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<b>Scott Crow, Director Oklahoma Department of Corrections</b>	<b>Signature on File</b>		

## Supervision of Community Offenders

Probation and parole officers will supervise offenders in a manner that fulfills the mission of the Oklahoma Department of Corrections (ODOC), safeguards the community, and meets the programmatic needs of the offender. (4-APPFS-2A-06) Supervision utilizes evidence-based practices in order to change offender attitudes and behaviors, which in turn, reduces the likelihood of criminal behavior. (4-APPFS-2A-07) See “Evidence-Based Offender Management Guidelines” ([Attachment A](#), attached).

The desired outcome of supervision is to increase successful offender outcomes, thereby reducing recidivism. Success is measured by decreasing the number of offenders accelerated or revoked to prison while under supervision. (4-APPFS-3D-38)

Intermediate measures of progress include: percentage of employed offenders; percentage of offenders participating in substance abuse treatment; percentage of

offenders participating in educational programs; and percentage of offenders participating in cognitive programs.

Outcome data will be analyzed regularly, but no less than annually, by administrators and officers to identify system strengths and weaknesses. (4-APPFS-3D-08) This evaluation will be employed to identify and implement system modifications based on theory, research, policy, practice, outcomes, and feedback. (4-APPFS-2A-07, 4-APPFS-3D-08, 4-APPS-3D-31)

In addition to modular placement, all sex offenders will be managed in accordance with [OP-160601](#) entitled “Supervision of Sex Offenders.” (4-APPFS-2A-06)

#### I. Orientation to Supervision

The supervision of an offender begins upon the offender’s reporting to the probation and parole office or upon receipt of reliable information that the offender is under supervision. Reliable information includes court documents such as a Judgment and Sentence, a Summary of Facts, or court minutes. (4-APPFS-2A-04)

The supervising officer will use the initial 60 days of supervision to begin building rapport with the offender. This will serve to enhance communication in an effort to improve the quality and validity of the information obtained during the completion of the assessment and for use in the joint development of the “Transition Plan” ([Attachment C](#), attached/ICON). Appropriate capable guardians, when available, will be given the opportunity to be included in the orientation/supervision process.

##### A. Conducting the Orientation

Upon case assignment, the officer will complete the offender orientation interview within 15 days in accordance with "Evidence-Based Offender Management Guidelines," ([Attachment A](#), attached). (4-APPFS-2A-02 b#3, 4-APPFS-2A-04) The officer will complete the “intake/workflow” section in ICON with the offender, discuss the supervision rules and conditions as ordered by the sentencing court or releasing authority (4-APPFS-2B-01, 4-APPFS-2A-08); provide the offender with a means to 24-hour access to services (4-APPFS-2A-15); review eligibility for termination of supervision; offer assistance with community-based resources (4-APPFS-2D-01); provide information to the offender regarding the agency’s grievance process; and provide information to the offender regarding the agency’s zero tolerance standard toward sexual abuse and sexual harassment.

1. The “Verification of General Orientation” ([Attachment D](#), attached/ICON) will be completed and reviewed with the offender. The offender will initial each section, sign and date the form and will be provided with a copy by the officer.
2. Offenders will submit to DNA testing as required by [OP-140401](#) entitled “DNA Testing.”
3. If the offender’s primary language is other than English, the

supervising officer will assist in having the rules and conditions of supervision translated into a language understood by the offender. The ODOC maintains a listing of available interpreters who can assist with communication. (4-APPFS-2B-01)

B. Referrals for Court Ordered Stipulations

If the offender has been ordered by the sentencing court or administrative authority to complete a specific program or evaluation, the offender will be provided with written referral instructions as soon as the officer becomes aware of the order. (4-APPFS-2A-06) If the offender has no criminogenic needs being addressed, the case may not be considered for administrative supervision until program completion. Cases will not remain under any supervision if the only outstanding stipulation is financial obligations other than restitution. If court-ordered services are not available, the sentencing court or administrative authority will be notified for further dispositional consideration in accordance with [OP-160301](#) entitled “Reports and Investigations.” (4-APPFS-2A-12)

C. Specialized Courts (4-APPFS-2A-06)

Offenders participating in specialty courts or community sentencing and who are supervised by probation and parole will comply with guidelines established by the specific program rather than being subject to the provisions of this procedure.

II. Assessment

The ODOC Probation and Parole Services, has selected two assessment instruments — the Level of Service Inventory-Revised (LSI-R) and Adult Substance Use Survey (ASUS) — to identify offender risk and needs directly impacting the likelihood of criminal behavior. (4-APPFS-2A-02 b#1, 4-APPFS-2A-06)

A. Conducting the Assessment (4-APPFS-2A-09)

The officer will review EZAssess to determine whether or not an LSI-R has been completed for the current case(s) and whether an ASUS has been completed within the prior 24 months. If an LSI-R is found in EZAssess and is current within the previous 90 days, the assessment will be reviewed for validity, and updated if appropriate. A new LSI-R will only be conducted if the assessment is not current within the previous 90 days.

