

To: LSA Administrator  
From: James S. Haviland, Warden  
Subject: Local Support Agency Memorandum of Understanding – 2019

The Ohio Department of Rehabilitation and Correction protects Ohio citizens by ensuring effective supervision of adult offenders in environments that are safe, humane and appropriately secure. However, there may be a Critical Incident, which disrupts the routine operations or services of a correctional facility creating a state of disorder, a threat to security or an inability to maintain orderly control of inmates. During the course of our response and recovery from the Critical Incident, it may be necessary to utilize resources beyond what ODRC is able to directly provide.

**I. STATEMENT OF PURPOSE:**

The purpose of this Memorandum of Understanding is to identify resources that can be made available by the Elida Local Schools to Allen/Oakwood Correctional Institution to assist in response and recovery of a Critical Incident occurring at the prison. This memorandum is developed to provide a planning guide for the prison to know the agency's capabilities to respond to a Critical Incident. However, this memorandum does not guarantee that any or all of the services, personnel, or equipment will be available at all times.

**II. REQUEST FOR ASSISTANCE:**

In the event of a Critical Incident in the prison, the agency will be contacted by a prison employee in the ICS Logistics Section. Requests for assistance of the agency will be made by calling Joel Mengerink at (419) 331-4135. Authorization for assistance must be granted by Joel Mengerink, Superintendent. For routine assistance, the contact person is Joel Mengerink, Superintendent, and can be reached at (419) 331-4135 or (419) 234-771-8681 ~~5974~~ (cell). At the time of the request for Critical Incident Assistance, the agency will be provided information about:

- A. The nature of the Critical Incident.
- B. The assistance needed.
- C. The location to which they are to respond.
- D. The identity of External Logistics Coordinator.

**RECEIVED**

**AUG 13 2019**

**SUPERINTENDENT**

### III. SCOPE OF ASSISTANCE:

The Local Support Agency resources are understood to be available to the prison on a **24 hour a day, seven (7) day a week basis, unless otherwise specified in this Memorandum of Understanding.**

1. The Personnel Resource response by the agency to the prison are as follows:

- A. Bus Drivers.
- B. Maximum of ~~28~~ drivers in two (2) hours  
20

2. The Equipment Resource response by the agency to the prison is as follows:

- A. (28) Buses, unless previous commitments to Elida Local Schools reduces the number.

3. The Support Service capabilities of the agency to the prison are:

(List support services)

4. The agency utilizes the following radio frequencies:

(List Radio Frequencies)

Resource	Primary Radio Frequency	Other Radio Frequencies Used
	155.175	

### IV. PRISON/AGENCY RESPONSIBILITIES:

The Incident Commander will designate an individual to coordinate the agency assistance and needs in response to the Critical Incident. This individual will coordinate all security and any other needs of the agency, which may include, but not be limited to: specific security issues, access to facilities, and protection of equipment and personnel. The prison will work with the agency to identify and arrange for the availability of utility connections at each prison site to facilitate the utilization of the agency resources. By ODRC policy, the Prison Incident Commander has been delegated authority to manage a Critical Incident. However, where there is active involvement of Local Support Agencies, a Unified Command structure may be established and command authority would then be shared with assisting agencies. The Incident commander and the prison

Incident Command Organization will work closely with the agency to coordinate their response. In order to maintain effective information release, the prison's Public Information Officer shall coordinate the Public/Media information release. The Elida Local Schools Public Information Officer shall consult with the prison's Public Information Officer prior to the release of information.

**V. ANNUAL REVIEW OF THE MEMORANDUM OF UNDERSTANDING**

The Allen/Oakwood Correctional Institution and the Elida Local Schools will conduct an annual review of the details of this Memorandum of Understanding. Once updated, the prison will reissue this document.

  
\_\_\_\_\_  
Allen/Oakwood Correctional Institution  
Warden

  
\_\_\_\_\_  
Elida Schools Representative

7-31-19  
\_\_\_\_\_  
Date

8/26/19  
\_\_\_\_\_  
Date

cc: CIM Policy Manuals