Pre-Release Planning

The Oklahoma Department of Corrections (ODOC), in partnership with appropriate agencies, will maintain an infrastructure of inmate reentry including assessment, needs identification, case planning, training, treatment and pre-release planning. (2-CO-4G-01, 4-4442) 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-APPFS-2A-01)

I. Definitions

A. Reentry

The reentry process begins at reception by administering assessments and completing a needs-based case plan. The case plan is then utilized to identify training and treatment programs which are integrated into all facets of the inmates’ incarceration.

1. Reentry prepares the inmate with the knowledge and skills necessary to rejoin the community in a safe and productive way. (4-ACRS-5A-11, 4-ACRS-5A-12, 4-ACRS-5A-13, 4-ACRS-5A-14, 4-ACRS-5A-15, 4-ACRS-5A-16, 4-ACRS-5A-20)

Pre-Release Planning and Reentry Process

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Joe M. Allbaugh, Director
Oklahoma Department of Corrections

Signature on File

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2. A system of multi-agency resources and networks will be maintained to serve the transition and aftercare needs of inmates. (4-ACRS-5A-11, 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 normally begins six months prior to projected release and involves a shift from case plan objectives to individual community preparedness.

C. In-Reach Organizations

An in-reach organization is an approved group that comes into a facility as a resource for inmates that may require extended services. Examples of in-reach organizations are:

1. Faith-based groups that have completed the reentry portion of volunteer training and work with an inmate after his/her release;

2. Tribal groups that have identification as to their affiliation with the tribe to work in the area of reentry;

3. State or federal agency employees who are conducting work related to their position within their agency; and

4. A staff member of a non-profit organization designed to assist inmates with basic reentry services.

II. Assessments

Initial assessments are completed in accordance with OP-060102 (M) (F) entitled “Initial Custody Assessment Procedures” and monitored in accordance with OP-060203 entitled “Adjustment Review.”

III. Reentry

In all cases, inmates should be identified for reentry by following classification guidelines for movement to the lowest possible security level prior to release from incarceration. (4-4444, 4-ACRS-5A-14, 4-ACRS-5A-16) Each inmate will have the opportunity to receive assistance with reentry resources prior to being released from custody. (4-4442)

IV. Institutional Pre-Release Planning (4-ACRS-5A-11, 4-ACRS-5A-13, 4-ACRS-5A-15, 4-ACRS-5A-16, 4-ACRS-5A-20)
The development of a pre-release plan requires input from the inmate and assigned case manager. Pre-release planning should be based on “Projected Release Date” chart as outlined in OP-060203, Attachment A. 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 any needed community resources.

A. The facility head or designee will continually monitor the facility inmate population to determine those inmates being released within six months to ensure accurate pre-release planning.

B. The goal of pre-release planning is to identify barriers to successful reentry. Pre-release planning should identify essential items needed a minimum of six months prior to release.

1. Essential items such as clothing should be in accordance with OP-030120 entitled “Inmate Property.” Inmates should also have proper identification as outlined in OP-060203 entitled “Adjustment Review,” and a work assignment, if appropriate, as outlined in OP-090110 entitled “Work Release.”

2. Case managers will make appropriate referrals to community agencies to assist with services as well as provide resource referrals within the community.

C. The “Pre-Release Plan” (Attachment A, attached) is a summary document that contains pertinent information about the inmate’s state of affairs upon release. The Pre-Release Plan should be completed in its entirety and be used by case managers to identify barriers that might impede successful reentry into the community.

1. Subject areas on the “Pre-Release Plan” are all areas that could potentially negatively impact the inmate’s transition to the community. The facility head shall ensure the following items have been appropriately addressed prior to the inmate being released:

   a. Identification
   b. Residence
   c. Transportation
   d. Medication
   e. Registry Requirements

2. An attempt to assist the inmate with pending financial obligations should be made.
a. Contact made with courts regarding child support; and

b. Assist with financial planning to pay court costs, restitution, etc.

D. The following circumstances will preclude the need for the development of a “Pre-release Plan.” These circumstances should be noted in the “Pre-release Plan” portion of the “Adjustment Review.”

