



How to Self-Petition for a Sentence Reduction Under the Reagan Tokes Law

Introduction

This resource packet explains the basics of how to self-petition (or apply) for a reduction of the minimum term of your “non-life felony indefinite sentence” (i.e., your Reagan Tokes (SB201) sentence). The packet covers: who is eligible; the petition or application process (paperwork, documentation, timing, etc.); and the roles of various officials in the process (unit case managers, managing officers (aka wardens), DRC’s director, the sentencing court, etc.).

Reductions of Minimum Sentences are Expected to be Rare

It is expected to be very difficult for incarcerated folks to get this kind of sentence reduction. Under state law, you can petition for a reduction and your petition will go up a “chain of review” at DRC before the Director ultimately decides if it will go to the court. Accomplishing either the “exceptional conduct” or the “adjustment to incarceration” required by DRC will be a huge mountain to climb for folks wanting DRC to recommend them for a reduction.

The policy (which explains how the law and administrative rule will work in real life) demands a lot – it requires not just good but “**unusually good**” behavior and a “**level of excellence not commonly displayed**” in prison (details below). So, keep your expectations low. Even if you are doing your best, learning hard things, gaining new skills, putting your heart and soul into your recovery and reentry plans, this particular reduction may not work out for you (or for anyone you know). Even so, remember that what you learn can never be taken away from you, and may make your life on the outside better. Finally, depending on the type and level of your conviction(s), you may have other – still tough, but not impossible – paths to an early release, e.g. traditional judicial release and earned credit, etc.

What’s in this Packet?

In addition to explaining the self-petition process, this packet also includes the following resources and forms for your review and use:

- The law – Ohio Revised Code Section 2967.271, Presumptions related to sentence to non-life felony indefinite prison term;
- The administrative rule – Ohio Administrative Code Rule 5120-2-19, Recommended Reduction of Non-Life Felony Indefinite Prison Term (05/27/2021);
- The policy – DRC Policy 78-REL-10, Petition for Discretionary Reduction (05/02/2022);
- A blank petition – Incarcerated Adult Petition for Sentence Reduction SB201 – Form DRC 3197 (03/2021); and
- The required release – Release of Mental Health Information – Form DRC 5159.



The Basics on Reagan Tokes Sentence Reductions

DRC Policy 78-REL-10 (attached) states that DRC's Director can recommend to a sentencing court that eligible, incarcerated adults who have "exhibited exceptional conduct or adjustment to incarceration" get a reduction of their Reagan Tokes minimum sentence. Approved reductions can be from 5, 10, or 15% of the minimum term, depending on the offense level (1st degree felony vs. a 2nd degree felony).

If DRC's Director reaches out to the court to recommend that you be considered for a sentence reduction, the court must hold a hearing and review specific factors. After reviewing the materials and arguments of DRC's director, the county prosecutor, and possibly the victim or victim's family, the sentencing court is required to make certain findings and then a final decision on whether or not you receive a reduction. If your judge is no longer on the court, your case will be assigned to a different judge. There is no right to appeal the sentencing court's decision.

Who is Eligible for a Potential Reduction?

To be *eligible* for a reduction of your minimum prison term, you must be an adult serving an indefinite (but non-life) term for a felony conviction in DRC. That means: no life sentences or "life tails," and no "flat" or definite prison terms. You need at least one sentence with both a minimum and a maximum term of years to apply for the reduction.¹

In addition to that initial eligibility requirement, you cannot be considered for a reduction unless you meet **each** of the following conditions, at the time of filing:

- You have served at least ½ of your minimum SB201 sentence;
- You have less than 2 years left before the end of your minimum term;
- You are not currently serving any mandatory time;
- You are not serving an indefinite prison term for a sexually oriented offense as defined in ORC §2950.01(A)(1)-(14).

You Must Demonstrate Exceptional Conduct or Adjustment to Incarceration

To be considered for a sentence reduction, you must not only meet the above *basic* eligibility requirements, but also must "demonstrate exceptional conduct or adjustment to incarceration." Ohio Administrative Code Rule 5120-2-19 (attached) defines and gives examples of the kind of conduct and adjustment that a person must demonstrate in their petition to get the DRC Director's approval and recommendation to the court.

¹ If you are serving both a flat term and a non-life felony indefinite term, you may still file a petition for a recommended reduction of the minimum term of the indefinite sentence. If granted by the court, the reduction would only apply to your indefinite prison term. The length of each sentence, the order in which they are served, and/or if they are to be served concurrently will determine how much a reduction impacts your release date.

Exceptional Conduct

According to the rule, “**exceptional conduct while incarcerated**” means “behavior which is unusually good and demonstrates a level of excellence not commonly displayed by an incarcerated adult in the advancement of their rehabilitation.” An incarcerated adult may demonstrate exceptional conduct in DRC, if they:

- complete all DRC-recommended programming;
- address all of the criminogenic needs identified in their case plan;
- engage in extensive community service and take part in pro-social groups and activities;
- maintain positive social ties to people in the community;
- create a solid reentry plan, including suitable housing and plans for work; and
- show they are dedicated to their rehabilitation.

As you can imagine, it may be difficult to complete “all” of the recommended programming, depending on how long you have been in DRC, whether your parent institution has all of the programs you need and/or how long the waitlists run. The same goes for addressing “all” of your criminogenic needs. Ask your case manager or unit manager for help developing a road map to try to achieve these two goals.

Doing community service and taking part in pro-social groups or activities is more straightforward, though it may be tough to balance with work and other programming. Consider joining a group or class that *includes* community service or suggest a community service project to your teacher, group leader, or classmates. If it is hard for you to join groups or talk with new people, try to join with a friend or ask a unit team member or teacher who you trust for a suggestion. They may know a leader who can help you ease into the group.

Maintaining social ties with people on the outside can be a lifeline for you while you are in DRC and then again when you are beginning your reentry journey. It can be hard to maintain those ties because of the costs of mail and phone calls or depending on the age and health of your family, how far away they live from you², or just difficult family history. Sometimes there simply are no loved ones left.

If that is your situation, one alternative for “maintaining positive social ties in the community” is to join a work or reentry-focused program, faith group, or other volunteer-run group, and finding a mentor. Programs inside prison that also have a post-release program of some kind out in the community are ideal – helping you learn and grow while in DRC and also referring you to support systems, programming, mentors back in the community.

