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<b>Section-05 Emergency Plans</b>	<b>OP-050103</b>	<b>Page: 1</b>	<b>Effective Date: 05/30/2014</b> <b>Revision-01 Effective: 08/26/2014</b> <b>Pages 3, 4, 5, 6, 7, 9, 10</b> <b>Annual Review: 08/2015</b> <b>Revision-02 Effective: 01/25/2016</b> <b>Page 2</b> <b>Revision-03 Effective: 08/26/2016</b> <b>Pages 2, 8, 9, 11, 12</b>
<b>Escape Notification Procedures</b>	<b>ACA Standards: 2-CO-3B-02M, 4-4225, 4-ACRS-2A-12, 4-APPFS-3B-10</b>		
<b>Robert Patton, Director</b> <b>Oklahoma Department of Corrections</b>		<b>Signature on File</b>	

## Escape Notification Procedures

An escape response plan, relevant to security level, physical plant restrictions and other related requirements, will be maintained at each facility/district. (2-CO-3B-02M, 4-4225, 4-ACRS-2A-12, 4-APPFS-3B-10) This plan will be reviewed annually and updated as required and will include the following notification requirements:

- I. Escape Identification and Notification
  - A. Escape Identification
    1. When an escape is confirmed, information will be documented for use in the apprehension of the offender. The “Escape Checklist” ([DOC 050103C](#), attached) will be used, and the facility may add a form designed for its particular security needs.
    2. An escape packet will be assembled and submitted to the Office of the Inspector General. The packet will consist of the following:

- a. (Revision-03 08/26/2016) "Affidavit" ([Attachment E](#), attached);
- b. Current photo (no copies);
- c. Copy of the most recent "Physical Identification Form" ([DOC 040115A](#));
- d. Clear photo copy of the fingerprint card;
- e. Copy of the completed "Wanted" poster ([Attachment B](#), attached);
- f. (Revision-02 01/25/2016) Copy of visiting list to include relatives' addresses and telephone numbers, as entered in OMS;
- g. Copy of offender data information sheet ([OP-160201, Attachment A](#) entitled "Personal History Sheet");
- h. Copy of "Consolidated Record Card" (CRC) ([DOC 060211H](#));
- i. "Abstract" ([DOC 050103A](#), attached (parole violations only));
- j. Copy of pre-sentence investigation (if available);
- k. (Revision-03 08/26/16) Copy of the escape log; and
- l. Any other pertinent information.

B. Escape Notification (Private Prison/State Facilities)

Staff reporting the escape notification will use the "Hot Line-- Escape/Apprehension Report" ([Attachment A](#), attached).

1. Contract Facilities

- a. Escapes will immediately be called into the DOC hotline at (405) 425-2698 by the private prison facility warden or designee during normal business hours. The Lexington Assessment and Reception Center (LARC) will be contacted after 5:00 p.m. on weekdays, weekends and holidays at: (405) 527-6649. The DOC hotline will immediately contact the "Victim Information and Notification Everyday (VINE)" emergency override line ([Attachment C](#), attached) to report the escape.

- b. Private prison personnel will immediately notify the designated Oklahoma Department of Corrections' (DOC) contract monitor. The private prison contract monitor will then immediately notify the division manager of West Institutions who will then notify the associate director of Field Operations, the Inspector General and the department public information officer.
- c. The division manager of West Institutions will ensure that all notifications as required in Section I.B. item 2. are made and procedures implemented as specified in [OP-052001](#) entitled "Emergency Procedures for Private Prisons."

2. State Facilities

Facility personnel will notify the following personnel of the escape:

- a. Escapes will be immediately called into the DOC hotline by the facility head or designee at (405)-425-2698 during normal business hours. LARC will be contacted after 5:00 p.m. on weekdays and at all times during weekends and holidays at (405) 527-6649. The DOC hotline will immediately contact the "Victim Information and Notification Everyday (VINE)" emergency override line (Attachment C, attached) to report the escape.
- b. The appropriate division manager, facility head, deputy warden and chief of security will immediately be notified of all escapes. The Inspector General will receive immediate notification of escapes from minimum security and above by the facility head or designee. The Inspector General will notify the director. The warden will notify local legislators.

