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Maintenance and Access of Inmate/Offender Records	ACA Standards: 2-CO-1E-01, 2-CO-1E-02, 2-CO-1E-03, 2-CO-1E-04, 2-CO-1E-06, 2-CO-1E-07, 2-CO-1E-08, 2-CO-1E-09, 4-4095, 4-4096, 4-4098, 4-4099, 4-4100, 4-ACRS-7D-05, 4-ACRS-7D-08, 4-ACRS-7D-09, 4-ACRS-7D-10, 4-ACRS-7D-11, 4-APPFS-3D-28, 4-APPFS-3D-29, 4-APPFS-3D-30		
Joe M. Allbaugh, Director Oklahoma Department of Corrections	Signature on File		

Maintenance and Access of Inmate/Offender Records

I. Type and Location of Records

A field record is maintained for all inmates/offenders committed to the Oklahoma Department of Corrections (ODOC) for supervision or incarceration. Field records are maintained in a letter size, compartmentalized folder with six sections. For deferred supervision offenders, a two-part manila folder may be used. A computer record will also be maintained for each inmate/offender incarcerated or supervised by ODOC.

A. Computer Record

A computer record will be initiated at a reception center, or probation and parole office or sub-office when an inmate/offender is first received. The record will be maintained and updated as needed by the probation and parole office, sub-office or facility having physical custody of or jurisdiction over the inmate/offender. The computer record will track the inmate/offender throughout the incarceration or supervision. (2-CO-1E-01, 4-4100, 4-ACRS-7D-05, 4-APPFS-3D-30)

B. Field Record

The field record, in which all major decisions, pertinent background, and events are recorded, will be initiated in the probation and parole unit or the reception and assessment center where an inmate/offender is first received. (2-CO-1E-02, 4-4095, 4-ACRS-7D-08, 4-APPFS-3D-28) The record will be maintained by the probation and parole unit/facility having custody of the inmate/offender and will follow the inmate/offender throughout the incarceration and/or supervision.

C. Commitment Documents

1. All certified commitment documents (i.e., Judgment and Sentence, revocation order), "Consolidated Record Card" (CRC) ([DOC 060211H](#)), original copy of the Disciplinary Hearing Report and all attachments, and field records of incarcerated inmates will be stored in lockable, fireproof file cabinets or fireproof compartments with fire rated doors and sprinkler system, in locations inaccessible to inmates.

2. All certified commitment documents and “CRC’s” for current and past incarcerations will be stored in a manila folder in a location separate from the field record in facilities that utilize unit management. Copies of these documents will also be maintained in the field record. This will ensure that a single field record is available to appropriate staff as the inmate/offender changes status throughout their incarceration and/or supervision. Such field records will remain active until the inmate/offender is released from supervision or custody. At that time, the field record will be forwarded to the Closed Records Unit for disposition.
3. All original forms of personal identification will be maintained in a sealed envelope and stored in the commitment document folder (legal file). The original personal identification will be given to the inmate upon discharge. Personal identification items include: a certified copy of the Birth Certificate, Social Security, state issued identification card, state issued driver license, United States passport, military records (DD214), Certificate of Degree of Indian Blood (CDIB), Oklahoma tribal photo ID card, or photo identification issued by an Oklahoma technology center school. Copies of these documents will also be maintained in the field record.

D. Medical Record

Medical records are created and separately maintained in accordance with [OP-140106](#) entitled “Healthcare Record System.”

II. Inmate/Offender Unique Numbering System

The records office at each reception center will ensure a unique number is assigned to each inmate committed to ODOC for incarceration. Each probation and parole unit will ensure a unique number is assigned to each offender sentenced/ordered for supervision. Community sentencing staff will ensure a unique number is assigned to each offender sentenced to a community sentence.

