

Administrative Caseload.....	1
I. Administrative Status Categories/Standards.....	1
A. Absconder.....	1
B. Interstate Out.....	2
C. Incarcerated.....	4
II. References	9
III. Action.....	9
Referenced Forms.....	11
Attachments	11

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Administrative Caseload	ACA Standards: 4-APPFS-2A-11		
Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Administrative Caseload

In order to maintain the most efficient utilization of staff time, cases that qualify for inactive supervision or are unable to be supervised (e.g., absconder, out of state, etc.) will be placed in the administrative caseload.

I. Administrative Status Categories/Standards

Offenders on inactive supervision will be placed in the administrative caseload and monitored as listed below, following submission of the file with the “Administrative Caseload Checklist” ([Attachment A](#), attached) and approval by the team supervisor. Face-to-face contacts will be waived for offenders assigned to an administrative caseload.

Review for statutory termination will be completed, in accordance with [OP-160201](#) entitled “Opening, Closing and Transferring Cases Under Supervision”, on applicable cases prior to administrative caseload placement. If it is determined continued supervision is necessary, [OP-160201](#), [Attachment H](#) entitled “Statutory Termination Review for Continued Supervision on Suspended/Parole Cases” will be completed prior to administrative caseload placement. Records will be notified to update supervision end dates. Additional Statutory Termination review will be completed by administrative staff during the period of time the case remains on the administrative caseload.

All actions completed by administrative staff will be documented in the Offender Management System (OMS).

A. Absconder

1. Criteria

- a. The officer has investigated all leads and attempted to locate the absconder in accordance with [OP-160103](#) entitled "Supervision of Community Offenders," has documented all attempts in the OMS and a “Violation Report” has been

submitted on a "Case Report" form ([DOC 160301B](#)) to the court or executive revocation administrator.

- b. Federal Bureau of Investigation (FBI), Oklahoma State Bureau of Investigation (OSBI), Department of Public Safety (DPS) rap sheets have been requested, received and reviewed within the last 30 days.

2. Supervising Staff Requirements

- a. All potential leads and efforts made in locating absconders will be documented in OMS.
- b. A "Special, Supplemental, or Violation Report" will be prepared on the "Case Report" form ([DOC 160301B](#)) whenever significant information develops. If an absconder has reported to a probation and parole office, the file will be reactivated. If possible, the last supervising officer will resume supervision. If an offender is located in the State of Oklahoma, and no additional violations have occurred, the file will remain on the administrative caseload for continued monitoring until the offender is available for supervision. If additional violations have occurred, the assigned administrative caseload staff will be responsible for the submission of all required reports.
- c. Upon notice of apprehension of a parole violator, the return to Oklahoma Department of Corrections (ODOC) custody of any Oklahoma parole absconder with an active ODOC warrant will be coordinated. The file will be reactivated to a probation and parole officer.
- d. At a minimum, FBI, OSBI, and DPS rap sheets will be requested annually in order to review for any new activity.
- e. Warrant status will be verified on an annual basis, at a minimum.
- f. The appropriate law enforcement agency will be notified when the offender is located.
- g. Discharge dates will be monitored and cases will be closed upon reaching the court ordered discharge dates in accordance with [OP-160201](#), entitled, "Opening, Closing and Transferring Cases Under Supervision."

B. Interstate Out

1. Criteria

The supervising officer will ensure the following criteria have been met prior to transferring the case to the Parole and Interstate Services unit for supervision:

- a. A "Transfer Request" will be submitted in accordance with [OP-160108](#) entitled "Interstate Compact for Probation/Parole."
 - b. If an offender has been accepted by the receiving state and has been granted permission to proceed to the receiving state, with reporting instructions given, a travel permit will be issued. The offender's field file will be forwarded to the Interstate Compact Unit for administrative supervision once the Notice of Arrival is received from the receiving state.
2. Oklahoma Offenders Paroled or Released on a Split Sentence from a Facility
- a. Upon receipt of the Certificate of Parole or Conditions of Probation, the file will be opened by the office having jurisdiction of the court case in accordance with [OP-160201](#) entitled "Opening, Closing and Transferring Cases Under Supervision."
 - b. The opened file will then be transferred to the Interstate Compact Unit for administrative Supervision.
3. Supervising Staff Requirements
- a. Staff will correspond with receiving state and answer all inquiries. An Interstate "Progress Report" will be requested when necessary.
 - b. Arrangements for the transfer of case supervision to a third state will be done when required.
 - c. Staff will monitor and follow-up with receiving state and/or law enforcement agencies on all arrests and will prepare "Special or Violation Reports" when appropriate.
 - d. Offenders will be reviewed for inactive supervision, advance termination or unsupervised probation when eligible. (4-APPFS-2A-11)
 - e. The case will be activated/re-activated to a field officer in the appropriate office, based on the offender's address, in the event the offender returns to the State of Oklahoma. If the offender is classified as an absconder, the case will be re-

