

Division of Parole and Community Services

COVID 19 Plan

The following protocols were developed for the Division of Parole and Community Services (DPCS) that mirror the format used for the Ohio Department of Rehabilitation and Correction's (ODRC) prisons and that are described in ODRC's medical protocols. In sum, situations such as COVID 19 are described in three levels. Green, orange and red. Green occurs when there are no "community acquired" cases. Orange occurs when there are community acquired cases. And red occurs when there is an outbreak that exceeds the capacity to operate under normal operations. DPCS is currently operating in the orange level. This plan will be updated as necessary as the situation unfolds.

Level Green

APA Field Services

- All Regions shall follow normal operations.
- Staff screening at OSC, regional offices or DRC institutions or building protocol followed.
- Staff travel restricted to essential job functions.
- Social Distancing will be implemented.
- Offenders who have traveled out of the state or country within the last 60 days will be identified.
- Travel permits for offenders will be suspended for all non-work activities.
- Use payment cards to purchase cleaning supplies (disinfectant wipes from OPI)
- Disinfect transport vehicles

Bureau of Community Sanctions

- All staff shall follow normal operations including staff who travel to various sites as part of their normal work duties.
- Staff screening at OSC, regional offices or DRC institutions or building protocol followed.
- Social Distancing will be implemented.
- Any training scheduled on/before April 30, 2020 will be rescheduled

- Planned tabletop discussions with halfway houses (HWHs) and community based correctional facilities (CBCFs) will be conducted via videoconference and/or telephone conference.
- Advise HWHs/CBCFs to work with county courts and county health departments to address COVID 19 prevention and containment in their facilities.
- Provide all community corrections programs with Ohio Department of Health link.
- Gather supply lists from contract/grant funded facilities.

Parole Board

- All staff shall follow normal operations, including staff who travel to multiple institutions as part of their normal duties.
- Staff screening at OSC, regional offices, DRC institutions or building protocol followed.
- Social distancing will be implemented.

Victim Services

- All staff shall follow normal operations, including staff who travel to multiple institutions as part of their normal duties.
- Staff screening at OSC, regional offices, DRC institutions or building protocol followed.
- Social distancing will be implemented, including rescheduling of the Ohio Council on Victims' Justice quarterly meeting.

Level Orange

APA Field Services

- Only those offenders being released from institutions and reporting for first visits will be required to be seen in the APA offices. Family, friends or other acquaintances of offenders will not be permitted to attend office visits. In person contacts with offenders categorized as very high/high supervision levels and sex offenders will continue to be required and can be conducted in the field when preferred to help parole officers better comply with social distancing protocol.
- Social Distancing during office visits will be emphasized.
- Cleaning of surfaces in interview rooms after interviews will be emphasized.

- Contacts with moderate, low and monitored time supervision levels will be made via telephone, FaceTime, Video, etc.
- Non-essential Community/Field contacts will be suspended.
 - Field work will be permitted for arrests and to conduct investigations of violations for all supervision levels.
- Only essential witnesses will be permitted to attend Violation Hearings.
- Placement investigations will be conducted by phone if possible.
- All non-custody transports will be staffed for approval by the Regional Administrator.
- Group programming and/or classes will be suspended.
- Only mandatory cases will be sent from or received through Interstate Compact.
- Staff will respond to situations that affect public safety as needed and at the direction of the Regional Administrator.
- Regional Administrators will allow liberal work at home privileges when staff presence in the office is not necessary or required.

Bureau of Community Sanctions

- Work from home will be liberally applied to all staff. Staff may be required to come to the office as needed.
- Normal functions/duties will continue.
- In-person site visits and audits of funded programs will be suspended.
- Staff subject to screenings at DRC/APA offices and institutions.

Parole Board

- Work from home will be liberally applied. Staff may be required to come to the office as needed.
- Normal functions/duties will continue.
- Violation hearings will be restricted to essential witnesses.
- Full boards will be conducted with only essential attendees, i.e. those victims, survivors, and inmate supporters who will actually present to the Board. Other attendees/observers will be encouraged to participate remotely, via video conference or telephone or to observe via the Ohio Channel.
- Offender Conferences and Victim Conferences will be conducted by phone.
- Staff subject to screenings at DRC/APA offices and institutions.

Victim Services

- Work from home will be liberally applied to all staff. Staff may be required to come to the office as needed.
- Normal operations will continue.

Level Red

APA Field Services

- Critical functions such as arrests, violation investigations, mandatory violation hearings and taskforce work only in the offices, institutions or in the field.
- Institute work at home for most staff.
- Essential staff only in offices.
- All offender contacts will be made via FaceTime, video, phone.
- Staff will respond to situations that affect public safety as needed and at the direction of the Regional Administrator.

Bureau of Community Sanctions

- Institute work from home for most staff.
- Essential staff only in offices.
- Evaluate need to place TC/TT offenders into HWH, CRC & CTHP facilities.
- Suspend all placements/referral statewide to all HWH, CBCF, CRC & CTHP facilities.

Parole Board

- Institute work from home for most staff.
- Conduct first hearings.
- Continue all other parole hearings as determined by status of institution and individual inmates.
- Conduct mandatory violation hearings only.
- Complete all statutory notices.
- Essential staff only in offices.

Victim Services

- Institute work from home for most staff.
- Essential staff only in offices.

3/19/20