

Male Custody Assessment Procedures.....	1
I. Classification Assessment Procedures (5-ACI-5B-08)	1
A. Classification Committee Requirements (5-ACI-5B-08)	1
II. Completing the Custody Assessment Scale Form	2
A. Identification.....	2
B. Custody Evaluation (5-ACI-5B-04).....	3
C. Scale Summary and Recommendations.....	10
D. Review Authority Approval.....	17
III.References.....	18
IV. Action	18
Referenced Forms	20
Attachments	20

Section-06 Classification and Case Management	OP-060103(M)	Page: 1	Effective Date: 06/23/2022
Male Custody Assessment Procedures	ACA Standards: 2-CO-4B-01, 5-ACI-5B-01, 5-ACI-5B-02, 5-ACI-5B-03, 5-ACI-5B-06, 5-ACI-5B-08, 5-ACI-5B-19, 5-ACI-5E-15, 5-ACI-5F-03		
Scott Crow, Director Oklahoma Department of Corrections		Signature on File	

Male Custody Assessment Procedures

The Oklahoma Department of Corrections (ODOC) utilizes the “Custody Assessment Scale” ([DOC 060103A \(M\)](#), attached) to update, review, and re-assess an inmate’s initial or previous custody assessment. The primary function of the Custody Assessment is to monitor the inmate’s custody status/security level and placement. The first scheduled re-assessment will be completed 120 days from the date the inmate arrives at the initial facility from LARC, and must be completed on an annual basis thereafter or when an inmate’s status has changed requiring a review for lateral or higher transfer (inmates are not eligible for minimum security until they have been at the initial facility from LARC 120 days).The instrument allows facility heads to recommend overrides on inmates to remain at the current facility/custody level or transfer the inmate to higher or lower security levels based on acceptable risk, as long as the inmate meets the criteria for a discretionary override. (5-ACI-5B-01, 5-ACI-5B-02, 5-ACI-5B-06, 5-ACI-5F-03)

The unit classification committee will conduct all custody assessments. (5-ACI-5B-03) The staff composition at facility and community levels will be determined locally but will have, at a minimum, three staff members as defined in 57 O.S. § 138(F): a chairperson (at the institutional level, must be a unit manager); the inmate’s case manager; and a correctional officer or correctional counselor. Two additional staff members may be included as deemed appropriate by the facility head. All chairpersons must be approved by the facility head prior to serving as chairperson.

This procedure does not create any inmate right. The decision as to where to place an inmate is totally discretionary. This procedure has been set forth for administrative process and guidance to staff.

- I. Classification Assessment Procedures (5-ACI-5B-08)
 - A. Classification Committee Requirements (5-ACI-5B-08)

1. Inmates will receive a 48 hour notice prior to their scheduled classification assessment; such notice may be waived by the inmate in writing. If security reasons preclude the 48-hour notification, such action will be documented on the classification documents. (5-ACI-5B-08)

2. The inmate will normally be present during the classification assessment review although the committee may ask the inmate to leave during deliberation. If security reasons preclude attendance, such will be documented in Section C, number 9 of the "Custody Assessment Scale" ([DOC 060103A\(M\)](#), attached). After the committee's review of the action, the inmate will be informed and will sign all classification documents to acknowledge receipt of the committee's decision unless security reasons preclude such signing. If the inmate refuses to sign, the refusal will be noted by the chairperson on the classification document. (5-ACI-5B-08)

II. Completing the Custody Assessment Scale Form

A. Identification

1. Facility

Enter the name of the facility where the inmate is currently housed.

2. Date

Enter the date the assessment is completed.

3. Inmate Name

Enter the inmate's full name (i.e., last, first and middle initial).

4. Inmate ODOC #

Enter the inmate's ODOC number.

5. Reception Date

Enter the month, day, and year the inmate was received at the assessment and reception center.

6. Race/Gender

Enter the inmate's race and gender.

7. Date of Birth

Enter the month, day, and year the inmate was born.

B. Custody Evaluation (5-ACI-5B-04)

Items 1 through 7 of the "Custody Assessment Scale" comprise the "Comprehensive Custody Score." All items must be scored.