The officer will conduct the LSI-R/ASUS and home visit within 45 days of initiating supervision. (4-APPFS-2A-02 b#1, b#2, 4-APPFS-2A-03)

1. Documenting Information

The officer will utilize the home visit in order to ensure accurate information has been obtained in reference to the offender’s

accommodation, lifestyle, and capable guardians. To ensure verification of the criminal history information, the officer will request a criminal records check to include FBI, OSBI and DPS records. The officer will record the assessment/reassessment results in the offender's case file. (4-APPFS-2A-02 b#3)

2. Identifying Needs (4-APPFS-2A-06, 4-APPFS-2A-08)

- a. The LSI-R total score and the protective score create a baseline measure to evaluate the offender's progress toward meeting supervision goals. The officer will retrieve LSI-R results from EZAssess utilizing ICON. ICON identifies mandatory module placements and may provide identification of other behavioral areas that should be considered by the officer for placement into a programmatic module. (4-APPFS-3D-29)
- b. ICON assists the officer in examining behavioral issues of the offender but should not be relied upon to determine if a particular need area is criminogenic for the offender. The supervising officer and team supervisor will make that determination after a full review of the situation surrounding the offender and consideration of ancillary factors relating to the offender and the offender's behavior.
- c. Unless an identified need is determined to be criminogenic by the supervising officer and team supervisor, that is, contributing to the criminal behavior of the offender, module placement is not allowed.
- d. Although the LSI-R will provide the basis for identifying criminogenic needs, if obvious needs are observed by the officer prior to the completion of the LSI-R/ASUS or the development of the transition plan, appropriate referrals will be made at the time of the observation.

3. Module Assignment

- a. An offender may be required to complete more than one programmatic module based on placement criterion. This negotiated placement may occur simultaneously or incrementally, depending upon the severity of the criminogenic need, the offender's stage of change, program availability, or other responsivity issues.
- b. Movement from one module to another may occur as a result of successful completion of the currently assigned module. If the transition plan has consecutive modules requiring completion, the offender would move on to the next (most

salient) module. If the offender has the ability, multiple modules may be assigned simultaneously. Upon module completion, the supervising officer will ensure the assigned modules are closed in ICON.

- c. When an offender has satisfied all requirements within an assigned module, the officer will review the negotiated transition plan and the offender’s risk level. If additional module placement is warranted, based upon identified criminogenic need factors and LSI-R element scoring criteria, the offender may be placed in an additional module.

4. ASUS

The ASUS is a self-administered assessment. However, prior to initiating the assessment, the officer will carefully explain the guidelines for completing each section. The results of the ASUS will be entered into EZAssess.

B. Utilizing the Assessment Results

The chart below lists programmatic modules and associated LSI-R elements that determine placement:

MODULE ASSIGNMENT	MANDATORY PLACEMENT*	OPTIONAL PLACEMENT**
	Elements	Elements
Employment	LSI-R 12 and 13	LSI-R 12 or 13
		If neither 12 or 13, examine 11, 18, 21 or 22
Education	No mandatory placement	15 or 16 and either 10, 11,12,13,14 or 17
Substance Abuse	LSI-R 39 or 40 and 41	LSI-R 39 or 40 and any element 42-45, consider SUHM recommendation
Cognitive – Mental Health	LSI-R 47 or 50	LSI-R 46 or 49
Cognitive – Anger Management	No mandatory placement	LSI-R 8, 9,10, 14, 17, 19, 20, 23, 36, 42, 43, 51, 52, 53, 54
Cognitive – Behavior Enhancement	No mandatory placement	LSI-R 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 33, 34, 39, 40, 51

1. LSI Score 9 and Below

Offenders with an overall LSI-R score of 9 or below will normally be assigned to an active caseload for no longer than six months, and then closed in accordance with [OP-160201](#) entitled “Opening, Closing and Transferring Cases Under Supervision.”

2. LSI-R Score of 10-18

- a. Offenders scoring 10-18 on the LSI-R will be placed in a programmatic module if responses to substance abuse questions mandate placement.
- b. If there are no substance abuse needs identified by the LSI-R, the offender will normally be assigned to an active caseload for no longer than six months, and then closed in accordance with [OP-160201](#) entitled “Opening, Closing and Transferring Cases Under Supervision.” This supervision period will be for the purpose of completing additional collateral verification of assessment data and further evaluation of the offender’s risk factors and may extend for up to six months after the offender’s initiation of supervision utilizing the “Case Review for Non-Module Placement Supervision” ([Attachment B](#), attached).
- c. The request will be submitted to the team supervisor by completing the “Case Review for Non-Module Placement Supervision” ([Attachment B](#), attached) and reviewed for approval by the assistant regional supervisor.

