

R.C.C.C. RIVER CITY CORRECTIONAL CENTER POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
	DATE REVIEWED: 3/3/08
SECTION: Intake	
SUBJECT: Referral Process, Acceptance, Rejection and Termination Criteria	
DRC CBCF STANDARD: General Specific, #27	
ACA STANDARD: #4-ACRS-2A-7	PAGE <u>1</u> OF <u>8</u> PAGES

I. POLICY

Programs shall define the referral process, acceptance, rejection and termination criteria.

II. PROCEDURES

River City Correctional Center (RCCC) has clearly defined written policies, procedures, and practices governing admission. All referrals meeting the minimum eligibility requirements as established in Chapter 5120:1-14-03 of the Department of Rehabilitation and Correction Administrative Rules and Regulations are interviewed, evaluated and screened prior to determining eligibility for residency consistent with the screening standards established in Section 5120:1-14-04 of the above referenced Administrative Rules. Eligibility is not determined solely on the basis of an applicant's race, creed or national origin. The determining factors are the appropriateness of the services provided through RCCC residency for the client's needs and the safety of the surrounding community as well as RCCC staff and residential population. All clients entering the facility must be found eligible by the RCCC Intake Coordinator or designee.

RCCC advises the referral source when a prospective offender is not accepted into the program, stating specific reasons. All referrals are initiated by a Judgment Entry from the sentencing court which includes the Ohio Revised Code Section of Conviction, a request for RCCC screening and an order for the Probation Department to release a copy of the Pre-Sentence Investigation (PSI) to the RCCC upon completion of same.

A risk assessment is conducted on each potential resident by the Intake Coordinator or designee. The assessment used by RCCC is the Level of Service Inventory (LSI) to determine if the offender is appropriate for admission to RCCC.

RCCC distributes a copy of admission policies to the appropriate agencies. RCCC screening policies and procedures are distributed to all sentencing judges in the general division of the Court of Common Pleas in Hamilton County.

II. PROCEDURES

A. REFERRAL

1. An outline of RCCC screening policies and procedures is forwarded to the Common Pleas Judges in Hamilton County.
2. Candidate must be an eligible adult felony offender: an "eligible felony offender" is a

R.C.C.C. RIVER CITY CORRECTIONAL CENTER POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
	DATE REVIEWED: 3/3/08
SECTION: Intake	
SUBJECT: Referral Process, Acceptance, Rejection and Termination Criteria	
DRC CBCF STANDARD: General Specific, #27	
ACA STANDARD: #4-ACRS-2A-7	PAGE <u>2</u> OF <u>8</u> PAGES

person who has been sentenced to a term of imprisonment for a felony or for three or more misdemeanors where at least one conviction is for a misdemeanor of the first degree, the sentences are consecutive and the aggregate term exceeds one year.

3. Formal referrals must be made by the sentencing judge.
4. All referrals should be directed to the attention of the RCCC Intake Department, Monday-Friday, excluding holidays, between the hours of 8:00 a.m. and 4:00 p.m.
5. **Factors which preclude acceptance of a referral to the facility include the following:**
 - a. A dangerous and/or repeat offender, as defined in Section 2929.01 of the Revised Code.
 - b. A person who is non-probationable or has committed an offense for which probation is prohibited under division (F) of Section 2951.02 of the Revised Code.
 - c. An emotionally disturbed person where present treatment needs are determined to be beyond the scope of resources available at RCCC.
 - d. A person who has committed an offense involving any deadly weapon, as defined in Section 2923.11 of the Revised Code.
 - e. A person convicted of offenses as defined in Section 5149.31(B) of the Public Welfare Code, (i.e., 2903.01 aggravated murder, 2903.02 murder, 2903.03 voluntary manslaughter, 2903.04 involuntary manslaughter, 2903.11 felonious assault, 2905.01 kidnapping, 2905.02 abduction, 2905.11 extortion, 2907.02 rape, 2907.03 sexual battery, 2907.12 felonious sexual penetration, 2909.02 aggravated arson, 2911.01 aggravated robbery, 2911.02 robbery, 2911.11 aggravated burglary, 2911.12 burglary, 2917.01 inciting to violence, 2917.02 aggravated riot, 2921.03 intimidation, 2921.31 obstructing official business).
 - f. Exceptions on a case by case basis may be made by the Executive Director.
6. Factors which may preclude acceptance of a referral to the facility include the following:
 - a. Currently charged with or convicted of the charge of arson.

