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Scheduling Inmates for Reception	ACA Standards: 2-CO-4A-01, 4-ACRS-6A-11		
Scott Crow, Director Oklahoma Department of Corrections	Signature on File		

Scheduling Inmates for Reception into Oklahoma Department of Corrections Custody

The Facility Classification unit (LARC/MBARC) will coordinate the scheduling of inmates into state custody from all county jails in accordance with 57 O.S. § 95. Inmates will be scheduled for transfer to the Lexington Assessment and Reception Center (male) or Mabel Bassett Assessment and Reception Center (female) or another location designated by the agency director. The Oklahoma Department of Corrections (ODOC) will not accept an inmate for reception from a county jail unless the reception is scheduled by the Facility Classification unit in accordance with 57 O.S. § 37(B).

In addition to newly committed inmates, this procedure addresses reception of inmates received for revoked suspended sentences, violation of parole, violation of the Rapid Repatriation Act or returned from escape status after ninety (90) days or more. (2-CO-4A-01)

I. Acceptable Documents to Schedule an Inmate into Custody

The receipt of a certified copy of one of the following documents may be used to schedule the transfer of an inmate into the ODOC's custody and/or place an inmate on the list of inmates in county jails awaiting reception (county jail waiting list).

A. Judgment and Sentence

A Judgment and Sentence certifying that the inmate is sentenced to the ODOC with the name appearing on the Judgment and Sentence is considered the inmate's commitment name and, as such, will be the inmate's recognized name during incarceration. Upon receipt of an amended Judgment and Sentence, the commitment name of an inmate will be changed to the name on the amended Judgment and Sentence and considered the inmate's commitment name for the remainder of the incarceration. A Judgment and Sentence must include:

1. Name of the defendant;
2. Date of birth;
3. Last four (4) digits of Social Security number;
4. Case number and crime;
5. Date of sentencing and length of sentence; and
6. Signature of judge and court clerk seal.

B. "Notice of Judgment and Sentence"

"Notice of Judgment and Sentence" ([Attachment A](#), attached) signed by the sentencing judge or court clerk. The "Notice of Judgment and Sentence" must include:

1. Name of the defendant;
2. Date of birth;
3. Case number;
4. County of conviction;
5. Name of the sentencing judge;
6. Crime(s) for which the defendant was convicted;
7. Sentence(s) imposed;
8. If multiple counts or sentences, whether the sentences run concurrently or consecutively; and
9. Whether the defendant is to receive credit for any time served.

C. Additional Documents

The following documents are also acceptable as long as they have all required information:

1. Plea paperwork, including but not limited to; Summary of Facts, Sentence on Plea, and/or Sentencing after Previous Plea.
2. Other court signed documents that contain all required information, including but not limited to; Sentencing after Jury Trial Summary of Facts, Plea of Not Guilty Summary of Facts (revocation/acceleration), Order Revoking Suspended Sentence along with a copy of the Judgment and Sentence revoked.

D. Probation or Post-imprisonment Supervision Violators

For probation or post-imprisonment supervision violators serving an intermediate revocation sanction, the ODOC will schedule a reception upon the Facility Classification unit's receipt of a certified copy of the court's order imposing confinement in an intermediate revocation facility.

E. Delayed Sentencing Program

For inmates ordered to the delayed sentencing program, the ODOC will schedule the reception upon the Facility Classification unit's receipt of a certified copy of an Order to Conduct Delayed Sentencing Program.

Incomplete or missing documentation will result in a delay of the inmate being scheduled for reception and/or placed on the county jail waiting list. [Attachment B](#) entitled "Request for Additional Sentencing Information" (attached) will be utilized to notify the county within a timely manner if additional information is required.

II. Processing of Sentencing Documents

Within five (5) business days of the date the court sentences the inmate, the court clerk shall transmit the sentencing document(s) to the Facility Classification unit. Documents may be delivered by facsimile, electronic mail, or actual delivery. The ODOC is authorized to determine the appropriate method of delivery based on each county's electronic capabilities. For each sentencing document transmitted electronically, the ODOC will provide written receipt verification.

Upon receipt of sentencing documents, the records staff will stamp each document with a date of receipt. If sentencing documents are received after normal business hours, documents will be stamped as received the next business day.

III. Scheduling and Receiving Inmates into Custody

Effective November 1, 2015, inmates sentenced to incarceration in ODOC will be scheduled to be received into custody upon receipt of the appropriate sentencing documents. Available bed space will determine when and how many inmates are

scheduled into custody from county jails. Facility Classification unit staff will contact the county sheriff or designee to schedule the transfer and reception of the inmate(s) into custody. No less than three (3) alternative reception dates will be offered to the sheriff or designee. The sheriff or designee may select one of the dates as the scheduled date for transport.

In the event of an emergency situation or weather-related occurrence that may prevent or delay the county from transporting the inmate(s) on the scheduled date, an alternative date to transport will be provided. The ODOC shall be the final authority for determining whether the delay is an emergency situation or weather-related occurrence. The county must transport inmates on the next date offered by the ODOC following the emergency situation or weather-related occurrence.

In the event an inmate cannot be scheduled due to serving time in another jurisdiction, it is the sentencing county's responsibility to place a hold with that jurisdiction and upon the inmate's discharge from that jurisdiction, transport the inmate to ODOC.

