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Escape Notification Procedures	ACA Standards: 2-CO-3B-02M, 4-4225, 4-ACRS-2A-12, 4-APPFS-3B-10		
Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Escape Notification Procedures

An escape response plan, relevant to security level, physical plant restrictions and other related requirements, will be maintained at each facility/unit. (2-CO-3B-02M, 4-4225, 4-ACRS-2A-12, 4-APPFS-3B-10) This plan will be reviewed annually and updated as required and will include the following notification requirements:

I. Escape Identification and Notification

A. Escape Identification

1. When an escape is confirmed, information will be documented for use in the apprehension of the inmate/offender. The “Escape Checklist” ([DOC 050103C](#), attached) will be used, and the facility may add a form designed for its particular security needs.
2. An escape packet will be assembled and submitted to the office of Fugitive Apprehension and Investigations (FAI) office. The packet will consist of the following:
 - a. “Affidavit” ([Attachment E](#), attached);

- b. Current photo (no copies);
- c. Copy of the most recent "Physical Identification Form" ([DOC 040115A](#));
- d. Clear photo copy of the fingerprint card;
- e. Copy of the completed "Wanted" poster ([Attachment B](#), attached);
- f. Copy of visiting list to include relatives' addresses and telephone numbers, as entered in OMS;
- g. Copy of inmate/offender data information sheet ([OP-160201](#), [Attachment A](#) entitled "Personal History Sheet");
- h. Copy of "Consolidated Record Card" (CRC) ([DOC 060211H](#));
- i. "Abstract" ([DOC 050103A](#), attached (parole violations only));
- j. Copy of pre-sentence investigation (if available);
- k. Copy of the escape log; and
- l. Any other pertinent information.

B. Escape Notification (Private Prison/State Facilities)

Staff reporting the escape notification will use the "Hot Line--Escape/Apprehension Report" ([Attachment A](#), attached).

1. Contract Facilities

- a. Escapes will immediately be called into the ODOC hotline at (405) 425-2698 or toll free at (866) 363-1119 by the private prison facility warden or designee during normal business hours. ODOC will be contacted after 5:00 p.m. on weekdays and at all times during weekends and holidays at (405) 425-2507 or toll free at (866) 363-1119. The ODOC hotline will immediately contact the "Victim Information and Notification Everyday (VINE)" emergency override line ([Attachment C](#), attached) to report the escape.
- b. Private prison personnel will immediately notify the designated Oklahoma Department of Corrections' (ODOC) contract monitor. The private prison contract monitor will then immediately notify the regional director, Region III who will then notify the chief of Operations, the director of FAI

and the agency public information officer.

- c. The regional director, Region III will ensure all notifications as required in Section I.B. item 2. are made and procedures implemented as specified in [OP-052001](#) entitled "Emergency Procedures for Private Prisons."

2. State Facilities

Facility personnel will notify the following personnel of the escape:

- a. Escapes will be immediately called into the ODOC hotline by the facility head or designee at (405) 425-2698 or toll free at (866) 363-1119 during normal business hours. ODOC will be contacted after 5:00 p.m. on weekdays and at all times during weekends and holidays at (405) 425-2507 or toll free at (866) 363-1119. The ODOC hotline will immediately contact the "Victim Information and Notification Everyday (VINE)" emergency override line ([Attachment C](#), attached) to report the escape.
- b. The appropriate regional director, facility head, deputy warden and chief of security will immediately be notified of all escapes. The director of FAI will receive immediate notification of escapes from minimum security and above by the facility head or designee. The regional director will notify the agency director. The facility head will notify local legislators.

3. Community Corrections (to include community corrections contract facilities)

The term "walkaway" is defined as an unauthorized absence from a community corrections facility.