activated to the original supervising office once the supervising staff has investigated all leads and collateral information that may result in locating the offender and a violation report has been submitted to the sentencing court. Federal Bureau of Investigation (FBI), Oklahoma State Bureau of Investigation (OSBI), Department of Public Safety (DPS) rap sheets must be requested, received and reviewed within the last 30 days. All actions taken and information found will be documented in the case notes. The closure notice will be sent through ICOTS so that the receiving state can close interest.

- f. The receiving state will be notified to close interest 30 days prior to discharge or termination. Cases will be terminated in accordance with [OP-160201](#) entitled "Opening, Closing and Transferring Cases Under Supervision."
- g. Restitution payments will be monitored.

C. Incarcerated

1. Criteria

Offenders that are incarcerated in another state or federal institution after the required reports have been submitted to the sentencing court or releasing authority.

2. Supervising Staff Requirements - Probationer

- a. A "Request for Notification of Release" ([Attachment B-1](#) or [B-2](#), attached) will be mailed to the holding facility.
- b. Annual contact will be maintained, at a minimum, with the holding facility to ensure incarceration status and the current release date.
- c. If the offender has an outstanding warrant, the appropriate law enforcement agency will be notified 90 days prior to the offender's scheduled release date.
- d. After release, if the offender has a probation balance to be supervised, the file is to be re-activated to a probation and parole officer.
- e. If the probation case expires during incarceration, the file will be closed.

3. Supervising Staff Requirements – Parole Violator

- a. Upon receipt of a ODOC warrant, a detainer will be lodged with the holding facility/agency and the revocation process will be initiated as outlined in [OP-160901](#) entitled “Parole Warrants, Revocations and Intermediate Sanctions.”
 - b. At a minimum, annual contact will be made with the holding facility to ensure incarceration status and to verify the current release date.
 - c. When notified that the parolee is being released, the return to ODOC will be coordinated through the Office of Fugitive Apprehension and Investigations (FAI).
 - d. Upon return to ODOC custody, the file will be reactivated to a probation and parole officer. If the offender is returned to a ODOC facility, the case will be closed and forwarded to the facility in accordance with [OP-160201](#) entitled “Opening, Closing and Transferring Cases Under Supervision.”
 - e. If the Certificate of Revocation is received, the parolee’s time will be calculated by a records officer in order to determine the new release date based upon the revocation. If the parolee remains incarcerated with the holding agency at the time of the new release date, the detainer will be removed and the case will be closed.
4. Paroled or Released to Detainer
- a. Criteria
 - (1) When an offender is released from custody to a detainer, the facility will forward the field file to the office responsible for supervision of offenders sentenced in the county of the controlling case.
 - (2) When the field file (or parole certificate) is received from the facility, the case will be opened by the office with court jurisdiction of the court case in accordance with [OP-160201](#) entitled “Opening, Closing and Transferring Cases Under Supervision” and assigned to the administrative caseload staff.
 - b. Supervision Staff Requirements
 - (1) A “Request for Notification of Release”, will be sent to the detaining agency. ([Attachment B-1](#) or [B-2](#))
 - (2) Incarceration will be verified annually until the probationer/parolee is released from custody.

- (a) When notice is received from Immigration and Customs Enforcement (ICE) that the offender has been deported, a letter will be sent advising of the date of deportation to the court/district attorney in the county of sentencing and FBI, OSBI, and DPS rap sheets will be requested annually until the case expires.
 - (b) Should re-entry into the United States occur prior to discharge, the case will be reactivated to a probation and parole officer for appropriate action.
 - (3) When the offender is released from custody, the case will be reactivated.
 - c. Closing Cases
 - (1) When the case discharges, the file will be closed in accordance with [OP-160201](#) entitled "Opening, Closing and Transferring Cases Under Supervision."
5. Inactive Supervision of Parole
- a. Criteria
 - (1) Parolees with an LSI-R score of 9 or less or an LSI-R score of 10-18 with no module placement.
 - (2) Parolees who have had supervision terminated due to statutory termination.
 - b. Supervising Staff Requirements
 - (1) Annual FBI, OSBI, and DPS rap sheets will be requested and reviewed for any new activity. All necessary reports will be submitted. All action will be documented in the chronological record. Upon reaching the scheduled discharge date, the file will be closed in accordance with [OP-160201](#) entitled "Opening, Closing and Transferring Probation and Parole Cases Under Supervision."
 - (2) Upon receipt of sufficient and reliable information to believe the offender has violated the rules and conditions of supervision, the file will be reactivated for investigation and appropriate action.