1. Severity of Convictions on Current Incarceration

The most serious conviction on the current incarceration is determined using the "Offense Severity Categories," ([OP-060102 \(F\)](#), [\(M\)](#), [Attachment A](#)), including all concurrent (CC), consecutive (CS), active suspended sentence (SS), delayed incarcerations (DI), active paroles, cases that have rebilled, intermediate revocations, detainers, and warrants (WA) for the inmate and will remain active during the current incarceration, with the exception of detainers/warrants, which would remain active unless recalled or the hold is removed.

- a. Indicate the most serious offense, case number, discharge/conviction date, and case type (current, CC, CS, SS, (DI), detainers, (WA), active paroles, intermediate revocations, etc.) in the space provided. Suspended and paroled sentences that are still active or were active during this incarceration will score in this item for the duration of the current incarceration. (To determine suspended sentence discharge dates, refer to [OP-060211](#) entitled "Sentence Administration.")
- b. If a determination cannot be made on how to categorize an offense, the manager of Sentence Administration, Offender Records and Registries will be contacted for a disposition.
- c. Enter the number of points associated with the inmate's most serious offense.

2. Escape History

All escapes or attempted escapes that have occurred during the stipulated time-period prior to the custody assessment are to be considered. Enter the number of points corresponding to the most serious escape or attempted escape.

a. Exceptions

Escapes will be addressed in the escape section, with the following exceptions:

- (1) Escape from community corrections, halfway house, Pre-parole Conditional Supervision (PPCS), Global Position Satellite Surveillance Program (GPS), Electronic Monitoring Program (EMP), and Community Supervision Program (CSP) will be assessed misconduct points if within the applicable time frames.
- (2) Inmates who are on escape status and remain out of ODOC custody over 90 days will be returned to the assessment and reception center for reclassification.

Necessary documentation for escape or attempted escape will be a misconduct conviction, felony or misdemeanor conviction as evidenced by a judgment and sentence, Juvenile Online Tracking System (JOLTS), rap sheet entry, ODOC movement history on the "Consolidated Record Card(s)" ([DOC 060211H](#)) or the offender management system, or any other entry on an official government document, by law enforcement, ODOC personnel, etc. which officially documents an escape or attempted escape. In cases where no disposition is indicated for an escape charge on a rap sheet, the court of jurisdiction will be contacted and requested to verify the disposition of the case in writing. Every effort will be made to verify the disposition of escape charges.

b. Escape History Instructions

- (1) If the escape was from a former incarceration, the time is calculated from the day the inmate returned to ODOC custody or from the date of conviction if from another jurisdiction.
 - (a) Former incarceration is defined as any incarceration in which the inmate was released to the street or another jurisdiction through expiration of sentence, parole, completion of delayed sentence incarceration, or an appeal bond.
 - (b) Escape from a county jail will be considered a former incarceration, unless the inmate was confined in county jail awaiting transport to ODOC custody.
 - (c) Escape after lawful arrest will not be assessed with escape points. If such cases involve violence or injury (i.e., assault and battery on an officer), they may be addressed in the

discretionary override for higher security section on the "Custody Assessment Scale" ([DOC 060103A \(M\)](#), attached).

- (d) Escape from a juvenile medium secure institution (Central Oklahoma Juvenile Center (COJC), Southwest Oklahoma Juvenile Center (SWOJC), and L.E. Rader Detention Center) will be defined as an escape from medium security. Escapes from any other juvenile detention center will be defined as an escape from minimum security. Escapes from a juvenile group home will be defined as an escape from community corrections supervision.
- (2) If the escape is from the current incarceration, the apprehension date will be defined as the date on which the inmate was returned to ODOC custody as documented on the CRC movement history.
 - (3) If an inmate has an escape record, the level of security from which the escape occurred will be determined. The security level from which an inmate escaped will correspond with either the perimeter of the assigned facility or the custody level of the inmate at the time of the escape.
 - (a) For example, a minimum custody inmate may be assigned to a medium security facility. If the inmate escapes from behind the fence, then the escape is from medium security; however, if the inmate escaped from a work crew while outside the fence, the escape would be from minimum security.
 - (b) If the record does not indicate otherwise, the custody status is presumed to be that of the perimeter of the confining facility.
 - (4) Escapes from any level of security that results in an injury to another, or a felony conviction for a violent crime while on escape status, will be assessed 10 points, unless the inmate receives 0 points for age (51 or over). Inmates at age 51 or over, who are within ten years of the apprehension date for an escape in this section will be assessed with 10 points for ten years from the date of apprehension, regardless of age.