² You may wish to request a transfer to a different DRC “catchment” or “reentry area,” so you can be closer to supportive loved ones. Your case manager can talk with you about how that process works. Also, our agency – the Ohio Public Defender – has a resource packet on prison transfers as well. Ask your librarian or write to us to request a copy.

Those “resource people” – loved ones or community volunteers – can be a big help with your reentry planning. Your case and unit manager may be able to help as well. DRC also has a dedicated Reentry Office to which you can reach out through your unit team and ask for a video-conference meeting. Staff there can explain to you and your case manager all of the reentry resources, including housing and job opportunities available in the community to which you hope to be released.

Adjustment to Incarceration

The same rule (OAC 5120-2-19) also explains the kind of “**adjustment to incarceration**” that would convince DRC’s director to recommend an incarcerated person for a reduction of their minimum sentence. According to the rule, DRC is looking for a person who meets **all** the following requirements:

- is at a security level 1 or 2 at the time of the recommendation or petition;
- is not in limited privilege housing or restrictive housing at the time of the recommendation or petition;
- is not an active or disruptive member of a security threat group at the time of the recommendation or petition; and
- has not in the 2 years prior to the recommendation or petition been found guilty of violating **any** "Inmate Rules of Conduct," by the rules infraction board.

In addition, in the prior 5 years the incarcerated person could not have been found guilty of physically harming someone or a weapons-related rule violation. Finally, an incarcerated person who during **any** part of their sentence was found guilty of an assault or related act, sexual misconduct, rioting, an escape-related violation, fire setting or unauthorized burning would not be eligible for a DRC recommendation for a sentence reduction.

As you can see, the rule requires looking all the way back to day 1 of a person’s sentence and sets a very high standard for the institutional conduct required to score a DRC recommendation for a sentence reduction. Definitely read through the rule (attached) and cross reference the old list of Rules of Conduct and the newest list – effective 8/7/2023 – because some of the rule numbers changed *after* rule OAC 5120-2-19 was written. You may need to consult with your case manager about the rule categories and new rule numbers. This may help both of you clarify whether you meet the criteria, and which numbers or language to include in your petition to be sure you are credited properly for your good conduct.

The Self-Petition Process

Completing the Petition

Included in this packet is a blank, 3-page “Adult Petition for Sentence Reduction SB201” (DRC 3197) and a blank 1-page “Release of Mental Health Information” form (DRC 5159). The Petition form is exactly what it sounds like – your Petition. You will fill out the form and will likely add additional pages for key sections (e.g., the listing of programs/community service/pro-social

activities, etc., and your explanation of why your conduct and/or adjustment are so exceptional that they justify early release). The boxes provided for your answers are pretty small.

Other information you should be prepared to plug into the form includes:

- how you have maintained ties with individual people in the community,
 - name the people and your relationship with them (mother, aunt, brother, mentor, former boss, school friend) and how you stay in touch (letters, email, calls, visits) – keep in mind that DRC keeps records of your calls and visits, so be as accurate as possible;
- an explanation of your institutional conduct history;
- up to 4 possible people with whom or places where you plan to live
 - these should be family members, halfway houses, or supportive housing
 - you will list them as Plan A (e.g., 1st choice), Plan B (e.g. 2nd choice), Plans C and D
 - provide the name of the person or program, relationship (e.g. aunt, halfway house, etc.), address, and phone number
 - do not list any family members with violent criminal records or who are currently under APA, county, or federal supervision
 - if you list a halfway house, try to reach out to them in advance with a phone call arranged by your case manager or DRC reentry to confirm you could be accepted into their program
- a listing of your plans for a job after your release
 - if you have an old boss that has confirmed they'd rehire you, say that and list the business, their name, and number
 - if you have a family member who has lined up a job for you, explain that
 - if you have had a job in DRC that you enjoyed or are particularly good at, explain that you plan to look for that kind of work
 - if you completed a vocational program in DRC, explain that you hope to look for that sort of work on the outside
 - if you have a documented disability and received disability benefits before you were in DRC and plan to apply or reapply for benefits explain that

Finally, place any supporting documents you have – program certificates, flyers that detail programs or groups you've participated in, letters from supportive teachers, group leaders, work supervisors, prison volunteers, etc., – at the back of the form, and sign it.

Mental Health Release

The signed mental health release form is required to be turned in at the same time as your petition. That will let DRC staff review your mental health records, if any, and verify if you have a Mental Health Treatment Plan, and, if so, whether you are following it, including whether you are compliant with your medications.

If an incarcerated person is not following their mental health plan, they will have a chance to get back on track. DRC will put the sentence reduction petition “in abeyance” – which means on hold – until the person “achieves compliance” or sticks with their mental health plan and meds, if any, for at least 90 days. Once they have gotten to that 90-day mark (and continue to stay on track), their petition will move forward for consideration.

Assistance for People with Disabilities or Language Barriers

If you have low vision or blindness, a learning disability, any other mental or physical health condition that makes it hard for you to read or write, or if English is not your first language, you are entitled to assistance from DRC staff in learning about the sentence reduction process, your eligibility, and, if eligible, completing the necessary petition materials. You can ask your case manager for this type of assistance.

Meeting with Your Case Manager

After you complete the required forms, add additional pages and supporting documents, you are then required to meet with your case manager to review it together. If they find something is missing or incorrect, you can revise it. So, do your best, but know that you will have the chance to fix any mistakes and add anything additional that your case manager suggests. It may be a good idea to talk with your case manager even before you begin the paperwork to verify your eligibility and whether you are able to file right away or need to wait a bit longer.

Possible Reductions, Filing Limit

The possible recommended sentence reductions range from 5% to 15%. Someone whose highest level felony (with a minimum term indefinite sentence) is an F1 might get a recommendation for a reduction of 5% or 10%. If their highest felony (with a minimum term indefinite prison term) is an F2, the recommended reduction could be either a 10% or 15% reduction of the minimum term they are currently serving.

Finally, keep in mind that you may only petition for this kind of reduction of your minimum term once each calendar year. So, give it your absolute best shot and make sure you consider and include everything you need and want in your paperwork before you submit it.

Your Case Manager's Role

As mentioned above, incarcerated people self-petitioning for a reduction in their minimum prison term must meet with their unit case manager and share with them their completed petition with any additional pages, supporting documentation, and a signed mental health release.

