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Administrative Caseload	ACA Standards: 4-APPFS-2A-11		
Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Administrative Caseload

In order to maintain the most efficient utilization of staff time, cases that qualify for inactive supervision or are unable to be supervised (e.g., absconder, out of state, etc.) will be placed in the administrative caseload.

I. Administrative Status Categories/Standards

Offenders on inactive supervision will be placed in the administrative caseload and monitored as listed below, following submission of the file with the “Administrative Caseload Checklist” ([Attachment A](#), attached) and approved by the team supervisor. Face-to-face contacts and required urinalysis testing will be waived for offenders assigned to an administrative caseload.

A. Absconder

1. Criteria

- a. The officer has investigated all leads and attempted to locate the absconder in accordance with [OP-160103](#) entitled "Supervision of Community Offenders," has documented all attempts in the “Offender Management System (OMS) and a “Violation Report” has been submitted on a “Case Report” form ([DOC 160301B](#)) to the court or executive revocation administrator.
- b. Federal Bureau of Investigation (FBI), Oklahoma State Bureau of Investigation (OSBI), Department of Public Safety (DPS) rap sheets have been requested, received and reviewed within the last 30 days.

2. Supervising Staff Requirements

- a. All potential leads and efforts made in locating absconders will be documented in OMS.

- b. A "Special, Supplemental, or Violation Report" will be prepared on the "Case Report" form ([DOC 160301B](#)) whenever significant information develops. If an absconder is located within the State of Oklahoma, the file will be reactivated to a probation and parole officer for supervision, who will then be responsible for the submission of all required reports. If possible, the last supervising officer will resume supervision.
- c. The return to Department of Corrections (ODOC) custody of any Oklahoma parole absconder with an active ODOC warrant will be coordinated. If the officer of record is no longer employed by ODOC, or if the warrant was requested by the administrative caseload staff, the administrative caseload staff will prepare and ensure the offender is served with the appropriate hearing notices. If a hearing is requested, staff will testify.
- d. At a minimum, FBI, OSBI, and DPS rap sheets will be requested annually in order to review for any new activity.
- e. Warrant status will be verified on an annual basis, at a minimum.
- f. The appropriate law enforcement agency will be notified when the offender is located.
- g. Monitoring of discharge dates
 - (1) In the event an absconder is serving a suspended sentence and the original sentence expiration date is reached, the file will be closed in accordance with [OP-160201](#) entitled "Opening, Closing and Transferring Probation and Parole Cases Under Supervision."
 - (2) In the event an absconder is serving a deferred sentence and the mandatory termination date is reached with an active warrant on an Application to Accelerate, the file will be closed in accordance with [OP-160201](#) entitled "Opening, Closing and Transferring Probation and Parole Cases under Supervision."
 - (3) In the event an absconder is serving a suspended sentence for an offense which is not registered under the "Sex and Violent Crime Offender Registration" ([OP-020307](#)), has been classified as an absconder for two years and has no new arrests as indicated by a

current records check, with supervisor approval, a special report may be submitted to the court advising of the status and requesting ODOC be relieved of supervision. If approved, the case will be closed in accordance with [OP-160201](#) entitled "Opening, Closing and Transferring Probation and Parole Cases Under Supervision."

B. Interstate Out

1. Criteria

The supervising officer will ensure the following criteria have been met prior to transferring the case to the Parole and Interstate Services unit:

- a. An investigation request will be transmitted to the Interstate Office through in accordance with [OP-160108](#) entitled "Interstate Compact for Probation/Parole."
- b. If an offender has been accepted by the receiving state and has been granted permission to proceed to the receiving state, with reporting instructions given, a travel permit will be issued. The offender's field file will be forwarded to the Interstate Compact Unit for administrative supervision.

2. Supervising Staff Requirements

- a. Staff will correspond with receiving state, and answer all inquiries. An Interstate "Progress Report" will be requested annually as well as 90 days prior to discharge, mandatory termination or inactive supervision.
- b. Arrangements for the transfer of case supervision to a third state will be done when required.
- c. Staff will monitor and follow-up with receiving state and/or law enforcement agencies on all arrests and will prepare "Special or Violation Reports" when appropriate.
- d. Offenders will be reviewed for inactive supervision, advance termination or unsupervised probation when eligible. (4-APPFS-2A-11)
- e. The case will be activated/re-activated to a field officer in the appropriate district office, based on the offender's address, in the event the offender returns to the State of Oklahoma. If the offender is classified as an absconder, the case will be re-activated to the original supervising district once the

supervising staff has investigated all leads and collateral information that may result in locating the offender and a violation report has been submitted to the sentencing court. Federal Bureau of Investigation (FBI), Oklahoma State Bureau of Investigation (OSBI), Department of Public Safety (DPS) rap sheets must be requested, received and reviewed within the last 30 days. All actions taken and information found will be documented in the case notes. The closure notice will be sent through ICOTS so that the receiving state can close interest.