- a. To confirm an escape/walkaway when an inmate can no longer be accounted for, or if reasonable suspicion is believed that an inmate(s) has escaped, pertinent information will be gathered of the inmate's last known location. This may include, but is not limited to, the following:
 - (1) During an approved off facility itinerary, leave, or work assignment or failure to return at the designated time without prior facility authorization.
 - (2) Unauthorized departure from the facility.
- b. Community corrections personnel will attempt to confirm the escape utilizing [Attachment D](#) entitled "Community

Corrections Escape Confirmation Checklist” (attached). The facility/unit may add a form designed for its particular security needs. The following will be completed prior to the confirmation of the escape:

- (1) Review all sign in/out boards to ensure that an inmate(s) is not legitimately signed out on a leave or itinerary, or determine that the inmate(s) has failed to return to the facility at the designated time;
- (2) Conduct a facility count, identify the missing inmate(s), and confirm unaccountability;
- (3) Conduct a facility search;
- (4) If necessary, conduct a physical site check at the location where the inmates(s) was assigned;
- (5) Contact employer, if applicable;
- (6) Contact local jail(s) and hospital(s);
- (7) Question associates/friends; and
- (8) Make reasonable efforts to contact the inmate’s family members and persons on the inmate’s current visiting list.

The above steps may be waived if visual confirmation of the inmate’s identity is made and the inmate is visually observed by correctional/contract residential staff leaving the facility grounds in an unauthorized manner.

- c. Once the above items have been completed and the inmate remains unaccounted for, the ODOC hotline will be notified by the facility/unit head or designee at (405) 425-2698 or toll free at (866) 363-1119 during normal business hours. ODOC will be contacted after 5:00 p.m. on weekdays and at all times during weekends and holidays at (405) 425-2507 or toll free at (866) 363-1119.

If the escape/walkaway is from a contract facility, the contract facility will immediately notify the ODOC hotline. The ODOC hotline will immediately contact the “Victim Information and Notification Everyday (VINE)” emergency override line ([Attachment C](#), attached) to report the escape.

- d. After the checklist and hotline have been completed, the escape is officially confirmed. If the inmate is accounted for prior to the completion of the above, as well as completion of the ODOC hotline report, it is not considered an escape.
- e. The affected facility director will be notified of all confirmed escapes/walkaways.
- f. The director of Region III will be immediately notified of all escapes/walkaways involving media attention, commission of a new felony during escape or law enforcement contact. If exigent circumstances exist, the regional director shall contact the director of FAI for the immediate assistance of fugitive apprehension agents.
- g. An escape packet will be assembled and submitted to the director of FAI consisting of the items listed in Section I. item A. of this procedure.

II. Escape Recovery Operations

All escape recovery operations will be conducted in accordance with [OP-040110](#) entitled "Search and Seizure Standards," [OP-050102](#) entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities," [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents," [OP-051001](#) entitled "Corrections Emergency Response Team (CERT)," [OP-052001](#) entitled "Emergency Procedures for Private Prisons" and [OP-053001](#) entitled "Community Corrections Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters."

A. Facility Escape Recovery Teams

1. Assumption of jurisdiction and deployment of escape recovery teams will be coordinated by the chief of security, duty officer, or highest-level security officer on duty during the escape.
2. Escapes from private prisons are addressed in Section II. item B. of this procedure.
3. Facility escapee recovery teams will only be comprised of CERT or other correctional officers.
4. As approved by the appropriate regional director and the director of Probation and Parole Services, probation and parole officers from the nearest regional office may be utilized.