The case manager has a number of responsibilities in the sentence reduction petition process, including:

- reviewing the petition with the incarcerated person, and, if not complete, providing guidance to the petitioner on how to remedy the incomplete sections so it can be revised before being submitted to the warden;
- determining if the incarcerated person meets the minimum qualifications, and if they do not meet them, documenting the reason(s) on a “DRC Response to a Petition for Reduction in Minimum Sentence” form (DRC 3195) and sharing that with the incarcerated person along with the petition and other documentation;
- if the petition is properly completed and the person meets the minimum qualifications, the case manager then follows up on the mental health compliance requirements;
- If the incarcerated person is not compliant with their Mental Health Treatment Plan, the case manager explains to them that consideration of their petition will be placed in abeyance until they achieve compliance for at least ninety (90) days;
- confirming all the verifiable information in the petition;
- completing the “DRC Response to a Petition for Reduction in Minimum Sentence;”
- completing an Institutional Summary Report on the incarcerated petitioner;
- identifying the proposed housing plans listed in the petition; and, finally,
- sending the entire petition and accompanying documentation to the warden for consideration.

The Warden's Role

The warden (also known as the “managing officer”) reviews all of the sentence reduction petitions submitted by people in the institution that they manage. The warden decides whether to recommend a reduction and submit the petition to the Director of DRC or whether to deny the petition at the institutional level. The warden's decision to deny a petition cannot be appealed.

Warden's Interview with the Incarcerated Petitioner

If the warden is considering a recommended reduction, they are required to personally interview the incarcerated petitioner before they can refer the petition to DRC's Director. The warden can deny the petition at their level without interviewing the incarcerated person.

What the Warden Considers

Before deciding whether to send a petition to the Director and recommend a sentence reduction, the warden must consider all available information about the incarcerated person's criminal behavioral, and programming history as well as public safety.

Denial by the Warden

If the warden denies a petition, they have to provide a written explanation of the reasons for that decision on the “ODRC Response to a Petition for Reduction in Minimum Sentence” form. The written explanation and the petition must be provided to the incarcerated person within 14 calendar days of the denial. Again, the warden’s denial cannot be appealed.

Recommendation by the Warden

If the warden recommends the reduction to the Director, that recommendation has to be in writing and sent to the Director, along with the petition and accompanying documents.

DRC’s Director Decides Whether to Recommend a Reduction to the Sentencing Court

The Director of DRC – or a designated staff member – reviews all petitions submitted by a warden with a recommended reduction. That means the Director’s office may review petitions from close to 30 wardens across the state. If the Director or designee denies a petition, the incarcerated petitioner must be given a written explanation including the reasons for denial.

Only the Director can approve an Incarcerated Adult Petition for Sentence Reduction SB201 (DRC3197) and issue a recommended reduction to the sentencing court. The Director’s approval must be issued in writing and signed by the Director. This cannot be delegated to a staff member.

If the Director approves a petition for recommended reduction, the Director must provide the incarcerated person with written notice of: the decision, the reasons for the recommended reduction, and the percentage (from to 5-15%) recommended. The Director or designee must also notify the Bureau of Sentencing Computation (BOSC) of the recommended reduction.

The Director’s recommendation is a rebuttable presumption – that means when the director recommends you for release, it is assumed that you will be released, and the burden is on the prosecuting attorney in your underlying conviction to convincingly argue why you should not be released. See ORC §2967.271 (F)(4) for further details on how a prosecutor can rebut the presumption.

What Happens Next for Director-Approved Sentence Reduction Recommendations?

APA Placement Investigation

Once BOSC gets notice that the Director has approved an incarcerated person’s petition for a recommended reduction, BOSC notifies the Adult Parole Authority (APA). The APA conducts a “placement investigation” that starts with a review of the housing plans identified in the incarcerated person’s petition. The APA notifies BOSC when the placement investigation is complete and provides the results of the investigation in writing.

BOSC's Next Steps – Getting the Recommended Reduction in Front of the Court

BOSC will calculate the potential release date of the incarcerated person's sentence based on the DRC Director's recommended reduction – a percentage in the range of 5% to 15% – of the minimum sentence.

BOSC will then send a Notice to the Court of Recommended Reduction to the sentencing court identifying the defendant/incarcerated person, the length of the Director's recommended sentencing reduction and the potential end date of the sentence after the reduction. BOSC also instructs the court that it must notify DRC of the court's approval or denial of the recommended reduction no later than sixty (60) days after receipt of the Notice.

BOSC also sends documentation to the sentencing court and prosecuting attorney of the county where the underlying case was prosecuted ninety (90) days prior to the date on which the Director wishes to credit the reductions toward the satisfaction of the incarcerated adult's minimum prison term. The documents include copies of the incarcerated person's initial petition for a sentencing reduction, DRC's response, the APA placement investigation, and the incarcerated person's Institutional Summary Report. The Director also notifies the court that the recommendation of the sentence reduction is a rebuttable presumption.

Finally, BOSC notifies the Office of Victim Services (OVS) that a Notice to the Court of Recommended Reduction (DRC3212) has been submitted to the sentencing court.

Sentencing Court –Final Decision

Court-Disapproved Reductions

If the court finds that the prosecutor has successfully rebutted the presumption of a reduction, then it will disapprove of the recommended reduction. This means your sentence will not be reduced. The court is required to notify DRC of the disapproval not later than sixty days after it received notice from the director. The court is further required to specify the reasons for disapproving the reduction.

Upon notification from the sentencing court that the Director's recommended reduction has been rebutted and disapproved, BOSC shall notify the incarcerated adult that the reduction will not be credited towards satisfaction of the incarcerated adult's minimum prison term. BOSC will also notify other relevant DRC staff of the decision, such as the APA.

Court-Granted Reductions

Upon notification from the sentencing court that the Director's recommended reduction has been granted, BOSC shall credit the amount of the reduction toward satisfaction of the incarcerated adult's minimum prison term and determine the incarcerated adult's presumptive earned early release date.

If the granted reduction results in the imminent release of the incarcerated adult, BOSC is required to notify parties listed at DRC Policy 78-REL-10 (E)(2). If the granted reduction does not result in an imminent release, BOSC is required to notify parties listed at DRC Policy 78-REL-10 (E)(3).