R.C.C.C. RIVER CITY CORRECTIONAL CENTER POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
	DATE REVIEWED: 3/3/08
SECTION: Intake	
SUBJECT: Referral Process, Acceptance, Rejection and Termination Criteria	
DRC CBCF STANDARD: General Specific, #27	
ACA STANDARD: #4-ACRS-2A-7	PAGE <u>3</u> OF <u>8</u> PAGES

- b. Alcohol and/or drug treatment needs which are determined to be beyond the scope of resources available at RCCC
 - c. Serious mental, physical or intellectual disability where present treatment needs are determined to be beyond the scope of resources available at RCCC
 - d. An apparent satisfaction with his current lifestyle; therefore, indicating a lack of motivation to successfully complete the RCCC program (i.e., established criminal behavior pattern).
 - e. Exceptions on a case by case basis may be made by the Executive Director.
7. Initial referral information requested by the Intake Coordinator or designee is documented on the Referral Form and/or Pre-sentence Investigation report and includes the following:
- a. Referral's name, date of birth, and social security number.
 - b. Charge(s)
 - c. Present location.
 - d. Name of referral source.
 - e. Court Case Number.
 - f. Sentencing Judge.
 - g. Probation or Parole Officer
 - h. Home address and telephone number if on bond
 - i. Other identifying characteristics
 - j. Intake Coordinator or designee documents sentence outcome including any special conditions imposed by the Court.

R.C.C.C. RIVER CITY CORRECTIONAL CENTER POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
	DATE REVIEWED: 3/3/08
SECTION: Intake	
SUBJECT: Referral Process, Acceptance, Rejection and Termination Criteria	
DRC CBCF STANDARD: General Specific, #27	
ACA STANDARD: #4-ACRS-2A-7	PAGE <u>4</u> OF <u>8</u> PAGES

B. INTERVIEW AND EVALUATION

1. Upon receipt of a referral, the Intake Coordinator or designee arranges a face-to-face interview when possible. The purpose of this interview and any subsequent interviews deemed necessary, is to obtain information to be utilized in determining eligibility.

2. The referral is provided with an explanation of the RCCC treatment programs. It is also explained that the sentencing judge may not accept a recommendation for placement in RCCC. The Intake Coordinator or designee asks the referral to read the RCCC summary description to assess reading and comprehension level. If he/she cannot read or comprehend, the Intake Coordinator or designee explains the contents to him/her. The referral then is asked to sign the program description indicating his/her understanding and desire to participate in the RCCC program. Any referral refusing to sign indicates disinterest in residency and is determined inappropriate for admission. The referral source is so notified in writing.

3. For those referrals interested in residency a release of information form is signed.

Any referral refusing to sign, indicates disinterest in residency and is determined inappropriate for admission. The referral source is so notified in writing.

4. The referral assessment is completed by the Intake Coordinator or designee. The information obtained includes, but is not limited to the following:
 - a. Identifying information
 - b. Criminal history
 - c. Family relationships
 - d. Education history
 - e. Employment history
 - f. Military history
 - g. Health/medical history/dietary information
The Medical Department of RCCC will be informed of pregnant females so that a risk assessment can be performed by the medical service.

R.C.C.C. RIVER CITY CORRECTIONAL CENTER POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
	DATE REVIEWED: 3/3/08
SECTION: Intake	
SUBJECT: Referral Process, Acceptance, Rejection and Termination Criteria	
DRC CBCF STANDARD: General Specific, #27	
ACA STANDARD: #4-ACRS-2A-7	PAGE <u>5</u> OF <u>8</u> PAGES

- h. Drug/Alcohol history
- i. Goals and interests of referral

5. The referral is asked to sign a Release of Information Form to obtain verifying information from appropriate sources other than the Pre-sentence Investigation Report (PSI). A PSI is routinely obtained on any referral being evaluated for admission to RCCC, provided the Court has ordered one.
6. The Intake Coordinator or designee contacts the jail to ensure there are no holders placed on the referral. Should there be a holder, said staff person investigates same.
7. A risk management evaluation (LSI-R) is completed prior to admission.

C. **SCREENING**

1. After all the information has been gathered, the Intake Coordinator or designee prepares the case for screening.
2. All screened cases will be reviewed by and approved for acceptance by the Executive Director or designee. The Intake Coordinator can assemble the Screening Committee to consider any cases deemed necessary.
3. A screening Committee will be assembled to screen all cases of a discretionary nature. The Screening Committee will be composed of the Director of Operations, Program Director, Security Chief and the Intake Coordinator or designee(s). After preparing the case for screening, the Intake Coordinator or designee will present discretionary cases to the RCCC Screening Committee. The Screening Committee's responsibility is to review all information gathered on the referral and to make a sound decision regarding eligibility. Decisions are reached by a majority rule.
4. The Executive Director receives a recommendation on the referral from the Screening Committee. If the Executive Director rejects a recommendation of a referral for acceptance, the Screening Committee may meet with the director for reconsideration. The decision of the Executive Director is final.
5. Following the Screening Committee recommendation, the Intake Coordinator or designee forwards in writing to the sentencing judge the decision with rationale for same. A copy of the Screening Committee's decision is forwarded to the Probation

