



Ohio Administrative Code

Rule 5120:1-14-03 Requirements for facility governing boards in the operation of community based correctional facilities.

Effective: April 24, 2026

- (A) This rule sets forth the minimum requirements of operation that must be met by each facility governing board.
- (B) Facilities shall have stated goals and measurable objectives within the proposal submitted to the division of parole and community services. Approved programs must operate in a manner consistent with achievement of stated goals and objectives.
- (C) Community-based correctional facilities and programs shall have seven-day-a-week, twenty-four-hours-a-day supervisory coverage.
- (D) The community-based correctional facility shall afford equal treatment to offenders, applicants, and staff without discrimination as to that person's race, color, religion, sex (including gender identity, sexual orientation, pregnancy), national origin, age, disability, or genetic information.
- (E) Each facility governing board shall have a written policy prohibiting any conflict of interest in accordance with Ohio ethics law.
- (F) Each facility governing board shall have policies and procedures which shall be available to all employees that shall include:
 - (1) Job description and job qualifications;
 - (2) Recruitment, training, and supervision of staff;
 - (3) Orientation of new staff;
 - (4) Promotional opportunities;
 - (5) Disciplinary policies and procedures.
- (G) Community-based correctional facilities must be constructed or modified, and maintained and operated so that they comply with design guidelines and operating standards for community-based correctional facilities in Ohio.
- (H) Each community-based correctional facility shall be used to confine felony offenders sentenced by a court or courts or referred by a legal entity. The facilities shall be secure and contain any other measures necessary to ensure community safety.
- (I) Each community-based correctional facility and program receiving funds from the department of rehabilitation and correction shall comply with statistical



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requirements as set forth by the division of parole and community services for the purpose of evaluating the facility and program.

- (J) Each community-based correctional facility and program shall implement an orientation period for newly admitted offenders. During the orientation period, offenders shall undergo a comprehensive assessment process to determine program placement and familiarize them with facility requirements. No offender shall leave the facility during orientation, except in situations where there is a verifiable medical emergency or permission is granted by the referring court or the division of parole and community services; for example, if the offender is employed.
- (K) All persons who staff the community-based correctional facility and programs, including those who receive some or all of their salaries from state financial assistance, are not employees of the department of rehabilitation and correction.
- (L) Persons hired to staff community-based correctional facilities and programs shall be unclassified employees of facility governing boards or contract providers. Each facility governing board shall develop and adopt personnel policies and procedures for hiring, promoting, demoting, suspending, and removing its employees.
- (M) Each community-based correctional facility and program shall regularly advise courts and legal entities it serves of the availability of facilities and programs for proper sentencing decisions and realistic evaluation of alternatives.
- (N) Each community-based correctional facility and program shall maintain a case record for each individual admitted to the facility and program which shall contain clear, concise, accurate, and current information. The maintenance and security of individual case records shall be the responsibility of the director of the community-based corrections facility and program, or the director's designee.