



# Staff Nexus

Definition of Staff Nexus - An employee, volunteer or contractor who has any contact and/or relationship with an inmate or offender who is currently under supervision of DRC.

**Notice:** If the relationship changes you are required to complete a new nexus form immediately.

## COMPLETE ONLY ONE SECTION BELOW (I, II OR III)

### I NO NEXUS

I state that, to the best of my knowledge, I have no nexus connection, affiliation, or relationship to any inmate/offender currently under the supervision of the the Ohio Department of Rehabilitation and Correction. I understand that should I become aware of such a relationship I am required to notify my Managing Office/APA Regional Administrator the next business day.

### II NEXUS - REQUESTING NO CONTACT

I have a nexus with \_\_\_\_\_ who is currently incarcerated at the \_\_\_\_\_  
(name of inmate/offender) (number)  
\_\_\_\_\_  
(Institution or under the supervision of the APA)

Please describe your relationship:

I do not wish to maintain contact with the individual

### III NEXUS - REQUESTING CONTACT

I have a nexus with \_\_\_\_\_ who is currently incarcerated at the \_\_\_\_\_  
(name of inmate/offender) (number)  
\_\_\_\_\_. Please describe your relationship:  
(Institution or under the supervision of the APA)

(family, significant other, friend, neighbor, acquaintance)

Please describe the type, duration and purpose:

|             |            |       |
|-------------|------------|-------|
| Print Name: | Signature: | Date: |
|-------------|------------|-------|

Approved:   
Disapproved:

|                       |       |
|-----------------------|-------|
| Managing Officer/APA: | Date: |
|-----------------------|-------|

Comments:

Appeal Process: Within 5 business days of the receipt of this approval/disapproval, the employee has the right to appeal the decision in writing to the next level of supervision.