

GLOSSARY

Accelerated – Acceleration occurs when an offender is sentenced to community supervision (probation) on a deferred sentence and violates the condition set forth by the court. The case can be accelerated to a suspended sentence or to incarceration.

Achievement Credit – Effective November 1, 1988, achievement earned credits for successful completion of departmentally approved programs, or for attaining set goals, or standards, will be awarded. These credits can be earned through participation in a variety of programs such as substance abuse, cognitive/behavioral, education, and vocational training.

Adjustment Review – A process completed by case management staff every 120 days. The primary purpose of is the review of an offender's earned credit level, program participation, work evaluation, and plans for re-entry (if applicable).

Administrative Segregation – Segregation is used to remove an inmate from general population when circumstances indicate the continued presence of the inmate in general population poses a threat to life, property, staff, self, or to other inmates, or to the security or orderly operation of the facility. Administrative segregation is one of three forms of segregation (the other two being disciplinary detention and protective custody). Administrative segregation is utilized for: pre-hearing detention, medical/psychological observation, pending investigation, request for protective measures, and transit detention.

Balance Suspended Upon Completion – An order by the court that allows for the balance of a sentence of incarceration to be suspended upon completion of a program.

Canteen - A small store within a facility and operated by the facility. The canteen primarily sells hygiene items and snack foods.

Classification Committee – a group of staff comprised of the unit manager (at the facility level), Case Manager IV (at community corrections), the offender's case manager and other appropriate staff, that review classification actions with the offender.

Community Corrections – Encompasses offenders, staff, and operations associated with the supervision/oversight of offenders under purview of probation and parole officers as well as community corrections centers, community work centers, halfway houses, and program/treatment centers.

Community Corrections Centers – These centers are operated by the ODOC and house offenders deemed not to be a threat to the community. Staff is not armed and there are no weapons maintained at the center. The majority of the assigned inmates work in the community under provisions of the prisoner public works program or work release.

Community Work Centers – Similar to Community Corrections Centers but generally smaller and work release is not afforded. While Community Corrections Centers are located in larger communities, Community Work Centers are located in smaller communities with the primary objective being to provide inmate labor, at virtually no cost, to the immediate community.

Commutation – A reduction in the term of incarceration which could, but not always, result in immediate release. Only the Governor has the authority to grant commutation.

Consolidated Record Card – Frequently referred to as the CRC, this card serves as a quick reference to correctional staff as the card contains pertinent information regarding the inmate, their instant offense, time served and remaining to be served.

Concurrent Sentence – Two or more terms of imprisonment in which all or part of each term is served at the same time.

Consecutive Sentences – Two or more terms of imprisonment in which the terms are served one after the other.

Contraband – Any item within the confines of a correctional facility that is not authorized per ODOC policy.

Corrections Compact – An agreement that allows Oklahoma to exchange incarcerated inmates with other states and the Federal Bureau of Prisons when a Corrections Compact contract exists between Oklahoma and the respective jurisdiction.

Credit – There are several types of credits such as earned, meritorious, achievement, and deferred reception. One credit equates to a deduction of one day from the term of incarceration.

Custody Assessment – A process for the assignment of an offender to a security level. Current offense, prior felony convictions, escape history, disciplinary history, age and earned credit level are all factors considered in the agency's objective classification system.

Deferred Reception Credit – Effective September 1, 1993, 57 O.S. 138 provides that offenders sentenced to imprisonment in the Department of Corrections, but detained in the county jail because of the department's reception scheduling procedure, will be awarded earned credits at the rate of Class Level 2 beginning the date of the judgment and sentence to the day of reception. The amount of credit will be determined by multiplying the number of days by .73.

Deferred Sentence – A sentence given by the court in which sentencing is deferred up to five years. Upon successful completion of a deferred sentence, the charge is dismissed and the record is expunged.

Delayed Sentence – A sentence given by the court in which sentencing is deferred up to five years. Upon successful completion of a deferred sentence, the charge is dismissed and the record is expunged.

Detainer – Notification from another jurisdiction to hold an offender for a pending charge or adjudicated sentence.

Determinate Sentence – A sentence given by the courts for a specific period of time.