- f. The receiving state will be notified to close interest 30 days prior to discharge or termination. Cases will be terminated in accordance with [OP-160201](#) entitled "Opening, Closing and Transferring Cases."
- g. Restitution payments and all other financial obligations ordered by the court will be monitored.

3. Oklahoma Offenders Paroled or Released on a Split Sentence from a Facility

- a. Upon receipt of the Certificate of Parole or Conditions of Probation, the file will be opened in accordance with [OP-160201](#) entitled "Opening, Closing and Transferring Probation and Parole Cases Under Supervision."
- b. A "Special Report" will be submitted through ICOTS to provide the receiving state with the discharge date and copies of the Certificate of Parole will be attached.
- c. Monitoring will occur as outlined above

C. Incarcerated

1. Criteria

Offenders that are incarcerated in another state or federal institution after the required reports have been submitted to the sentencing court or releasing authority.

2. Supervising Staff Requirements - Probationer

- a. A "Request for Notification of Release" ([Attachment B-1](#) or [B-2](#), attached) will be mailed to the holding facility.
- b. Annual contact will be maintained, at a minimum, with the holding facility to ensure incarceration status and the current release date.

- c. The appropriate law enforcement agency will be notified 90 days prior to the offender's scheduled release date.
 - d. Staff will correspond with the incarcerated offender and provide reporting instructions when needed.
 - (1) If the county extradites the offender, the file will be reactivated to a probation officer.
 - (2) If the county declines to extradite the offender and the offender fails to report as directed above, the offender will be reclassified as an absconder.
 - e. After release, if the offender has a probation balance to be supervised and has returned to Oklahoma, the file is to be re-activated to a probation and parole officer. If the offender continues residency out of state, the file will be reclassified as an interstate out offender and appropriate interstate transfer requests will be completed via ICOTS for submission to the Parole and Interstate Services unit.
 - f. If the probation case expires during incarceration, the file will be closed.
3. Supervising Staff Requirements – Parole Violator
- (a) Upon receipt of a ODOC warrant, a detainer will be lodged with the holding facility/agency and the revocation process will be initiated as outlined in [OP-160901](#) entitled "Parole Warrants, Revocations and Intermediate Sanctions."
 - (b) At a minimum, annual contact will be made with the holding facility to ensure incarceration status and to verify the current release date.
 - (c) When notified that the parolee is being released, the return to ODOC will be coordinated through the Office of Inspector General.
 - (d) Upon return to ODOC custody, the appropriate staff member will testify as necessary in the parole revocation hearing.
4. Paroled or Released to Detainer
- a. Criteria
 - (1) When an offender is released from custody to a detainer, the facility will forward the field file to the

district office responsible for supervision of offenders sentenced in the county of the controlling case.

- (2) When the field file (or parole certificate) is received from the facility, the case will be opened and assigned to the administrative caseload staff.

b. Supervision Staff Requirements

- (1) After receiving the Certificate of Parole or Rules and Conditions, the case will be set up in accordance with [OP-160201](#) entitled "Opening, Closing and Transferring Probation and Parole Cases Under Supervision."
- (2) A "Request for Notification of Release", will be sent to the detaining agency. ([Attachment B-1](#) or [B-2](#))
- (3) Incarceration will be verified until the probationer/parolee is released from custody.
 - (a) When notice is received from the U.S. Citizenship and Immigration Services that the offender has been deported, a letter will be sent advising of the date of deportation to the court/district attorney in the county of sentencing and FBI, OSBI, and DPS rap sheets will be requested annually until the case expires.
 - (b) Should re-entry into the United States occur prior to discharge, and the offender is a parolee and has been arrested, the administrative caseload staff will case conference with the team supervisor to reactivate the file. If the offender is a probationer and has been arrested and detained out of state, the administrative caseload staff will obtain all the necessary documents and prepare a "Violation Report." If the offender is a probationer and has been arrested and detained in an Oklahoma facility the administrative caseload staff will reactive the file.
- (4) When the offender is released to the streets, supervision will be initiated in accordance with [OP-160103](#) entitled "Supervision of Community Offenders."

c. Closing Cases

- (1) When the case discharges, a "Probation and Parole Termination Summary" ([DOC 160201C](#)) will be completed and the information entered into the OMS system. The file will be then closed and sent it to the Closed Records Unit.