B. Fugitive Apprehension Agents

1. Community Corrections Escapes/Walkaways
 - a. After meeting the above notification criteria, the office of FAI will assume coordination of apprehension efforts.
2. Minimum Facility Escapes
 - a. Upon notification of an escape from minimum security, the office of FAI will contact the facility head for additional information. The following criteria will result in immediate response by fugitive agents:
 - (1) Facility head requests immediate assistance.
 - (2) The escapee has a violent history.
 - (3) The escapee has an enrolled victim in the VINE system.
 - (4) The escape is expected to cause widespread media attention.
 - (5) The escapee is believed to be outside of a ten mile radius of the facility.
 - b. Once confirmation is received of the escapee being outside a ten mile radius, the facility head, affected regional director and director of FAI may consult if canine or ground teams/perimeter teams remain beneficial. If not beneficial, the office of FAI shall assume coordination of apprehension efforts. Facility personnel will continue to monitor any incoming leads and assist in coordination of apprehension efforts.
3. Medium and Maximum State Facility Escapes
 - a. The office of FAI will immediately provide fugitive agents to the affected facility.
 - b. A fugitive agent will be assigned to the facility command post and will be the liaison to the Oklahoma Department of Public Safety.
 - c. Once confirmation is received of the escapee being outside a ten mile radius, the facility head, regional director and director of FAI should consult if canine or ground teams/perimeter teams remain beneficial. If not beneficial, the office of FAI shall assume coordination of apprehension

efforts. Facility personnel will continue to monitor any incoming leads and assist in coordination of apprehension efforts.

4. Medium and Maximum Contract Facility Escapes

The director of FAI will notify fugitive apprehension agents, who will immediately assume coordination of apprehension efforts. Their responsibilities include:

- a. Upon arrival, the office of the FAI will set up a command post if one has not been established by the facility;
- b. Obtain the escapee's field file from the private prison records officer and prepare an escape file, to include accurate information from FBI, OSBI, NLETS, SCOM, and NCIC rap sheets, warrant, escape packet, and any other pertinent information;
- c. Coordinate with private prison personnel to ensure escape charges are filed in the appropriate county and a corresponding "Wanted" entry is made in NCIC;
- d. Any other steps necessary to aid in the escapee's apprehension; and
- e. As approved through division managers, may utilize appropriate agency staff in apprehension efforts.

III. Aircraft Assisted Escapes

Attempted escapes by aircraft present special considerations. Care will be taken to differentiate between unauthorized intrusion, those on legitimate missions and those in distress.

A. Preventive Procedures

1. If an aircraft enters facility airspace without prior permission, or if the craft is in distress, staff will attempt to wave it off or direct it to a landing area outside the perimeter.
2. Firearms will never be used to warn off or disable an aircraft in flight.
3. If an aircraft lands within the facility perimeter in an escape attempt, the level of force authorized in [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents" will be followed.

4. All efforts will be made to prevent any inmate from approaching the aircraft.

B. Reporting Procedures

The facility/unit head will ensure all unauthorized intrusions by aircraft are promptly reported to the Federal Aviation Administration (FAA) in accordance with the "Escape Checklist" ([DOC 050103C](#)). The following information, if available, will be reported to the FAA:

1. Aircraft identification number;
2. Aircraft type (fixed-wing, helicopter);
3. Aircraft description; and
4. Pilot and passenger description.

IV. Escape Warrants

The facility/unit head will present information, including an "Affidavit" ([Attachment E](#)), to the district attorney to file a felony escape warrant as soon as possible after the escape, but no later than the next working day.

- A. Upon issuance, the warrant packet containing a valid warrant will be immediately forwarded or faxed to the office of FAI.
- B. Office of FAI staff will enter the escape warrant in the permanent NCIC "Wanted" file upon receipt of the valid warrant.
- C. If a warrant cannot be obtained in a timely manner, the facility will notify the director of FAI as soon as possible.
- D. In the event an escape warrant cannot be obtained within 48 hours, the director of FAI will issue an ODOC warrant for the arrest of the escapee. (O.S. 57 § 508.4)

V. Procedures to Copy Oklahoma Department of Corrections Warrant

Copies of ODOC warrants will not be made without authorization by the director of FAI.

VI. Withdrawal of ODOC Warrant

- A. An ODOC warrant may be withdrawn if the director of FAI determines it is in the best interest of the public.
- B. An ODOC warrant will be withdrawn once an inmate is arrested and

booked into a jurisdiction which has also issued a warrant for the same act of escape.