Discharge – This term is generally used to reference completion of a particular sentence but does not necessarily mean that the offender has satisfied their entire term of incarceration. For example, an offender might complete sentence A, thus discharge sentence A, but refile to sentence B and remain incarcerated.

Disciplinary Detention – One of the three forms of segregation, utilized as a punitive measure for serious disciplinary infractions.

Disciplinary Hearing – Subsequent to receipt of a valid offense report/misconduct report, the offending inmate has the opportunity, which may be waived, to plead their case before a trained ODOC disciplinary hearing officer who shall determine innocence or guilt and, if found guilty, shall impose punishment.

DOC Number – An individual identification number assigned to offenders serving a term of incarceration, probation or parole within the Department of Corrections.

Draw – Each inmate has a trust fund account maintained at the facility where the inmate is incarcerated. This is essentially a bank account. On a specific day each week, inmates may withdraw, or “draw”, money from their account.

Drug Court – Some, but not all, judicial districts have special dockets which only consider defendants, meeting certain criteria, with pending drug offenses. The emphasis of these drug courts is to administer sanctions other than incarceration, such as intensive supervision, community service, and/or participation in specified treatment programs.

Earned Credit Class Level – Effective November 1, 1988, 57 O.S. 138 provides that every inmate will be assigned to one of four class levels. Class level assignments are determined by the adjustment review committee/unit treatment team based upon the desired behavior of the inmate in all areas of institutional life; work attendance and productivity, conduct record, program participation, cooperative general behavior, and appearance of self and living area. The class levels and their corresponding credits are as follows:

- Class Level 1 – 0 credits per month
- Class Level 2 – 22 credits per month
- Class Level 3 – 33 credits per month
- Class Level 4 – 44 credits per month

Enhanced Class Level 3 – 45 credits per month
Enhanced Class Level 4 – 60 credits per month

Enhanced Credit – Effective November 1, 2001 57 O.S. 138, provides for two enhanced levels of credit for inmates who have never been convicted as an adult or a youthful offender or adjudicated delinquent as a juvenile for any of the felony crimes listed in 57 O.S. 138, subsection E. Eligible inmates assigned to Levels 3 or 4 are awarded credit at the enhanced rates.

Escorted Leave – Inmates assigned to minimum or community status and meeting certain criteria may be permitted to leave the facility/center, under escort of staff or trained volunteers, for purpose of attending certain activities such as religious, medical treatment, funerals or marriage.

Expungement – Process by which the record of a criminal conviction and service of a sentence is destroyed or sealed by order of the court.

Extradition – The surrender by one state to another of a subject accused or convicted of an offense outside its own jurisdiction and within the jurisdiction of the other.

Field File – The primary record for an offender under the direction and control of the Department of Corrections. This file is maintained at the facility where the offender is incarcerated or the probation/parole district where the offender is supervised. After incarceration and/or supervision ends, the file is sent to the Closed Records Unit of the Department of Corrections. Files are sometimes referred to as jackets.

Flat Time – This is the term used when an inmate satisfies the entire term of their sentence and discharges from a facility without the aid of parole or commutation.

Halfway House - A community status facility housing offenders nearing discharge, or anticipated parole. Inmates assigned to a halfway house are required to participate in the work release program and, once employed, must pay for their incarceration. Currently, all halfway houses are privately operated.

Hold – The term used when an offender has an outstanding warrant (usually an Oklahoma county) or sentence (usually another state), unrelated to the instant term of incarceration, pending. Shortly prior to anticipated discharge, the authority having placed the “hold” is notified and afforded the opportunity to acquire custody immediately upon release from the ODOC.

Indictment – A formal accusation of a crime, issued by a grand jury after considering evidence presented by a prosecutor. The formal charge issued by a grand jury stating that there is enough evidence that the defendant committed the crime to justify having a trial; it is used primarily for felonies.

Information Sheet – A document utilized by the prosecutor to file charges against an offender. The document lists the ‘information’ regarding the offenses alleged by the State.

