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Section-05 Emergency Plans	OP-050103	Page: 1	Effective Date: 01/21/2022
Escape Notification Procedures	ACA Standards: 2-CO-3B-02M, 5-ACI-3B-15, 4-ACRS-2A-12, 4-APPFS-3B-10		
Scott Crow, 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, 5-AI-3B-15, 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 the Inspector General (OIG). 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](#), not web accessible) to report the escape. (4-ACRS-2A-12)
- 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 chief administrator of Community Corrections and Contract Services who will then notify the chief of Operations, the Inspector General and the agency

public information officer.

- c. The chief administrator of Community Corrections and Contract Services 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 as follows: (4-ACRS-2A-12)
 - (1) During normal business hours:
(405) 425-2698 or toll free at (866) 363-1119
 - (2) After 5:00 p.m. on weekdays and at all times during weekends and holidays:
(405) 425-2507 or toll free at (866) 363-1119.
 - (3) The ODOC hotline will immediately contact the "Victim Information and Notification Everyday (VINE)" emergency override line (Attachment C, not web accessible) to report the escape.
- b. The chief administrator of Institutions, facility head, deputy warden/assistant facility head and chief of security will immediately be notified of all escapes. The Inspector General will receive immediate notification of escapes from minimum security and above by the facility head or designee. The chief administrator of Institutions will notify the chief of Operations, who will then notify the agency director. The facility head will notify local legislators.

3. Community Corrections Centers/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 "Community Corrections Escape Confirmation Checklist" ([Attachment D](#), 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 director/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 (not web accessible)) 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 administrator/unit head will be notified of all confirmed escapes/walkaways.
- f. The chief administrator of Community Corrections and Contract Services will be notified immediately of all escapes/walkaways involving media attention, commission of a new felony during escape or law enforcement contact. If exigent circumstances exist, the chief administrator of Community Corrections and Contract Services shall contact the Inspector General for the immediate assistance of fugitive apprehension agents. The chief administrator of Community Corrections and Contract Services will notify the chief of Operations who, when warranted, will then notify the agency director.
- g. An escape packet will be assembled and submitted to the Inspector General 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 "Correctional 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 chief administrator of Institutions and the chief administrator of Community Corrections and Contract Services, through the chief of Operations, probation and parole officers from the nearest regional sub office may be utilized.

B. Fugitive Apprehension Agents

1. Community Corrections Escapes/Walkaways
 - a. After meeting the above notification criteria, OIG will assume coordination of apprehension efforts.
2. Minimum Facility Escapes
 - a. Upon notification of an escape from minimum security, the OIG 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, chief administrator of Institutions or designee, and Inspector General may consult if canine or ground teams/perimeter teams remain beneficial. If not beneficial, the OIG 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 OIG 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, chief administrator of Institutions or designee, and the Inspector General should consult if canine or ground teams/perimeter teams remain beneficial. If not beneficial, the Inspector General 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 Inspector General will notify fugitive apprehension agents, who will immediately assume coordination of apprehension efforts. Their responsibilities include:

- a. Upon arrival, the OIG 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 the chief of Operations, appropriate agency staff may be utilized for 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 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](#), attached). 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 head will present information, including an "Affidavit" ([Attachment E](#), attached), 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 OIG.
- B. Inspector General 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 Inspector General as soon as possible.

D. In the event an escape warrant cannot be obtained within 48 hours, the Inspector General 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 Inspector General.

VI. Withdrawal of ODOC Warrant

A. An ODOC warrant may be withdrawn if the Inspector General 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

The OIG 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 OIG 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](#), attached), "Physical Identification Form" ([DOC 040115A](#)); and "Parole Absconder Checklist" ([Attachment B](#), attached) 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/OIG 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 Inspector General 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 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 "Correctional 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"

21 O.S. § 431. et. seq

57 O.S. § 508.4.

X. Action

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

The chief administrator of Institutions/chief administrator of Community Corrections and Contract 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: OP-050103 entitled "Escape Notification Procedures" dated December 10, 2020

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 050103A	“Abstract”	Attached
DOC 050103C	“ Escape Checklist”	Attached
DOC 040115A	“Physical Identification Form”	OP-040115
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
Attachment D	“Community Corrections Escape Confirmation Checklist”	Attached
Attachment E	“Affidavit”	Attached
Attachment A	“Personal History Sheet”	OP-160201