6. County Jail Placement

a. Criteria

- (1) Any offender placed county jail for a period exceeding 90 days may be transferred to the Administrative Caseload.

b. Supervising Staff Requirement

- (1) Monthly contact will be maintained with the jail to determine current status and projected release date. Contact may include registering with VineLink for notification of release.
- (2) When the offender is released from custody, the file will be re-activated for locator attempts and/or supervision.

7. Telephone Reporting System (TRS)

a. Criteria

Prior to transferring a case to the Telephone Reporting System administrative caseload, the probation and parole officer will have the offender sign the "Administrative Supervision Information Acknowledgement," [Attachment C](#), of this procedure.

- (1) Offenders with an LSI-R score of 9 or less or an LSI-R score of 10-18 with no module placement but have an outstanding balance of restitution payable through the ODOC or other non-criminogenic outstanding court ordered obligations.
- (2) Interstate-in cases with an LSI-R score of 9 or less or an LSI-R score of 10-18 with no module placement or other non-criminogenic court ordered obligations.
- (3) Probationers with an LSI-R score of 9 or less or a LSI-R score of 10-18 with no module placement but with a court order for a specified period of supervision.

Probationers will submit a "Written Report" ([DOC 160103A](#)) only when changes occur.

b. Supervision Staff Requirements

Cases will be supervised by the administrative caseload staff in the following manner:

- (1) The offender's information will be entered into the automated system and the offender will be provided with the generated telephone reporting instructions.
- (2) Residential status changes will be documented in OMS. If the offender moves out of state, administrative staff will complete an ICOTS transfer and submit the file to the interstate out administrative caseload.
- (3) Case reports will be completed as required by policy.
- (4) Interstate-in cases will not be terminated prior to expiration unless approved by the sending state in accordance with [OP-160108](#) entitled "Interstate Compact for Probation/Parole."
- (5) Administrative supervision of offenders who continue to owe an outstanding balance of restitution payable through ODOC will not be terminated prior to expiration.
- (6) Annual FBI, OSBI, and DPS rap sheets will be requested and reviewed for any new activity. Any necessary reports will be submitted. All action will be documented in the Offender Management System (OMS). Upon reaching the scheduled discharge date, the file will be closed in accordance with [OP-160201](#) entitled "Opening, Closing and Transferring Probation and Parole Cases Under Supervision."
- (7) If an offender fails to report as instructed, attempts to contact the offender will be made by telephone calls, letters, or other collateral contacts.

c. Reactivation

The administrative caseload staff will case conference with their supervisor in order to move a case to active supervision for the following reasons:

- (1) Serious traffic (i.e., DUI) misdemeanor or any felony law violation;
- (2) Protective Order filed against the offender;

- (3) Credible report that the offender is involved in felonious activity; or
- (4) Restitution is two months delinquent and the offender has failed to respond to a written monetary delinquency notice.
- (5) Offender fails to report as directed and contact cannot be made within 30 days of the missed report.

d. Case Closure

The administrative caseload staff will ensure the case is closed in accordance with [OP-160201](#) entitled "Opening, Closing and Transferring Probation and Parole Cases Under Supervision."

II. References

Policy Statement No. P-160100 entitled "Purpose and Function of Probation and Parole"

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

OP-160103 entitled "Supervision of Community Offenders"

OP-160108 entitled "Interstate Compact for Probation/Parole"

OP-160201 entitled "Opening, Closing and Transferring Cases Under Supervision"

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

22 O.S. § 991a.

III. Action

The deputy directors are responsible for compliance with this procedure.

The director of Probation and Parole Services 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-160801 entitled "Administrative Caseload" dated November 28, 2017

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 160103A	"Written Report"	OP-160103
DOC 160301B	"Case Report"	OP-160301
DOC 160201C	"Probation and Parole Termination Summary"	OP-160201

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Administrative Caseload Checklist"	Attached
Attachment B-1	"Request for Notification of Release" (Without a Warrant)	Attached
Attachment B-2	"Request for Notification of Release" (With a Warrant)	Attached
Attachment C	"Administrative Supervision Information Acknowledgement"	Attached