Interstate Agreement on Detainers – A compact entered into by most states providing for the administrative transfer of prisoners who are wanted by other states for trial on pending criminal charges. The purpose of the IAD is to encourage the expeditious and orderly disposition of outstanding criminal charges.

Interstate Compact – A cooperative agreement between states that allows courtesy supervision of probationers and parolees who have moved to a state other than the one where they received their sentence.

Judgment and Sentence – The legal document in which the judge formally pronounces the sentence of a defendant after conviction in a criminal prosecution, setting the punishment for the offense.

Judicial Review – Review by the sentencing court within 12 months of sentencing for possible modification of the original sentence.

Juvenile On Line Tracking System (JOLTS) – The juvenile criminal history prepared by the Oklahoma Juvenile Authority showing the arrest and adjudication record of a juvenile subject.

Mandatory Savings – If an inmate has outstanding state court ordered cost, a mandatory 10% of any work release or private prison industries pay is withheld and forwarded to the applicable court fund until such time as all court cost have been paid.. State statute also requires that 20% of any and all monies received by an inmate be withheld until said inmate discharges or is placed in community status. This money, referenced in policy as statutory savings, is sometimes also referred to as mandatory savings.

Maximum Security – This is the highest level of security. All security levels are determined by an assessment process which takes numerous considerations into account. However, the primary reasons for assignment to maximum security are: heinous or violent offenses, lengthy term of incarceration remaining to serve, management problem.

Medical File – The record for an offender which contains information regarding his/her medical treatment/condition during a period of incarceration. The file is maintained by medical staff at the facility during incarceration and sent to the Closed Records Unit upon discharge of the offender.

Medium Security – This is the second highest level of security. All security levels are determined by an assessment process which takes numerous considerations into account. However, the primary reasons for assignment to medium security are time and crime. Many inmates assigned to maximum security eventually earn assignment to medium security through reduction of their sentence and good behavior.

Mental Health Court – Some, but not all judicial districts have special judicial proceedings specifically for offenders deemed to have mental health issues. The primary objective is, when feasible, to divert this group of offenders from incarceration through use of alternative sanctions such as intensive supervision, community service, and/or mandatory program participation.

Meritorious Credit – As authorized by state statute, an inmate may be awarded up to 100 credits for rendering aid to another to prevent loss of life or injury, preventing a breach of security that could threaten the safety of the public, employees, or inmates, or actions that prevent or minimize property loss which would pose a risk to the public, employees, or inmates.

Misconduct – Upon commission of an act which violates written departmental policy, an inmate may be issued a formal offense report, also known as a misconduct. If subsequent investigation warrants, the inmate will be subjected to a disciplinary hearing.

Offense Report – Also known as “misconduct”. Upon commission of an act violating written departmental policy, the reporting staff member is required to complete and submit a standardized report, an offense report, detailing particular and pertinent information.

Pardon – An act of grace from the Governor which mitigates punishment and restores rights and privileges forfeited on account of the offense.

Parole – The supervised conditional release of an offender/prisoner before the expiration of his or her sentence. Parole is granted after a recommendation by the Oklahoma Pardon and Parole Board and approved by the Governor.

Parole Condition – A condition is also recommended by the Pardon and Parole Board, but is completed while under parole supervision, after release from incarceration.

Parole “In Absentia” – Any person conviction and sentenced by a court of the state of Oklahoma who is subsequently relinquished to the custody of another state or federal authority is eligible for parole consideration under the provisions of 57 O.S. § 332.7. The Oklahoma sentence must be concurrent to the sentence being served in the other jurisdiction.

Parole Docket - Every inmate sentenced to a term of incarceration under auspices of the ODOC is reviewed by a Pardon and Parole Board Investigator, an employee of the Pardon and Parole Board, and is assigned a date at which time the Pardon and Parole Board will consider the possibility of parole. If denied parole, the inmate will be assigned another date for consideration. The parole board meets each and every month. The monthly meetings are commonly referred to as dockets.

Parole Recommendation – In Oklahoma, the Governor is sole paroling authority. Should a majority of the Pardon and Parole Board recommend an inmate for parole, that

recommendation is forwarded to the Governor for final consideration. Thus, when the Parole Board recommends parole, that action constitutes a “parole recommendation”.

