

Community Corrections Escape Confirmation Checklist

Steps to Confirm an Escape:

Step	Date	Time	Initials
1. Review all sign in/out boards to ensure that an inmate(s) is not legitimately signed out on leave or itinerary, or determine that the inmate(s) has failed to return to the facility at the designated time.			
2. Conduct a facility count, identify the missing inmate(s), and confirm unaccountability.			
3. Conduct a facility search.			
4. Conduct a confirmation count.			
5. If necessary, conduct a physical site check at the location where the inmate(s) was assigned.			

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

The escape will be confirmed when the inmate(s) remains to be unaccounted for at the completion of the above, to include the ODOC hotline report. If the inmate is accounted for prior to the completion of the above as well as the completion of the ODOC hotline report, it is not considered an escape.