3. Community Corrections (to include community corrections contract facilities)

(Revision 08/26/14) The term "walkaway" is defined as an unauthorized absence from a 'community corrections facility.'

- a. (Revision 08/26/14) To confirm an escape/walkaway when an offender(s) can no longer be accounted for, or if reasonable suspicion is believed that an offender(s) has escaped, pertinent information will be gathered of the offender's last known location. This may include, but is not limited to, the following:
  - (1) During an approved off facility itinerary, leave, or work assignment or failure to return at the designated time without prior facility authorization.

- (2) Unauthorized departure from the facility.
- b. (Revision 08/26/14) Community corrections personnel will attempt to confirm the escape utilizing [Attachment D](#) entitled "Community Corrections Escape Confirmation Checklist" (attached). The facility/district may add a form designed for its particular security needs. The following will be completed prior to the confirmation of the escape:
- (1) Review all sign in/out boards to ensure that an offender(s) is not legitimately signed out on a 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) If necessary, conduct a physical site check at the location where the offender(s) was assigned;
  - (5) Contact employer, if applicable;
  - (6) Contact local jail(s) and hospital(s);
  - (7) Question associates/friends; and
  - (8) Make reasonable efforts to contact the offender's family members and persons on the offender's current visiting list.

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

- c. Once the above items have been completed and the offender remains unaccounted for, the DOC hotline will be notified by the facility/district head or designee at (405) 425-2698 during normal business hours. LARC will be contacted after 5:00 p.m. on weekdays, and at all times on weekends and holidays at (405) 527-6649.

(Revision 08/26/14) If the escape/walkaway is from a contract facility, the contract facility will immediately notify the DOC hotline. The DOC hotline will immediately contact

the “Victim Information and Notification Everyday (VINE)” emergency override line ([Attachment C](#), attached) to report the escape.

- d. After the checklist and hotline have been completed, the escape is officially confirmed. If the offender is accounted for prior to the completion of the above, as well as completion of the DOC hotline report, it is not considered an escape.
  - e. (Revision 08/26/14) The affected district supervisor will be notified of all confirmed escapes/walkaways.
  - f. (Revision 08/26/14) The division manager will be immediately notified of all escapes/walkaways involving media attention, commission of a new felony during escape or law enforcement contact. If exigent circumstances exist, the division manager shall contact the Inspector General for the immediate assistance of fugitive apprehension agents.
  - g. An escape packet will be assembled and submitted to the Inspector General consisting of the items listed in Section I. item A. of this procedure.
4. (Revision 08/26/14) District personnel will follow the notification procedures in Section V. B. item 1. of this procedure for offenders who escape/walkaway from GPS or PPCS.

## II. Escape Recovery Operations

All escape recovery operations will be conducted in accordance with [OP-040110](#) entitled “Search and Seizure Standards,” [OP-050102](#) entitled “Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities,” [OP-050108](#) entitled “Use of Force Standards and Reportable Incidents,” [OP-051001](#) entitled “Corrections Emergency Response Team (CERT),” [OP-052001](#) entitled “Emergency Procedures for Private Prisons” and [OP-053001](#) entitled “Community Corrections Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters.”

### A. (Revision 08/26/14) Facility Escape Recovery Teams

1. Assumption of jurisdiction and deployment of escape recovery teams will be coordinated by the chief of security, duty officer, or highest-level security officer on duty during the escape.
2. Escapes from private prisons are addressed in Section II. item B. of this procedure.

3. Facility escapee recovery teams will only be comprised of CERT or other correctional officers.
4. As approved by the appropriate division manager and the division manager of Community Corrections, probation and parole officers from the nearest district may be utilized.