A. Initial Reception Information

Upon initial reception of any person for supervision or incarceration, the following information, at a minimum, will be obtained:

1. Name as it appears on the current judgment and sentence, order of probation or other committing document;
2. Inmate’s/offender’s true name;
3. Any known alias names;
4. Date of birth;

5. Race/gender;
6. Social security number;
7. Oklahoma State Bureau of Investigation (OSBI) number;
8. Federal Bureau of Investigation (FBI) number; and
9. Any known prior DOC numbers.

B. Procedures for Assigning a Department of Corrections Number

1. On new receptions, the reception center or probation and parole/community sentencing unit will research the computer files to determine if a prior number had been assigned to the inmate/offender. The reception center or probation and parole/community sentencing unit will request that the Offender Records Unit search the manual files, should they have cause to believe a prior number exists.
2. If a prior number or numbers exist for an inmate/offender, the inmate/offender will be given the highest number previously assigned. In some instances, the lower number may be given to ensure all the computer files are combined.
3. If no prior number exists, the inmate/offender will be assigned the next available identification number.
4. The coordinator of the Offender Records Unit is the final authority regarding number assignment.

C. Deletion of Department of Corrections Number

1. The Offender Records Unit will delete the assigned number of an inmate/offender upon receipt of a court-ordered expungement.
 - a. Expunged field records will be sealed and maintained in the Closed Records Unit. Deferred field records will be expunged by the probation and parole/community sentencing unit where the offender was supervised or assigned.
2. Numbers assigned in error must be deleted by the respective area making the assignment.
3. The numbers of deferred sentences that have expired and pre-sentence investigations in which no supervision or incarceration are ordered, will be deleted by the respective area making the assignment. Deleted numbers will not be reassigned.

D. Legal Name Changes

1. Inmates/offenders who receive a legal name change in accordance with current Oklahoma law will submit that information to records staff. The new name will be entered into the inmate's/offender's record as an alias entry.
2. The commitment name as it appears on the judgment and sentence will not be changed on the agency's records unless the judgment and sentence is modified by the sentencing court.
3. The new name will be forwarded to the FBI and the OSBI on an updated fingerprint card.

III. Creation of the Record

A. Field Record (4-4095, 4-ACRS-7D-08, 4-APPFS-3D-29)

"The Closed Records Unit will search ODOC files for any record of previous periods of supervision or incarceration. Closed Records will complete the search and send any prior record to the appropriate unit or facility within four working days of receipt of the request for record. In instances in which no prior records exist, the unit or facility will be notified by the Closed Records Unit of the nonexistence of the prior record within four working days of receipt of the request for record."

IV. Organization of Field Record (2-CO-1E-O3, 4-4095, 4-ACRS-7D-08, 4-ACRS-7D-09, 4-APPFS-3D-30)

A. Field Record

The following materials (when applicable) will be placed in the record sections as indicated and will be maintained in chronological order, the most recent material on top. All materials will have the appropriate signatures and dates prior to placement in the field record.

Section One--Legal, Institutions and CCC's

Acknowledgment of Release to Deportation Order	Copies of Inmate/Offender Identification and Re-Entry Envelope
Court Minutes	Order Revoking Parole/Probation
Death Warrants	Parole Certificate
Death Certificate	Pardon Certificate
Detainers	Property Inventory Form
Designation for Disposition of Personal Property	Photo Packet
District Attorney's Information	Rap Sheet
Executive Leave	Reception Intake Form
Extradition Paperwork	Receipt for Prisoner/Documents/ Detainer
Fingerprint Card	Requests for Notification

Identification Packet	Sheriff's Receipt
Interstate Agreement on Detainers Forms	Specialized Inmate/Offender Accountability Plan
Jail Time Statement	Stay of Execution
Judgment and Sentence	Warrants
Mandates and Opinions	Writs
NCIC Search	Related Correspondence
Notice of Court Cost Hearing	Notice of Transportation Costs

