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<b>Inmate Escorted Leave/Activities</b>	<b>ACA Standards: 2-CO-4G-01, 5-ACI-5F-04, 5-ACI-7D-18, 4-ACRS-5A-13, 4-ACRS-5A-14, 4-ACRS-5A-16, 4-ACRS-5A-18-1</b>		
<b>Scott Crow, Director</b> <b>Oklahoma Department of Corrections</b>	<b>Signature on File</b>		

## Inmate Escorted Leave/Activities

Escorted leave is a privilege afforded to all inmates under the custody of the Oklahoma Department of Corrections (ODOC), who are not deemed a threat to the public or the employee.

For the purpose of this procedure, the term “facility” will apply to institutions and community corrections centers, the term “facility head” will apply to wardens/administrators responsible for the housing of inmates in the custody of the ODOC.

I. Definitions

The inmate escorted leave/activities program allows inmates to have limited access to the community while accompanied by correctional personnel or a trained volunteer as described in this procedure. (5-ACI-5F-04)

A. Medical Leave

Allows inmates the opportunity to obtain specialized care not provided by the state.

B. Emergency Leave

Provides inmates an opportunity to visit the bedside of a critically ill family member or to attend the funeral of a family member. (5-ACI-7D-18, 4-ACRS-5A-18-1)

C. Pre-Release/Re-entry Leave

Affords eligible inmates the opportunity to secure employment and housing prior to being released into the community. (2-CO-4G-01, 4-ACRS-5A-13, 4-ACRS-5A-14, 4-ACRS-5A-16)

D. Marriage License Leave

Provides inmates an opportunity to appear in person to sign the marriage record at the county clerk's office in accordance with [OP-090128](#) entitled "Inmate Marriages." (5-ACI-7D-20)

E. Escorted Activity Leave

Provides eligible inmates with an opportunity to participate in approved community activities.

F. Transportation Leave

May be granted to inmates assigned to minimum security for the purpose of traveling to a probation and parole region for assignment to the Electronic Monitoring Program (EMP) for DUI Offenders or the Global Positioning Satellite Monitoring Program (GPS).

G. Family Member(s)

For purposes of this procedure "family member(s)" are defined as spouse, natural or surrogate parents, children (to include step and adopted children) and upon acceptable documentation (guardianship papers, foster parent

documentation, etc.) grandchildren.

#### H. Extended Family

For purposes of this procedure, "extended family" is defined as the inmate's grandparents and siblings.

### II. Leave Procedures

The facility head has the authority to approve or deny any escorted leave/activity as outlined in this procedure. Private prison contractors will comply with this procedure, with the exception that all inmate requests for escorted and/or medical leave denied by the facility head will be submitted to the contract monitor after review by the facility head. All costs of escorted leave other than pre-release is the responsibility of the inmate. Costs will be calculated as determined in Section II. B. item 6. of this procedure.

#### A. Escorted Medical Leave

Escorted medical leave is limited to medical facilities within the state of Oklahoma. Inmates at all security levels are eligible for medical leave as defined in the criteria below:

1. At minimum and higher security facilities, inmates may submit a request for medical leave for a specific procedure/specialized care to the facility correctional health services administrator (CHSA). If the request is a valid medical need, the CHSA will notify the facility head and the medical services administrator.
2. After consultation with the CHSA and chief Medical Officer (CMO), the facility head will make the final decision regarding the medical leave.
  - a. Costs associated with the medical leave will be the sole responsibility of the inmate.
  - b. The inmate will be required to pay the current mileage rate (round trip) as well as salary and benefits of the transporting officers.
  - c. A notarized statement of inmate financial responsibility must accompany the medical leave request.
3. At community corrections centers and halfway houses, inmates may receive medical care through the ODOC provider or a community provider of their choice.

- a. All costs associated with use of non-ODOC providers (including physician fee, lab, x-ray, and medications) are the sole responsibility of the inmate.
- b. Medical services will not be denied to any inmate based on prior care by a non-ODOC provider.
- c. All requests for escorted medical leave will be made in accordance with [OP-140121](#) entitled "Outside Providers for Health Care Management."

