authorized by the Honor Guard commander.	01-COM-10
Unfounded Allegation	Bureau of Operational Compliance (BOC)	An allegation that was investigated and determined not to have occurred.	79-ISA-01 79-ISA-02 79-ISA-03 79-ISA-04
Unified Communications (UC)	Bureau of Information and Technology Services (BITS)	An online, IT, enterprise service delivered in a unified user interface, that offers a variety of communication and productivity tools, such as Instant Messaging (IM), voice, audio and desktop sharing. ODRC provides two levels of UC to Authorized Users: Skype for Business, a UC service limited to approved executive level Authorized Users and specialized program Authorized Users and Jabber, an UC service available to other approved Authorized Users.	05-OIT-10

Uniformed Personnel	Labor Relations Office (LRO)	<p>Employees of the ODRC and any person providing services within ODRC who occupy one of the following positions, ranks, or work assignments or provides services in one of the following areas: (1) Custody personnel (corrections officer, correctional counselors, sergeants, lieutenants, captains, and security chiefs, (2) farm personnel, (3) food service personnel, (4) maintenance personnel, (5) clinical medical, behavioral health, and dental personnel, (6) powerhouse personnel, (7) recreation personnel (as designated by the applicable managing officer), (8) shop personnel (Ohio Penal Industries, vocational teachers), (9) Other service personnel required by the managing officer to wear uniforms.</p>	31-SEM-06
Unit Based Comprehensive Sex Offender Program	Behavioral Health Operations (BHO)	<p>A housing unit in a prison, designated by the managing officer where designated sex offenders are housed for the purpose of participating in an evidence-based sex offender programs. Unit-Based programs utilize the living unit environment to ensure that core correctional practices are incorporated in the living unit and in the program.</p>	67-MNH-12
Unit File	Bureau of Records Management (BORM)	<p>Prior to August 11, 2014, records that were maintained in the office areas of incarcerated person living units with defined contents limited to non-confidential information which would not present a clear security risk if accessed by incarcerated individuals. Examples of content include personal property, receipts, visitor lists, photographs, custody level, disciplinary infractions and actions taken, work assignments, program participation and miscellaneous correspondence.</p>	07-ORD-03

Unit Management	Office of Prisons (OOP)	Refers to the unit management chief, unit manager, correctional counselor and/or case manager in a parent institution. Classification specialists are also included in this definition at the reception centers.	79-ISA-04 105-PBD-03
Unit Management Core Program	Office of Prisons (OOP) - Unit Management Administration	A program that has been approved by OSC Unit Management Administration for facilitation or oversight by unit management staff.	02-REN-02 54-WRK-02 78-REL-07
Unit Management Program Index	Office of Prisons (OOP) - Unit Management Administration	A listing of individual institution unit management core or community partner programs that have been reviewed by Unit Management Administration.	02-REN-02
Universal Precautions	Bureau of Medical Operations (BMO)	Protective medical procedures that apply to blood, other body fluids containing visible blood, semen, and vaginal secretions. They may also apply to other potentially infectious materials.	68-MED-18
Unpaid Break	Bureau of Labor Relations (BLR)	Uncompensated time in which an employee is completely relieved from duty.	36-LEV-07
Unpaid Leave of Absence	Bureau of Personnel	An extended absence without pay approved pursuant to the Ohio Administrative Code 123:1-34-01 and/or an applicable collective bargaining agreement.	35-PAY-10
Unplanned Capital Request Form	Construction, Activation, Maintenance and Sustainability (CAMS)	An electronic form, DRC1725, which is to be utilized when requesting capital projects that have not been previously requested during the ODRC's capital budget submissions.	21-CAM-08
Unsubstantiated Allegation	Bureau of Operational Compliance (BOC)	An allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether the event occurred.	79-ISA-01 79-ISA-02 79-ISA-03 79-ISA-04

