



Ohio Administrative Code

Rule 5120-9-29 The office of the inspector of institutional services.

Effective: April 1, 2005

The warden of each institution shall appoint an individual to serve as the inspector of institutional services. As appropriate, the warden may also appoint an assistant inspector of institutional services. Screening, interviewing, and selecting individuals for both positions requires the participation of the chief inspector or designee. The inspector of institutional services shall report directly to the warden, with functional supervision being maintained by the chief inspector or his/her designee. The chief inspector or designee shall be involved in the performance evaluation of the inspector of institutional services. The inspector of institutional services shall have sufficient authority, clerical support, and access to all records and areas of the institution in order to carry out the duties of the office.

The inspector of institutional services shall:

- (A) Facilitate all aspects of the inmate grievance procedure, as established by rule 5120-9-31 of the Administrative Code.
- (B) Investigate and respond to grievances filed by inmates;
- (C) Monitor the application of institutional and departmental rules and policies affecting conditions of incarceration; and report to the warden any noncompliance including recommendations for corrective action;
- (D) Conduct regular inspections of institutional services and serve as a liaison between the inmate population and institutional personnel;
- (E) Review and provide input on new or revised institutional policies, procedures and post orders;
- (F) Provide training on the inmate grievance procedure and other relevant topics;



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DOCUMENT #249389

(G) Perform other duties as assigned by the warden or chief inspector which do not create a conflict with paragraph (A) or (B) of this rule.

(H) Submit all reports, documents, or other forms of accountability of their work to the chief inspector and/or warden as directed.