IV. County Jails Reaching Maximum Capacity

County jails reaching maximum capacities as provided in 57 O.S 37(E) shall notify the agency director or designee by facsimile, electronic mail, or actual delivery, that the jail has reached or exceeded its capacity to hold inmates. Notification will include copies of any Judgment and Sentences not previously delivered. Within seventy-two (72) hours of notification, the ODOC shall schedule reception and receive the designated excess of inmate(s) unless other arrangements can be made.

V. Responsibility for the Cost of Housing Inmates Awaiting Reception

- A. For inmates sentenced on or after September 1, 2019, appropriate and complete sentencing documents, as specified in Section I. of this procedure, should be transmitted to the ODOC within five (5) business days of sentencing.
- B. For inmates sentenced on or after November 1, 2017, appropriate and complete sentencing documents, as specified in Section I. of this procedure, should be transmitted to the ODOC within five (5) business days of sentencing. If appropriate sentencing documents are not received within five (5) business days of sentencing or if any sentencing documents that are returned to the county are not sent back corrected within five (5) days from the date of notification, the ODOC will not be responsible for the cost of housing the inmate in the county jail until the ODOC receives the necessary documentation.
- C. For inmates sentenced on or after November 1, 2015 through October 31, 2017, appropriate and complete sentencing documents, as specified in

Section I. of this procedure, should be transmitted to the ODOC within three business days of sentencing. If appropriate sentencing documents are not received within three (3) business days of sentencing or the sentencing documents are incomplete, the ODOC will not be responsible for the cost of housing the inmate in the county jail until the ODOC receives the necessary documentation.

- D. For inmates sentenced to incarceration prior to November 1, 2015, the county will have until the close of business on November 4, 2015, to forward the Judgment and Sentence or other acceptable sentencing documents, as specified in Section I. of this procedure, to the ODOC in order to be reimbursed back to the date of sentencing.

In the event an inmate has one or more criminal charges pending in the same Oklahoma jurisdiction and the county jail refuses to transfer the inmate to the ODOC because of the pending charges, the ODOC shall not be responsible for the housing costs of the inmate while the inmate remains in the county jail with pending charges.

Once the inmate no longer has pending charges in the jurisdiction, the county sheriff or designee has three (3) business days to notify the ODOC that the inmate is ready to be transferred to state custody. The ODOC shall be responsible for the housing costs of the inmate for the period beginning on the date the Judgment and Sentence or final order was ordered in the pending case and ending on the date the inmate is scheduled to be transferred to the ODOC.

- E. In the event an inmate has other criminal charges pending in another Oklahoma jurisdiction, the ODOC shall only be responsible for the housing costs while the inmate remains in the county jail awaiting transfer to another jurisdiction or until the date the inmate is scheduled to be transferred to the ODOC, whichever is earlier.

Once the inmate is transferred to another jurisdiction, the ODOC is not responsible for the housing cost of the inmate until such time that another Judgment and Sentence is received by the ODOC from another Oklahoma jurisdiction.

- F. In the event an inmate has other criminal charges pending in another jurisdiction outside the state of Oklahoma, the ODOC shall only be responsible for the housing costs while the inmate remains in the county jail awaiting transfer to the other jurisdiction or until the date the inmate is scheduled to be transferred to the ODOC, whichever is earlier.

Once the inmate is transferred to a jurisdiction outside the state of Oklahoma, the ODOC is not responsible for the housing cost of the inmate until such time the inmate is returned to an Oklahoma jurisdiction and the

ODOC is notified in writing that the inmate is ready to be transferred to the ODOC.

VI. Billing for Cost of Housing Inmates in County Jails

A. Reimbursement Invoices

1. Reimbursement invoices for the cost of housing inmate's needs to be forwarded by facsimile, electronic mail, or U.S. mail to:

Business Manager
Private Prisons and Jails
205 West 7th, Suite 103
Stillwater, OK 74074
Office: (405) 377-6750 Fax: (405) 377-6754

2. The sheriff may be reimbursed by ODOC for cost of housing the inmate one of two ways:
 - a. The sheriff may submit invoices for the cost of housing the inmate on a monthly basis; or
 - b. The sheriff may submit one invoice for the total amount due for the inmate after the ODOC has received the inmate. Final payment for housing an inmate will be made only after the official Judgment and Sentence is received by the ODOC.

VII. Billing for Cost of Transporting Inmates from County Jails

A. Items Eligible for Reimbursement

1. The county sheriff may be reimbursed for the following:
 - a. Mileage from the county sheriff's office to the appropriate reception center and back to the county sheriff's office; and
 - b. Hourly wage reimbursement for the transporting officer for the hours of transport travel and time spent at the appropriate reception center based on the officer's normal hourly wage but shall not exceed thirty dollars (\$30.00) per hour.
2. Reimbursement Invoices

The sheriff will utilize the "County Transport Invoice" ([DOC 060216A](#), attached) when submitting reimbursement invoices for the cost of transporting inmates. Invoices shall be forwarded by facsimile, electronic mail, or U.S. mail to:

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Business Manager
Private Prisons and Jails
205 West 7th, Suite 103
Stillwater, OK 74074
Office: (405) 377-6750 Fax: (405) 377-6754

VIII. References

57 O.S. § 37

57 O.S. § 95

IX. Action

The administrator of Classification and Population is responsible for compliance with this procedure.

The chief of Operations 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.

Replaced: Operations Memorandum No. OP-060216 entitled "Scheduling Inmates for Reception into Oklahoma Department of Corrections Custody" dated February 25, 2020

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Notice of Judgment and Sentence"	Attached
Attachment B	"Request for Additional Sentencing Information"	Attached
DOC 060216A	"County Transport Invoice"	Attached