

## Community Corrections Escape Confirmation Checklist

### Steps to Confirm an Escape:

Step	Date	Time	Initials
1. Review all sign in/out boards to ensure that an offender(s) is not legitimately signed out on leave or itinerary, or determine that the offender(s) has failed to return to the facility at the designated time.			
2. Conduct a facility count, identify the missing offender(s), and confirm unaccountability.			
3. Conduct a facility search.			
4. Conduct a confirmation count.			
5. If necessary, conduct a physical site check at the location where the offender(s) was assigned.			

The above steps of escape confirmation may be waived if visual confirmation of the offender(s) identity is made and the offender(s) is visually observed by correctional/contract residential staff leaving the facility grounds in an unauthorized manner.

The escape will be confirmed when the offender(s) remains to be unaccounted for at the completion of the above, to include the DOC hotline report. If the offender is accounted for prior to the completion of the above as well as the completion of the DOC hotline report, it is not considered an escape.