Section One--Legal, Probation and Parole

Application to Accelerate	Parole Certificate
Application to Revoke	Rap Sheet
Court Minutes	Requests for Notification
Death Certificate	Restitution Schedule
District Attorney's Information	Rules and Conditions
Judgment and Sentence	Specialized Inmate/Offender
Mandates and Opinions	Accountability Plan
Motion to Dismiss	Summary of Facts
NCIC Search	Warrants
Copies of Inmate/Offender	Writs
Identification and Re-Entry Envelope	Related Correspondence

Section Two--Credit and Sentence Information, Institutions and CCC's

Certificate of Release	In-Processing & Time Calculation Audit Form
Consolidated Record Card (Copy only, original in commitment folder)	Intra-facility Assignment Form (if used to award credits)
Earned Credit Class Report	Monthly Earned Credit Report
Eligibility for Enhanced Level 3 and 4 Credits	Rebill Form
Escape Reports	Release Checkout Sheet
Final Disposition Report	Reporting Instructions & Acknowledgments

Section Two--Credit and Sentence Information, Probation and Parole

Discharge Notices	Termination Summary
Final Disposition Report	Transmittals Regarding Openings and Closure
	Related Correspondence

Section Three--Assessment and Intake Information, Institutions and CCC's

Assessment of Protective Measure Need	Assessment Instruments
Case Plan	Inmate/Offender Case History
Cell Assessment Form	Inmate/Offender Accountability Plan
Case Management Audit Form	Physical Description
Custody Assessment Scale	Protective Custody Review
District Attorney's Narrative	Reassessment of Protective Measure Need
Family/Employment History	Reception/Intake Form
Facility Assignment Form	Record of Chemical Abuse Testing (if positive)
Housing Assignment Form	Reintegration Assessment Referral Form
Initial Custody Assessment/Facility Assignment Form	Related Correspondence
Inmate/Offender Profile Screening	Request for Protective Measures
Interstate Investigation	Separatee/Medical Flag
Intra-Facility Assignment	Test Results
Juvenile Criminal Records	Verifications

Section Three-Assessment and Intake Information, Probation and Parole

Mediation Report	Pre-Pardon Investigation
Transition Plan	Pre-Parole Investigation
Personal History Summary	Pre-Sentence Investigation
	Verifications
	Related Correspondence

Section Four-Programs/Case Management, Institutions and CCC's

Adjustment Review	Inmate/Offender Financial Responsibility
Administrative Segregation Hearing	Pre-Release Checklist
Administrative Special Management	Program/Work Referral
Inmate/Offender Notice	Related Case Material or Correspondence
Chronological Record	Release of Information Authorization
Education and Vo-Tech Information	Request for Review of Individual
Escorted Leave Forms	Department of Corrections Record
Halfway House/GPS/EMP Screening Form	Segregation Housing Order
New Arrival Review	Segregation Review
Visiting and Telephone Information	Substance Abuse Information

Section Four-Programs/Case Management, Probation and Parole

Assessment Instruments	Request for Review of Individual
Release of Information Authorization	Department of Corrections Record
	Special Reports Substance Abuse
	Related Memos & Correspondence

Section Five-Parole Consideration/Probation and Parole Supervision, Institutions and CCCs

Notice of Pardon and Parole Board	Parole Stipulation Report
Hearing Results	Parole Waiver
Pardon and Parole Board Investigator Report	Parole Status Report
Parole Matrix Assessment	Related Memos & Correspondence

Section Five-Parole Consideration/Probation and Parole Supervision, Probation and Parole

Court Cost Receipts	Travel Permits
Delinquent Notices	Written Reports

Section Six-Misconducts and Revocations, Institutions and CCCs

Administrative Review Authority	Incident Reports
Correspondence	Misconducts

Section Six-Misconducts and Revocations, Probation and Parole

Arrest Reports	Parole Revocation Documentation
Notice of Executive Revocation Hearing	Supplemental Reports
Notice of Probable Cause Hearing	Violation Reports
	Waiver of Executive Hearing

B. Commitment Document Folder (Legal File)

The following documents for all incarcerated inmates will be maintained in a manila folder separate from the field record:

1. Certified commitment documents; parole revocation certificates;
2. Consolidated Record Cards (CRC's) for all closed sentences and for any unrevoked or consecutive parole violation sentences;
3. Original copy of the "Disciplinary Hearing Report" and all attachments; and
4. Jail time statements.