Parole Revocation – Just as only the Governor may grant parole, only the Governor may revoke a parole. This process is initiated with a revocation recommendation by the probation and parole officer who then submits appropriate documentation to the Governor. Should the Governor revoke the parole, the inmate resumes service of the sentence in question.

Parole Stipulation - a requirement such as work release, substance abuse treatment, etc., recommended by the Pardon and Parole Board in which the inmate must complete prior to release on parole.

Pre-Hearing Detention – A category of administrative segregation whereby an inmate is segregated from the general population while an alleged rule violation is pending investigation.

Private Prison Industries – The ODOC will recruit within the private sector for the purpose of establishing industry operations at state owned or privately owned correctional facilities. The purpose of such industry operations will be to provide skills training and work opportunities for inmates at that facility.

Probation – The release into the community of a defendant who has been found guilty of a crime, typically under certain rules and conditions, such as paying a fine, doing community service or attending a drug treatment program. Violation of the conditions can result in incarceration.

Program Support Fees –This fee applies only to inmates participating in work release or private prison industries. Applicable inmates shall have a fee equal to 50% of the net wages received for any given pay period. However, this fee will not exceed the daily contracted cost with the private vendor or the operating cost of the Community Corrections Center at which the inmate resides.

Projected Release Date – Also referred to as the PRD, this is the date of projected release calculated on any given date and will remain accurate providing none of the factors contributing to the calculation change. It is “projected” because the factors can and frequently do change. Factors subject to effect the calculation include: a change, for better or for worse, in the earned credit class level and receipt or dismissal of a misconduct.

Prisoner Public Works Program – As authorized by state statute, minimum security inmates and inmates assigned to community status who meets statutory and departmental criteria may be assigned to work for municipalities or governmental agencies. Supervision of said inmates may be provided by employees of these entities providing they have undergone ODOC orientation.

Protective Custody – This is a form of segregation specifically for inmates who cannot live in the general population due to threats on their lives.

“Rap Sheet” – The criminal abstract (history) prepared by the Federal Bureau of Investigation (FBI) or a State Bureau of Investigation (in Oklahoma, the OSBI) showing the arrest and conviction record of a subject.

Rebill – The process of closing out an inmate’s current sentence either through discharge or parole, and commencing service of the next consecutive case.

Revocation – Offenders serving their sentences in the community under parole or probation are subject to revocation if they violate the rules and conditions of their supervision. A revoked sentence usually results in incarceration.

Revoked Suspended Sentence – Also referenced as a RSS. This is a sentence previously suspended but, due to one or more violations of the specified conditions/rules of supervision, has been revoked by the sentencing authority.

Security Level - The level of security to which an inmate has been assessed or assigned. All inmates are periodically assessed by a classification committee which determines the assessed security level. While most inmates are assigned to the security level commensurate with the assessed level, certain considerations/concerns may result in an inmate being assigned to a higher or lower security level than the level at which they are assessed. There are three security levels: maximum, medium, and minimum. It is necessary to note that while many believe community status to be a security level, community status is actually a minimum security program.

Segregation – Segregation constitutes the removal of an inmate from the general population and placed in a restricted area when circumstances indicate that the continued presence of the inmate in general population poses a threat to life, property, staff, other inmates, or to the security or orderly operation of the facility. There are three forms of segregation: administrative, disciplinary, and protective custody.

Sex Offender Registration – The Oklahoma Sex Offender Registry, maintained by the Oklahoma Department of Corrections, provides public information on sex offenders required to register pursuant to the Sex Offenders Registration Act, 57 O.S. 581-590. The Act applies to any person residing, working, or attending school within the state who has been convicted or received any probationary term for a sex crime in the state after November 1, 1989, or has entered the state after November 1, 1989, having previously been convicted or received any probationary term for a sex crime. State law designates certain sex offenders as habitual (two or more sex crime convictions) or aggravated (convicted of the most serious kinds of sex offenses), and these offenders are flagged accordingly on this site. Habitual and aggravated offenders are required to register for their lifetime and all other sex offenders are required to register for ten years following expiration of their sentence. The Department of Corrections updates the registry daily to provide the most complete and accurate information. Through regular correspondence

and cooperation with local police departments and sheriff's offices, address and other information is updated to ensure its validity and timeliness.