3. No Module Placement

The supervision of offenders with no module placement will focus on providing the offender with access to services or programs that are requested by the offender or ordered by the court. These services or programs are not based on criminogenic need and the officer should ensure supervision resources are not expended in monitoring the offender’s participation in the services or programs, unless such monitoring is indicated.

4. Violent Offense

Careful review and evaluation of assessment results and of the information obtained through collateral verification should be made of offenders with a violent offense conviction.

- a. Any offender having a current conviction in the high or highest category as outlined in [OP-060102 \(F\)\(M\)](#) entitled “Female/Male Initial Custody Assessment Procedures” will not be terminated from supervision until an evaluation has been completed to determine the need for cognitive programming to include domestic violence counseling, anger management, or cognitive behavioral counseling.
- b. If a need is identified, a plan will be developed with the offender utilizing the “Case Review for Non-Module

Placement Supervision” ([Attachment B](#), attached/ICON) and an appropriate referral will be made.

- c. Active termination of supervision will not occur until the offender has successfully completed any identified treatment or educational programs recommended.
- d. If the court has ordered programs specific for violent behavior (anger management, domestic violence programs etc.), supervision will continue until the offender has completed the required program. The court-ordered programs will be included in the justification on the “Case Review for Non-Module Placement Supervision” ([Attachment B](#), attached/ICON).

#### 5. Court Notification

If the sentencing court has requested notice prior to the termination of supervision of offenders with no module placement, the court will be notified by the submission of a special report that includes the results of the assessment and the request that the balance of the sentence be ordered unsupervised. The report will notify the court that if no response is received, supervision will be terminated 90 days from the date the report is submitted.

- a. Upon discovery that an offender has displayed new behavior contrary to public safety, the case may be reactivated in accordance with [OP-160201](#) entitled “Opening, Closing and Transferring Cases Under Supervision.”

#### C. Reassessment (4-APPFS-2A-11)

Assessment is a continuous process that is accomplished throughout supervision by the officer’s observation of the offender’s behavior and lifestyle changes. (4-APPFS-2A-02 b#2) The LSI-R will be reviewed at each office contact and the review will be documented in the supervision contacts. The LSI-R will be updated if necessary.

1. Documented reassessment utilizing the LSI-R will occur following measurable criminogenic change that would indicate increased risk. Upon reassessment, results will be entered into EZAssess and updated in ICON to determine any change in module placement. (4-APPFS-2A-03)
2. Reduction of risk will not serve to remove any offender from an assigned programmatic module unless the module requirements have been met. Change may occur independently or in response to incentives or sanctions.

#### III. Transition Plan (4-APPFS-2A-08)

The transition plan, a behavioral contract based upon identified criminogenic needs, includes measurable criteria of expected behavior and accomplishments, a time schedule for achieving specific goals, and scheduled progress reviews. (4-APPFS-2A-09)

A transition plan will be negotiated and completed within 60 days of the offender being received for supervision. During this meeting, the officer will notify the offender of the results of the assessment/reassessment. (4-APPFS-2A-02 b#5) Programmatic modules utilized in the transition plan will be identified through the LSI-R results being imported into ICON. If there are no programmatic modules, the plan will address the areas identified in Section II.B.3. of this procedure. The plan will include the expected frequency of reporting and home visits determined necessary by the officer in order to assist the offender with successful progress toward module completion. The generated transition plan will be customized to meet the individual needs of the offender. Adjustments to the transition plan are made based upon reassessment and in accordance with the offender's performance in the community. (4-APPFS-2A-03)

A. Developing the Plan

The transition plan negotiated between the officer and the offender is the foundation of the supervision process. The offender is more likely to commit to a plan in which he has had input.

To assist with gathering information relevant to developing the plan, the offender will sign the "Authorization for Release of Protected Information" form ([Attachment E](#), attached/ICON).

1. Plan Objectives

Objectives will be developed which address community safety and offender needs. (4-APPFS-2A-02 b#4) Each objective of the transition plan will include both officer action steps and offender action steps. (4-APPFS-2A-08 b#2, b#3) To determine the appropriate action steps, the offender's current stage of change will be identified and documented. (4-APPFS-2A-08)

a. Offender Action Steps

The offender action steps specify methods, techniques, and resources to be used. Action steps will also include the expected frequency of reporting as negotiated.

b. Officer Action Steps

The officer action steps outline the assistance the officer will provide to the offender and how the officer will monitor the offender's progress in meeting the objectives of the transition plan.

