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Scott Crow, Director Oklahoma Department of Corrections		Signature on File	

Inmate Transfers

The purpose of the inmate classification system is to protect the public, employee, and inmate. This procedure outlines the various classification reviews conducted on the initial and subsequent custody assessments, classification overrides and resulting transfers. These reviews consist of both objective and subjective information pertaining to the inmate to determine the correct custody level. (2-CO-4B-01) Inmates may appeal any classification decision in accordance with [OP-090124](#) entitled “Inmate/Offender Grievance Process.” (2-CO-4B-03)

All inmate transfers will be communicated and coordinated by the Population Office (except in emergency situations that occur outside of normal business hours). The Population Office will not transfer any inmate until they have received a transfer packet, except in emergency situations as determined by the appropriate administrator of Institutions and the administrator of Classification and Population.

The appropriate facility head is responsible for ensuring inmates undergo scheduled classification reviews as specified in this procedure.

I. Routine Classification Transfers

A. Change in Custody Level

1. The classification committee as defined in [OP-060103 Male/Female](#) entitled "Male/Female Custody Assessment Procedures," will recommend transfer to best meet the inmate's programmatic needs, proper custody levels and the level system, in accordance with [OP-060107](#) entitled "Systems of Incarceration." If an inmate's assigned custody level is different from the confining facility's level, the classification committee will normally recommend transfer to the appropriate security level.
2. Facility personnel will submit transfer packets to the Population Office for approval. Any packet denied will be returned to the sending facility. Transfer packets should be submitted for inmates that meet criteria for lower security, who were transferred directly from the reception centers, 120 days after the inmate has arrived at the initial facility from the reception center.
 - a. Facility personnel will recommend inmates for lower security only if it is determined the inmate is an acceptable risk.
 - b. Packets approved for community will be processed in accordance with [OP-060104](#) entitled "Community Corrections Assessment."
 - c. All decisions will be entered on the Offender Management System (OMS).

B. Frequency of Routine Classification Transfers

1. An inmate may be considered for transfer upon eligibility or upon determination that the inmate is an acceptable risk at a particular security level.
 - a. Packets for eligible inmates must be submitted to the Population Office 20 working days prior to eligibility.

The Population Office will review the packet and take appropriate action.

C. Routine Transfer Procedures

1. Routine transfer recommendations will be submitted to the Population Office utilizing a transfer packet as outlined in this procedure. The transfer packet should be in the following order:
 - a. "Facility Assignment Form (FAF)" ([DOC 060204A](#), attached);
 - b. "Custody Assessment Scale" ([DOC 060103A\(M\)\(F\)](#));
 - c. "Inmate Profile Screening Form" (OMS Form 0081D);
 - d. Current (front and back) and past (front only) "Consolidated Record Card" ([DOC 060211H](#)). If prior CRCs are not available in field file/legal file, Closed Records will be contacted and prior CRCs will be obtained or documentation will be provided if CRC's are unobtainable-prior to submitting a transfer packet;
 - e. Copies of the following rap sheets will be included in the transfer packet and the originals will remain in the inmates field file: NCIC, OSBI, and Juvenile Online Tracking System (JOLTS). JOLTS will be accessed at the reception center for all new receptions born in 1976, or after, in order to document criminal history consistent with the custody assessment. The result will be placed in the inmate's field file upon transfer from the reception center; JOLTS will be completed by authorized facility staff if one is not available.
 - f. "Individual Health Activity Profile (IHAP)" ([DOC 140113C](#)) must be current/reviewed and dated within the last 12 months; and
 - g. The facility's qualified mental health professional (QMHP) must be notified when inmates, whose mental health classification is MH-C1 or MH-C2, are being considered for transfer to minimum security or below. For those inmates, the QMHP will document in the EHR whether the inmate's mental health status, behavior, and treatment compliance is appropriate for assignment to the requested security level (i.e., minimum, community, halfway house). A Mental Health Evaluation for Lower Security will be submitted, by the QMHP, on all Mental Health Level C1 & C2 inmates, who have a transfer packet submitted for lower security.
2. Programmatic/Special Transfers
 - a. Programmatic Transfers

Lateral transfers to the same security level, will normally occur when an assessed program is not available at the inmate's current location and when the inmate's days remaining are equivalent to those required for program completion. A complete transfer packet is required.

b. Special Transfers

Special transfers are transfers made for special circumstances within the agency. Special circumstances may include the purpose of populating or depopulating facilities, facility projects involving construction or maintenance crews that require special skills, or other facility/agency needs. The transfer packet will normally include, at a minimum, a "FAF," ([DOC 060204A](#), attached) current and past "CRC's," ([DOC 060211H](#)) and "Individual Health Activity Profile (IHAP)" ([DOC 140113C](#)). Additional documentation may be required at the request of the administrator of Classification and Population.