5. All original forms of personal identification will be maintained in a sealed envelope and stored in the commitment document folder (legal file). Personal identification items include: a certified copy of the Birth Certificate, Social Security, state issued identification card, state issued driver license, United States passport, military records (DD214), Certificate of Degree of Indian Blood (CDIB), Oklahoma tribal photo ID card, or photo identification issued by an Oklahoma technology center school.
 - a. When an inmate discharges or paroles, they are to be given all forms of identification contained in the envelope.
 - b. When an inmate discharges or paroles, the commitment document folder will be added to and retained in Section 2 of the file prior to forwarding the field file to the Closed Records Unit.

C. Inmate Identification and Reentry Envelope

A copy of the forms of personal identification in the commitment folder and original inmate identification (ID) cards will be maintained in Section 1 of the field record in an envelope no larger than 8 ½ x 11. The contents will be documented on the cover of the envelope.

V. Transfer of Inmate/Offender Records

Any record created by or assigned to a facility/unit is the responsibility of that entity until such record is transferred to either another facility/unit or the Closed Records Unit.

A. Inter-facility Transfers

When an inmate is transferred from one facility or probation and parole office to another, the inmate's records will normally be transferred with the inmate or transferred within 72 hours. (2-CO-1E-04, 4-4096, 4-ACRS-7D-10)

B. Transfer to Probation and Parole

Upon an offender's release to probation or parole, the field record will be forwarded within five working days to the appropriate probation and parole region for use in supervision of the offender. The "Record Transfer/Verification" ([DOC 060212E](#), attached) will be completed and attached to the field record prior to transfer.

C. Transfer of Field Records Maintained by Probation and Parole to a Reception Center

1. Upon notification that an offender supervised by probation and parole is received at a reception center, the records officer will notify the supervising probation and parole unit and request the

field record be sent to the appropriate reception center. The deputy director will ensure the records are sent to the reception center within two working days following the notification of reception.

2. The appropriate deputy director will ensure the field record accompanies a parole client who is pending revocation and is returned to the reception center.
3. The field record of a confined incarcerated inmate who also has an unrevoked parole or suspended sentence will remain in the possession of the facility at which the inmate is incarcerated.

VI. Removal of Nonessential Material During Interdivisional Transfer (2-CO-1E-09)

Materials deemed to be nonessential will include all duplicate materials, any hard copy recreation of a microfilmed record, and the specific items cited below.

A. Purging of File by Probation and Parole

Items to be removed by probation and parole when a record is transferred by probation and parole to a departmental facility or the Closed Records Unit are:

1. FBI/OSBI rap sheets (except most recent);
2. Verification of general orientation;
3. Assessment Instruments (except most recent);
4. Written reports (except most recent); and
5. Court cost receipts (only if sentence is completed);

B. Purging of File During Incarceration

Items to be removed by the facility during incarceration are:

1. FBI/OSBI rap sheets (except most recent);
2. Monthly current release date report (computer printout);
3. Local forms;
4. "Record of Chemical Abuse Testing" (unless used for disciplinary purposes).

C. Purging of File Upon Discharge or Transfer to Probation and Parole

Items to be removed and destroyed by the facility when a record is transferred to the Closed Records Unit or to probation and parole are:

1. All visiting information (except visitor card and any pertinent information concerning denials of visits);
 2. Leave requests;
 3. Pride contracts;
 4. Correspondence requests; and
 5. Needs assessment.
- D. The Closed Records Unit will purge the file prior to data imaging or storage.