- (5) County jails, juvenile medium secure institutions, (COJC, SWOJC and L.E Rader) and special management housing units (SMHUs) will be considered medium security.
 - (a) If there is documentation that an unshackled inmate escaped while assigned to a job or task outside the secure perimeter of the county jail (trustee status), the escape will be considered minimum security.
 - (b) Escapes from courtroom/courthouse or from areas in which normal and expected security mechanisms and/or procedures were either not used or not functioning are considered medium security.
- (6) If a determination cannot be made as to the validity of assessment of escape points by the facility, the administrator of Classification and Population will be contacted for a disposition.
- (7) The designation or level of escape assessed at assessment and reception centers cannot be changed without approval from the administrator of Classification and Population.

c. Escape History Scoring

After determining the inmate's appropriate escape history based upon the above instructions, a mark will be indicated next to the appropriate escape item and entered in the space provided. The facility and security level from which the escape occurred will be indicated, along with the dates of escape and apprehension. The assessment is scored according to the following:

- (1) Enter 0 points if there is no history of escapes or attempts. Enter 0 points for absconding from probation or parole.
- (2) Enter 0 points if the inmate has escaped from community corrections, halfway house or community supervision (PPCS, GPS, EMP, CSP or juvenile group home).
- (3) Enter 6 points if the inmate has two or more escapes or attempted escapes from minimum security, transit

detention unit (TDU), or juvenile detention center within the past ten years.

- (4) Enter 7 points if the inmate has escaped or attempted escape from minimum security, TDU or juvenile detention center within the past five years.
- (5) Enter 10 points if the inmate has ever escaped or attempted escape from medium or maximum security, county jails/courthouse/courtroom, juvenile medium secure institution (COJC, SWOJC, L.E. Rader), restricted/special management housing unit, or an escape from any level of security that resulted in an injury to another or a felony conviction for a violent crime while on escape status, unless the inmate receives 0 points for age (51 or over). Inmates at age 51 or over, who are within ten years of the apprehension date for an escape in this section will be assessed with 10 points for ten years from the date of apprehension, regardless of age.

3. Number of Active Disciplinary Convictions

All class B convictions within the past six months, class A within the last year and class X convictions within the past two years are to be considered. Escapes are addressed in Section II. B. 2. of this procedure.

The inmate's disciplinary convictions are scored as follows:

- a. Enter 0 points if the inmate has received no disciplinary convictions;
- b. Enter 1 point if the inmate has one disciplinary conviction;
- c. Enter 2 points if the inmate has two disciplinary convictions;
- d. Enter 3 points if the inmate has three or more disciplinary convictions.

4. Most Serious Disciplinary Conviction from the date of the assessment

Determine the most serious disciplinary conviction. All class B convictions within the last six months, all class A convictions within the past year, non-predatory class X within the past year, predatory class X: (X-2 through X-10) within the past two years. There is no expiration on the current incarceration for the following: X-2, X-3, X-

4, 01-4, 04-1, 04-8 (prior to 11-1-2015), 04-3 battery on staff with injury (prior to 9-14-1989).

Enter the number of points associated with the misconduct class category for the inmate's most serious conviction as shown on the consolidated record card during the specified time period. Escapes receiving 6 or more points are to be addressed in the escape section only.