Urinalysis	Division of Parole and Community Services (DPCS)	Analysis of urine to determine the presence or abuse of illegal substances.	103-SPS-07
Use Tobacco	Bureau of Operational Compliance (BOC)	To chew or maintain any substance containing tobacco, including smokeless tobacco placed in the mouth to enhance the effects of tobacco.	10-SAF-01
Utilization Review	Office of Correctional Health Care (OCHC)	Review focusing on allocating the use of resources in the most cost-effective manner, while maintaining the quality of care.	69-OCH-08
Variance (BAD)	Bureau of Adult Detention (BAD)	The process of receiving approval from BAD for an alternative but acceptable method of complying with the intent of a standard when strict compliance would cause unusual, practical difficulties or financial hardship. The alternative practice must not seriously affect the security of the jail, the supervision of the prisoners, or the safe operation of the jail.	107-BAD-01
Variance	Office of Policy and Strategic Initiatives	A temporary authorization for a facility or facilities to deviate from a specific policy or its sections to accommodate local issues or non-routine situations prior to the scheduled annual review.	01-COM-01 107-BAD-05
Vehicular Pursuit	Division of Parole and Community Services (DPCS)	The pursuit by a law enforcement officer of a person fleeing or attempting to avoid a lawful arrest when both parties are in motor vehicles.	100-APA-02 100-APA-05
Vendor	Office of Prisons (OOP)	Contractor(s) approved by the Director or designee from whom incarcerated persons, their family members, friends, and others may purchase personal property; a company that delivers goods and supplies to ODRC facilities.	61-PRP-01 310-SEC-05

Victim	Office of Victim Services (OVS)	A person against whom the criminal offense or delinquent act is committed or who is directly and proximately harmed by the commission of the offense or act. The term "victim" does not include the offender or a person who would not act in the best interests of a deceased, incompetent, minor, or incapacitated victim.	03-OVS-05 79-ISA-01 79-ISA-02 100-APA-06 100-APA-10 100-APA-21 100-APA-24 100-APA-32 105-PBD-01 105-PBD-03 105-PBD-06 105-PBD-13 108-ABC-01
Victim (PREA)	Bureau of Operational Compliance (BOC)	A high risk incarcerated person who has been the victim of sexual abuse in an institutional setting, which has been confirmed by disciplinary records of the abuser and/or incarcerated person on incarcerated person assault records.	79-ISA-04
Victim Advocate	Office of Victim Services (OVS)	A staff member of the Office of Victim Services who specializes in providing to services to victims of offenders under the jurisdiction of ODRC.	03-OVS-01
Victim Awareness Classes	Office of Victim Services (OVS)	Classes offered within the institution and APA offices in which incarcerated persons/supervisees participate in order to understand the impact that crime has on victims.	03-OVS-05
Victim Conference Day	Division of Parole and Community Services (DPCS)	A day scheduled and set aside for the sole purpose of allowing victims or victim representatives to have a conference with a representative of the Parole Board to exchange information prior to an incarcerated person's release consideration hearing.	105-PBD-03
Victim Coordinator	Office of Victim Services (OVS)	An employee designated by their managing officer to serve as a liaison between their institution/APA office and the Office of Victim Services. The victim coordinator assists the institution, Adult Parole Authority and the Office of Victim Services with victim related issues.	03-OVS-01 03-OVS-02 03-OVS-03

Victim Information and Notification Everyday (VINE)	Office of Victim Services (OVS)	An automated victim notification system providing offender status information on offenders confined in local jails or state correctional facilities.	03-OVS-01
Victim Offender Dialogue	Office of Victim Services (OVS)	A formal process that provides victims of violent crime the opportunity for a structured, face-to-face meeting with the offender(s) of their crime in a secure, safe environment.	03-OVS-02 03-OVS-03
Victim Representative	Division of Parole and Community Services (DPCS)	A member of the victim's family or another person who pursuant to the authority of ORC 2930.02 exercises the right of a victim.	105-PBD-01 105-PBD-03 105-PBD-06 105-PBD-13
Victim Support Person	Bureau of Operational Compliance (BOC)	A designated employee that has been specially trained to support a victim of sexual abuse which may include: (1) Accompanying the victim to the hospital; (2) Supporting the victim through the forensic medical examination and investigatory interview; and/or (3) Providing emotional support, crisis intervention information, and referrals.	79-ISA-01 79-ISA-02 79-ISA-03
Victim Witnesses	Office of Victim Services (OVS)	Those individuals, designated by the immediate family of the victim(s) who witness the execution.	03-OVS-06

Video Game Console	Bureau of Information Technology Services (BITS)	A specialized information technology computing hardware device with the primary function of outputting a video signal to display video game content on a television or monitor. Components of a video game console include the hardware computing device, one or more handheld controllers, joysticks, or pads, which connect to the hardware computing device, and game cartridges or cards that are inserted into the hardware computing device. Depending on its manufacturing date, a video game console may have wireless capability, portable computing media capability or the capability to stream a video signal between multiple game consoles. Video game console manufacturers include, but are not necessarily limited to, PlayStation, Wii, XBox, GamePop, GameStick and GameCube.	05-OIT-11
Video Recall	DPCS/OOP	A feature that enables the BWC to capture 18-hours of lower resolution video recording with audio when the BWC is powered on. Video recall ensures that BWC wearers can make personal safety their primary concern and qualifying events are captured.	10-SAF-22
Video Relay Service	Chief Inspector's Office	A form of Telecommunications Relay Service that enables persons with hearing disabilities who use American Sign Language to communicate with voice telephone users through video equipment, rather than through typed text. Video equipment links the VRS user with a communications assistant (CA) so that the VRS user and the CA can see and communicate with each other in signed conversation.	64-DCM-02
Video Visitation	Office of Prisons (OOP)	A method of visitation through approved electronic devices.	76-VIS-01

