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<b>T. Hastings Siegfried, Chair Oklahoma Board of Corrections</b>	<b>Signature on File</b>		

## Classification and Case Management of Inmates/Offenders

The Oklahoma Department of Corrections (ODOC) properly classifies inmates/offenders, administers sentences and provides clemency consideration in accordance with the order of the courts and statutory requirements.

### I. Classification

Written policy, procedure, and practice provide for a written inmate classification plan. The plan specifies the objectives of the classification system and methods for achieving them, and it provides a monitoring and evaluation mechanism to determine whether the objectives are being met. (5-ACI-5B-01)

#### A. Classification Standards (2-CO-4B-01, 5-ACI-5B-01, 4-ACRS-5A-01, 4-APPFS-2A-03)

1. The ODOC has established a comprehensive and uniform classification system, based on security and programmatic needs, for the supervision of incarcerated inmates and supervised offenders.
2. Established procedures ensuring the classification system of the agency is an objective/descriptive system.

#### B. Parole Procedures (4-APPFS-2C-01)

ODOC will comply with the procedures established by the Pardon and Parole Board to provide equitable clemency consideration for inmates. The agency has established procedures to ensure:

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1. Information necessary to determine an appropriate docket date is provided to the staff members of the Pardon and Parole Board;
2. Information regarding an inmate's incarceration, which is required in determining clemency, is provided to the Pardon and Parole Board; (5-ACI-5B-10)
3. The preparation of parole programs; and (4-APPFS-2A-07)
4. Supervising parolees as ordered.

C. Transfers (5-ACI-5F-03, 4-ACRS-5A-06, 4-APPFS-2A-11)

In order to provide adequate security, supervision and programmatic opportunity compatible with each inmate's individualized needs, the agency has established uniform procedures for inmate transfers, including emergency transfers.

II. Case Management (5-ACI-5B-05, 5-ACI-5E-09, 4-ACRS-5A-07)

A. The ODOC case management responsibilities include:

1. Appropriate and timely classification of all inmates and offenders;
2. Providing crisis intervention;
3. Work assignments;
4. Programmatic activities;
5. Managing behavior;
6. Developing open communication between staff and inmates;
7. Appropriate assistance with reentry; and
8. Assisting with facility operations and inmate development.

B. Other functions include documenting and communicating any behavior that may present a risk to the facility, staff, inmates or the public in order to ensure appropriate action is taken to fulfill the agency's mission.

III. Sentence Administration (5-ACI-1E-03)

The ODOC ensures the length of confinement or supervision is calculated accurately, recorded and implemented in accordance with the order of the court and statutory requirements.

A. Standards for sentence administration are established to ensure inmates/offenders under the jurisdiction of the agency are

incarcerated/supervised according to the order of the sentencing court.

- B. Standards for sentence administration are established consistent with Gubernatorial Memorandum 2015-01.
- C. Procedures for the foreign and domestic extradition process, the Interstate Agreement on Detainers, the application of statutory time credits and sentence sequencing are developed. (2-CO-4B-02, 4-APPFS-2A-16)

IV. Inmate/Offender Records (2-CO-1E-01, 2-CO-1E-02, 5-ACI-1E-01, 4-ACRS-7D-08, 4-APPFS-3D-28)

Written policy and procedure govern case record management, including at a minimum the following areas: the establishment, use, and content of inmate records; right to privacy; secure placement and preservation of records; and schedule for retiring or destroying inactive records. (5-ACI-1E-01)

Procedures are established for:

- A. The creation, organization, transfer, closure, review and preservation of inmate/offender records; (2-CO-1E-02, 2-CO-1E-09)
- B. Inmate/offender access to records; (2-CO-1E-06, 5-ACI-1E-04, 4-ACRS-7D-11)
- C. Assignment of a unique register number to all inmates/offenders; and
- D. The appropriate release of inmate/offender information ([OP-060212 Attachment F.](#)) (2-CO-1E-07, 2-CO-1E-08)

V. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

Any exceptions to this policy statement will require written approval of the Oklahoma Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-060100 entitled "Classification and Case Management of Inmates/Offenders" dated June 30, 2020

Distribution: Policy and Operations Manual  
Agency Website