The inmate's most serious disciplinary conviction is scored as follows:

- a. Enter 0 points if the inmate has no disciplinary convictions;
- b. Enter 0 points if the most serious disciplinary conviction is a class B;
- c. Enter 2 points if the most serious disciplinary conviction is a class A;
- d. Enter 3 points if the most serious disciplinary conviction is a non-predatory class X within the past year;
- e. Enter 4 points if the most serious disciplinary conviction is a predatory class X: (X-2 through X-10); past two years.
- f. Enter 4 points if the most serious disciplinary conviction is: X-2, X-3, X-4, 01-4, 04-1, 04-8 (prior to 11-1-2015), 04-3 battery on staff with injury (prior to 9-14-1989). Points for these misconducts do not expire during this incarceration.

5. Assigned Program Participation (5-ACI-5E-15)

Based upon the inmate's participation in an assessed and approved education, career tech, cognitive behavior, re-entry (CIMC Life Skills/Principle Life Skills) or substance abuse program, the inmate's level of participation in such programs since the last classification review will be considered. Refusal to participate in a program must be addressed by the case manager based on knowledge of the inmate's assessed needs, program content and applicability, in accordance with [OP-060107](#) entitled "Systems of Incarceration."

- a. Enter 0 points if the inmate has no program needs, has participated in, is on a waiting list for, is enrolled and actively participating in an assessed and approved education, career tech, cognitive behavior, re-entry (CIMC Life Skills/Principle Life Skills) or substance abuse program.

- (1) In addition, enter 0 points if the inmate has refused to participate in, or failed an assessed and approved education, career tech, cognitive behavior, re-entry (CIMC Life Skills/Principle Life Skills) or substance abuse program recommended by the case manager as listed in [OP-090101, Attachment C](#) entitled “Approved Achievements Credits/Program Participation Points.”
 - (2) 0 points will remain in effect until the inmate completes the original assessed and approved education, career tech, cognitive behavior, re-entry (CIMC Life Skills/Principle Life Skills) or substance abuse program or a comparable, assessed and approved education, career tech or substance abuse program.
- b. Enter (-1) point if the inmate has completed an assessed and approved education, career tech, cognitive behavior, re-entry (CIMC Life Skills/Principle Life Skills) or substance abuse program as listed in [OP-090101, Attachment C](#) entitled “Approved Achievement Credits/Program Participation Points”, during this incarceration.

6. Adjustment

The inmate’s current earned credit class level is used to score this item. Inmates assigned to the following earned credit class levels will be assigned points as indicated. Inmates with restricted earned credits are scored according to their assigned system of incarceration level in accordance with [OP-060107](#) entitled “Systems of Incarceration.”

- a. Enter 1 point if the inmate is currently assigned to class level 1;
- b. Enter 0 points if the inmate is currently assigned to class level 2;
- c. Enter (-1) point if the inmate is currently assigned to class level 3 or 4.

7. Current Age

Enter the appropriate score based upon the inmate’s age at the time of the custody assessment.

- a. Enter 4 points if the inmate’s age is 28 or younger;
- b. Enter 3 points if the inmate’s age is 29 to 36;

- c. Enter 2 points if the inmate's age is 37 to 42;
- d. Enter 1 point if the inmate's age is 43 to 50; or
- e. Enter 0 points if the inmate's age is 51 or over.

8. Comprehensive Custody Score

Enter total score from items 1 through 7 on the total score line.

C. Scale Summary and Recommendations

1. Custody Level Indicated by Scale

The assessed custody level is designated by the following scale:

- a. Minimum = 8 or fewer points on items 1 through 7;
- b. Medium = 9-16 points on items 1 through 7; or
- c. Maximum = 17 or more points on items 1 through 7.

Indicate minimum, medium, or maximum as the assessed custody level in the space provided.

2. Minimum Custody Level Eligibility

All medium assigned inmates, regardless of assessed custody level, meeting the following criteria will have a minimum packet submitted to the Population office. Inmates transferred to minimum security who no longer meet the following criteria will have a transfer packet submitted to the Population office. It will be up to the facility head/facility to determine if a discretionary override is recommended for these inmates to remain at minimum security.

- a. Has a total of 2,920 days or less remaining.
- b. Has no felony detainers.
- c. Has no active class X misconduct(s).
- d. Is assigned to earned credit level 3 or 4 or enhanced level 3 or 4.
- e. Has no sex offender registry crime(s).