Shank – A piercing or cutting device, fashioned from wood or metal, utilized as a weapon.

Split Sentence - a sentence given by the court that is part incarceration and part suspended. Split sentences are normally referred to on court documents as “suspended in part.”

Statutory Savings – State statute dictates that 20% of all monies earned or received by an inmate be placed in an account which the inmate may not access until discharge or assignment to community status. The intent is that inmates have this money available upon discharge.

Street Charges - Conduct or activity that not only is in violation of ODOC policy but also violates state statute resulting in addition criminal charges being filed by the local district attorney.

Street Time - Upon returning to incarceration as a parole violator to resume service of the paroled sentence, the Governor may authorize the period of time on parole to be applied toward service of the remaining term of incarceration. The application of this credit is at the sole discretion of the Governor.

Staggered Concurrent – Concurrent sentences with different effective dates and/or different sentence lengths.

Supervised Probation – Supervised probationers are required to routinely meet face to face with their supervising Probation and Parole officer, periodically contact the supervising officer via the telephone, and are subject to unannounced home and/or work site visits.

Suspended Sentence - A sentence given by the court in which a period of incarceration is suspended and the defendant is normally placed on probation supervision.

Time Credits – Any unit of time credited toward service of sentence such as time served, credit granted per the assigned earned class level, and meritorious credit. Time credits may also be taken as punishment rendered for incurring a rule violation. One time credit is equivalent to one day served.

Transit Detention – A sub-category of administrative segregation. Inmates that fall into this category are awaiting transfer to a higher security facility.

Trust Fund – Trust fund accounts will be established for each inmate and the account maintained at the respective facility at which the inmate is assigned. This account will include draw and statutory savings. This is essentially a restricted banking account.

Unsupervised Probation – Most offenders subject to probation may eventually attain the status of unsupervised after demonstrating they are likely to continue following the conditions of their probation. Should the offender violate the conditions of supervision the offender is subject to consequences ranging from supervised probation to incarceration, depending on the severity of the violation.

Vacated – Set aside, to make void.

Victim Notification – The Victim Services unit of the Oklahoma Department of Corrections notifies registered parties in writing and/or by telephone when certain instances (i.e. release of an offender) occur during the designated inmate's incarceration in a facility. The agency website outlines the process for registration in the policy/procedure section under Programs, OP-090215.

Violent Offender Registration – The Oklahoma Violent Crime Offender Registry maintained by the Department of Corrections provides information on offenders who are required to register pursuant to the Mary Rippy Violent Offender Registration Act. This act applies to any person residing, working, or attending school within the State of Oklahoma who has been convicted of, or received a deferred judgment or suspended sentence, for the commission of certain violent crimes in the state on or after November 1, 2004. Offenders are required to register for ten years following expiration of their sentence. Habitual violent offenders are required to register for their lifetime. The Oklahoma Department of Corrections updates the registry daily to provide the most complete and accurate information. Through regular correspondence and cooperation with local police departments and sheriff's offices, address and other information is updated to ensure its validity and timeliness.

Warrant – An official order authorizing a specific act, such as an arrest or the search of someone's home. A written order directing the arrest of a party.

Writ – An order issued by a court of jurisdiction which enables law enforcement officials to temporarily remove an inmate from the custody of the Department of Corrections. Writs are generally issued so an offender can be prosecuted in pending case, testify in a criminal case, or because the offender is party to a civil matter.

Work Center – Similar to Community Corrections Centers but usually smaller. Currently, there are 15 Community Work Centers ranging in population from approximately 50 – 100 offenders. These centers are located in, or very near to, small communities and those offenders not necessary to maintain the center operations work in the community under the provisions of the Prisoner Public Works Program.

Work Release - Community status offenders assigned to a halfway house or a community corrections center and meeting eligibility requirements may maintain civilian jobs in the community. They are required to go directly to and from the job site and staff routinely monitor their whereabouts. The cost of their incarceration, not to exceed 50% of their salary, is with-held.