VII. Maintenance and Transfer of Records of Escapees and Absconders

- A. Maintenance of field records subsequent to an inmate/offender escaping or absconding, but prior to disposition of the case, will be performed by the facility or the probation and parole unit from which the inmate/offender is absent.
- B. Once an escape or act of absconding has been confirmed, the computer record of the inmate/offender will be updated no later than the next working day to reflect the occurrence as a movement.
- C. Subsequent to a parole absconder's apprehension, the deputy director will ensure the field record accompanies the offender pending revocation when returned to a reception center.
- D. Should the disposition of an escape case require the return of the inmate to a more secure ODOC facility, the record will be transported with the inmate.
- E. Immediately upon reception of an inmate for service of an escape charge, the reception center records officer will contact the facility from which the inmate escaped and request that the field record be sent within 48 hours.

VIII. Access to Department of Corrections Inmate/Offender Records (2-CO-1E-06, 4-4095, 4-ACRS-7D-08, 4-APPFS-3D-28)

A. Restricted Access to Records

Areas in which inmate/offender field records are actually maintained will have restricted access to inmates/offenders, the public, and staff whose duties do not require access.

B. Employee Access to Inmate/Offender Records

ODOC employees whose duties require access to inmate/offender records will be provided access to such records upon request. An employee may be required to demonstrate the relationship between the request for the inmate's/offender's records and their job duties. Written authorization by the employee's supervisor may be required before record access is permitted.

IX. Request for Temporary Custody of Closed Field Records

If the need for temporary custody of a closed field record arises, the requesting agency employee will contact the Closed Records Unit, providing the offender name and DOC number. The question may be asked to the specific need and duration for temporary custody of the closed record. If the request is questionable, the closed records coordinator will be contacted.

X. Inactivation of Field Records (4-4095, 4-ACRS-7D-08, 4-APPFS-3D-28)

A. Procedures for Closing Inactive Field Records

After termination of ODOC jurisdiction over any inmate/offender, including corrections compact and interstate compact inmates/offenders, the facility or probation and parole unit having custody of the inmate's/offender's field record will be responsible for the following:

1. Placing at the front of each of the six sections of the file, the "Six Part Closure" termination sheet ([OP-160201, Attachment C](#)) on which the inmate's/offender's name, number, date and reason for closure have been noted;
2. Completing a "Final Disposition Report" (FBI Form R-84) and submitting the original to the Oklahoma State Bureau of Investigation (OSBI). A copy will be retained in the file. (For discharging or paroling sentences of incarceration only);
3. Filing all required documents and purging from the file all duplicate and nonessential material;
4. Completing any specialized closing procedures required by the respective region; and
5. Forwarding within 20 working days, the field record to the Closed Records Unit. The "Record Transfer/Verification" ([DOC 060212E](#)) will be completed and attached to the field record prior to transfer.

B. Disposition of Deferred Files

1. Deferred files will be retained in the probation and parole office until 60 days after expiration of the deferred period, and then

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destroyed. Deferred cases with a pending Application to Accelerate will be maintained by the unit until disposition of such action.

2. Files may be destroyed by shredding, burning, or using an approved document destruction company.
3. Approval to use a document destruction company will be obtained from the offender records coordinator.

C. Closing Field Records of Deceased Inmates/Offenders

1. Upon notification by appropriate health services personnel of an inmate death, the field record will be closed in accordance with this procedure. In cases of suspicious death, homicides, and suicides, the field file will be maintained at the facility/unit until any investigation surrounding the death has been completed.
2. When a probationer, parolee, or other offender under the supervision of probation and parole dies, unit personnel may close the field record upon verification of the death with any of the following documentation:
 - a. Obituary or newspaper article;
 - b. Written statement from a doctor or funeral director; and
 - c. Notification by a law enforcement agency.
3. If a probationer or parolee is believed to be deceased and the above documentation cannot be obtained, it will be necessary to obtain a death certificate. Unit personnel will ensure completion of "Request for Death Certificate" ([DOC 060212A](#), attached).
 - a. The completed form will be forwarded to the Offender Records Unit who will use the information to obtain a death certificate from the Bureau of Vital Statistics.
 - b. Upon receipt of the death certificate from the Offender Records Unit, the field record may be closed.
 - c. Once the field record is closed, the file will be permanently maintained separately in the Closed Records Unit.