- f. Has no current sentence for any "Crimes Against Children" listed in [OP- 060104](#), [Attachment A](#).
- g. Has no active escape points.

3. Mandatory Overrides

If an inmate has been convicted of any of the following crimes, then mandatory override criteria must be addressed. Mandatory overrides do not affect the inmate's assessed custody level but are factors which affect the custody level assignment and subsequent transfer to specific facilities. All Mandatory Overrides that apply must be checked on the "Custody Assessment Scale" ([DOC 060103A](#), attached).

Any inmate who has been sentenced to death will be placed at Oklahoma State Penitentiary (OSP) maximum security.

- a. Any inmate who has a sentence of Life or a sentence of 45 years or greater should be placed at minimum security upon receiving a favorable parole recommendation to the street with stipulations that time should be spent at minimum security and community prior to release.
- b. Time Left to Serve (Highest Crime Category)

If the inmate has any convictions in the highest crime category during this incarceration; including current, concurrent, consecutive, and rebilled cases and the total time left to serve is greater than or equal to 5,475 days (15 years), the inmate will be assigned no lower than medium security.

- c. Any inmate who has a sentence of Life, Life Without Parole (LWOP), or a total sentence length of 100 years or more will be placed no lower than medium security.
- d. Any inmate who has an Immigration and Customs Enforcement (ICE) detainer and has any convictions on the current incarceration in the high or highest crime category will be assigned no lower than medium security.

The law to be applied to a sentence is the law that was in effect on the date of the commission of the crime. Any changes in the laws shall be applied to those inmates who committed the crime on or after the effective date of the change in the law. (No amendment will be applied retroactively).

e. Restricted Earned Credit-85% and Trafficking

If the inmate has restricted earned credits due to crime (i.e., Trafficking committed prior to November 1, 2018, or inmates who must serve 85% of their sentence prior to receiving earned credits), and the time left to serve on the restricted case is greater than or equal to 3,600 days, the inmate will be assigned no lower than medium security.

f. Inmates who have a total sentence length of Life, 100 years or more with a determinant amount to serve (e.g., Endeavoring to Manufacture Controlled Dangerous Substance, Life with all but the first 20 years suspended) and the time left to serve is greater than or equal to 3,600 days, the inmate will be assigned no lower than medium security.

g. Restricted Earned Credits (50%)

Any inmate who is serving a sentence with restricted earned credits (50%) will be assigned no lower than medium security until the time left to serve is less than or equal to 5,475 days:

- (1) Effective November 1, 2018, 63 O.S. 2-415 Trafficking in Illegal Drugs if committed on or after November 1, 2018, must serve 50% of their sentence of imprisonment and shall not be eligible for any sentence reduction credits until reaching the 50% date including deferred reception credits, earned credits, achievement credits and good conduct achievement credits.
- (2) Distribution of a Controlled Dangerous Substance Within 2,000 feet of a School, Park, Possession/Purchase in the Presence of a Child Under 12, etc. (prior to November 1, 2018);
- (3) Possession/Purchase of a Controlled Dangerous Substance Within 1,000 feet of a School, Park, etc. (prior to November 1, 2018);
- (4) Possession/Purchase in the Presence of a Child Under 12, etc. (prior to November 1, 2018);
- (5) Effective November 1, 2018, 63 O.S. 2-401 Distributing or Possessing with Intent to Distribute or Manufacture or Attempting to Manufacture of a Controlled Dangerous Substance within 1,000 feet or 2,000 feet of a public or private elementary or secondary school,

public vocation school, public or private college or university or other institution of higher education, recreation center, public park, including state parks and recreation areas, housing project or child care facility, no longer contains credit restrictions (50% for a first conviction and 85% for a second and subsequent conviction) of the sentence imposed in which an inmate must serve before becoming eligible for earned credits under this provision if committed on or after November 1, 2018; or

- (6) Any other conviction where 50% of the sentence must be served prior to earning credit and total time left to serve on the restricted case is equal to or greater than 5,475 days, the inmate will be assigned no lower than medium security.

h. Escape Points

Any inmate with escape points greater than 6 will be assigned no lower than medium security.

