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Frank X. Henke, IV, Chair Oklahoma Board of Corrections	Signature on File		

Classification and Case Management of Inmates/Offenders

The Oklahoma Department of Corrections (ODOC) properly classifies inmates/offenders, administers sentences and provides clemency consideration in accordance with the order of the courts and statutory requirements.

I. Classification

A. Classification Standards (2-CO-4B-01, 4-4295, 4-ACRS-5A-01, 4-APPFS-2A-03)

1. The Oklahoma Department of Corrections (ODOC) has established a comprehensive and uniform classification system, based on security and programmatic needs, for the supervision of incarcerated inmates and supervised offenders.
2. Established procedures ensure the classification system of the agency is an objective/descriptive system.

B. Parole Procedures

ODOC will comply with the procedures established by the Pardon and Parole Board to provide equitable clemency consideration for inmates. The agency has established procedures to ensure:

1. Information necessary to determine an appropriate docket date is provided to the staff members of the Pardon and Parole Board;
2. Information regarding an inmate's incarceration, which is required in determining clemency, is provided to the Pardon and Parole Board;

(4-4304)

3. The preparation of parole programs; and (4-APPFS-2A-07)
4. The release of eligible inmates to parole supervision.

C. Transfers (4-4296, 4-4444, 4-ACRS-5A-06, 4-APPFS-2A-11)

In order to provide adequate security, supervision and programmatic opportunity compatible with each inmate's individualized needs, the agency has established uniform procedures for inmate transfers, including emergency transfers.

II. Case Management (4-4299, 4-4435, 4-ACRS-5A-07)

A. The Department of Corrections case management responsibilities include:

1. Appropriate and timely classification of all inmates and offenders;
2. Providing crisis intervention;
3. Work assignments;
4. Programmatic activities;
5. Managing behavior;
6. Developing open communication between staff and inmates;
7. Appropriate assistance with reentry; and
8. Assisting with facility operations and inmate development.

B. Other functions include documenting and communicating any behavior that may present a risk to the facility, staff, other inmates or the public in order to ensure appropriate action is taken to fulfill the agency's mission.

III. Sentence Administration (4-4097)

The Oklahoma Department of Corrections (ODOC) ensures the length of confinement or supervision is calculated accurately, recorded and implemented in accordance with the order of the court and statutory requirements.

1. Standards for sentence administration are established to ensure inmates/offenders under the jurisdiction of the agency are incarcerated/supervised according to the order of the sentencing court.
2. Standards for sentence administration are established consistent with

Gubernatorial Memorandum 2015-01.

3. Procedures for the foreign and domestic extradition process, the Interstate Agreement on Detainers, the application of statutory time credits and sentence sequencing are developed. (2-CO-4B-02, 4-APPFS-2A-16)

IV. Inmate/Offender Records (2-CO-1E-01, 2-CO-1E-02, 4-4095, 4-ACRS-7D-08, 4-APPFS-3D-28)

Procedures are established for:

1. The creation, organization, transfer, closure, review and preservation of inmate/offender records; (2-CO-1E-02, 2-CO-1E-09, 4-4096)
2. Inmate/offender access to records; (2-CO-1E-06, 4-4098, 4-ACRS-7D-11)
3. Assignment of a unique register number to all inmates/offenders; and
4. The appropriate release of inmate/offender information. (2-CO-1E-07, 2-CO-1E-08, 4-4099)

V. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

Any exceptions to this policy statement will require written approval of the Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-060100 entitled "Classification and Case Management of Inmates/Offenders" dated November 8, 2017

Distribution: Policy and Operations Manual
Agency Website