Managing Your Expectations

At the time this packet was created, no one so far has received a Reagan-Tokes sentence reduction. This is partially due to the fact that this is a relatively new form of relief, and many people are unaware it exists. Additionally, it seems that this form of relief was intended by the legislature to be difficult to obtain, and only appropriate for those with **‘unusually good’** behavior and a **“level of excellence not commonly displayed.”**

Even if you feel like you have done a lot of work to rehabilitate yourself and diligently filled out your petition, there is still no guarantee you will end up receiving a reduction. With that being said, there is no real downside for asking for this reduction and the work you do to make yourself a good candidate will likely benefit you in other ways.

Rev. 1/19/24



Ohio Revised Code

Section 2967.271 Presumptions related to sentence to non-life felony indefinite prison term.

Effective: March 22, 2019

Legislation: Senate Bill 201 - 132nd General Assembly

(A) As used in this section:

(1) "Offender's minimum prison term" means the minimum prison term imposed on an offender under a non-life felony indefinite prison term, diminished as provided in section 2967.191 or 2967.193 of the Revised Code or in any other provision of the Revised Code, other than division (F) of this section, that provides for diminution or reduction of an offender's sentence.

(2) "Offender's presumptive earned early release date" means the date that is determined under the procedures described in division (F) of this section by the reduction, if any, of an offender's minimum prison term by the sentencing court and the crediting of that reduction toward the satisfaction of the minimum term.

(3) "Rehabilitative programs and activities" means education programs, vocational training, employment in prison industries, treatment for substance abuse, or other constructive programs developed by the department of rehabilitation and correction with specific standards for performance by prisoners.

(4) "Security level" means the security level in which an offender is classified under the inmate classification level system of the department of rehabilitation and correction that then is in effect.

(5) "Sexually oriented offense" has the same meaning as in section 2950.01 of the Revised Code.

(B) When an offender is sentenced to a non-life felony indefinite prison term, there shall be a presumption that the person shall be released from service of the sentence on the expiration of the offender's minimum prison term or on the offender's presumptive earned early release date, whichever is earlier.



(C) The presumption established under division (B) of this section is a rebuttable presumption that the department of rehabilitation and correction may rebut as provided in this division. Unless the department rebuts the presumption, the offender shall be released from service of the sentence on the expiration of the offender's minimum prison term or on the offender's presumptive earned early release date, whichever is earlier. The department may rebut the presumption only if the department determines, at a hearing, that one or more of the following applies:

(1) Regardless of the security level in which the offender is classified at the time of the hearing, both of the following apply:

(a) During the offender's incarceration, the offender committed institutional rule infractions that involved compromising the security of a state correctional institution, compromising the safety of the staff of a state correctional institution or its inmates, or physical harm or the threat of physical harm to the staff of a state correctional institution or its inmates, or committed a violation of law that was not prosecuted, and the infractions or violations demonstrate that the offender has not been rehabilitated.

(b) The offender's behavior while incarcerated, including, but not limited to the infractions and violations specified in division (C)(1)(a) of this section, demonstrate that the offender continues to pose a threat to society.

(2) Regardless of the security level in which the offender is classified at the time of the hearing, the offender has been placed by the department in extended restrictive housing at any time within the year preceding the date of the hearing.

(3) At the time of the hearing, the offender is classified by the department as a security level three, four, or five, or at a higher security level.

(D)(1) If the department of rehabilitation and correction, pursuant to division (C) of this section, rebuts the presumption established under division (B) of this section, the department may maintain the offender's incarceration in a state correctional institution under the sentence after the expiration of the offender's minimum prison term or, for offenders who have a presumptive earned early release date, after the offender's presumptive earned early release date. The department may maintain the



offender's incarceration under this division for an additional period of incarceration determined by the department. The additional period of incarceration shall be a reasonable period determined by the department, shall be specified by the department, and shall not exceed the offender's maximum prison term.

(2) If the department maintains an offender's incarceration for an additional period under division (D)(1) of this section, there shall be a presumption that the offender shall be released on the expiration of the offender's minimum prison term plus the additional period of incarceration specified by the department as provided under that division or, for offenders who have a presumptive earned early release date, on the expiration of the additional period of incarceration to be served after the offender's presumptive earned early release date that is specified by the department as provided under that division. The presumption is a rebuttable presumption that the department may rebut, but only if it conducts a hearing and makes the determinations specified in division (C) of this section, and if the department rebuts the presumption, it may maintain the offender's incarceration in a state correctional institution for an additional period determined as specified in division (D)(1) of this section. Unless the department rebuts the presumption at the hearing, the offender shall be released from service of the sentence on the expiration of the offender's minimum prison term plus the additional period of incarceration specified by the department or, for offenders who have a presumptive earned early release date, on the expiration of the additional period of incarceration to be served after the offender's presumptive earned early release date as specified by the department.

The provisions of this division regarding the establishment of a rebuttable presumption, the department's rebuttal of the presumption, and the department's maintenance of an offender's incarceration for an additional period of incarceration apply, and may be utilized more than one time, during the remainder of the offender's incarceration. If the offender has not been released under division (C) of this section or this division prior to the expiration of the offender's maximum prison term imposed as part of the offender's non-life felony indefinite prison term, the offender shall be released upon the expiration of that maximum term.

(E) The department shall provide notices of hearings to be conducted under division (C) or (D) of this section in the same manner, and to the same persons, as specified in section 2967.12 and Chapter 2930. of the Revised Code with respect to hearings to be conducted regarding the possible release on parole of an inmate.



(F)(1) The director of the department of rehabilitation and correction may notify the sentencing court in writing that the director is recommending that the court grant a reduction in the minimum prison term imposed on a specified offender who is serving a non-life felony indefinite prison term and who is eligible under division (F)(8) of this section for such a reduction, due to the offender's exceptional conduct while incarcerated or the offender's adjustment to incarceration. If the director wishes to recommend such a reduction for an offender, the director shall send the notice to the court not earlier than ninety days prior to the date on which the director wishes to credit the reduction toward the satisfaction of the offender's minimum prison term. If the director recommends such a reduction for an offender, there shall be a presumption that the court shall grant the recommended reduction to the offender. The presumption established under this division is a rebuttable presumption that may be rebutted as provided in division (F)(4) of this section.

The director shall include with the notice sent to a court under this division an institutional summary report that covers the offender's participation while confined in a state correctional institution in rehabilitative programs and activities and any disciplinary action taken against the offender while so confined, and any other documentation requested by the court, if available.