4. Discretionary Overrides for Higher Custody Level

The following items do not affect the inmate's assessed custody level but are factors that could affect the custody level assignment and subsequent transfer to specific facilities. All classification decisions that result in a request for override must be documented on the custody assessment. All discretionary overrides that apply must be checked on the "Custody Assessment Scale" ([DOC 060103A](#), attached).

a. Circumstances of the Offense

If the score undervalues the severity of the crime, an override may be necessary. Staff must document the aggravating characteristics of the crime being used for the override decision. Acceptable examples of documentation that explain aggravating characteristics are the District Attorney's Narrative or Information Sheet.

b. History of Violence

An inmate who has a documented history of violent conduct, such as murder, rape, domestic abuse, assault, or arson that is not fully captured in the history of violence score may require assignment in a higher security facility.

- c. Documented STG Leader and/or perpetrator of STG Violence (5-ACI-5B-19)

An inmate who is known to be a major leader within a gang or security threat group that causes management problems and uses violence to achieve its goals within a correctional setting and/or in the community, and this affiliation is considered to be a management issue in the facility, may require assignment to a higher security facility.

Gang membership alone is not sufficient to score this category. Such individuals should be identified as major gang or security threat group members validated through reliable documentation and/or disciplinary convictions for gang/security threat group activity, as described in [OP-040119](#) entitled "Intelligence."

- d. Time Left to Serve

If the inmate has an excessive amount of time left to serve on a high, moderate, or low category crime, it may be appropriate to maintain the inmate at a higher custody level for an adjustment period prior to lower custody assignment.

- e. Felony Detainer/Pending Cases

Felony detainees may require placement at a higher security facility. Convictions, untried indictments, or pending cases that are verifiable but where no detainer has been filed may require placement in a higher security facility. Detainers, convictions, untried indictments or pending cases that will not raise an inmate's security level will not require placement at higher security nor will it necessarily prevent the inmate from being placed at lower security.

- f. Other

Any other attributes associated with the inmate that justify an override to a higher custody level, such as self-reported criminal history information, crimes older than ten years, and an extensive number of prior convictions or escape threats/history may justify an override to higher security. Complete documentation of this factor must be contained in the inmate's file or other ODOC records.

- g. Documentation

Justification for use of an override will be documented in the comment section.

5. Discretionary Overrides for Lower Custody Level

The following items do not affect the inmate's assessed custody level but are factors which could affect the custody level assignment and subsequent transfer to specific facilities. All requests for overrides must be documented as to the reason for the override on the custody assessment. All discretionary overrides that apply must be checked on the "Custody Assessment Scale" ([DOC 060103A](#), attached).

a. Circumstances of the Offense

If the assessed score does not reflect the true nature of the crime, staff must document the mitigating characteristics of the crime being used for the override.

b. Time Left to Serve

If an inmate has a short amount of time left to serve on a high, moderate, or low category crime, it may be appropriate to transfer the inmate to a lower custody assignment.

c. Program Completion

If the inmate has successfully completed all recommended programs, it may be appropriate to transfer the inmate to a lower security assignment.

d. Other

Any other attributes associated with the inmate that justifies an override to a lower custody level. Complete documentation of this factor must be contained in the inmate's file or other ODOC records.

e. Documentation

Justification for an override will be provided in the comments section. The justification must be explicit and presented in narrative format.

Normally, overrides are to be used to move an inmate one custody level only. For example, an inmate with maximum points would not normally be overridden to minimum security even if the inmate were housed at medium security.

A two-level override must be approved by the administrator of Classification and Population. An exception is made for inmates that qualify for community under 57.O.S. § 521, as referenced in [OP-060104](#) entitled "Community Corrections Assessment."

6. Recommended Custody Level

After reviewing the assessed score and all information which may justify an override, mark the recommended custody level. This will be the same as the custody level indicated by the scale if no override is recommended. Written rationale must be provided if the custody level indicated by the scale is different from the recommended level. Inmates with 8 or fewer points on items 1 through 7 must have 9,000 days remaining or less for minimum placement.

