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<b>Inmate Escorted Leave/Activities</b>	<b>ACA Standards: 2-CO-4G-01, 4-4445, 4-4500-1, 4-4502, 4-ACRS-5A-13, 4-ACRS-5A-14, 4-ACRS-5A-16, 4-ACRS-5A-18-1</b>		
<b>Joe M. Allbaugh, Director Oklahoma Department of Corrections</b>		<b>Signature on File</b>	

## **Inmate Escorted Leave/Activities**

Escorted leave is a privilege afforded to all inmates under the custody of the Oklahoma Department of Corrections (ODOC), who are not deemed a threat to the public or the employee.

For the purpose of this procedure, the term “facility head” will apply to wardens/directors responsible for the housing of inmates in the custody of the Oklahoma Department of Corrections (ODOC).

### **I. Definitions**

The inmate escorted leave/activities program allows inmates limited access to the community while accompanied by correctional personnel or a trained volunteer as described in this procedure. (4-4445)

A. Medical Leave

Medical leave allows inmates the opportunity to obtain specialized care not provided by the state.

B. Emergency Leave

Emergency leave provides inmates an opportunity to visit the bedside of a critically ill family member or to attend the funeral of a family member. (4-4500-1, 4-ACRS-5A-18-1)

C. Pre-Release/Reentry Leave

Pre-release/reentry leave affords eligible inmates the opportunity to secure employment and housing prior to being released into the community. (2-CO-4G-01, 4-4502, 4-ACRS-5A-13, 4-ACRS-5A-14, 4-ACRS-5A-16)

D. Marriage License Leave

Escorted leave provides inmates an opportunity to appear in person to sign the marriage record at the county clerk's office in accordance with [OP-090128](#) entitled "Inmate Marriages."

E. Escorted Activity

Escorted activity leave provides eligible inmates with an opportunity to participate in approved community activities.

F. Transportation Leaves

Transportation leaves may be granted to inmates assigned to minimum security for the purpose of traveling to a probation and parole district for assignment to the Electronic Monitoring Program (EMP) for DUI Offenders or the Global Positioning Satellite Monitoring Program (GPS).

G. Family Member(s)

For purposes of this procedure "family member(s)" will be defined as: spouse, natural parents, children (to include step and adopted children) and upon acceptable documentation, any person who served in a parental capacity.

H. Extended Family

For purposes of this procedure, "extended family" is defined as the inmate's grandparents and siblings.

## II. Leave Procedures

The facility administrator has the authority to approve or deny any escorted leave/activity as outlined in this procedure. Private prison contractors will comply with this procedure, with the exception that all inmate requests for escorted and/or medical leave denied by the facility head will be submitted to the contract monitor after review by the facility head. All costs of escorted leave other than pre-release is the responsibility of the inmate. Costs will be calculated as determined in Section II. B. item 6. of this procedure.

### A. Escorted Medical Leave

Inmates at all security levels are eligible for medical leave as defined in the criteria below:

1. At minimum and higher security facilities, inmates may submit a request for medical leave for a specific procedure/specialized care to the facility correctional health services administrator (CHSA). If the request is a valid medical need, the CHSA will notify the facility head and the medical services administrator.
2. After consultation with the CHSA and chief medical officer, the facility head will make the final decision regarding the medical leave.
  - a. Costs associated with the medical leave will be the sole responsibility of the inmate.
  - b. The inmate will be required to pay the current mileage rate (round trip) and the hourly wages to include salary and benefits of the transporting officers.
  - c. A notarized statement of inmate financial responsibility must accompany the medical leave request.
3. At community corrections centers, work centers and halfway houses, inmates may receive medical care through the ODOC provider or a community provider of their choice.
  - a. All costs associated with use of non-ODOC providers (including physician fee, lab, x-ray, and medications) are the sole responsibility of the inmate.
  - b. Medical services will not be denied to any inmate based on prior care by a non-ODOC provider.
  - c. All requests for escorted medical leave shall be made in accordance with [OP-140121](#) entitled "Outside Providers of Health Care Management."