The notice the director sends to a court under this division shall do all of the following:

- (a) Identify the offender;
- (b) Specify the length of the recommended reduction, which shall be for five to fifteen per cent of the offender's minimum term determined in accordance with rules adopted by the department under division (F)(7) of this section;
- (c) Specify the reason or reasons that qualify the offender for the recommended reduction;
- (d) Inform the court of the rebuttable presumption and that the court must either approve or, if the court finds that the presumption has been rebutted, disapprove of the recommended reduction, and that if it approves of the recommended reduction, it must grant the reduction;
- (e) Inform the court that it must notify the department of its decision as to approval or disapproval



not later than sixty days after receipt of the notice from the director.

(2) When the director, under division (F)(1) of this section, submits a notice to a sentencing court that the director is recommending that the court grant a reduction in the minimum prison term imposed on an offender serving a non-life felony indefinite prison term, the department promptly shall provide to the prosecuting attorney of the county in which the offender was indicted a copy of the written notice, a copy of the institutional summary report described in that division, and any other information provided to the court.

(3) Upon receipt of a notice submitted by the director under division (F)(1) of this section, the court shall schedule a hearing to consider whether to grant the reduction in the minimum prison term imposed on the specified offender that was recommended by the director or to find that the presumption has been rebutted and disapprove the recommended reduction. Upon scheduling the hearing, the court promptly shall give notice of the hearing to the prosecuting attorney of the county in which the offender was indicted and to the department. The notice shall inform the prosecuting attorney that the prosecuting attorney may submit to the court, prior to the date of the hearing, written information relevant to the recommendation and may present at the hearing written information and oral information relevant to the recommendation.

Upon receipt of the notice from the court, the prosecuting attorney shall notify the victim of the offender or the victim's representative of the recommendation by the director, the date, time, and place of the hearing, the fact that the victim may submit to the court, prior to the date of the hearing, written information relevant to the recommendation, and the address and procedure for submitting the information.

(4) At the hearing scheduled under division (F)(3) of this section, the court shall afford the prosecuting attorney an opportunity to present written information and oral information relevant to the director's recommendation. In making its determination as to whether to grant or disapprove the reduction in the minimum prison term imposed on the specified offender that was recommended by the director, the court shall consider any report and other documentation submitted by the director, any information submitted by a victim, any information submitted or presented at the hearing by the prosecuting attorney, and all of the factors set forth in divisions (B) to (D) of section 2929.12 of the Revised Code that are relevant to the offender's offense and to the offender.



Unless the court, after considering at the hearing the specified reports, documentation, information, and relevant factors, finds that the presumption that the recommended reduction shall be granted has been rebutted and disapproves the recommended reduction, the court shall grant the recommended reduction. The court may disapprove the recommended reduction only if, after considering at the hearing the specified reports, documentation, information, and relevant factors, it finds that the presumption that the reduction shall be granted has been rebutted. The court may find that the presumption has been rebutted and disapprove the recommended reduction only if it determines at the hearing that one or more of the following applies:

- (a) Regardless of the security level in which the offender is classified at the time of the hearing, during the offender's incarceration, the offender committed institutional rule infractions that involved compromising the security of a state correctional institution, compromising the safety of the staff of a state correctional institution or its inmates, or physical harm or the threat of physical harm to the staff of a state correctional institution or its inmates, or committed a violation of law that was not prosecuted, and the infractions or violations demonstrate that the offender has not been rehabilitated.
- (b) The offender's behavior while incarcerated, including, but not limited to, the infractions and violations specified in division (F)(4)(a) of this section, demonstrates that the offender continues to pose a threat to society.
- (c) At the time of the hearing, the offender is classified by the department as a security level three, four, or five, or at a higher security level.
- (d) During the offender's incarceration, the offender did not productively participate in a majority of the rehabilitative programs and activities recommended by the department for the offender, or the offender participated in a majority of such recommended programs or activities but did not successfully complete a reasonable number of the programs or activities in which the offender participated.
- (e) After release, the offender will not be residing in a halfway house, reentry center, or community residential center licensed under division (C) of section 2967.14 of the Revised Code and, after release, does not have any other place to reside at a fixed residence address.



(5) If the court pursuant to division (F)(4) of this section finds that the presumption that the recommended reduction in the offender's minimum prison term has been rebutted and disapproves the recommended reduction, the court shall notify the department of the disapproval not later than sixty days after receipt of the notice from the director. The court shall specify in the notification the reason or reasons for which it found that the presumption was rebutted and disapproved the recommended reduction. The court shall not reduce the offender's minimum prison term, and the department shall not credit the amount of the disapproved reduction toward satisfaction of the offender's minimum prison term.

If the court pursuant to division (F)(4) of this section grants the recommended reduction of the offender's minimum prison term, the court shall notify the department of the grant of the reduction not later than sixty days after receipt of the notice from the director, the court shall reduce the offender's minimum prison term in accordance with the recommendation submitted by the director, and the department shall credit the amount of the reduction toward satisfaction of the offender's minimum prison term.

Upon deciding whether to disapprove or grant the recommended reduction of the offender's minimum prison term, the court shall notify the prosecuting attorney of the decision and the prosecuting attorney shall notify the victim or victim's representative of the court's decision.

(6) If the court under division (F)(5) of this section grants the reduction in the minimum prison term imposed on an offender that was recommended by the director and reduces the offender's minimum prison term, the date determined by the department's crediting of the reduction toward satisfaction of the offender's minimum prison term is the offender's presumptive earned early release date.

(7) The department of rehabilitation and correction by rule shall specify both of the following for offenders serving a non-life felony indefinite prison term:

(a) The type of exceptional conduct while incarcerated and the type of adjustment to incarceration that will qualify an offender serving such a prison term for a reduction under divisions (F)(1) to (6) of this section of the minimum prison term imposed on the offender under the non-life felony indefinite prison term.



(b) The per cent of reduction that it may recommend for, and that may be granted to, an offender serving such a prison term under divisions (F)(1) to (6) of this section, based on the offense level of the offense for which the prison term was imposed, with the department specifying the offense levels used for purposes of this division and assigning a specific percentage reduction within the range of five to fifteen per cent for each such offense level.

(8) Divisions (F)(1) to (6) of this section do not apply with respect to an offender serving a non-life felony indefinite prison term for a sexually oriented offense, and no offender serving such a prison term for a sexually oriented offense is eligible to be recommended for or granted, or may be recommended for or granted, a reduction under those divisions in the offender's minimum prison term imposed under that non-life felony indefinite prison term.