Violation Behavior	Division of Parole and Community Services (DPCS)	Conduct by a supervisee during the period of APA supervision that is a violation of the conditions of release.	100-APA-10 100-APA-13 100-APA-16 100-APA-17 100-APA-19 103-SPS-02
Violation Hearing	Division of Parole and Community Services (DPCS)	An administrative hearing conducted by a representative(s) of the parole board or the APA chief designee to determine whether a supervisee has violated one or more of the conditions of release and, if so, the specific sanction that should be imposed upon them. For the purposes of this policy, the violation hearing process applies to TRC cases with crimes committed prior to July 1, 1996.	100-APA-03 100-APA-13 100-APA-16 100-APA-19 100-APA-24 100-APA-32 103-SPS-02 108-ABC-01
Violation Report	Division of Parole and Community Services (DPCS)	The APA report completed when the supervisee is scheduled for a violation hearing or as otherwise requested by the courts.	100-APA-24
Violation Sanction	Division of Parole and Community Services (DPCS)	An official response by the APA to a specific, documented violation of a condition of supervision. A sanction may be a community-based punishment or a return to incarceration.	102-FUG-02
Violator	Division of Parole and Community Services (DPCS)	A supervisee that has been declared to be in violation of any condition, sanction, or rule of the ODRC and the determination of which has been made by the APA and documented in its records or reports.	105-PBD-08
Violator At Large (VAL)	Division of Parole and Community Services (DPCS)	A supervisee who absconds the supervision of the APA as set forth in ORC section 2967.15 (C)(1).	100-APA-13 100-APA-14 100-APA-19 100-APA-24 100-APA-32 102-FUG-01 102-FUG-02 103-SPS-02 105-PBD-09 108-ABC-01

Violent Sex Offense	Parole Board	A violation of ORC section 2907.02 (Rape), 2907.03 (Sexual Battery), or of division (A)(4) or (B) of ORC section 2907.05 (Gross Sexual Imposition).	105-PBD-11
Visiting Transfer	Bureau of Classification and Reception (BOCR)	A transfer requested by an incarcerated person to move to an appropriately secure facility within the catchment area where a pro-social visitor resides.	53-CLS-09
Visitor	Office of Prisons (OOP)	Any person, excluding incarcerated persons, requesting entry to an institution that is not identified as an employee.	310-SEC-05
Visitor (OSC)	Office of Prisons (OOP)	Any non-ODRC employee, non-ODYS employee, temporary staffing, contractor, or intern student. This definition does not include supervisees reporting to the Columbus APA or ODYS Southern Parole Region offices.	11-COP-01
Vitek Hearing	Behavioral Health Operations (BHO)	A due process hearing for involuntary psychiatric hospitalization.	67-MNH-19
Voice Over Internet Protocol (VoIP)	Bureau of Information Technology Services (BITS)	A technology that allows the delivery of voice communications digitally over the internet instead of analog telephone lines. Some VoIP systems also have desktop videoconferencing capability.	05-OIT-12
Voluntary Overtime (OCSEA)	Labor Relations Office (LRO)	Overtime which is requested by the employee at the time of canvass.	35-PAY-01
Voluntary Overtime (SEIU-1199)	Labor Relations Office (LRO)	Overtime which an employee requests to work.	35-PAY-06

Voluntary Overtime Tracking Roster	Labor Relations Office (LRO)	A roster that contains the names of all employees who desire to work voluntary overtime, the employee's assigned shift, and on which is documented overtime shifts worked as voluntary overtime and/or shifts offered but not worked. At the end of the voluntary roster, the names of employees at other institutions who would like to volunteer for overtime shall also be listed.	35-PAY-06
Volunteer	Office of Prisons (OOP)	Citizens from the community who donate their time and effort to enhance the activities of the program with no monetary or material gain. They are selected based on their abilities to provide services in such areas as religious activities, substance abuse, education, and recreation. Assignment is such that routine visits to OSC or the prisons are anticipated.	11-COP-01 34-PRO-01
Volunteer Coordinator	Office of Holistic Services (OHS)	The employee assigned by the managing officer to coordinate all volunteer matters at a specific facility.	71-SOC-01 72-REG-01
Volunteer Instructor	Corrections Training Academy (CTA)	An employee who has willingly accepted the role of an instructor and has completed the required criteria for the subject(s) they will be instructing.	39-TRN-06
Volunteer Orientation	Office of Holistic Services (OHS)	A period of time in which ODRC staff initially meets with an approved volunteer for the purpose of introduction to the correctional environment.	71-SOC-01
Volunteer Training	Office of Holistic Services (OHS)	ODRC approved curriculum administered to volunteers.	71-SOC-01