1. Inmates with ICE detainers;

2. Inmates released on a judicial review or a delayed sentence;

3. Inmates unexpectedly released through post-conviction relief or an appeal, etc.; or

4. Inmates that will discharge to an in-state felony or another jurisdiction that will result in further incarceration.

V. Case Management Duties and Responsibilities

The assigned case manager will complete the “Pre-release Plan” for each inmate discharging no later than the final six months of incarceration based on the “Projected Release Date” chart, as outlined in OP-060203, Attachment A. The assigned case manager will:

A. Conduct a face-to-face interview with the inmate.

B. Complete a “Pre-release Plan” (Attachment A), or review the pre-release plan completed during the transition workshop six months prior to the projected release date.

C. Review of the case plan and the inmate’s progress toward completion of assessed needs.

D. Assist the inmate in filling in incomplete areas of the pre-release plan.

E. Refer inmates to transition workshops in the event the inmate has not attended one prior to the pre-release interview.

F. In circumstances where an inmate has attended at least one transition workshop and attempts made by the case manager to finalize the “Pre-release Plan” has been unsuccessful, referrals to the assigned transition coordinator may be made for more intensive services. Referrals to transition coordinators must include:

1. A copy of the incomplete pre-release plan; and
2. A copy of all denied referrals (e.g. housing applications, substance abuse aftercare, etc.).

G. Forward a copy of the “Pre-release Plan” to the facility case manager IV and the assigned transition coordinator, in order for the facility to maintain information and data on releasing inmates.

H. For inmates who request to reside outside the State of Oklahoma upon release, the following action must be taken:

1. If an inmate has probation or parole supervision upon release, an interstate compact packet must be completed in accordance with OP-160108 entitled “Interstate Compact for Probation/Parole.”
   a. The transfer request will be submitted on inmates discharging to a suspended portion of a split sentence or an unrevoked suspended sentence at least 90 days prior to discharge.
   b. Transfer requests will be entered into the “Interstate Compact Inmate Tracking System” (ICOTS) within seven days following a granted parole by the Parole Board.
   c. The inmate’s out-of-state address and transportation arrangements will be indicated on the transfer request form.

2. If an inmate has required supervision, or a detainer from another jurisdiction which will result in the inmate’s further incarceration, this will be indicated in the residence section of the transfer request form.

I. Case managers will be responsible for informing and providing releasing inmates a copy of Attachment C entitled “Voter Rights for Convicted Felons” (attached) in accordance with 26 O.S. § 4-120.4.

1. Inmates may vote once the 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 case manager may go to www.ok.gov/elections/Voter_Registration/Voter_Registration_Application_Form/ and provide the inmate with the necessary information.
VI. Transition Coordinators Duties and Responsibilities

Transition coordinators will be assigned to provide services to facilities as outlined by the Program Services Unit. They will work with facility case managers to ensure the needs for inmates releasing from custody are met.

A. The first step to pre-release planning involves the inmates' voluntary attendance in a transition workshop. Inmates may participate multiple times in a transition workshop. Transition coordinators will be responsible for the following:

1. Provide the date, time, and a list of inmates projected to be released within six months of the workshop to the case manager IV or designee.
2. Provide a pre-release plan form to all workshop attendees.
3. Provide assistance to inmates, if necessary, with clarification for completing the plan during the workshops.
4. Collect “Pre-release Plan” forms and forward them to the case manager IV or designee for distribution to facility case managers.
5. Record all transition workshop attendees’ attendance electronically as outlined in OP-090101, Attachment A entitled “Program Attendance Record”.
6. Transition workshop attendance information will be reported monthly.

VII. Other Resources

Other agency staff will assist inmates by maintaining contact with professionals in the community and making referrals as deemed appropriate. (4-ACRS-5A-12, 4-APPFS-2C-06)

A. The coordinator of Mental Health Reentry Services will ensure that proper discharge planning activities, resources and support are available for inmates with serious mental illness who are classified as Mental Health Level C1, C2 or D (per OP-140201, Attachment B entitled “Mental Health Levels Classification System Criteria”). The AMHO will assist with complicated discharges at the request of ODOC Mental Health Services staff.