(G) If an offender is sentenced to a non-life felony indefinite prison term, any reference in a section of the Revised Code to a definite prison term shall be construed as referring to the offender's minimum term under that sentence plus any additional period of time of incarceration specified by the department under division (D)(1) or (2) of this section, except to the extent otherwise specified in the section or to the extent that that construction clearly would be inappropriate.



Ohio Administrative Code

Rule 5120-2-19 Recommended Reduction of Non-Life Felony Indefinite Prison Term.

Effective: May 27, 2021

(A) This rule applies to the discretion granted to the director, under Revised Code 2967.271, to recommend that a sentencing court reduce the minimum prison term of an incarcerated adult serving a non-life felony indefinite prison term.

(B) As used in this rule:

(1) "Recommended reduction" means the recommendation from the director to the sentencing court that the sentencing court grant a reduction in the minimum prison term imposed on a specified incarcerated adult who is serving a non-life felony indefinite prison term.

(2) "Non-life felony indefinite prison term" is defined under Revised Code 2929.01(GGG).

(3) "Exceptional conduct while incarcerated" means behavior which is unusually good and demonstrates a level of excellence not commonly displayed by an incarcerated adult in the advancement of their rehabilitation and adjustment to incarceration. An incarcerated adult may demonstrate exceptional conduct while incarcerated if they:

(a) Engage in, and complete, all recommended programming, including any educational programming;

(b) Address all criminogenic needs identified in the incarcerated individual's case plan;

(c) Engage in meaningful and extensive community service;

(d) Participate in pro-social groups and activities;

(e) Maintain positive social ties to individuals in the community;



(f) Develop a clear plan for their reentry into the community, including identifying suitable housing and creating a plan for gainful employment; and

(g) Demonstrate a dedication to personal rehabilitation.

(4) "Adjustment to incarceration" means that:

(a) The incarcerated adult is classified as Security Level 1 or Security Level 2 at the time of the petition;

(b) The incarcerated adult is not housed in Limited Privilege Housing or Restrictive Housing at the time of the petition;

(c) The incarcerated adult is not an active or disruptive member of a Security Threat Group at the time of the petition;

(d) In the two years preceding the incarcerated adult's petition, the incarcerated adult has not been found guilty of violating any of the rules set forth in Administrative Rule 5120-9-06, Inmate Rules of Conduct, by the Rules Infraction Board;

(e) In the five years preceding the incarcerated adult's petition, the incarcerated adult has not been found guilty of violating Rules 4, 36, 37, or 38, as set forth Administrative Rule 5120-9-06, Inmate Rules of Conduct; and

(f) During the term of the incarcerated adult's current sentence, the incarcerated adult has not been found guilty of violating Rule 1, 2, 3, 4, 5, 6, 11, 12, 14, 15, 16, 29, 31, 33, 34, or 52 as set forth in Administrative Rule 5120-9-06, Inmate Rules of Conduct.

(C) An incarcerated adult may submit a petition that demonstrates exceptional conduct or adjustment to incarceration, or both, in order to be considered for a recommended reduction.

(D) An incarcerated adult can only be considered for a recommended reduction after having served at least half of the minimum portion of a non-life felony indefinite prison term, and if the



incarcerated adult has less than two years remaining before the expiration of their minimum prison term.

(E) A recommended reduction, if granted by the sentencing court, will only apply to the non-life felony indefinite prison term that the incarcerated adult is currently serving.

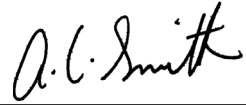
(F) If the incarcerated adult's highest felony level for a non-life felony indefinite prison term is a felony of the first degree, the recommended reduction may be either a 5% or a 10% reduction of the presumptive minimum term that the incarcerated adult is currently serving. If the incarcerated adult's highest felony level for a non-life felony indefinite prison term is a felony of the second degree, the recommended reduction may be either a 10% or a 15% reduction of the presumptive minimum term that the incarcerated adult is currently serving.

(G) Pursuant to Revised Code 2967.271(F)(8), an incarcerated adult serving a non-life felony indefinite prison term for a sexually oriented offense will not be considered for a recommended reduction.

(H) An incarcerated adult serving a mandatory prison term, as defined under Revised Code 2929.01, will not be considered for a recommended reduction until all mandatory prison terms have expired.



Department of
Rehabilitation & Correction

SUBJECT: Petition for Discretionary Reduction	PAGE <u> 1 </u> OF <u> 6 </u>
	NUMBER: 78-REL-10
ORC/OAC REFERENCE: ORC 2967.271, 5120.01; OAC 5120-2-19, OAC 5120-9-06	SUPERSEDES: 03/15/2021
RELATED ACA STANDARDS: NA	EFFECTIVE DATE: May 2, 2022
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to establish a standard procedure for the Ohio Department of Rehabilitation and Correction (ODRC) to carry out its duties efficiently and consistently concerning the Reduction Process for persons serving a serving a non-life felony indefinite prison term, as permitted by ORC 2967.271(F).

III. APPLICABILITY

This policy applies to all employees of the ODRC. This policy also applies to incarcerated adults sentenced pursuant to the provisions of SB 201 (132nd Ohio General Assembly).

IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the ODRC policies page on the ODRC Intranet at the following:

[Definitions Link](#)

- **Senate Bill 201 (SB201)**

V. POLICY

It is the policy of the ODRC to refer eligible incarcerated adults who have exhibited exceptional conduct or adjustment to incarceration to the appropriate sentencing court authority so they may receive a hearing regarding possible reduction in their sentence, in accordance with ORC 2967.271.

VI. PROCEDURES**A. Minimum Qualifications for a Reduction in Minimum Prison Term**

1. Eligible incarcerated adults sentenced shall be identified in the Departmental Offender Tracking System (DOTS) with a “SB201” indicator.
2. An incarcerated adult is not qualified to submit a petition for a reduction in minimum prison term unless they can demonstrate that all the following conditions have been satisfied:
 - a. The incarcerated adult has served at least 50% of the term of the SB201 minimum sentence,
 - b. The incarcerated adult has less than two (2) years remaining until the expiration of their term,
 - c. The incarcerated adult is not serving a mandatory prison term at the time of their petition, and
 - d. The incarcerated adult is not serving an indefinite prison term for a sexually oriented offense, as defined under ORC 2950.01.
3. To be considered for a sentence reduction, the incarcerated adult must meet all the above-stated minimum qualifications and must demonstrate exceptional conduct or adjustment to incarceration, as defined in OAC 5120-2-19, Recommended Reduction of Non-Life Felony Indefinite Prison Term.