B. Emergency Leave (5-ACI-7D-18, 4-ACRS-5A-18-1)

Criteria and approval for emergency leave is specified below. Any inmate assigned as medium security and above is not eligible for emergency leave. Any exception will be approved by the chief of Operations.

1. Any emergency leave for inmates ever convicted of violent or sex offenses as defined by [OP-060102 \(M\)\(F\)](#) entitled "Initial Custody Assessment Procedures," requires the approval of the affected administrator.
2. Emergency leave may be requested by inmates through unit staff who will verify that the emergency exists, check for any restrictions, and contact local law enforcement authorities regarding the inmate's intended leave. Relationships of family members will be verified and documented. (5-ACI-7D-18)
3. The facility head will make the final decision regarding the emergency leave after consideration of the individual circumstances and security risk.
4. Inmates assigned to community custody may be approved by the administrator of Community Corrections for two emergency visits to any one person during a particular critical situation, as outlined below. (4-ACRS-5A-18-1)
  - a. Inmates will be required to complete the "Escorted Leave Request Form" ([Attachment B](#), attached) for all emergency escorted leave requests.
  - b. Inmates assigned to community custody may be approved to have a hospital visit, a nursing home visit, a home visit at a residence of a verified family member or extended family member receiving hospice care, a funeral home visit or to attend the funeral of a family member or extended family member. (4-ACRS-5A-18-1)

- c. Approved volunteers may be utilized to escort the inmate with no reimbursement for salary and benefits required; however, mileage must be reimbursed if a departmental vehicle is utilized.
  5. Inmates assigned as minimum and above will not normally be allowed to attend a funeral service. However, they may be approved a funeral home visit only to a family member as defined in Section I. items G. and H. of this procedure. An "Escorted Leave Agreement" ([Attachment C](#), attached) will be completed indicating funeral home body viewing only. (5-ACI-7D-18)
    - a. Inmates with the following disqualifying criteria will not be approved for home visits/hospice at the residence:
      - (1) Active Class X misconduct points.
      - (2) A current conviction in the highest crime category as outlined in [OP-060102 \(M\)\(F\)](#) entitled "Initial Custody Assessment Procedures."
      - (3) Any conviction (prior or current) for a sex offense in accordance with [OP-020307](#) entitled "Sex and Violent Crime Offender Registration" or any offense (felony or misdemeanor) involving a child (to exclude failure to pay child support and contributing to the delinquency of a minor).
  6. For any emergency leave for which the inmate is responsible for the cost, the inmate must submit a disbursement form and have the funds available prior to the date and time of requested leave.
    - a. The cost of the leave will be the actual cost of the transporting officers' salary and benefits, as determined by facility personnel, plus mileage cost.
    - b. Mileage cost is calculated as the number of miles (as determined by an objective, internet-based program such as MapQuest) multiplied by the current mileage rate (as established by the Internal Revenue Service (IRS) for business expense deductions).
  7. Documentation will be placed in Section 3 of the inmate's field file for future reference.
- C. Escorted Pre-Release/Re-entry Leave (4-ACRS-5A-13, 4-ACRS-5A-14)

Escorted pre-release/re-entry leave is to assist inmates, who are not deemed a threat to the public or the employee, with a process of re-entry into society. Inmates meeting the criteria listed below will be considered on a case-by-case basis. Approved pre-release/re-entry leave will be documented utilizing the “Approved Escorted Pre-Release/Re-entry Leave” form ([Attachment E](#), attached):

1. The inmate must be housed at a minimum or community facility and have a projected release date of 90 days or less. All inmates considered must be approved by the unit team; inmates on Level 1 must be approved by the affected administrator.
2. Inmates with crimes in the highest crime category in accordance with “Offense Severity Category” ([OP-060102 \(F\)\(M\)](#), [Attachment A](#)) and/or inmates convicted of sex offenses or drug trafficking, will be restricted per 57 O.S. § 510.1.C.
3. The inmate should be enrolled in a facility re-entry program showing commitment to the program with a positive attitude toward change and re-entering society.
4. A complete and detailed itinerary will not exceed eight hours without the prior approval of the affected administrator. The inmate will not leave the state of Oklahoma.
5. Escorting personnel will normally consist of an ODOC employee or an approved volunteer, as approved by the facility head. Any non-ODOC employee will have specific training regarding security protocols. Unless prior approval is authorized by the affected administrator, an agency-owned vehicle will be utilized for the transport.
6. The case manager/unit team will make recommendations regarding which inmates will be considered for pre-release/re-entry leave. Transitional coordinators or other designated staff will normally schedule any required appointments for job interviews, housing, and written driving tests.
7. All visits will be to the community in which the inmate plans on residing after release. Each inmate will not normally exceed three such visits into the community without the appropriate administrator’s approval.
8. Multiple inmates may be taken on an escorted visit but the total will not exceed four, unless otherwise approved by the affected administrator.