3. Completion of the "Inmate Profile Screening Form" (OMS Form 0081D)

The information contained in the "Inmate Profile Screening Form" (OMS Form 0081D) will be reviewed and considered as part of the inmate risk assessment. This information may or may not be reflected on the scored items of the "Custody Assessment Scale" ([DOC 060103A \(M\)\(F\)](#)), but are determining factors that can affect an inmate's risk to facility security or the community. Each item must be completed in its entirety with a narrative where requested. The "Inmate Profile Screening Form" (OMS Form 0081D), must be typed or if written, legible.

a. The case manager will complete the inmate profile at the first scheduled or unscheduled custody assessment after initial classification. It will be updated as needed to include significant changes in the inmate's status such as escapes, misconducts, family situation, protests, etc. Information on the "Inmate Profile Screening Form" (OMS Form 0081D) will be current. If an inmate is received from another facility or caseload, the sending case manager will ensure the Inmate Profile is current and completed before transfer.

(1) The Inmate Profile will be required on delayed sentence inmates only when they are given a determinate sentence and/or transferred out of the delayed sentence program.

(2) The Inmate Profile will be required on inmates with balance suspended upon completion of program only

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when they fail the program and/or are required to complete the determinate portion of their sentence.

b. Information on the form includes:

- (1) Facility: Enter the name of the facility/region where inmate is currently housed.
- (2) Date: Indicate the date the "Inmate Profile Screening Form" (OMS Form 0081D) is completed.
- (3) Inmate's Name: List the last name, first name, and middle initial of the inmate.
- (4) ODOC #: Indicate the inmate's ODOC number.
- (5) Security Threat Group (STG) Affiliation: Include a brief narrative clarifying whether the affiliation is suspected or validated, and if the inmate is an STG leader, has acted with violence as part of an STG group, etc.
- (6) Current Offense Narrative: The current offense narrative will be obtained from official documents and entered into OMS Version Current Charges. The current offense(s) will be listed with a brief description of the circumstances to include: controlling sentence, active suspended, rebilled, active paroles, consecutive/concurrent sentences, sentence length, county of conviction, case numbers, offense, and pending cases. The information will be obtained from pre-sentence investigations, police reports, sheriff reports, district attorney's narratives, Judgement & Sentence information sheets, etc. Self-report information will be documented in the Offender Version section of OMS Version Current Charges. An attempt to obtain the official version of the offense(s), if not available in the field file, will be documented in a case note by the case manager.
- (7) Prior Criminal Record: List prior criminal history to include all felony convictions and serious arrests, sentences, sentence lengths, dates, felony misdemeanor or traffic warrants. If a warrant is valid, a case note will be entered regarding the inmates knowledge of the warrant. Any pertinent information that may indicate the inmate is a present risk.
- (8) Mental Health Classification Level: Specify the inmate's mental health level, i.e., MH-0 MH-A, MH-B,

MH-C-1, MH-C2, or MH-D, as defined in [OP-140201](#) entitled "Mental Health Services Duties and Responsibilities."

- (9) Alcohol/Drug Use: Describe the inmate's substance abuse history. List any physical conditions, limitations, disabilities, or other special circumstances that would present the inmate as an unacceptable risk. Include misconduct information involving possession of drugs, under the influence of drugs, positive urinalysis, etc.
- (10) Programs Summary: List all programs that are on the inmate "Case Plan" ([OP-060102 \(M\)\(F\), Attachment B](#)), and all programs the inmate has completed, with dates completed, as well as all programs the inmate is currently attending. The inmate's progress toward completion of the approved case plan will be addressed in detail. Indicate whether the inmate has been waiting for placement, failed to initiate placement or refused participation. In addition, indicate if an inmate has been unable to complete a recommended program due to mental health or other legitimate inability. The "Case Plan," ([OP-060102 \(M\)\(F\), Attachment B](#)), must be kept current and correct by the case manager in the field file and in OMS.
- (11) Documented History of Violence/Domestic Violence: List violent patterns and tendencies to include domestic violence and any violation of protective orders. Include victims' names, and if applicable, relationship to inmate; geographical locations; and dates of arrests or convictions. Include information on all violent offense reports, etc.
- (12) Protests: List all protests to include district attorneys, law enforcement officials, civilians, etc.
- (13) Alerts: Indicate if there is a known victim alert with location. This section will also include detainers, warrants, receipt of social security card and birth certificate, etc.
- (14) Escape History: List all escapes, including dates, locations, and security levels. Describe in detail the circumstances of the escape as documented in the official reports including police, sheriff, district attorney, Judgement & Sentence information sheets, incident, and misconduct reports, or any other official government document.

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- (15) Previous Community Failures: Indicate community failures by security level, inmate program, along with the date. Include in this section, any community corrections center lateral moves when there is documentation of failure (e.g., misconduct, poor attitude, unable to adjust, etc.). List all community failures to include revoked suspended sentence, accelerated deferred sentence, delayed sentence, parole revocations, etc.
 - (16) Misconduct History: Describe details and circumstances of all misconduct reports to include dates, type of misconduct, and a brief narrative.
 - (17) Employment: Discuss the inmate's employment history prior to this incarceration, work habits during this incarceration, as well as any marketable skills the inmate possesses. If the inmate was previously assigned work release, that employment will be included.
 - (18) Security Consideration/Comments: List the overall risk factors in the recommendation for transfer, i.e., is the inmate a good or poor risk. List any information, including patterns of behavior. (Give justification on reason a transfer is required).
 - (19) Report Prepared By: The preparer will sign, date, and indicate their title.
 - (20) Report Reviewed By: The reviewer will sign, date, and indicate their title.
4. Inmates will be placed at the most appropriate facility based on the needs of the inmate and available resources.
 5. Non-Associations and Protective Measures

The following items are referenced in [OP-060106](#) entitled "Non-Associations and Protective Measures" and are intended to ensure safety and security of staff, inmates and facility operations:

 - a. Inmate non-association system;
 - b. Facility separation;
 - c. Separation between family members and co-defendants; and

- d. Special management inmates.
6. Transfers to community corrections will be in accordance with [OP-060104](#) entitled "Community Corrections Assessment." Community corrections facilities will forward a "Facility Assignment Form (FAF)" ([DOC 060204A](#), attached), current "Consolidated Record Card" (CRC) ([DOC 060211H](#)), with front of prior CRC's, and current "Individual Health Activity Profile (IHAP)" ([DOC 140113C](#)), to the Population Office when community corrections inmates are transferred to a contract community facility/halfway house.
7. An updated inmate field file and any hardcopy health records for an inmate transferred from one institution to another will be transferred simultaneously. All health related information will be transferred in accordance with [OP-140113](#) entitled "Health Assessments for Inmate Transfers." A "Facility Assignment Form (FAF)" ([DOC 060204A](#), attached), "Male/Female Custody Assessment Scale," ([DOC 060103A \(M\)\(F\)](#)) and an updated "Inmate Profile Screening Form" (OMS Form 0081D), must be filed in the inmate's field file before transfer, to include any newly issued offense reports. Any exceptions must be approved by the administrator of Classification and Population and the receiving facility head. In any event, the field file must arrive at the inmate's location within 72 hours. (2-CO-1E-04). Once the field file is received, any newly issued offense reports will be processed in accordance with [OP-060125](#) entitled "Inmate/Offender Disciplinary Procedures."
8. "Facility Specific Criteria" ([Attachment A](#), attached) outlines criteria for designated facilities due to statute or community/agency guidelines.

D. Transfer Waiting List

1. Once the Population Office has approved an inmate for transfer, staff in that office will add the approval to the Offender Management System (OMS). If the inmate has a non-association at the requested facility, another facility may be utilized or the packet will be denied and returned to the sending facility. Administrative non-associations will not be placed on the waiting list until cleared by the appropriate administrator.
2. The final review for transfer will be based upon the completed transfer packet. The inmate must be evaluated at each review to determine if he/she is an acceptable risk to be placed at the recommended location. The priority of the assignment to a specific facility and subsequent transfer will be established prior to the transfer based on the below listed criteria:
 - a. Current release date;

- b. Nature of crime(s)/risks;
 - c. Sentence length(s);
 - d. Gender;
 - e. Available bed space;
 - f. Program needs (and the ability to complete program prior to parole, discharges, or assigned to lower custody);
 - g. Assigned custody level;
 - h. Inmate skills;
 - i. Facility needs;
 - j. Program completion;
 - k. Non-associations and protective measures;
 - l. Medical considerations; and
 - m. Facility criteria.
3. The Population Office will consider the above listed criteria on an individual basis to ensure the transfer best meets agency needs.
 4. Each facility's case manager IV/classification coordinator/chief of classification must contact the Population Office within five working days anytime an inmate, who has an active transfer packet, receives a new misconduct, parole recommendation, discharge, etc. or any other action that may affect an inmate's eligibility to transfer.
 5. It will be the responsibility of the case manager IV/classification coordinator/chief of classification to return all requested paperwork to the population office within five working days.

II. Priority/Security Transfers

A. Types of Priority Security Transfers

All priority transfer packets will be forwarded to the facility head for approval and submitted to the Population Office if transfer is recommended. Transfer packets recommending placement at maximum security will be sent to the administrator of Classification and Population, population coordinator or designees, for review. All decisions will be recorded on OMS.

1. An unscheduled custody assessment will be conducted whenever the inmate's status has changed. Included in this category are transfers for:
 - a. Segregated housing (security);
 - b. Protective measures placements;
 - c. Parole stipulations on any inmate who is actively participating in a parole stipulated program should not be considered for transfer until the stipulation is completed or dropped;
 - d. Misconducts (affecting security level);
 - e. Misconduct expungements that result in reassignment to the original custody level;
 - f. Programs that require immediate transfer to aftercare or community setting;
 - g. Program failures;
 - h. Those inmates identified as HIV positive that have been counseled by medical staff and continue sexual activity or intravenous drug abuse will be assigned and transferred to maximum security for males or Mabel Bassett Correctional Center (MBCC) for females. Documentation in the form of a misconduct report for sexual activity or drug abuse, a statement of self-admittance, or through documented evidence on the "Report of Injury or Unusual Occurrence/Encounter" form ([DOC 140125A](#)) will be required; and
 - i. Career-Tech placement.
2. If an offense report results in an increase in the inmate's assessed custody level, the custody assessment will take place within five working days of the facility head's affirmation or modification of the offense conviction.
3. If the custody assessment takes place after five working days, justification for the delay will be noted on the "Male/Female Custody Assessment Scale" ([DOC 060103A \(M\)\(F\)](#)).
4. If the classification affects the inmate's ability to complete a parole stipulation, this will be reported to the Parole Process unit by the case manager IV.

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5. Unscheduled custody assessments will normally be held within ten working days if the inmate's security assignment decreases as a result of an expunged offense report.
6. Unscheduled custody assessments will normally be held within seven calendar days following the Parole Board meeting to consider parole board stipulations that require an inmate's transfer to a different security level.
7. An unscheduled custody assessment review will be conducted anytime circumstances have been determined to establish an escape potential. Events such as a parole denial, being passed for parole consideration for two or more years, the death of a significant family member, divorce, or any other significant negative occurrence will result in a review of the inmate's security assignment.
8. The facility head or designee of the sending facility will contact the facility head or designee of the receiving facility to ensure pertinent information and the reason for transfer is communicated prior to the inmate transferring.

B. Priority Transfer Procedures

1. The case manager will complete a packet and forward it to the case manager IV.
2. If there is any vital, sensitive or confidential information that cannot be documented on the "Facility Assignment Form (FAF)," ([DOC 060204A](#), attached), the facility head or designee will contact the Population Office and the receiving facility's facility head or designee to inform them of the pertinent information.
3. The responsibility for facility placement other than overrides will be with the designated population officer.

C. CareerTech Priority Transfer Request

1. The field file will be flagged by a "CareerTech Priority Transfer Request" ([DOC 090133B](#)) located in section three of the inmate field file and a description noted. This will follow the inmate until CareerTech placement occurs.
2. If an inmate has been identified as having a CareerTech need, the inmate will be placed in a CareerTech program when a vacancy occurs or on a confirmed start date. Only the Population Office has the authority to schedule the transfer.

III. Emergency Transfers

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A. Emergency Transfer Requests

Emergency transfers are requested when there is a threat to the security of the facility or region (major disturbance or the threat of one) or a situation which is life threatening to staff or inmates and cannot be controlled through the use of segregated housing.

B. Emergency Transfer Authorization

1. During normal business hours, emergency transfers will be handled before any other priority transfer through the Population Office.
2. During non-business hours, the facility head or designee of the sending and receiving facilities will be contacted for approval of emergency transfers.
3. The Population Office will be contacted by the sending facility the next business day.
4. A completed "Facility Assignment Form (FAF)," [DOC 060204A](#)), copy of "Consolidated Record Card" (CRC) ([DOC 060211H](#)), and "Individual Health Activity Profile (IHAP)" ([DOC 140113C](#)), will be completed and sent to the Population Office with other supporting documentation. The documentation will specify who authorized the transfer.

IV. Administrative Transfers

A. Administrative Transfer Authorization

Administrative transfers may be authorized by the agency director, chief administrator of Institutions, administrator of Institutions or the administrator of Classification and Population.

B. Administrative Transfer Procedure

1. Upon approval of the transfer, the agency director/chief administrator of Institutions/administrator of Institutions will inform the administrator of Classification and Population.
2. If an immediate transfer is ordered, the Population Office will arrange the transfer and send computer messages to the sending and receiving facilities.
3. A completed "Facility Assignment Form (FAF)," ([DOC 060204A](#)), copy of "Consolidated Record Card" (CRC) ([DOC 060211 H](#)), and "Individual Health Activity Profile (IHAP)" ([DOC 140113C](#)), will be completed and sent to the Population Office with other supporting documentation.

4. The facility head or designee of the sending facility will contact the facility head or designee of the receiving facility to ensure pertinent information and the reason for transfer is communicated prior to the inmate transferring.

V. Medical Transfers

A. Medical Transfer Arrangements

Medical transfers and related health information/records are in accordance with [OP-140113](#) entitled "Health Assessments for Inmate Transfers."

1. Movement for medical reasons must be approved in advance by the chief medical officer or designee.
2. The facility physician or facility correctional health services administrator (CHSA) will approve the use of facility infirmary beds and JHCC J-Unit. Final decisions regarding these transfers are made by the chief medical officer or designee.
3. For medical moves, the sending facility will complete the following and forward to the Population Office.
 - a. "Facility Assignment Form (FAF)" ([DOC 060204A](#), attached);
 - b. Copy of "Consolidated Record Card" (CRC) ([DOC 060211H](#)); and
 - c. "Individual Health Activity Profile (IHAP)" ([DOC 140113C](#)).
4. Medical staff will be responsible to notify the population office of the approval to transfer the inmate.
5. Population office will be responsible for coordinating the transfer.
6. Medical staff will be responsible for coordinating with the receiving facility to ensure bed space is available if the inmate requires specific facility placement.
7. Medical Services will determine what transportation arrangements are appropriate and should be made.

VI. Mental Health Transfers

A. Mental Health Unit, ICHU and Observation/Evaluation Transfers

1. Transfers that meet the criteria specified in [OP-140127](#) entitled "Mental Health Units, Intermediate Care Housing Units, and Habilitation Programs" will be in accordance with those procedures regarding observation and evaluation. In the case of an emergency

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or for observation and evaluation, the sending facility will complete a “Facility Assignment Form (FAF),” ([DOC 060204A](#)), and the inmate will sign the form if physically able to do so. The “Facility Assignment Form (FAF),” “Consolidated Record Card” (CRC) ([DOC 060211H](#)) and “Individual Health Activity Profile (IHAP)” ([DOC 140113C](#)), will be forwarded to the Population Office.

- a. Mental health staff will be responsible for notifying the Population Office of approval to transfer.
- b. Population Office will be responsible for coordinating the transfer.
- c. Inmates admitted to the Mental Health Units, Intermediate Care Housing Units, or Habilitation Program for observation and evaluation will normally be returned to the sending facility if admittance is not required.
- d. If not appropriate to return to sending facility, the receiving facility will update the custody assessment and inmate profile.

VII. Temporary Transfers

A. Types of Temporary Transfers

1. Segregated housing;
2. Court hearings;
3. Medical care;
4. Mental Health Unit (outlined in [OP-140127](#) entitled “Mental Health Units, Intermediate Care Housing Units, and Habilitation Programs”); and
5. Temporary placement with the intent to return the inmate to his/her previous status, to include intermediate sanctions.

B. Temporary Transfer Procedures

1. When necessary, such transfers may be arranged in advance by the case manager IV/classification coordinator/chief of classification, team supervisor, facility head or designee by contacting the Population Office.
2. The packet will be completed and then signed by the chairperson, case manager, contract monitor for private prisons and the inmate. If security reasons preclude the inmate from attending the meeting, the reasons for the inmate’s absence will be explained on the “Facility

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Assignment Form (FAF)" ([DOC 060204A](#), attached), and initialed by the chairperson.

3. The Population Office, when contacted, may require additional justification for the transfer. Such justification will be submitted with the "Facility Assignment Form (FAF)" ([DOC 060204A](#)).
4. Facilities must make all requests for temporary transfers for the purpose of felony court appearances to the Population Office. Both the classification and medical files will normally be transported with the inmate.
 - a. Felony writ moves to and from the closest facility to the county of jurisdiction will be coordinated between the facility and the Population Office. Upon notification from the county, the affected facility will forward a written request "Bus Ticket Request Form" ([Attachment B](#), attached) to the Population Office. A copy of the writ and the "Bus Ticket Request Form" ([Attachment B](#), attached) will be forwarded a minimum of seven business days prior to the scheduled hearing. Classification and medical files are not required for writ transfers. Sending facilities will provide a copy of current "Consolidated Record Card" (CRC), ([DOC 060211H](#)), with an additional photo of the inmate.
 - b. Judicial Review and Delayed Sentence transfers will be completed by the county or held virtually.
 - c. Delayed sentence inmates who receive a determinate sentence will be reassessed by the receiving facility. The transfer packet will include a "Facility Assignment Form (FAF)," ([DOC 060204A](#), attached) custody assessment and any supporting documentation of the determinate sentence (i.e., Judgment and Sentence, court minute, etc.).

VIII. Intra-Facility Transfers Requiring Facility Classification Office Approval

- A. Transfers to/from security levels within the same facility will be affected through inmate transfer procedures, as outlined in this procedure, rather than through intra-facility assignment procedures.
- B. Any unscheduled transfers within the same facility conducted after normal business hours for security needs or bed space needs will be reported to the Population Office by the facility case manager IV no later than the next working day.

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IX. Facility Assignment Form

The purpose of the "Facility Assignment Form (FAF)" ([DOC 060204A](#), attached) is to request an inmate's transfer with valid justification and detailed documentation.

A. Completion of the "Facility Assignment Form (FAF)"

1. Section I - Type of Transfer

The applicable transfer reason will be indicated. The "Security Level after Classification" will be completed by the case manager IV after his/her review and should reflect the final decision made on the custody assessment. Any request for program completion will be supported by test scores.

2. Section II - Description of Reason for Transfer

A brief narrative will be completed listing reasons for transfer such as lower security eligibility, program needs, physical or mental health needs, etc. In addition, the inmate's days left to serve, earned credit level, Security Threat Group (STG) affiliation/information and custody assessment points will be listed.

3. Section III - Facility Classification Committee Action

a. All areas will be completed by the staff person indicated. The Final Facility Recommendation will be completed by the facility head or designee prior to the packet being forwarded to the Population Office.

b. Transfer packets recommending maximum security placement at Oklahoma State Penitentiary (OSP) or Davis Correctional Facility (DCF) will be sent to the administrator of Classification and Population or designee for review.

4. Section IV - administrator of Institutions/Community Corrections/administrator of Classification and Population

The chief administrator of Institutions/Community Corrections and Contract Services, administrator of Institutions/Community Corrections, administrator of Classification and Population/population coordinator will approve or disapprove.

5. Section V - Population Officer Action

The Population Officer will record the transfer of the inmate.

B. Processing the "Facility Assignment Form"

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1. The assigned staff member will obtain the inmate's signature, ODOC number, and date. If security reasons preclude attendance, such will be documented in Section II. "Facility Classification Committee Action" of the "Facility Assignment Form (FAF)," ([DOC 060204A](#), attached).
2. For routine and non-routine moves, the case manager IV and facility head will review, sign, and date the "Facility Assignment Form (FAF)," ([DOC 060204A](#), attached).
3. If the case manager IV/chief of classification/classification coordinator, facility head or private prison contract monitor does concur with the classification committee recommendation, the packet will not be forwarded to the Population Office. Private prison transfers must be reviewed by the contract monitor before submission to the Population Office.
4. If the case manager IV/chief of classification/classification coordinator, facility head or private prison contract monitor does not concur with the recommendation of the classification committee, the reason for the denial will be noted on the "Facility Assignment Form (FAF)," ([DOC 060204A](#), attached) and "Male/Female Custody Assessment Form" ([DOC 060103A \(M\)\(F\)](#))." Copies will be given to the inmate and placed in the field file. If for lower security, the packet will be forwarded to the Population Office.
5. The Population Office will note non-associations on the "Facility Assignment Form (FAF)," ([DOC 060204A](#), attached), to include administrative special management inmates, verification of the information, and facility assignment. The Population Office will then make the appropriate transfer for routine moves by indicating concurrence and documenting the assigned facility and signing the "Facility Assignment Form (FAF)," ([DOC 060204A](#), attached), as the authorizing Population Office representative. Overrides and executive reviews will be submitted to the population coordinator and administrator of Classification and Population.
6. Upon review and action by the Population Office, the transfer packet will be forwarded to the confining facility. A copy of the "Facility Assignment Form (FAF)," ([DOC 060204A](#), attached), will be placed in section 3 of the inmate's field file.

X. References

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

OP-060103 (Male) (Female) entitled "Custody Assessment Procedures"

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OP-060104 entitled "Community Corrections Assessment"

OP-060106 entitled "Non-Associations and Protective Measures"

OP-060107 entitled "Systems of Incarceration"

OP-060125 entitled "Inmate/Offender Disciplinary Procedures"

OP-090124 entitled "Inmate/Offender Grievance Process"

OP-140113 entitled "Health Assessments for Inmate Transfers"

OP-140127 entitled "Mental Health Units, Intermediate Care Housing Units, and Habilitation Programs"

OP-140201 entitled "Mental Health Services Duties and Responsibilities"

XI. Action

The administrator of Classification and Population is responsible for compliance with this procedure.

The chief administrator of Institutions 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-060204 entitled "Offender Transfers" dated November 23, 2020

Deleted: OP -060204 Revision-01 dated December 11, 2020

OP-060204 Revision-02 dated May 13, 2021

Distribution: Policy and Operations Manual
Agency Website

<u>Reference Forms</u>	<u>Title</u>	<u>Location</u>
DOC 060204A	“Facility Assignment Form (FAF)”	Attached
DOC 060102A (M)	“Male Initial Custody Assessment Facility Assignment Form”	OP-060102(M)
DOC 060102A (F)	“Female Initial Custody Assessment Facility Assignment Form”	OP-060102(F)
DOC 060103A(M)	“Male Custody Assessment Scale”	OP-060103(M)
DOC 060103A(F)	“Female Custody Assessment Scale”	OP-060103(F)
DOC 060211H	“Consolidated Record Card”	OP-060211
DOC 090133B	“CareerTech Priority Transfer Request”	OP-090133
DOC 140113C	“Individual Activity Housing Profile (IHAP)”	OP-140113
DOC 140125A	“Report of Injury or Unusual Occurrence/Encounter”	OP-140125
OMS Form 0081D	“Inmate Profile Screening Form”	OMS Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Facility Specific Criteria”	Attached
Attachment B	“Bus Ticket Request Form”	Attached