Voyeurism	Bureau of Operational Compliance (BOC)	An invasion of privacy of an incarcerated person by a staff member, contractor, or volunteer for reasons unrelated to official duties such as peering at an incarcerated person who is using a toilet in their cell to perform bodily functions; requiring an incarcerated person to expose their buttocks, genitals, or breasts; or taking images of all or part of an incarcerated person's naked body or of any incarcerated person performing bodily functions.	79-ISA-01 79-ISA-02 79-ISA-03
Vulnerable Adult	Bureau of Operational Compliance (BOC)	Incarcerated persons that have been identified as having an intellectual and/or developmental disability (IDD) per ODRC Policy 67-MNH-22, Incarcerated Persons with Intellectual Disabilities and Developmental Disabilities (ID/DD): Screening, Evaluation, Treatment and Reentry.	79-ISA-04
Waiting Lists	Ohio Central School System (OCSS)	Education program lists that are used to keep track of potential student enrollment.	57-EDU-01
Waiver	Division of Parole and Community Services (DPCS)	A supervisee can admit to one (1) or more significant violations and waive the probable cause hearing and in doing so probable cause is found.	103-SPS-01
Wand	Religious Services	A wooden stick used for the practice of magic.	72-REG-09
Warning Alert	Legal Services	A non-contact de-escalation tool on the TASER 10 designed to provide a clear, visible, and audible warning to a subject before deployment of probes.	10-SAF-24
Watchtower Bible and Tract Society	Religious Services	Official name of the Jehovah Witness organization, headquartered in Brooklyn, New York.	72-REG-05
Water Systems	Construction, Activation, Maintenance, and Sustainability (CAMS)	Includes hot and cold-water distribution.	21-CAM-12

Web-based Bedside Visit-Funeral Services	Office of Prisons (OOP)	For the purpose of this policy, a method of allowing an incarcerated person to view a bedside visit or funeral services via video conferencing while remaining at their correctional facility.	76-VIS-03
WebXam	Ohio Central School System (OCSS)	A computer based standardized test of technical skill attainment for students in career development programs, where such a test exists. Industry Based Credential/Licensure tests will serve as a substitute.	57-EDU-12
Weekly UAR	Office of Prisons (OOP)	An unannounced round conducted at least weekly by intermediate-level or higher-level supervisors to identify and deter sexual abuse and sexual harassment. Staff conducting the round is prohibited from alerting other staff members that the supervisory round is occurring, unless such announcement is related to the legitimate operational functions of the facility.	50-PAM-02
Weingarten Right	Labor Relations Office (LRO)	A bargaining unit member's right to union representation during investigatory interviews.	09-INV-03 09-INV-07
Wellness Plan	Behavioral Health Operations (BHO)	A prioritized written list of positive coping strategies, activities, and resources of support for incarcerated persons who are being provided support and interventions from mental health. The wellness plan shall be completed annually with the assistance of a Mental Health Professional (MHP). The Wellness Plan is focused on reinforcing and developing resilience for crisis as well as identifying avenues for assistance when needed.	67-MNH-09 67-MNH-15
Wheelchair User	Office of Correctional Health Care (OCHC)	Incarcerated person with a functional limitation requiring the full or part time use of a wheelchair.	68-MED-13