9. Local law enforcement agencies will normally be notified 72 hours prior to each event.

D. Marriage License Leave

Inmates at all security levels who meet the criteria listed below are eligible for marriage license leave:

1. The inmate is responsible for payment to the facility of all costs associated with the transport, including the transportation officer's salary, benefits and mileage (round trip) at the current rate.
2. The inmate is responsible for all payments to the county clerk's office.
3. Marriage license leave may be denied by the facility head or affected administrator when the escorted leave presents a threat to the public, staff, or the inmate. If the escorted leave is denied for this reason, the facility head will make reasonable efforts to work with the court clerk of the county in which the facility is located to provide an alternative to escorted leave.
4. Inmates convicted of a violent or sex offense will require approval by the chief administrator of Institutions/Community Corrections and Contract Services.

E. Escorted Leave Documentation

The "Escorted Leave Agreement" ([Attachment C](#), attached) will be completed for each type of escorted leave requested and submitted to the appropriate reviewing authority for approval, along with the following documents:

1. A current "Offender Profile Screening Form" (OMS 0081D);
2. "Consolidated Record Card" ([DOC 060211H](#)) on all sentences served during the current incarceration; and
3. Rap sheets/Juvenile Online Tracking System (JOLTS).

F. Escorted Activity Procedures

Approved escorted activities will be documented on the "Escorted Activity Request" ([Attachment A](#), attached). Criteria and approval for escorted activities are as follows:

1. Inmates at contract facilities, with the exception of community contract facilities, and at ODOC maximum and medium security facilities are not eligible for escorted activities.
2. Inmates at ODOC community corrections centers and contract community facilities may be eligible for approved escorted activities.
3. Minimum security inmates meeting the following criteria will be eligible for escorted activities:
  - a. Inmates at minimum security will be Level 4.
  - b. Will have at least 180 days clear conduct. Inmates at community corrections facilities will have at least 30 days clear conduct, except as outlined in Section II. item C. of this procedure. The period of clear conduct will be determined from the hearing date of the last misconduct.
  - c. Must have been at their assigned facility for at least 60 consecutive days. Inmates at community corrections facilities must have completed orientation status prior to any escorted activity approval. Community corrections inmates, who are not Prisoner Public Works Program (PPWP) eligible, require approval by the facility head and the affected administrator. Community corrections inmates received directly from the assessment and reception center must have been at their assigned facility for at least 30 consecutive days.
4. Inmates whose controlling, concurrent or consecutive sentence is for a sex or incest-related offense or drug trafficking offense, or who have a prior conviction for a sex or incest or drug trafficking offense, or who have ever been convicted of a violent offense, will not be eligible for escorted activities. Exceptions may be granted at the community level with the approval of the chief administrator of Community Corrections and Contract Services, or designee. The affected administrator may approve exceptions for inmates housed at minimum security or community corrections facilities for the escorted re-entry leave program within the guidelines of 57 O.S. § 510.1.B.
5. Inmates with any escape history within five years are not eligible; however, certain exceptions may be granted at the community level with the approval of the chief administrator of Community Corrections and Contract Services.

G. Transportation Leave Request



Inmates assigned to minimum security that have been approved for placement on the EMP or GPS program may be approved for a transportation leave for the purpose of allowing travel from the assigned facility to the supervising probation and parole region office.

1. Upon receipt of notice of an inmate's approval for placement in the EMP/GPS program, the assigned case manager will provide notice to the inmate of the placement and will assist the inmate with documenting transportation arrangements.
2. The inmate will complete the "Transportation Leave Request Form" ([Attachment D](#), attached). The request will be submitted to the facility head for review. If approved, the inmate will be provided notice in sufficient time to allow for reporting to the probation and parole region office for program assignment.