7. Community Placement (5-ACI-5F-03)

Community corrections will only be indicated for those inmates that meet the minimum eligibility requirements for community corrections placement as outlined in [OP-060104](#) entitled "Community Corrections Assessment."

- a. If the inmate meets all eligibility requirements, a recommendation will be made for or against community corrections placement based upon acceptable risk.
- b. If the inmate is not eligible due to exclusionary criteria, or is eligible but not recommended, the reason will be stated in the comments section.

8. Global Position Satellite Surveillance Program (GPS) Eligibility

Global Position Satellite Surveillance Program will only be indicated for those inmates who meet the minimum eligibility requirements for GPS placement as outlined in [OP-061001](#) entitled "Global Position Satellite Surveillance (GPS) Program."

- a. If the inmate meets all eligibility requirements, a recommendation will be made for or against GPS placement based upon acceptable risk.
- b. If the inmate is not eligible due to exclusionary criteria, or is eligible but not recommended, the reason will be provided in the comments section.

9. Custody Level Assignment

The classification committee will assign the inmate's custody level in the space provided:

- a. Maximum;
- b. Medium; or
- c. Minimum.

10. Comments

Any pertinent information concerning the inmate's classification that is not already included in the assessment will be provided.

11. Signatures

The instrument must be signed and dated by the case manager, members of the classification committee and the inmate. In cases where the inmate signature is unattainable, a justifiable (e.g. security, medical and mental health) reason must be thoroughly documented.

D. Review Authority Approval

Case manager IV/chief of classification/classification coordinator approval is required for all routine assessments. Facility head approval is required if the staff person recommends any non-routine action such as a discretionary override. For routine and non-routine transfers, the case manager IV/chief of classification/classification coordinator and facility head will sign and date the custody assessment scale. Mandatory overrides do not require such approval. The inmate's signature is required if the facility head changes the recommended action.

E. Population Office

1. All classification actions that result in a transfer will be submitted to the Population office for final approval and assignment to a facility or waiting list as outlined in [OP-060204](#) entitled "Inmate Transfers."
2. All discretionary overrides that result in a transfer will be reviewed by the administrator of Classification and Population or the population coordinator/designee for approval and action.

F. Distribution

Copies of the "Custody Assessment Scale" will be distributed as follows:

1. To the Population office, if requesting a transfer or a two level override;
2. A copy to the field file; and
3. A copy to the inmate.

G. Imprisonment Status

The case manager IV/chief of classification/classification coordinator at the receiving facility is responsible to approve imprisonment status in OMS for all inmates received.

III. References

Policy Statement P-060100 "Classification and Case Management of Inmates/Offenders"

OP-040119 entitled "Intelligence"

OP-060102 entitled "Female/Male Initial Custody Assessment Procedures"

OP-060104 entitled "Community Corrections Assessment"

OP-060107 entitled "Systems of Incarceration"

OP-060204 entitled "Inmate Transfers"

OP-060211 entitled "Sentence Administration"

OP-061001 entitled "Global Position Satellite Surveillance (GPS) Program"

OP-090101 entitled "Standards for Inmate Programs"

57 O.S. § 138(F)

57 O.S. § 521

IV. Action

The chief administrator of Institutions and the administrator of Classification and Population 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.

Section-06 Classification	OP-060103 (M)	Page: 19	Effective Date: 06/23/2022
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This procedure is effective as indicated.

Replaced: OP-060103(M) entitled "Male Custody Assessment Procedures" dated August 25, 2020

Distribution: Policy and Operations Manual
Agency Website

Referenced Forms

[DOC 060103A \(M\)](#)

[DOC 060211H](#)

Title

"Custody Assessment Scale"

"Consolidated Record Card"

Location

Attached

[OP-060211](#)

Attachments

[Attachment A](#)

[Attachment A](#)

[Attachment C](#)

[Attachment D](#)

Title

"Offense Severity Categories"

"Crimes Against Children"

"Approved Achievement Credits/Program
Participation Points"

"Office of Juvenile Affairs Facilities"

Location

[OP-060102\(M\)](#)

[OP-060104](#)

[OP-090101](#)

[OP-060102 \(M\)](#)