B. Emergency Leave (4-4500-1, 4-ACRS-5A-18-1)

Criteria and approval for emergency leave is specified below. Any inmate assigned as medium security and above are not eligible for emergency leave. Any exception will be approved by the appropriate regional director.

1. Any emergency leave for inmates ever convicted of violent or sex offenses as defined by [OP-060102 \(Male\)](#) ([Female](#)) entitled "Initial Custody Assessment Procedures," highest and high offense severity categories, and [OP-020307](#) entitled "Sex and Violent Crime Offender Registration" requires the approval of the appropriate regional director.
2. Emergency leaves may be requested by inmates through unit staff who will verify that the emergency exists, check for any restrictions, and contact local law enforcement authorities regarding the inmate's intended leave. Relationships of family members will be verified and documented.
3. The facility administrator will make the final decision regarding the emergency leave after consideration of the individual circumstances and security risk.
4. Inmates assigned to community custody may be approved by the region III director, for two emergency visits to any one person during a particular critical situation, as outlined below.
  - a. Inmates will be required to complete the "Escorted Leave Request Form" ([Attachment C](#), attached) for all emergency escorted leave requests.
  - b. Inmates assigned to community custody may be approved to have a hospital visit, a nursing home visit, a home visit at a residence of a verified family member receiving hospice care, a funeral home visit or to attend the funeral of a family member.
  - c. Approved volunteers may be utilized to escort the inmate with no reimbursement for salary and benefits required; however, mileage must be reimbursed if a departmental vehicle is utilized.
5. Inmates assigned to minimum custody may be approved a funeral home visit only to a family member as defined in Section I. items G. and H. of this procedure. A "Minimum Security Emergency Escorted Leave Agreement" ([Attachment D](#), attached) will be completed indicating funeral home body viewing only.

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a. Inmates with the following disqualifying criteria will not be approved for home visits/hospice at the residence:

- (1) Active Class X misconduct points.
- (2) A current conviction in the highest crime category as outlined in [OP-060102 \(M\) \(F\)](#) entitled "Initial Custody Assessment Procedures."
- (3) Any conviction (prior or current) for a sex offense in accordance with [OP-020307](#) entitled "Sex and Violent Crime Offender Registration" or any offense (felony or misdemeanor) involving a child (to exclude failure to pay child support and contributing to the delinquency of a minor).

6. For any emergency leave for which the inmate is responsible for the cost, the inmate must submit a disbursement form and have the funds available prior to the date and time of requested leave.

- a. The cost of the leave will be the actual cost of the transporting officers' salary and benefits, as determined by facility personnel, plus mileage cost.
- b. Mileage cost is calculated in the following manner: the number of miles (as determined by an objective internet based program such as MapQuest) multiplied by the current mileage rate (as established by the Internal Revenue Service (IRS) for business expense deductions).

7. Documentation will be placed in Section 3 of the inmate's field file for future reference.

C. Escorted Pre-Release/Reentry Leave (4-4502, 4-ACRS-5A-13, 4-ACRS-5A-14)

Escorted pre-release/reentry leave is to assist inmates, who are not deemed a threat to the public or the employee, with a process of reentry into society. Inmates meeting the criteria listed below will be considered on a case-by-case basis. Approved pre-release/reentry leave will be documented utilizing the "Approved Escorted Pre-Release/Reentry Leave" form ([Attachment F](#), attached):

1. The inmate must be housed at a minimum or community facility and have a projected release date of 90 days or less. All inmates considered must be approved by the unit team; inmates on Level 1 must also have the appropriate regional director's approval.