XI. Maintenance and Retention of Inactive Field and Medical Records

A. Maintenance and Retention Procedures

All inactive records will be maintained indefinitely in numerical order in the Closed Records Unit.

1. The conversion to digital format, microfilming or destruction of offender records will be in accordance with the retention schedule established and approved by the State Archives and Records Commission.
2. All microfilm of field records will be maintained as a part of the Closed Records Unit and will be accessible within that unit. Records converted to a digital format are maintained on an agency server and accessible to designated staff.
3. The Closed Records Unit will maintain an index of all records available on microfilm and digital format, and will provide for the access and copying of such records.

XII. Privacy and Security of Inmate/Offender Records

A. Confidentiality of information contained in inmate/offender records will be maintained according to OP-020108 entitled "Information Requests and Release of Information from Agency Records and Media Access to the Department of Corrections." (2-CO-1E-08, 4-4095, 4-ACRS-7D-08, 4-APPFS-3D-28)

1. Copies may be obtained at a cost of \$.25 per page.
2. Where a question may exist concerning the identity of the inmate/offender about whom information is sought, the requestor may be required to provide further identification of the inmate/offender before a response is provided.

B. Criteria to Release Additional Information

Additional information will only be released to non-criminal justice agencies, organizations, or individuals when one of the following criteria is met:

1. A specific agreement exists between ODOC and the requesting agency, organization, or individual to provide services to inmates/offenders supervised or incarcerated by ODOC.
2. The information is needed by a government agency to accomplish its authorized responsibilities.
3. A court requires the release of such record, either by subpoena or Order.

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4. Subject to restrictions as defined in this memorandum, the inmate/offender about whom the information relates requests the release of information by properly completing an "Authorization to Release Department of Corrections Record Information" ([DOC 060212F, attached](#)) itemizing the specific information to be released. (2-CO-1E-07, 4-4099, 4-ACRS-7D-08)
5. The information is requested by the United States Census Bureau for use in statistical reporting.
6. There exists a research agreement between ODOC and the requesting agency, organization or individual in accordance with [OP-021501](#) entitled "Procedures Regulating Research."
7. As approved by the director, chief of Operations, regional director, division manager, General Counsel or public information officer.
8. The information is a part of an announcement or a poster relating to the escape and apprehension of an inmate/offender.

XIII. Inmate/Offender Requests to Review Records

Inmates/offenders wishing to review their records will be allowed to do so once every six months unless significant changes occur more frequently. (4-4098, 4-ACRS-7D-11)

A. Review of Criminal History Record

The inmate/offender wishing to review the criminal history information will complete a "Request for Review of Individual Criminal History Record" ([DOC 060212B, attached](#)) and forward the form to the assigned case manager or supervising officer.

1. Upon receipt of such request, the case manager or supervising officer will ensure that an up-to-date FBI or OSBI abstract is available and will schedule an appointment for the inmate's/offender's review of the criminal history information. The review will be conducted by the case manager or supervising officer with the inmate/offender. Under no circumstance will the inmate/offender be given the file to conduct the review.
2. If, during the course of such review, the inmate/offender determines that an item of information contained in the record is in error, the case manager or supervising officer will provide the inmate/offender a copy of that portion of the record that is under question.
3. The case manager or supervising officer will then assist the inmate/offender in the completion of a "Challenge of Criminal

History Record" ([DOC 060212C](#), attached). The challenge will be forwarded to the reporting agency for response. Should ODOC be the reporting agency in such a challenge, the request for corrections will be forwarded to the offender records coordinator for disposition.