B. Petition for a Reduction in Minimum Prison Term

1. Incarcerated adults seeking petition for reduction in a minimum prison term must first meet with their unit case manager and complete an Incarcerated Adult Petition for Sentence Reduction SB201 (DRC3197). Additionally, the incarcerated adult shall complete a Release of Mental Health Information (DRC5159). Once these forms are completed and signed by the incarcerated adult, they shall submit them to their unit case manager for processing in accordance with section VI.B.2 of this policy. The incarcerated adult should also present all supporting documentation to their unit case manager at this time to include with the petition. An incarcerated individual may only petition for a reduction in minimum term pursuant to this policy once each calendar year.
2. The unit case manager shall review the contents of the petition (DRC3197) with the incarcerated adult. If the form is complete, the unit case manager shall verify Section I of the Incarcerated Adult Petition for Sentence Reduction SB201 (DRC3197) in DOTS Portal (CERT2).
 - a. If the unit case manager determines that the incarcerated adult has not correctly completed the Incarcerated Adult Petition for Sentence Reduction SB201 (DRC3197), they shall review the petition with the incarcerated adult and provide guidance on the incomplete sections, allowing for proper completion before submitting to the managing officer.

3. The unit case manager shall review all documentation provided and determine if the incarcerated adult meets the minimum qualifications as outlined in subsection VI.A.2 of this policy.
 - a. If the incarcerated adult does not meet the minimum qualifications, the unit case manager shall document the reason for not meeting the minimum qualifications on the DRC Response to a Petition for Reduction in Minimum Sentence (DRC3195). A copy of the response, along with any accompanying documentation to include the Incarcerated Adult Petition for Sentence Reduction SB201 (DRC3197), shall be provided to the incarcerated adult and the entire petition packet scanned to OnBase under the UM-SB201 Director Reduction folder.
4. If the unit case manager verifies the incarcerated adult has correctly completed the form and meets the minimum qualifications as outlined in subsection VI.A.2 of this policy, the unit case manager shall complete the following steps:
 - a. Determine if the incarcerated adult has a mental health designation. If the incarcerated adult has a mental health designation as C1 or C2, the unit case manager shall contact the mental health manager and confirm the incarcerated adult is compliant with their Mental Health Treatment Plan, including medication compliance.
 - i. If an incarcerated adult is not compliant with their Mental Health Treatment Plan, the incarcerated adult shall be informed that consideration of their petition will be placed in abeyance until they achieve compliance for a period of at least ninety (90) days.
 - b. Confirm all verifiable information provided in the petition.
 - c. Complete the ODRC Response to a Petition for Reduction in Minimum Sentence (DRC3195).
 - d. Complete an Institutional Summary Report (ISR).
 - e. Identify the incarcerated adult's proposed housing plan on the Incarcerated Adult Petition for Sentence Reduction for SB201 (DRC3197)
 - f. Forward the entire petition and accompanying documentation to the managing officer.
5. The managing officer shall review all Incarcerated Adult Petition for Sentence Reduction SB201 (DRC3197), along with accompanying documentation, forwarded to their attention and determine whether to recommend a reduction and submit the petition to the Director or deny the petition at their level. This function may not be delegated.
 - a. If the managing officer is considering a recommended reduction, they shall interview the incarcerated adult before referring a petition to the Director. The managing officer may deny the petition at their level and not submit it for the Director's review without interviewing the incarcerated adult. The managing officer's decision to deny a petition is not appealable.

- b. Before reaching a decision, the managing officer shall consider all information regarding the incarcerated adult's criminal, behavioral, and programming history that is available to the managing officer.
 - c. Before reaching a decision, the managing officer shall consider public safety in determining whether to deny the petition or refer it to the Director and recommend a reduction.
6. If the managing officer denies a petition, they shall provide a written explanation of the reasons for that decision on the ODRC Response to a Petition for Reduction in Minimum Sentence (DRC3195). The managing officer shall ensure that the denial decision, the petition, and all accompanying documentation are scanned into OnBase under the UM-SB201 Director Reduction folder. The written explanation and the petition shall be provided to the incarcerated adult within fourteen (14) calendar days of the denial decision.
 7. If the managing officer recommends reduction to the Director, they shall forward that recommendation in writing to the Director, along with the petition and accompanying documentation.
 8. The Director or designee shall review all petitions that a managing officer submits with a recommended reduction. If the Director or designee denies the petition, the incarcerated adult shall be provided with a written explanation and reasons for denial. The denial, petition, and all accompanying documentation must be scanned to OnBase in the BOSCO section under the SC-SB201 Director Reduction folder and to the managing officer's administrative assistant within fourteen (14) calendar days of the denial decision.
 9. Only the Director can approve an Incarcerated Adult Petition for Sentence Reduction SB201 (DRC3197) and issue a recommended reduction to the sentencing court. The Director's approval shall be issued in writing and signed by the Director. This cannot be delegated.
 10. If the Director approves a petition for recommended reduction, the Director or designee shall provide the incarcerated adult with written notification of the decision and the reasons that qualify the incarcerated adult for the recommended reduction, which shall include the percent reduction recommended, pursuant to Administrative Rule 5120-2-19, Recommended Reduction of Non-Life Felony Indefinite Prison Term. The Director or designee shall also notify the BOSC of the recommended reduction.

C. Approved Petitions for Recommended Reduction

1. Upon notification that the Director has approved an incarcerated adult's petition for a recommended reduction, BOSC shall notify the Adult Parole Authority (APA). The APA shall initiate a placement investigation starting with the housing plans identified in the Incarcerated Adult Petition for Sentence Reduction for SB201 (DRC3197).
2. BOSC shall calculate the anticipated expiration date of the incarcerated adult's sentence based on the percent reduction of sentence recommended by the Director.