R.C.C.C. RIVER CITY CORRECTIONAL CENTER POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
	DATE REVIEWED: 3/3/08
SECTION: Intake	
SUBJECT: Referral Process, Acceptance, Rejection and Termination Criteria	
DRC CBCF STANDARD: General Specific, #27	
ACA STANDARD: #4-ACRS-2A-7	PAGE <u>6</u> OF <u>8</u> PAGES

Department.

- a. If the referral is found not eligible; the referral is not interested in RCCC residency; the referral is closed prior to service; or the Court of jurisdiction finds the referral inappropriate for RCCC residency, the case is closed according to RCCC policies and procedures.

D. COORDINATION OF ADMISSION

1. For scheduling purposes, admission of residents to RCCC is executed on Monday through Friday between the hours of 9:00 a.m. and 2:00 p.m.
2. After being notified by the court of jurisdiction that an accepted referral is being ordered into RCCC, the Intake Coordinator or designee advises the Security Chief, or designee regarding the pending admission.
3. Upon receipt of acceptance, the referring Court of Common Pleas prepares a Journal Entry that is provided to RCCC at the time of Admission.
4. If the referral is in jail the Court prepares a Jail Release Form.
 - a. Arrangement for release and transport of the client will be handled by the Probation Department.
 - b. Any personal items of the resident, which are received by RCCC staff, are held and submitted to the admitting Resident Supervisor upon arrival at RCCC.

E. ESTABLISHMENT OF A WAITING LIST

1. In the event that RCCC is at capacity at the time a referral is accepted for admission, a waiting list is established as follows:
 - a. The Intake Department notifies the sentencing judge that the client has been accepted but the facility is at capacity, offering the option that the client be placed on a waiting list.
 - b. The waiting list is established by placing accepted referrals on a "first come, first serve" basis, with the Program Director or designee providing the Intake Department with consultation regarding the timeliness of bed space available.

R.C.C.C. RIVER CITY CORRECTIONAL CENTER POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
	DATE REVIEWED: 3/3/08
SECTION: Intake	
SUBJECT: Referral Process, Acceptance, Rejection and Termination Criteria	
DRC CBCF STANDARD: General Specific, #27	
ACA STANDARD: #4-ACRS-2A-7	PAGE <u>7</u> OF <u>8</u> PAGES

- c. The sentencing judge determines whether or not to exercise the waiting list option on a case by case basis.
- d. Should the judge choose not to exercise the waiting list option, the case is closed according to established procedures.
- e. Should the judge exercise the waiting list option, the Intake Department proceeds with established admission procedures with the first individual on the list when an opening occurs.

F. NOTIFICATION OF BED AVAILABILITY

The Intake Coordinator or designee advises the referring courts regarding bed availability on a routine basis and at minimum on a monthly basis. Said notification may be made in person, via telephone, or in characters.

G. **TERMINATION**

A resident may be successfully or unsuccessfully terminated from the residential portion of the program.

Successful Termination: A resident will be judged to be ready for successful termination by the clinical staff if he/she has:

- Routinely followed facility rules and policies
- Actively participated in program events
- Completed all treatment plan assignments
- Completed a Recovery Plan and discussed it with his/her Case Manager
- Obtained employment, if eligible
- Exhibited role model behavior

Successful completion from the residential portion of the program allows the resident to participate in the Continuing Care phase of treatment. Residents are assigned to a weekly group based on their work schedules and treatment needs.

Unsuccessful Termination: A resident may be unsuccessfully terminated when they are judged to be a threat to the safety of the program and/or repeatedly refuses to access treatment. Residents may be unsuccessfully discharged when they repeatedly violate major and /or

R.C.C.C. RIVER CITY CORRECTIONAL CENTER POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
	DATE REVIEWED: 3/3/08
SECTION: Intake	
SUBJECT: Referral Process, Acceptance, Rejection and Termination Criteria	
DRC CBCF STANDARD: General Specific, #27	
ACA STANDARD: #4-ACRS-2A-7	PAGE <u>8</u> OF <u>8</u> PAGES

cardinal rules or request on their own to leave.

Residents who are unsuccessfully discharged are not eligible for participation in the Continuing Care phase of treatment.

Administrative Release: Is done on a case by case basis and is considered another form of termination.