2. Inmates within the highest crime category, including sex inmates, will be restricted per 57 O.S. § 510.1.
3. The inmate should be enrolled in a facility reentry program showing commitment to the program with a positive attitude toward change and re-entering society.
4. A complete and detailed itinerary will not exceed eight hours without the prior approval of the affected regional director. The inmate will not leave the state of Oklahoma.
5. Escorting personnel will normally consist of an ODOC employee or an approved volunteer, as approved by the facility head. Any non-ODOC employee will have specific training regarding security protocols. Unless prior approval is authorized by the affected regional director, a department owned vehicle will be utilized for the transport.
6. The case manager/unit team will make recommendations regarding which inmates will be considered for pre-release/reentry leave. Transitional coordinators or other designated staff will normally schedule any required appointments for job interviews, housing, and written driving tests.
7. All visits will be to the community in which the inmate plans on residing after release. Each inmate will not normally exceed three such visits into the community without the appropriate regional director's approval.
8. Multiple inmates may be taken on an escorted visit but the total shall not exceed four, unless otherwise approved by the affected regional director.
9. Local law enforcement agencies will normally be notified 72 hours prior to each event.

D. Marriage License Leave

Inmates at all security levels who meet the criteria listed below are eligible for marriage license leave:

1. The inmate is responsible for payment to the facility of all costs associated with the transport, including the transportation officer's salary, benefits and mileage (round trip) at the current rate.
2. The inmate is responsible for all payments to the county clerk's office.

3. Inmates convicted of a violent or sex offense will require approval by the affected regional director.
4. Marriage license leave may be denied by the facility head or regional director when escorted leave presents a threat to the public, staff, or the inmate. If escorted leave is denied for this reason, the warden shall make reasonable efforts to work with the court clerk of the county in which the facility is located to provide an alternative to escorted leave.

E. Escorted Leave Documentation

The “Minimum Security Emergency Escorted Leave Agreement” ([Attachment D](#)) will be completed for each type of escorted leave requested and submitted to the appropriate reviewing authority for approval, along with the following documents:

1. A current “Offender Profile Screening Form” (OMS 0081D);
2. “Consolidated Record Card” ([DOC 060211H](#)) on all sentences served during the current incarceration; and
3. Rap sheets/Jolts.

F. Escorted Activity Procedures

Approved escorted activities shall be documented on [Attachment A](#) entitled “Escorted Activity Request” (attached). Criteria and approval for escorted activities are as follows:

1. Inmates at minimum and medium security contract facilities and at ODOC maximum and medium security facilities are not eligible for escorted activities.
2. Inmates at ODOC minimum and community corrections facilities may be eligible for approved escorted activities.
3. Inmates at minimum security will be at Level 4.
4. Inmates at minimum security facilities will have at least 180 days clear conduct. Inmates at community corrections facilities will have at least 30 days clear conduct, except as outlined in Section II. item C. of this procedure. The period of clear conduct will be determined from the hearing date of the last misconduct.
5. Inmates at minimum security facilities must have been at his/her assigned facility for at least 60 consecutive days. Inmates at community corrections facilities must have completed orientation status prior to any escorted activity approval. Community

corrections inmates, who are not Prisoner Public Works Program (PPWP) eligible, require approval by the facility head and the regional director, Region III. Community corrections inmates received directly from the assessment and reception center must have been at his/her assigned facility for at least 30 consecutive days.

6. Inmates whose controlling, concurrent or consecutive sentence is for a sex or incest related offense or drug trafficking offense, or who have a prior conviction for a sex or incest or drug trafficking offense, or who have ever been convicted of a violent offense, will not be eligible for escorted activities. Exceptions may be granted at the community level with the approval of the regional director, Region III, or designee. The affected regional director may approve exceptions for inmates housed at minimum security or community corrections facilities for the escorted reentry leave program within the guidelines of 57 O.S. § 510.1.
7. Inmates with any escape history within five years are not eligible; however certain exceptions may be granted at the community level with the approval of the appropriate regional director.

G. Transportation Leave Request

Inmates assigned to minimum security that have been approved for placement on the EMP or GPS program may be approved for a transportation leave for the purpose of allowing travel from the assigned facility to the supervising district.

1. Upon receipt of notice of an inmate's approval for placement in the EMP/GPS program, the assigned case manager will provide notice to the inmate of the placement and will assist the inmate with documenting transportation arrangements.
2. The inmate will complete the "Transportation Leave Request Form" ([Attachment E](#)). The request will be submitted to the facility head for review. If approved, the inmate will be provided notice in sufficient time to allow for reporting to the district for program assignment.