### III. Escort Procedures

#### A. Transportation

All transportation procedures will be in accordance with [OP-040111](#) entitled "Transportation of Inmates."

#### B. Security

When an inmate is escorted on an emergency leave, facility staff will take steps to ensure the security of the inmate. This may include keeping the inmate apart from all people other than the person the inmate has been authorized to visit.

1. If the event is a funeral, escort staff may keep the inmate apart from other people.
2. Burial site/graveside services may be authorized for community level inmates only.
3. Visits to a residence in conjunction with funeral services is prohibited.

#### C. Community Corrections Centers and Community Contract Facilities

1. Inmates assigned to a community corrections center or community contract facility may be escorted by a trained volunteer on approved escorted activities. Volunteer escorts will not be a friend or relative of the inmate.
2. Inmates released to the GPS/EMP program will be issued a "Transportation Leave Request Form" ([Attachment D](#), attached) in

order for the inmate to report to the orientation facility. Employers, volunteers, family members, and co-workers must be pre-approved by the facility head to transport inmates to orientation.

3. Inmates at community corrections centers or community contract facilities who are assigned to work release or study release do not require an escort to travel to and from approved job search sites or to or from an approved work site. Community inmates assigned to work release programs may be approved for unescorted leave for access to community law libraries or to obtain approved medical care in the community. Inmates approved for law library leaves must qualify for law library usage in accordance with [OP-030115](#) entitled "Access to Courts/Law Libraries."
  - a. Employers, volunteers, family members, and co-workers may be pre-approved (as a work release transportation sponsor) by the facility head to transport inmates to and from an approved work site.
  - b. Prior to such approval, the proposed transportation sponsor will be oriented to the rules and conditions of work release and to appropriate escort procedures.
  - c. A security background review will be completed by the facility including Federal Bureau of Investigations, Oklahoma State Bureau of Investigations, visitor alerts, office of the Inspector General flags and Department of Public Safety records check.

#### IV. Items Allowed During Escorted Leave

The following items/clothing are authorized during an escorted leave:

##### A. Medication

Only the prescribed dosage needed for the travel itinerary.

##### B. Clothing/Other Items

1. Pants, underwear, shirt, socks and shoes;
2. Coat when applicable;
3. Watch and/or wedding ring;
4. State-issued identification badge; and

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5. The facility head may authorize additional property, including money, work-related tools, etc., for community level inmates.

V. References

Policy Statement P-030100 entitled "Provisions of Services/Inmate Rights and Responsibilities"

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

OP-030115 entitled "Access to Courts/Law Libraries"

OP-040111 entitled "Transportation of Inmates"

OP-060102(M) entitled "Male Initial Custody Assessment Procedures"

OP-060102(F) entitled "Female Initial Custody Assessment Procedures"

OP-090128 entitled "Inmate Marriages"

OP-140121 entitled "Outside Providers for Health Care Management"

57 O.S. § 510.1.B.

57 O.S. § 510.1.C.

57 O.S. § 538.B.

VI. Action

The chief administrators of Institutions/Community Corrections and Contract Services are responsible for compliance with this procedure.

The chief of Operations is responsible for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: OP-031001 entitled "Inmate Escorted Leave/Activities" dated March 24, 2021

Distribution: Policy and Operations Manual  
Agency Website  
Inmate Bulletin Boards

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 060211H</a>	"Consolidated Record Card"	<a href="#">OP-060211</a>

OMS Form 0081D	"Offender Profile Screening Form"	OMS
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<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	"Escorted Activity Request"	Attached

<a href="#">Attachment B</a>	"Escorted Leave Request Form"	Attached
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<a href="#">Attachment C</a>	"Escorted Leave Agreement"	Attached
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<a href="#">Attachment D</a>	"Transportation Leave Request Form"	Attached
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<a href="#">Attachment E</a>	"Approved Escorted Pre-Release/Re-entry Leave"	Attached
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<a href="#">Attachment A</a>	"Offense Severity Categories"	<a href="#">OP-060102(F)(M)</a>
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