5. Inactive Supervision of Parole

a. Criteria

- (1) Parolees with an LSI-R score of 9 or less or an LSI-R score of 10-18 with no module placement.
- (2) Parolees who have had supervision terminated due to statutory termination.

b. Supervising Staff Requirements

- (1) Annual FBI, OSBI, and DPS rap sheets will be requested and reviewed for any new activity. All necessary reports will be submitted. All action will be documented in the chronological record. Upon reaching the scheduled discharge date, the file will be closed in accordance with [OP-160201](#) entitled "Opening, Closing and Transferring Probation and Parole Cases Under Supervision."
- (2) Upon receipt of sufficient and reliable information to believe the offender has violated the rules and conditions of supervision, the file will be reactivated to a probation and parole officer for investigation and appropriate action.

6. County Jail Placement

a. Criteria

- (1) Any offender placed in a county jail for a period exceeding 90 days may be transferred to the Administrative Caseload.

b. Supervising Staff Requirement

- (1) Monthly contact will be maintained with the jail administrator to determine current status and projected release date.

- (2) When the offender is released from custody, the file will be re-activated to a probation and parole officer for supervision.

7. Mail In/Telephone Reporting System (TRS)

a. Criteria

- (1) Offenders with an LSI-R score of 9 or less or an LSI-R score of 10-18 with no module placement but have an outstanding balance of restitution payable through the Department of Corrections.
- (2) Interstate-in cases with an LSI-R score of 9 or less or an LSI-R score of 10-18 with no module placement.

Interstate-in offenders must submit a monthly "Written Report" ([DOC 160103A](#)) in order to ensure accurate information when requested by the sending state.

- (3) Probationers with an LSI-R score of 9 or less or a LSI-R score of 10-18 with no module placement but with a court order for a specified period of supervision.

Probationers will submit a "Written Report" ([DOC 160103A](#)) only when changes occur.

b. Supervision Staff Requirements

Cases will be supervised by the administrative caseload staff in the following manner:

- (1) Residential status changes will be documented.
- (2) Case reports will be completed as required by policy.
- (3) Interstate-in cases will not be terminated prior to expiration unless approved by the sending state in accordance with [OP-160108](#) entitled "Interstate Compact for Probation/Parole."
- (4) Administrative supervision of offenders who continue to owe an outstanding balance of restitution payable through ODOC will not be terminated prior to expiration.
- (5) Annual FBI, OSBI, and DPS rap sheets will be requested and reviewed for any new activity. Any

necessary reports will be submitted. All action will be documented in the Offender Management System (OMS). Upon reaching the scheduled discharge date, the file will be closed in accordance with [OP-160201](#) entitled "Opening, Closing and Transferring Probation and Parole Cases Under Supervision."

c. **Reactivation**

The administrative caseload staff will case conference with their supervisor in order to move a case to active supervision for the following reasons:

- (1) Serious traffic (i.e., DUI) misdemeanor or any felony law violation;
- (2) Protective Order filed against the offender;
- (3) Credible report that the offender is involved in felonious activity; or
- (4) Restitution is two months delinquent and the offender has failed to respond to a written monetary delinquency notice.

Cases reactivated must be supervised for 90 days before they can be returned to the administrative caseload unless the offender is accelerated or revoked to prison prior to that time period expiring.

d. **Case Closure**

The administrative caseload staff will ensure the case is closed in accordance with [OP-160201](#) entitled "Opening, Closing and Transferring Probation and Parole Cases Under Supervision."

8. **Administrative Caseload Reviews (Probation and Parole Only)**

The district supervisor will ensure that a quarterly review of five percent (5%) of the administrative case load files is conducted utilizing the "Administrative Caseload Review Form" ([Attachment D](#), attached).

II. **References**

Policy Statement No. P-160100 entitled "Responsibilities of Probation and Parole"

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

OP-160103 entitled "Supervision of Community Offenders"

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

OP-160201 entitled "Opening, Closing and Transferring Probation and Parole Cases Under Supervision"

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

22 O.S. § 991a.

III. Action

The district supervisors are responsible for compliance with this procedure.

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

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-160801 entitled "Administrative Caseload" dated November 25, 2014

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 160103A	"Written Report"	OP-160103
DOC 160301B	"Case Report"	OP-160301
DOC 160201C	"Probation and Parole Termination Summary"	OP-160201

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Administrative Caseload Checklist"	Attached
Attachment B-1	"Request for Notification of Release" (Without a Warrant)	Attached
Attachment B-2	"Request for Notification of Release" (With a Warrant)	Attached
Attachment C	"Administrative Supervision Information Acknowledgement"	Attached
Attachment D	"Administrative Caseload Review Form"	Attached