VII. Parole Violators (4-APPFS-3B-10)

A. Parole Violators

Office of the FAI staff will enter parole violators in NCIC upon receipt of an ODOC warrant packet charging "Violation of Parole," signed by the parole revocation administrator.

1. Notification procedures will be as specified in [OP-160901](#) entitled "Parole Warrants, Revocations and Intermediate Sanctions."
2. The office of the FAI communications center will maintain files on all parole violators entered in NCIC. Each file will contain rap sheets and the following documents: "Wanted-Cancellation Notice" (OSBI), "Warrant Abstract" ([DOC 050103A](#)), "Physical Identification Form" ([DOC 040115A](#)); and "Parole Absconder Checklist" ([Attachment B](#)) as required in [OP-160901](#) entitled, "Parole Warrants, Revocations and Intermediate Sanctions."
3. Probation and parole personnel will follow the notification procedures in Section I. B. item 1. of this procedure for inmates who escape/walkaway from GPS or PPCS or any electronic monitoring supervision program.

VIII. Apprehension Procedures

When an escapee has been apprehended, the following procedures will be followed:

A. Notification

1. All parties previously notified will be notified of the apprehension and a notification will be called into the ODOC hotline by the facility head/office of the FAI or designee.
2. Out-of-state agencies with custody of an Oklahoma escapee will be notified by NCIC confirmation notice teletype that Oklahoma will extradite. If the escapee refuses to sign a waiver of extradition, the facility/unit will prepare a request for extradition for immediate submission to the Governor's Office, in accordance with [OP-060211](#) entitled "Sentence Administration."

B. Transportation Procedures

1. The director of FAI will be responsible for all out-of-state

transportation of returning escapees, detainers, parole violators and corrections compact offenders and will ensure the department's authority to assume custody of offenders outside the state boundaries.

2. When an escapee is apprehended within Oklahoma, the facility/unit from which the inmate/offender escaped will be responsible for transportation back to the facility or to the appropriate assessment and reception center.

IX. References

Policy Statement No. P-050100 entitled "Emergency Plans for the Oklahoma Department of Corrections"

OP-040110 entitled "Search and Seizure Standards"

OP-050102 entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities"

OP-050108 entitled "Use of Force Standards and Reportable Incidents"

OP-051001 entitled "Corrections Emergency Response Team (CERT)"

OP-052001 entitled "Emergency Procedures for Private Prisons"

OP-053001 entitled "Community Corrections Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters"

OP-060211 entitled "Sentence Administration"

OP-160901 entitled "Parole Warrants, Revocations and Intermediate Sanctions"

OP-161001 entitled "Specialized Programs Case Management"

O.S. 21 § 431 et. seq.

O.S. 57 § 508.4

X. Action

Each facility/unit will develop individual escape plans in local procedure.

The regional directors/director of Probation and Parole Services are responsible for compliance with this procedure.

The chief of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the

agency director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-050103 entitled "Escape Notification Procedures" dated May 30, 2014

Deleted: OP-050103 Revision-01 dated August 26, 2014

OP-050103 Revision-02 dated January 25, 2016

OP-050103 Revision-03 dated August 26, 2016

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 030118C	“Approved Visitor Card”	OP-030118
DOC 040115A	“Physical Identification Form”	OP-040115
DOC 050103A	“Abstract”	Attached
DOC 050103C	“Oklahoma Department of Corrections Escape Checklist”	Attached
DOC 060211H	“Consolidated Record Card”	OP-060211
DOC 160301B	“Case Report”	OP-160301
<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Hot Line- Escape/Apprehension Report”	Attached
Attachment B	“Wanted”	Attached
Attachment C	“Procedures for Using the Emergency Override Line” (not web accessible)	Attached
Attachment D	“Community Corrections Escape Confirmation Checklist”	Attached
Attachment E	“Affidavit”	Attached
Attachment A	“Personal History Sheet”	OP-160201