3. The APA shall notify BOSC when it has completed a placement investigation and provide the results of that investigation in writing.
4. BOSC shall complete a Notice to the Court of Recommended Reduction (DRC3212), which will:
 - a. Identify the incarcerated adult,
 - b. Identify the length of recommended reduction in term,
 - c. Identify the anticipated date of the incarcerated adult's sentence based on the Director's recommended reduction, and
 - d. Include a statement that the court must notify ODRC of the court's approval or denial of reduction no later than sixty (60) days after receipt of the Notice by the Court of Recommended Reduction (DRC3212).
5. BOSC shall send, by certified mail, the following documentation to the sentencing court and prosecuting attorney of the county in which the incarcerated adult was indicted not earlier than ninety (90) days prior to the date on which the Director wishes to credit the reductions toward the satisfaction of the incarcerated adult's minimum prison term:
 - a. A copy of the Director's Notice to the Court of Recommended Reduction (DRC3212) that states the reasons that qualify the incarcerated adult for the recommended reduction,
 - b. A copy of the DRC Response to a Petition for Reduction in Minimum Sentence (DRC3195)
 - c. A copy of the Incarcerated Adult Petition for Sentence Reduction for SB201 (DRC3197) and accompanying documentation,
 - d. A copy of the APA's placement investigation, and
 - e. An Institutional Summary Report.
6. BOSC shall notify the Office of Victim Services (OVS) that a Notice to the Court of Recommended Reduction (DRC3212) has been submitted to the sentencing court.
7. BOSC shall scan the entire petition packet, to include the court approval letter to OnBase in the BOSCO section under the SC-SB201 Director Reduction folder.

D. Court Disapproved Reductions

Upon notification from the sentencing court that the Director's recommended reduction has been rebutted and disapproved, BOSC shall notify the incarcerated adult that the reduction will not be credited towards satisfaction of the incarcerated adult's minimum prison term. BOSC shall also notify the UMC and managing officer's administrative assistant at the individual's institution, OVS, and APA that they can close out the placement.

E. Court Granted Reductions

1. Upon notification from the sentencing court that the Director’s recommended reduction has been granted, BOSC shall credit the amount of the reduction toward satisfaction of the incarcerated adult’s minimum prison term and determine the incarcerated adult’s presumptive earned early release date.
2. If the granted reduction results in the imminent release of the incarcerated adult, BOSC shall notify the following:
 - a. Incarcerated adult,
 - b. BOSC Release Section,
 - c. APA,
 - d. Parole Board,
 - e. OVS,
 - f. Unit Management Chief (UMC) at the incarcerated adult’s institution, and
 - g. Managing Officer’s Administrative Assistant at the incarcerated adult’s institution.
3. If the granted reduction does not result in an imminent release, BOSC shall notify the following:
 - a. Incarcerated adult,
 - b. OVS,
 - c. UMC at the incarcerated adult’s institution, and
 - d. Managing Officer’s Administrative Assistant at the incarcerated adult’s institution.

Referenced Forms:

ODRC Response to a Petition for Reduction in Minimum Sentence	DRC3195
Incarcerated Adult Petition for Sentence Reduction for SB201	DRC3197
Notice to the Court of Recommended Reduction,	DRC3212

Incarcerated Adult Petition for Sentence Reduction SB201

Petitioner Name:	Number:	Institution:
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Section 1- Minimum Qualifications

To petition for a sentence reduction for SB201 you must meet minimum qualifications.

- Do you have more than 50% of your SB201 minimum sentence left to serve? Yes No
- Do you have more than two years remaining until the expiration of your term? Yes No
- Are you serving a mandatory prison term at the time of this petition? Yes No
- Are you serving an indefinite prison term for a sexually-oriented offense? Yes No

If you answered yes to any of the above questions you do not currently qualify to petition for reduction of your SB201 sentence. If you answered no to all the above questions continue to section 2.

Section 2 - Behavior

- Do you have an ORAS case plan? Yes No
- Are you compliant with your ORAS case plan? *(To include programing and address your identified criminogenic needs.)* Yes No

Please list all programs, community service, pro-social and meaningful activities you participated in, or completed during your current incarceration, and provide dates if possible. *Please submit all supporting documentation to your Case Manager for all information listed in this box. May use additional paper if needed.*

How have you maintained positive social ties to individuals in the community? Explain below.

--

Explain your conduct report history here:

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Release Planning:

Please list the name, relationship, address, and phone number of the individual(s) with which you will reside with upon release.

Plan A

Name/Relationship:			
Street Address:			
City		State:	Zip:
Primary phone #		Secondary phone #	

Plan B

Name/Relationship:			
Street Address:			
City		State:	Zip:
Primary phone #		Secondary phone #	

Plan C

Name/Relationship:			
Street Address:			
City		State:	Zip:
Primary phone #		Secondary phone #	

Plan D



Authorization for Release of Mental Health Information

Inmate Name:	Inmate Number:	Date of Birth:
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I hereby authorize: _____
to release my mental health information to:

Full Name and Address of Person/Facility:

Dates of Treatment:

Information I authorize to be released:

- | | | |
|--|---|---------------------------------|
| <input type="checkbox"/> Narrative Summary | <input type="checkbox"/> Social Work Assessment | <input type="checkbox"/> Orders |
| <input type="checkbox"/> Social Work Release Summary | <input type="checkbox"/> Progress Notes | Other (specify): _____ |
| <input type="checkbox"/> Psychiatric Examination | <input type="checkbox"/> Lab Results | <input type="checkbox"/> _____ |
| <input type="checkbox"/> History and Physical | <input type="checkbox"/> Treatment Plan | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Psychology Evaluation | <input type="checkbox"/> Consultation | <input type="checkbox"/> _____ |

I understand that this information extends to all or any part of the records indicated above which may include treatment for psychiatric illness, alcohol and/or drug abuse, HIV test results, AIDS/AIDS Related Complex (ARC) diagnoses, and/or other communicable diseases, unless indicated below.

Indicate exceptions or exclusions, if any, to information released:
Reason for Disclosure:
This consent will remain valid for 180 days from the date of the patient's signature unless an earlier date is specified here:

This authorization may be revoked in writing by the patient at any time but shall not be retroactive for information released in good faith prior to receipt of the revocation.

NOTE: This information has been disclosed to you from records whose confidentiality is protected from disclosure by State law. Section 5122.31 and/or Section 3701.243 of the Ohio Revised Code prohibit you from making any further disclosure of it without the specific written and informed release of the person to whom it pertains, or as otherwise permitted by law. A general authorization for the release of medical or other information is NOT sufficient for this purpose.

Inmate's Signature:		Date:	
Witness Signature:	Date:	Witness Signature:	Date:

For Office Use Only
Staff Person Releasing Information:
Date Information Released: