

<b>Section-06 Classification and Case Management</b>	<b>OP-060901</b>	<b>Page: 1</b>	<b>Effective Date: 06/15/2022</b> <b>Revision-01 dated 11/01/2022</b> <b>Revisions on pages 2, 5, 7, 10, 11, 12</b>
<b>Pre-Release Planning</b>	<b>ACA Standards: 2-CO-4G-01, 5-ACI-5E-05, 5-ACI-5F-01, 5-ACI-5F-05, 5-ACI-6A-34M, 4-ACRS-5A-11, 4-ACRS-5A-12, 4-ACRS-5A-13, 4-ACRS-5A-15, 4-ACRS-5A-16, 4-ACRS-6A-13, 4-APPFS-2C-01, 4-APPFS-2C-02, 4-APPFS-2D-01</b>		
<b>Scott Crow, Director</b> <b>Oklahoma Department of Corrections</b>		<b>Signature on File</b>	

## **Pre-Release Planning**

The Oklahoma Department of Corrections (ODOC), in partnership with appropriate agencies and community partners, will maintain an infrastructure of inmate reentry including assessment, needs identification, case planning, training, programming and pre-release planning, which is critical to inmate success post-discharge. (4-ACRS-5A-15) All inmates will have access to classes in release preparation prior to their return to the community. (2-CO-4G-01, 5-ACI-5F-01) The goal of reentry is the reduction of inmate recidivism, which may be achieved through underscoring the philosophy that reentry begins at reception and continues throughout incarceration and community supervision. (4-ACRS-6A-13)

For the purpose of this procedure, the term “facility” will apply to institutions and community corrections centers, the term “facility head” will apply to wardens and community corrections centers administrators and the term “unit head” will apply to unit administrators of community corrections.

### **I. Definitions**

#### **A. Reentry**

Reentry prepares the inmate with the knowledge and skills necessary to rejoin the community in a safe and productive way.

A system of multi-agency resources and community networks will be maintained to serve the transition and aftercare needs of inmates. (5-ACI-6A-34M b#3, 4-ACRS-5A-11, 4-ACRS-5A-12, 4-APPFS-2D-01)

#### **B. Pre-Release Planning**

Pre-release planning is the process in which the inmate’s transition from the institutional setting to the community is addressed. This process begins one year prior to projected release in addition to continuing case plan objectives, this procedure outlines specific tasks and responsibilities.

#### **C. Reentry Resource Fairs**

Reentry resource fairs are inclusive of community social service representatives, state agencies, reentry staff, and other reentry professionals to assist in providing information, resources, and transitional

services essential for pre-release planning. Reentry resource fairs will be held twice annually at each facility.

## II. Reentry

Every inmate will have the opportunity to receive assistance with reentry resources prior to being released from custody. This includes assessment and reception discharges, inmates released from court due to a judicial review or a delayed sentence hearing, and inmates unexpectedly released through post-conviction relief or an appeal. Inmates being released to United States Immigration and Customs Enforcement (ICE) detainers are not required to complete a "Pre-Release Plan" ([Attachment A](#), attached). The fact that the inmate is being released to an ICE detainer shall be noted in the "Pre-Release Plan" section of the "Adjustment Review" ([DOC 060203A](#)) in accordance with [OP-060203](#), entitled, "Adjustment Review." All other detainer holds including ICOT releases must have a Pre-Release Plan completed. (5-ACI-5F-01, 4-ACRS-5A-16)

## III. Institutional Pre-Release Planning (4-ACRS-5A-11, 4-ACRS-5A-13, 4-ACRS-5A-15, 4-ACRS-5A-16, 4-APPFS-2C-02)

(Revision-01 dated 11/01/2022) A thoroughly developed and achievable pre-release plan is critical for the inmate's successful reintegration into the community. The development of a pre-release plan requires input from the inmate, the inmate's assigned case manager, medical and mental health services staff, and probation and parole staff, (if discharged to ODOC probation and parole supervision). In order to ensure the effectiveness of the plan, development, continual monitoring and follow-ups need to be completed so that any obstacles are addressed prior to release. Pre-release planning will be based on the "Projected Release Date" chart ([Attachment A](#)) as outlined in [OP-060203](#) entitled "Adjustment Review." Attention to the inmate's transition from the institutional setting to the community is necessary to ensure the inmate has adequate information and contacts to access needed community resources.

- A. The goal of pre-release planning is to identify and address barriers to successful reentry.
  1. Assigned case managers will identify appropriate referrals to community agencies to assist with services as well as provide resource referrals within the community. Community social service resources are used to augment social services provided in the institution as outlined in [OP-090101](#) entitled "Standards for Inmate Programs." (5-ACI-5E-05, 4-ACRS-5A-12)
  2. Inmates will have proper identification as outlined in this procedure and in [OP-060203](#) entitled "Adjustment Review" to the extent possible, the ODOC will work to obtain Oklahoma identification for inmates preparing for release. "Instructions for Obtaining Proper Identification" ([Attachment F](#), attached) outlines procedures for this mandate.

3. Inmates will have a birth certificate as outlined in [OP-060203](#) entitled “Adjustment Review” and “Instructions for Birth Certificate Requests” ([Attachment G](#), attached) outlines procedures for the centralized birth certificate process.
  4. Inmates will develop a resume and participate in mock interview panels. “Eligibility Criteria and Guidelines for Inmate Résumé Development and Mock Interview Panel Participation” ([Attachment H](#), attached) provides participant eligibility criteria and instructions for resume development, mock interview panels, and documentation procedure requirements.
  5. Arrangement for essential items such as discharge clothing will be provided to the inmate as outlined in [OP-030120](#) entitled “Inmate Property.”
- B. The “Pre-Release Plan” ([Attachment A](#), attached) contains relevant information pertaining to the inmate’s reentry plan. The assigned case manager will begin the process of completing this document with inmates who are within twelve months of their projected release date. The assigned case manager and inmate will identify any barriers the inmate may face during reentry back into the community. (4-APPFS-2C-01)

#### IV. Reentry Staff Duties and Responsibilities

- A. Reentry staff will facilitate reentry resource fairs at each facility twice annually. Reentry staff will be responsible for the following:
1. Coordinate with appropriate facility staff to confirm dates, times, and locations for reentry resource fairs.
  2. Facilitate reentry resource fairs through solicitation of community social service representatives, state agencies, reentry staff, and other reentry professionals in participating in reentry resource fairs.
  3. Work directly with reentry representatives to obtain required background authorization forms and other documentation necessary for authorization to attend reentry resource fairs.
  4. Provide a list of confirmed attendee reentry representatives to appropriate facility staff for each reentry resource fair, including completed backgrounds for reentry representatives that are not an ODOC badged volunteer.
  5. Reentry staff will maintain a booth at each reentry resource fair and provide assistance and resources referrals to inmate fair participants.

6. Develop and maintain positive working relationships with community social service representatives, state agencies, reentry staff, and other reentry professionals.
  7. Electronically report reentry resource fair attendance to the Intervention and Reentry manager.
  8. Assist with the coordination and operation of DPS workstations for the purpose of developing non-compliant REAL ID compliant state identification cards.
- B. Reentry staff will assist assigned case managers in identifying possible community resources.

V. Assigned Case Manager Duties and Responsibilities

The assigned case manager will collaborate with the inmate to complete the pre-release plan and initiate processes to obtain forms of ID (birth certificates, social security cards, non-compliant real ID Oklahoma State IDs, and any other form of accepted personal identifying documents or cards). Multiple meetings with the inmate will likely be necessary for completion of the pre-release plan. All activities associated with the development of the pre-release plan will be documented as case notes in OMS. The assigned case manager will:

- A. Identify inmates within one year of projected release and begin the process of obtaining birth certificates, social security cards and photo IDs with the assistance of case manager IV and record officers.
- B. (Revision-01 dated 11/01/2022) Ensure eligible inmates are enrolled in programs or workshops to complete a mock interview panel and develop a resume prior to release.
- C. Conduct face-to-face interviews with the inmate for the purpose of assisting the inmate with their reentry needs
- D. Identify inmates projected to be released within twelve months of the scheduled reentry resource fair and communicate dates and times of fairs to eligible inmates.
- E. Attend reentry resource fairs, review and discuss reentry resources and services with inmate fair participants and record resource information on the pre-release plan.
- F. Review the case plan and the inmate's progress toward completion of assessed needs and make referrals as necessary for needs not met.

- G. If an inmate has required supervision or a detainer from another jurisdiction within the State of Oklahoma, which will result in the inmate's further incarceration, this will be indicated in the residence section of the pre-release plan.
- H. If an inmate requests to reside outside the State of Oklahoma upon release and requires probation or parole supervision, an Interstate Compact packet must be completed in accordance with [OP-160108](#) entitled "Interstate Compact for Probation/Parole." The Interstate Compact Offender Tracking System (ICOTS) number will be recorded on the pre-release plan.
- I. As needed, seek assistance for additional resources from other staff, such as:
1. Program Services reentry staff
  2. Chaplains and/or volunteer coordinators
  3. Tribal groups
  4. Education and/or CareerTech staff
  5. Facility treatment program directors
  6. Probation and Parole staff
  7. Medical and Mental Health Services staff
- J. Notify inmates of registration requirements, if applicable.
1. Inmates required to register due to a sex or violent crime conviction will be provided with the appropriate registration form(s), which will be completed and submitted to the Sex and Violent Offender Registration Unit in accordance with [OP-020307](#) entitled "Sex and Violent Crime Offender Registration."
  2. (Revision-01 dated 11/01/2022) Inmates required to register due to a methamphetamine conviction will be provided the "Methamphetamine Inmate Registration" form [Attachment D](#), attached). The completed form will be submitted electronically by going to <https://www.obn.ok.gov>. The inmate will be informed to direct all questions regarding requirements for methamphetamine registry to the Oklahoma Bureau of Narcotics and Dangerous Drugs (OBNDD) as indicated on "Methamphetamine Inmate Registration" form.

- K. Inform and provide releasing inmates with a copy of ([Attachment C](#), attached) entitled “Voter Rights for Convicted Felons” in accordance with 26 O.S. § 4-120.4.
1. Inmates may vote once a period of time equal to the time prescribed in the judgment and sentence has been completed; for example, a person convicted on August 1, 2002, to a five year sentence cannot vote until August 1, 2007, regardless of the release date from prison.
  2. A person whose registration has been cancelled will be required to register again before voting.
  3. For information on how to register, the assigned case manager may go to [www.ok.gov/elections/Voter\\_Info/Register\\_to\\_Vote/](http://www.ok.gov/elections/Voter_Info/Register_to_Vote/) and provide the inmate with the necessary information.
- L. Inmates will be given a copy of the “Occupational Licenses and Certifications” ([Attachment I](#), attached).
- M. If the inmate will be supervised by ODOC Probation and Parole and a home offer is required, the inmate’s proposed pre-release residence plan will be forwarded to the appropriate probation and parole region at least thirty days prior to the projected release date. Requirements for all inmates being placed in the “Global Position Satellite Surveillance (GPS) Program” will be in accordance with [OP-061001](#), the “Electronic Monitoring Program for DUI Offenders” in accordance with [OP-061002](#) and “Parole Process Procedures” in accordance with [OP-060205](#).
- N. Contact medical and mental health staff at least twelve months prior to release for assistance in completing the Medical and Mental Health sections of the pre-release plan and ensure adequate time for discharge medications to be ordered.
- O. Provide a completed copy of the pre-release plan to the inmate, place a completed copy in section 4 of the field file, and forward a completed copy to the appropriate probation and parole region if the inmate will be supervised by ODOC. The inmate may be provided a second copy that they can mail, at their own expense, to any person they wish to elicit support from upon their release into the community.

#### VI. Health Services Staff Responsibilities

Health Services staff will provide information and referrals as needed for the Medical and Mental Health sections of the pre-release plan to the assigned case manager. They will assist inmates by contacting professionals in the community as deemed appropriate, for example: any inmate with a history of mental health

treatment, serious health condition, and/or receiving services from a chronic medical clinic. (4-ACRS-5A-12)

A. Medical

1. The assigned case manager will again notify the correctional health services administrator (CHSA) within ninety days of the inmate's projected release to ensure appropriate planning time is available in case the inmate requires specialty housing considerations upon discharge. The assigned case manager will again notify the CHSA within thirty days of the inmate's projected release date to ensure that necessary referrals for follow-up medical care are made and an appropriate supply of medication is provided in accordance with [OP-140130](#) entitled "Pharmacy Operations."
2. Medical staff will provide a copy of the "Discharge Health Summary" and an immunization record to the inmate in accordance with "Tuberculosis & Immunization History Record" ([DOC 140301B](#)).
3. (Revision-01 dated 11/01/2022) Medical staff will ensure that an "Authorization for Release of Protected Health Information" form ([DOC 140108A](#)) is provided to the inmate for signature. (5-ACI-5F-01)

B. Mental Health

Mental Health staff will ensure that proper discharge planning activities, resources and support are available for any inmate currently receiving mental health treatment as outlined in [OP-140201](#) entitled "Mental Health Services Duties and Responsibilities." (5-ACI-6A-34M b#1)

1. The coordinator of Mental Health Reentry Services will serve as a liaison with the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) Integrated Services discharge managers. The ODMHSAS Integrated Services discharge managers will coordinate the mental health reentry planning for inmates with a serious mental illness who are located at facilities designated by the Mental Health Unit. (5-ACI-6A-34M b#2, b#4) The ODMHSAS Integrated Services discharge managers will work in conjunction with ODMHSAS funded community mental health center based Reentry Intensive Care Coordination Teams (RICCT). RICCT staff provides in-reach services to inmates with serious mental illness (mental health levels C1, C2, or D) who meet specific criteria. The discharge managers will assist with the re-entry planning of inmates located at other facilities when appropriate.

2. The coordinator of Mental Health Reentry Services will manage the coordination of RICCT referrals from qualified mental health professionals from facilities other than the designated mental health facilities.
3. Documentation of discharge planning with a specific inmate must be entered in the inmate's case notes/progress notes to include the name of the organization and worker. The assigned case manager will document the discharge plan in OMS.
4. The assigned case manager will communicate with medical staff and mental health staff for verification of the Medical and Mental Health portion of the pre-release plan.

#### VII. Probation and Parole Staff Responsibility (4-APPFS-2C-02)

The probation and parole staff will complete the Probation and Parole portion of the pre-release plan for each inmate who has required supervision under ODOC.

- A. Determine if a home visit is required for the inmate's home offer or residence. A home visit will be completed as required for all inmates being placed on the "Global Position Satellite Surveillance (GPS) Program" in accordance with [OP-061001](#), the "Electronic Monitoring Program for DUI Offenders (EMP)" in accordance with [OP-061002](#), and parole in accordance with [OP-060205](#) entitled "Parole Process Procedures."
- B. Conduct a home visit if required and determine if the residence is valid or invalid.

#### VIII. Discharge/Release

The actual day of release is critical to the inmate's successful reentry. Activities will focus on the final steps required for a seamless transition to the community. This will be accomplished by the assigned case manager ensuring that the inmate obtains the signature of the appropriate staff listed on the "Release Checkout Sheet" ([Attachment B](#), attached) on the day of discharge prior to the inmate's release. In addition to the "Release Check-out Sheet," the inmate will be provided a folder to keep documents together and have them readily available when needed in the community. (4-ACRS-6A-13)

##### A. "Release Checkout Sheet"

The facility head will ensure that the "Release Checkout Sheet" ([Attachment B](#), attached) is completed by the appropriate and assigned facility staff and forwarded to the facility records office for placement in Section II of the field file.



B. Instructions for the Completion of the "Release Checkout Sheet"

1. Health Services

- a. Medical and mental health staff will ensure that arrangements for necessary referrals to follow-up medical/mental health care are made and an appropriate supply of medication is provided.
- b. DNA testing will be completed for those designated inmates as required.
- c. Staff will provide an immunization record in accordance with the "Tuberculosis & Immunization History Record" (located in the EHR).
- d. Staff will ensure that an "Authorization for Release of Protected Health Information" form ([DOC 140108A](#)) is signed by the inmate and placed in the medical file. (5-ACI 5F-05 b# 7)

2. Laundry

Staff will ensure the return of all state issued property and will ensure the inmate is issued discharge clothing (if applicable) that is seasonally appropriate or check the inmate's discharge clothing to ensure it is appropriate. (5-ACI-5F-05 b# 5)

3. Property

- a. Property staff will ensure the return of personal property.
- b. Staff will also ensure a property inventory is conducted so that state property does not leave the facility. (5-ACI-5F-05 b#4, b#5)

4. Administration

Administrative staff will make arrangements for completion of any pending actions (e.g., grievances, damage claims). (5-ACI-5F-05 b# 6)

5. Education

- a. Education staff will ensure that all library books and school books have been returned.
- b. (Revision-01 dated 11/01/2022) Staff will also provide any Life Skills projects for reentry purposes (if applicable).

6. Business Office

Staff will ensure that funds are dispersed as outlined in [OP-120230](#) entitled "Offender Banking System."

7. Unit Manager

- a. Unit staff will ensure the return of any unit property.
- b. A copy of the pre-release plan will be provided and staff will ensure the inmate signs and dates the plan, indicating receipt. A copy will be forwarded to appropriate staff in accordance with Section V. item L. of this procedure.
- c. (Revision-01 dated 11/01/2022) The unit manager shall ensure the inmate receives all program completion certificates and a copy is maintained in the field file.
- d. The unit manager will ensure the inmate receives the "Occupational Licenses or Certifications" ([Attachment I](#), attached).
- e. Staff will verify transportation arrangements and ensure a bus ticket is purchased if needed.
- f. The unit manager will ensure the inmate receives a copy of the "Voter Rights for Convicted Felons" ([Attachment C](#), attached), a letter to the releasing inmate, regarding the inmate's eligibility to vote.
- g. (Revision-01 dated 11/01/2022) The unit manager will verify that eligible inmates have developed a resume and participated in a mock job interview panel. The criteria can be found in "Eligibility Criteria for Inmate Resume Development and Mock Interview Panel Participation" (Attachment H, attached).

8. Records Department

- a. (Revision-01 dated 11/01/2022) Records staff will verify the identity of the inmate and obtain required signatures on the release documents, with copies provided to the inmate as outlined in OP-060211 entitled "Sentence Administration." (5-ACI-5F-05 b#1, b#2) Staff will notify the inmate of any financial obligations.

- b. The inmate will also be notified of registration requirements, if applicable, for sex, methamphetamine ([Attachment D](#), attached) and violent inmates as applicable.
- c. Inmates required to register due to a sex or violent crime conviction will be done as outlined in [OP-020307](#) entitled "Sex and Violent Crime Offender Registration."
- d. Inmates required to register due to a methamphetamine conviction will be provided the "Methamphetamine Inmate Registration" form ([Attachment D](#), attached). The inmate will be informed to direct all questions regarding requirements for methamphetamine registry to the Oklahoma Bureau of Narcotics and Dangerous Drugs (OBNDD) as indicated on "Methamphetamine Inmate Registration" form.
- e. (Revision-01 dated 11/01/2022) The inmate will be given any original identification documents such as State ID or Drivers License, social security card, birth certificate, High School Diploma or equivalency certificate, etc. located in the legal file. Inmates will be allowed to possess their ODOC identification upon discharge. A notarized copy of the "Consolidated Record Card" (CRC) ([DOC 060211H](#)) will be provided if two forms of identification are not available, along with copies of applications requesting identification.  
  
(Revision-01 dated 11/01/2022) Resumes developed by the inmate through the pre-release process will also be provided to the inmate. A copy of the resume will be retained in the field file.
- f. Staff will provide notification to the affected probation and parole district, if the inmate is to be supervised, by faxing or emailing (if allowed) the release paperwork to the appropriate district. (5-ACI-5F-05 b#3)

#### 9. Forwarding Address

Postal staff will verify the forwarding address of the inmate prior to their release and will maintain a log containing (inmate name, inmate ODOC number, forwarding address, including town, state and zip code, and discharge date), to be available in the future, if needed. (5-ACI-5F-05 b#8)

#### 10. Central Control/Shift Supervisor on Duty

Correctional staff will ensure proper identification of the inmate prior to their release from the facility. Staff will also verify information contained in the release documents. (5-ACI-5F-05 b#1, b#2, b#8)

IX. Training

Reentry training will be conducted during job specific training for all new unit managers, assigned case managers and probation and parole officers utilizing a lesson plan developed with the assistance of Program Services staff. All relevant trainings are included in case manager/probation and parole staff training in conjunction with those units and shall be approved by the director of training.

X. References

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

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

OP-030120 entitled "Inmate Property"

OP-060203 entitled "Adjustment Review"

OP-060205 entitled "Parole Process Procedures"

(Revision-01 dated 11/01/2022) OP-060211 entitled "Sentence Administration"

OP-061001 entitled "Global Position Satellite Surveillance Program"

OP-061002 entitled "Electronic Monitoring Program for DUI Offenders"

OP-090101 entitled "Standards for Inmate Programs"

OP-140108 entitled "Privacy of Protected Health Information"

OP-140130 entitled "Pharmacy Operations"

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

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

26 O.S. § 4-120.4

XI. Action

The facility/unit head is responsible for compliance with this procedure.

The administrator of Programs is responsible for the annual review and revisions.

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

<b>Section-06 Classification</b>	<b>OP-060901</b>	<b>Page: 13</b>	<b>Effective Date: 06/15/2022</b>
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This procedure is effective as indicated.

Replaced: OP-060901 entitled "Pre-Release Planning and Reentry Process"  
dated October 8, 2020

Distribution: Policy and Operations Manual  
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 060203A</a>	“Adjustment Review”	<a href="#">OP-060203</a>
<a href="#">DOC 060211H</a>	“Consolidated Records Card” (CRC)	<a href="#">OP-060211</a>
<a href="#">DOC 140108A</a>	“Authorization for Release of Protected Health Information”	<a href="#">OP-140108</a>
<a href="#">DOC 140301B</a>	“Tuberculosis & Immunization History Record”	<a href="#">OP-140301</a>
<a href="#">Attachment A</a>	“Projected Release Date”	<a href="#">OP-060203</a>
<a href="#">Attachment A</a>	“Program Attendance Record”	<a href="#">OP-090101</a>
<a href="#">Attachment B</a>	“Mental Health Levels Classification System Criteria”	<a href="#">OP-140201</a>
<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	“Pre-Release Plan”	Attached
<a href="#">Attachment B</a>	“Release Checkout Sheet”	Attached
<a href="#">Attachment C</a>	“Voter Rights for Convicted Felons”	Attached
<a href="#">Attachment D</a>	“Methamphetamine Inmate Registration”	Attached
<a href="#">Attachment E</a>	“Probation and Parole Offices”	Attached
<a href="#">Attachment F</a>	“Instructions for Obtaining Proper Identification”	Attached
<a href="#">Attachment G</a>	“Instructions for Birth Certificate Requests”	Attached
<a href="#">Attachment H</a>	“Eligibility Criteria and Guidelines for Résumé Development and Mock Interview Panel Participation”	Attached
<a href="#">Attachment I</a>	“Occupational Licenses and Certifications”	Attached