B. Review of Case History Information

An inmate/offender desiring to review case history materials maintained in their record will complete a "Request for Review of Individual Department of Corrections Record" ([DOC 060212D](#), attached) and forward the form to their case manager or supervising officer.

1. The case manager or supervising officer will ensure that a personal interview is scheduled to provide documents to the inmate/offender within 15 days following such request. The review will be conducted by the case manager or supervising officer with the inmate/offender. Under no circumstance will the inmate/offender be given the file to conduct the review.
2. Offenders who are no longer actively supervised or incarcerated may request to review their record from the Closed Records Unit. The closed records coordinator will ensure the record is made available for review within 30 days following receipt of such request.

C. Items Accessible to the Inmate/Offender

All items maintained in an offender record will be accessible to the inmate/offender with the following exceptions:

1. Information which is created by an outside agency or jurisdiction or is submitted by a private citizen;
2. Confidential statements from inmates/offenders and staff concerning misconducts or serious incidents;
3. Investigatory material gathered and prepared by the Oklahoma Department of Corrections or other criminal justice agencies; and
4. Any other material deemed confidential by the director of the Oklahoma Department of Corrections.

If the inmate/offender desires copies of accessible items maintained in their record, copies may be provided at a cost of 25¢ per page with no waiver of costs or credit allowed.

XIV. Pen Packets

A. Conviction Information

Prior conviction information, commonly referred to as a "Pen Packet," will be provided by the Offender Records Unit to district attorneys and other law enforcement officials in the state of Oklahoma, in other states, and the federal government. With information provided by this service, prosecutors can prove previous convictions, thus allowing them to request enhanced punishment through "After Former Conviction of Felony" provisions of the law. Similar information may be obtained for defense attorneys upon receipt of signed release of information forms completed by the inmate/offender. All requests, unless approved by the offender records coordinator in an emergency situation, must be made in writing on the official letterhead of the agency or jurisdiction prosecuting an inmate/offender.

1. The information will be obtained from the closed record or, in the case of actively supervised or incarcerated offenders, the active field record. At a minimum, copies of the following documents will be collected to comprise the information packet:

- a. Photograph, if available;
- b. All commitment documents;
- c. Fingerprint card, if available; and
- d. Parole certificate.

2. Judgment and Sentence

If the FBI and OSBI abstract (rap sheet) or other departmental references indicate service of a term for which no judgment and sentence can be located within the record, the offender records coordinator or designee will contact the court clerk of the county of conviction in order to obtain a copy of the required judgment and sentence.

3. Affidavit of Authenticity

Once all necessary documentation has been received and collected; an affidavit of authenticity will be prepared and signed by the offender records coordinator or properly registered designee. This notarized affidavit and all copies of documentation will then be delivered to the office of the Secretary of State for the state of Oklahoma for certification.

4. Signed Authenticity

After the certificate of authenticity has been signed by the Secretary

of State, the Offender Records Unit will send all documentation to the party requesting prior incarceration information.

XV. References

Policy Statement No. OP-060100 entitled "Classification and Case Management of Inmates

OP-021501 entitled "Procedures Regulating Research"

OP-140106 entitled "Medical Record System"

XVI. Action

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

The director of Population, Programs and Strategic Planning is responsible for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-060212 entitled "Maintenance and Access of Inmate/Offender Records" dated September 25, 2014

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 060211H	"Consolidated Record Card"	OP-060211
DOC 060212A	"Request for Death Certificate"	Attached
DOC 060212B	"Request for Review of Individual Criminal History Record"	Attached
DOC 060212C	"Challenge of Criminal History Record"	Attached
DOC 060212D	"Request for Review of Individual Department of Corrections Record"	Attached
DOC 060212E	"Record Transfer/Verification Sheet"	Attached
DOC 060212F	"Authorization to Release Department of Corrections Record Information"	Attached
<u>Referenced Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment C	"Six Part Closure" (Termination Sheet)	OP-160201