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) staff in the placement of Integrated Services discharge managers in facilities with mental health units (JHCC, MBCC and OSP).
2. The Integrated Services discharge managers will coordinate the mental health reentry planning for inmates with serious mental illness discharging to the Tulsa or Oklahoma County areas. 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.

3. 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.

4. 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 Integrated Services discharge manager, upon completion of a discharge plan, will document the plan on the “Adjustment Review.” The case manager will document the discharge plan in OMS.

B. Chaplains and/or volunteer coordinators will coordinate faith-based and available community assistance to any releasing inmate requesting referrals for housing, employment opportunities or counseling. (4-ACRS-5A-13, 4-ACRS-5A-20)

1. Inmates may voluntarily choose the services of faith-based providers but will not be penalized for choosing a non-faith-based provider.

2. The agency chaplain and volunteer coordinator will work with the Programs Services staff and the faith-based community to provide resources and support to chaplains and volunteer coordinators.

C. Education and CareerTech staff will provide inmates with information to assist in reentry efforts such as recommendations, referrals and other resources as necessary and available.

D. Facility treatment program directors will ensure an aftercare plan is completed for those inmates completing treatment.

E. Probation and parole staff may be contacted to provide assistance with local resources in the community where the inmate will be residing.

VIII. Discharge/Release

The actual day of release is critical to the inmate’s successful reentry. Activities should focus on the final steps required for the seamless transition to the
community. This will be accomplished by the completion of the “Release Checkout Sheet” (Attachment B, attached), as outlined below. In addition to the “Release Check-out Sheet,” the inmate will be provided a portfolio to keep documents together and have them readily available when needed in the community.

A. “Release Checkout Sheet”

The facility head will ensure that the “Release Checkout Sheet” (Attachment B) is completed 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. (4-4446, 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. (4-4446, 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. (4-4446, b# 4)

4. Administration
Administrative staff will make arrangements for completion of any pending actions (e.g., grievances, damage claims). (4-4446, b# 6)

5. Education
   a. Education staff will ensure that all library books and school books have been returned.
   b. Staff will also provide any copies of Life Skills projects for reentry purposes (if applicable).

6. Business Office
   Staff will ensure that the trust fund check is issued. They will also provide a bus or railroad ticket, if needed, to the inmate’s proposed residence within the contiguous United States (57 O.S. § 513).

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 IV. item E. of this procedure.
   c. The unit manager shall ensure the inmate receives a copy of all program completion certificates.
   d. Staff will verify transportation arrangements and ensure a bus ticket is purchased if needed.
   e. The unit manager will ensure the inmate receives a copy of Attachment C, a letter to the releasing inmate, regarding the inmate’s eligibility to vote.

8. Records Department
   a. Records staff will verify the identity of the inmate and obtain required signatures on the release documents, with copies provided to the inmate. (4-4446, b# 1, 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 Attachment D entitled “Methamphetamine Inmate Registration.” 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 Attachment D.

e. The inmate will be given any original identification documents such as social security card, birth 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.

f. Staff will provide notification to the affected probation and parole district, if the inmate is to be supervised, by faxing the release paperwork to the appropriate district. (4-4446, b# 3)

9. Central Control/Shift Supervisor on Duty

Correctional staff will ensure proper identification of the inmate prior to his/her release from the facility. Staff will also verify information contained in the release documents. (4-4446, b# 8)

IX. Training

Reentry training will be conducted during job specific training for all new unit managers, case managers and probation and parole officers utilizing a lesson plan developed with the assistance of the Program Services staff.

X. Outcomes

The Analytic and Evaluation Unit will be responsible for evaluation of the reentry process based on available data.

XI. References

Policy Statement No. P-060100 entitled “Classification and Case Management of Inmates”

OP-020307 entitled “Sex and Violent Crime Offender Registration”

OP-030120 entitled “Inmate Property”
OP-060102 (Male) (Female) entitled “Initial Custody Assessment Procedures”
OP-060203 entitled “Adjustment Review”
OP-090110 entitled “Work Release”
OP-160108 entitled “Interstate Compact for Probation/Parole”

XII. Action

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

The director of Population, Programs and Strategic Planning 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.


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