III. Escort Procedures

A. Transportation

All transportation procedures will be in accordance with [OP-040111](#) entitled "Transportation of Inmates."

B. Security



When an inmate is escorted on an emergency leave, facility staff will take steps to ensure the security of the inmate. This may include keeping the inmate apart from all people other than the person the inmate has been authorized to visit.

1. If the event is a funeral, escort staff may keep the inmate apart from other people.
2. Burial site/graveside services may be authorized for community level inmates only.
3. Visits to a residence in conjunction with funeral services, is prohibited.

C. Community Corrections Centers and Community Contract Facilities

1. Inmates assigned to a community corrections center or community contract facility may be escorted by a trained volunteer on approved escorted activities. Volunteer escorts will not be a friend or relative of the inmate.
2. Inmates released to the GPS program may be issued a "Transportation Leave Request Form" ([Attachment E](#)) in order for the inmate to report to the orientation facility. Employers, volunteers, family members, and co-workers must be pre-approved by the facility head to transport inmates to orientation.
3. Inmates at community corrections centers or community contract facilities who are assigned to work release or study release do not require an escort to travel to and from approved job search sites or to or from an approved work site. Community inmates assigned to work release programs may be approved for unescorted leave for access to community law libraries or to obtain approved medical care in the community. Inmates approved for law library leaves must qualify for law library usage as per [OP-030115](#) entitled "Access to Courts/Law Library."
  - a. Employers, volunteers, family members, and co-workers may be pre-approved (as a work release transportation sponsor) by the facility head to transport inmates to and from an approved work site.
  - b. Prior to such approval, the proposed transportation sponsor shall be oriented to the rules and conditions of work release and to appropriate escort procedures.
  - c. A security background review shall be completed by the facility to include a FBI, OSBI and DPS records check.

#### IV. Items Allowed During Escorted Leave

The following items/clothing are authorized during an escorted leave:

##### A. Medication

Only the prescribed dosage needed for the travel itinerary.

##### B. Clothing/Other Items

1. Pants, underwear, shirt, socks and shoes;
2. Coat when applicable;
3. Watch and/or wedding ring;
4. State issued identification badge; and
5. The facility head may authorize additional property, to include money, work-related tools, etc., for community level inmates.

#### V. References

Policy Statement P-030100 entitled "Provisions of Services/Offenders Rights and Responsibilities"

OP-020307 entitled "Sex and Violent Crime Offender Registration"

OP-030115 entitled "Access to Courts/Law Library"

OP-040111 entitled "Transportation of Inmates"

OP-060102 (Male) entitled "Male Initial Custody Assessment Procedures"

OP-060102 (Female) entitled "Female Initial Custody Assessment Procedures"

OP-090128 entitled "Inmate Marriages"

OP-140121 entitled "Outside Providers for Health Care Management"

57 O.S. § 510.1

57 O.S. § 552

57 O.S. § 563.2.G

57 O.S. § 538.G

VI. Action

The affected regional director is responsible for compliance with this procedure.

The regional director, Region II, is responsible for the annual review and revisions.

Any exception to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-031001 entitled "Offender Escorted Leave/Activities" dated November 24, 2014

Distribution: Policy and Operations Manual  
Agency Website  
Inmate Bulletin Boards

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 060211H</a>	"Consolidated Record Card"	<a href="#">OP-060211</a>
OMS Form 0081D	"Offender Profile Screening Form"	OMS
<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	"Escorted Activity Request"	Attached
<a href="#">Attachment C</a>	"Escorted Leave Request Form"	Attached
<a href="#">Attachment D</a>	"Minimum Security Emergency Escorted Leave Agreement"	Attached
<a href="#">Attachment E</a>	"Transportation Leave Request Form"	Attached
<a href="#">Attachment F</a>	"Approved Escorted Pre-Release/Reentry Leave"	Attached