Wiccan	Religious Services	One who practices a faith of nature-based worship, or the worship of the ancient gods and goddesses of paganism. Wicca is the name for the faith group or tradition, and magic is the name for the arts of the occult or hidden practices.	72-REG-09
Wide Area Network (WAN)	Bureau of Information Technology Services (BITS)	A communication network that services multiple information technology device users or interconnected information technology systems within a large geographic area.	05-OIT-11
Wiping Software	Bureau of Information Technology Services (BITS)	Software used to render all data on a hard drive unreadable and thus, inaccessible.	05-OIT-11
Wired	Bureau of Information Technology Services (BITS)	Traditional landline local and long-distance telephone service using twisted pair, coaxial or fiber optic cable.	05-OIT-12
Wireless	Bureau of Information Technology Services (BITS)	Use of various electromagnetic spectrum frequencies, such as radio and infrared, to communicate services, such as data and voice, without relying on a hardwired connection.	05-OIT-11 05-OIT-12
Wires	Legal Services	Thin, insulated copper wires that connect the probe to the TASER 10 device after deployment.	10-SAF-24
Witness	Religious Services	Sharing information or personal faith about religious beliefs without an attempt to coerce another person into changing from one religious belief to another.	72-REG-01
Witness Interview (non-investigators)	Labor Relations Office (LRO)	Interviewing someone who has firsthand knowledge of an incident of Employee Misconduct or possesses background information and who is not the subject of the investigation.	09-INV-03 09-INV-07

Women's Coordinator	EEO	An employee selected by the appointing authority of an institution, regional office of the Division of Parole and Community Services (DPCS), and/or Operation Support Center (OSC) who is an available source of support and disseminates information to female staff regarding health issues, educational opportunities, support groups, training, etc.	32-EEO-01
Work Keys	Ohio Central School System (OCSS)	A series of standardized tests developed by ACT that measure student academic skills in Graphic Literacy, Applied Math and Workplace Documents.	57-EDU-03 57-EDU-12
Work Order Router	Ohio Penal Industries	A list of materials, supplies, and labor required to produce a product.	25-OPI-08
Work Process Schedule	Ohio Central School System (OCSS)	Individual curriculum showing the categories and hours of an approved apprenticeship program, as outlined on the master record card, that the apprentice must complete (as required by ApprenticeOhio) in order to receive a Certificate of Completion.	57-EDU-07
Worker's Compensation	Division of Business Administration (DBA)	A “no-fault” system that compensates employees for work-related injuries or illnesses. Benefits are limited to wage loss, medical and rehabilitation expenses and are payable as long as the disability lasts, or medical treatment is reasonably necessary.	37-EAP-04
Working Alone	Labor Relations Office (LRO)	An employee may be considered working alone when they are working with an incarcerated person or group of incarcerated persons in an area where they cannot be observed or heard by another employee without the aid of mechanical devices.	51-STF-04
Working OCSS Transcript	Ohio Central School System (OCSS)	An unofficial version of the OCSS transcript documented with information not available in DOTS.	07-ORD-09
Working Suspension	Bureau of Personnel	Employee works and receives wages for the time worked. Working suspension is a paper suspension and has the same effect for the purpose of progression.	35-PAY-02

Workplace Domestic Violence	Human Resources	Any domestic violence incident involving state employees which occurs while on state property, while conducting state business, or during state sponsored events, or has the potential to impact the workplace.	31-SEM-08
Workplace Violence	Human Resources	Any act or threat of violence that occurs at the workplace or impacts the operation of the facility or office. Workplace violence includes any act where there is reasonable potential for the infliction of physical or emotional harm or trauma. The actual or intended target of the act or threat may include employees, contractors, volunteers, their family, or property. Workplace violence falls into one of the following categories: (1) Non-Physical Violence, (2) Physical Violence, (3) Aggravated Physical Violence, (4) Domestic Violence, (5) Workplace Domestic Violence.	31-SEM-08
Workplace Violence Liaison	Human Resources	A staff member appointed by the Managing Officer to assist in the facilitation of workplace violence response as designated by this policy in addition to their regular duties.	31-SEM-08
Works of Art & Historical Treasures	Division of Business Administration (DBA)	Assets that are maintained or preserved such as paintings, sculptures, etc.	22-BUS-08
Workshops/Seminars	Office of Prisons (OOP)	Structured social skills or life enhancement programs for groups of incarcerated persons that are planned, developed, presented, and evaluated by trained staff. Such workshops should be designed to elicit measurable results. These programs may include communication, interpersonal skills, parenting, self-defeating behavior, stress management, anger management, family dynamics, and goal setting.	78-REL-01

Worksite	Bureau of Operational Compliance (BOC)	For purposes of this policy (10-SAF-09), each ODRC institution, the Operation Support Center (inclusive of the Ohio Penal Industries, the Corrections Training Academy,), and DPCS Regional offices are Worksites.	10-SAF-09 10-SAF-14
Worksite Supervisor	Office of Prisons (OOP)	Staff designated to supervise incarcerated persons working on inside and outside community service projects.	04-CMJ-03
Writ	Legal Services	A court's written order, in the name of the state or other competent legal authority, commanding the addressee to do or refrain from doing a specified act. The order may contain the term "writ" in the caption or refer to it in the body of a decision.	37-EAP-03