B. Fugitive Apprehension Agents

1. (Revision 08/26/14) Community Corrections Escapes/Walkaways
  - a. After meeting the above notification criteria, the Office of Inspector General will assume coordination of apprehension efforts.
2. (Revision 08/26/14) Minimum Facility Escapes
  - a. Upon notification of an escape from minimum security, the Office of Inspector General will contact the facility head for additional information. The following criteria will result in immediate response by fugitive agents:
    - (1) Facility head requests immediate assistance.
    - (2) The escapee has a violent history.
    - (3) The escapee has an enrolled victim in the VINE system.
    - (4) The escape is expected to cause widespread media attention.
    - (5) The escapee is believed to be outside of a ten mile radius of the facility.
  - b. Once conformation is received of the escapee being outside a ten mile radius, the facility head, division manager and Inspector General should consult if canine or ground teams/perimeter teams remain beneficial. If not beneficial, the Office of Inspector General shall assume coordination of apprehension efforts. Facility personnel will continue to monitor any incoming leads and assist in coordination of apprehension efforts.
3. (Revision 08/26/14) Medium and Maximum State Facility Escapes
  - a. The Office of Inspector General will immediately provide fugitive agents to the affected facility.

- b. A fugitive agent will be assigned to the facility command post and will be the liaison to the Oklahoma Department of Public Safety.
- c. Once conformation is received of the escapee being outside a ten mile radius, the facility head, division manager and Inspector General should consult if canine or ground teams/perimeter teams remain beneficial. If not beneficial, the Office of Inspector General shall assume coordination of apprehension efforts. Facility personnel will continue to monitor any incoming leads and assist in coordination of apprehension efforts.

4. (Revision 08/26/14) Medium and Maximum Contract Facility Escapes

The Inspector General will notify fugitive apprehension agents, who will immediately assume coordination of apprehension efforts. Their responsibilities include:

- a. Upon arrival, the Office of the Inspector General will set up a command post if one has not been established by the facility;
- b. Obtain the escapee's field file from the private prison records officer and prepare an escape file, to include accurate information from FBI, OSBI, NLETS, SCOM, and NCIC rap sheets, warrant, escape packet, and any other pertinent information;
- c. Coordinate with private prison personnel to ensure escape charges are filed in the appropriate county and a corresponding "Wanted" entry is made in NCIC;
- d. Any other steps necessary to aid in the escapee's apprehension; and
- e. As approved through division managers, may utilize appropriate agency staff in apprehension efforts.

III. Aircraft Assisted Escapes

Attempted escapes by aircraft present special considerations. Care will be taken to differentiate between unauthorized intrusion, those on legitimate missions and those in distress.

A. Preventive Procedures

1. If an aircraft enters facility airspace without prior permission, or if the craft is in distress, staff will attempt to wave it off or direct it to a landing area outside the perimeter.
2. Firearms will never be used to warn off or disable an aircraft in flight.
3. If an aircraft lands within the facility perimeter in an escape attempt, the level of force authorized in [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents" will be followed.
4. All efforts will be made to prevent any offender from approaching the aircraft.

B. Reporting Procedures

The facility/district head will ensure all unauthorized intrusions by aircraft are promptly reported to the Federal Aviation Administration (FAA) in accordance with the "Escape Checklist" ([DOC 050103C](#)). The following information, if available, will be reported to the FAA:

1. Aircraft identification number;
2. Aircraft type (fixed-wing, helicopter);
3. Aircraft description; and
4. Pilot and passenger description.

IV. Escape Warrants

(Revision-03 08/26/2016) The facility/district head will present information, including an "Affidavit" ([Attachment E](#)), to the district attorney to file a felony escape warrant as soon as possible after the escape, but no later than the next working day.

- A. (Revision-03 08/26/2016) Upon issuance, the warrant packet containing a valid warrant, will be immediately forwarded or faxed to the Office of Inspector General.
- B. (Revision-03 08/26/2016) Office of the Inspector General staff will enter the escape warrant in the permanent NCIC "Wanted" file upon receipt of the valid warrant.
- C. If a warrant cannot be obtained in a timely manner, the facility will notify the Inspector General as soon as possible.

- D. (Revision-03 08/26/2016) In the event an escape warrant cannot be obtained within 48 hours, the Inspector General will issue an ODOC warrant for the arrest of the escapee. (O.S. 57 § 508.4)
- V. (Revision-03 08/26/2016) Procedures to Copy Department of Corrections Warrant
- Copies of ODOC warrants will not be made without authorization by the Inspector General.
- VI. (Revision-03 08/26/2016) Withdrawal of ODOC Warrant
- A. An ODOC warrant may be withdrawn if the Inspector General determines it is in the best interest of the public.
- B. An ODOC warrant will be withdrawn once an inmate is arrested and booked into a jurisdiction which has also issued a warrant for the same act of escape.
- VII. (Revision-03 08/26/2016) Parole Violators (4-APPFS-3B-10)
- A. Parole Violators
- Office of the Inspector General staff will enter parole violators in NCIC upon receipt of a DOC warrant packet charging "Violation of Parole," signed by the executive revocation officer.
1. Notification procedures will be as specified in [OP-160901](#) entitled "Parole Warrants, Revocations and Intermediate Sanctions."
  2. The Office of the Inspector General communications center will maintain files on all parole violators entered in NCIC. Each file will contain an escape packet, rap sheets and a "Case Report" ([DOC 160301B](#)) furnished by the supervising officer.
- VIII. Apprehension Procedures
- When an escapee has been apprehended, the following procedures will be followed:
- A. Notification
1. (Revision 08/26/14) All parties previously notified will be notified of the apprehension and a notification will be called into the DOC hotline by the facility head/Office of the Inspector General or designee.

2. (Revision 08/26/14) Out-of-state agencies with custody of an Oklahoma escapee will be notified by NCIC confirmation notice teletype that Oklahoma will extradite. If the escapee refuses to sign a waiver of extradition, the facility/district will prepare a request for extradition for immediate submission to the Governor's Office, in accordance with [OP-060211](#) entitled "Sentence Administration."

B. Transportation Procedures

1. The Inspector General will be responsible for all out-of-state transportation of returning escapees, detainers, parole violators and corrections compact offenders and will ensure the department's authority to assume custody of offenders outside the state boundaries.
2. When an escapee is apprehended within Oklahoma, the facility/district from which the offender escaped will be responsible for transportation back to the facility or to the appropriate assessment and reception center.

IX. References

Policy Statement No. P-050100 entitled "Emergency Plans for the Oklahoma Department of Corrections"

OP-040110 entitled "Search and Seizure Standards"

OP-050102 entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities"

OP-050108 entitled "Use of Force Standards and Reportable Incidents"

OP-051001 entitled "Corrections Emergency Response Team (CERT)"

OP-052001 entitled "Emergency Procedures for Private Prisons"

OP-053001 entitled "Community Corrections Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters"

OP-060211 entitled "Sentence Administration"

OP-160901 entitled "Parole Warrants, Revocations and Intermediate Sanctions"

OP-161001 entitled "Specialized Programs Case Management"

O.S. 21 § 431 et. seq.

(Revision-03 08/26/2016) O.S. 57 § 508.4

X. Action

Each facility/district will develop individual escape plans in local procedure.

The division manager is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-050103 entitled "Escape Notification Procedures" dated July 11, 2013

Distribution: Policy and Operations Manual  
Department Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 030118C</a>	"Approved Visitor Card"	<a href="#">OP-030118</a>
<a href="#">DOC 040115A</a>	"Physical Identification Form"	<a href="#">OP-040115</a>
<a href="#">DOC 050103A</a>	"Abstract"	Attached
<a href="#">DOC 050103C</a>	"Oklahoma Department of Corrections Escape Checklist"	Attached
<a href="#">DOC 060211H</a>	"Consolidated Record Card"	<a href="#">OP-060211</a>
<a href="#">DOC 160301B</a>	"Case Report"	<a href="#">OP-160301</a>
<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	"Hot Line- Escape/Apprehension Report"	Attached
<a href="#">Attachment B</a>	"Wanted"	Attached
Attachment C	"Procedures for Using the Emergency Override Line" ( <b>not web accessible</b> )	Attached
<a href="#">Attachment D</a>	"Community Corrections Escape Confirmation Checklist"	Attached
(Revision-03 08/26/2016) <a href="#">Attachment E</a>	"Affidavit"	Attached
<a href="#">Attachment A</a>	"Personal History Sheet"	<a href="#">OP-160201</a>