## 2. Programmatic Modules

The programmatic modules, objectives for module completion, possible offender action steps and criteria for successful module completion are listed below:

### a. Employment (4-APPFS-2D-02)

Maintaining full-time (30 hours or more per week) lawful employment is the objective. Action steps may include:

- (1) Participation in change readiness workshop;
- (2) Participation in employment workshop;
- (3) Cognitive behavioral program designed to change attitudes toward employment; or
- (4) Structured job search.

Offenders exempt from this module may include those who are: unemployable (either permanently or temporarily); retired; a full-time student; or a homemaker.

Successful module completion occurs after six months of continuous, verified, and lawful employment.

### b. Education/Vocation (4-APPFS-2D-03)

The objective is to improve the offender's educational/vocational level. Action steps may include:

- (1) Participation in change readiness workshop;
- (2) Identification of literacy assistance required;
- (3) Selection of an appropriate provider;
- (4) Establishing an initial assessment/appointment; or
- (5) Attendance and participation in programming as recommended by the provider.

Successful module completion occurs upon the offender attaining the literacy/skill level initially identified.

### c. Substance Abuse

The objective of this module is for the offender to demonstrate and maintain a substance-free lifestyle. The recommended

treatment level derived from the LSI-R/ASUS guides the officer in determining the type and frequency of treatment for the offender. Action steps may include:

- (1) Participation in change readiness workshop;
- (2) Referral;
- (3) Additional assessment;
- (4) Treatment;
- (5) Substance screening; or
- (6) Compliance with the treatment provider's discharge plan.

Officers are responsible for verifying the offender's progress through use of urinalysis testing and through collateral contacts with the treatment providers. Offenders in a substance abuse module will be drug tested, by the supervising officer or treatment provider, at a minimum of once every 90 days.

Module completion occurs after successful program completion as documented by the treatment provider and a negative urinalysis following treatment completion.

d. Cognitive Mental Health

The objective of this module is stabilization of the offender and the establishment of a continuum of care. Action steps may include:

- (1) Identifying and selecting an appropriate treatment provider;
- (2) Scheduling the initial intake/assessment;
- (3) Offender attendance and participation in treatment as recommended by the clinician; or
- (4) Compliance with the provider's discharge plan.

Module completion occurs upon the stabilization of the offender's behavior as determined by the treatment provider and the supervising officer.

e. Cognitive-Anger Management Module

The objective of this module is successful completion of an approved cognitive treatment program addressing anger management/domestic violence issues. Action steps may include:

- (1) Participation in change readiness workshop;
- (2) Identifying and selecting an appropriate treatment provider;
- (3) Establishing an initial assessment appointment;
- (4) Offender attendance and participation in treatment as recommended by the provider; or
- (5) Compliance with the provider's discharge plan.

Module completion occurs upon successful conclusion of treatment as determined by the supervising officer and the treatment provider.

f. Cognitive-Behavior Management

The objective is to provide restructuring of erroneous thinking patterns, which include poor self-control skills, low impulse control thresholds, and non-consequential thinking. Action steps may include:

- (1) Participation in change readiness workshop;
- (2) Identifying and selecting an appropriate treatment provider;
- (3) Establishing an initial assessment appointment;
- (4) Attendance and participation in treatment as recommended by the provider; or
- (5) Compliance with the provider's discharge plan.

Module completion occurs upon successful conclusion of treatment as determined by the supervising officer and the treatment provider.

B. Finalizing the Plan

1. After the transition plan has been negotiated with the offender, and signed by the offender and the officer, (4-APPFS-2A-09) the officer will meet with the offender and the offender's appropriate capable guardians (when available) in order to discuss the transition plan and

to address any questions relating to supervision. A copy of the transition plan will be provided to the offender. (4-APPFS-2A-08) The capable guardian will be advised of the supervision process, expectations of the offender, and of the importance of family participation and support. The team supervisor will review and approve the initial transition plan. (4-APPFS-2A-08 b#1, b#4)

2. The transition plan should be considered a fluid document that may require change as an offender's attitudes, values and beliefs are modified. Any subsequent change in the transition plan will be negotiated between the officer and offender, and a copy, signed by both, provided to the offender. (4-APPFS-2A-10)

#### IV. General Supervision

##### A. Monitoring Progress

The officer will continually monitor the offender's progress through the use of:

1. Offender and/or Collateral Interaction
  - a. Contact standards are only minimum supervision standards. The number of contacts may vary from these requirements based upon individual offender circumstances. The number of actual contacts should be based upon public safety, offender needs and risk factors.
  - b. Contact requirements may be increased to address public safety concerns or as a sanction for non-compliance. The contact requirements may only be reduced by one level (no lower than low need contacts) as an incentive for progression in the areas addressed in the transition plan. Lower reporting requirements as an incentive will be case conferenced with the team supervisor. Any changes in the required contacts will be documented in the supervision contacts. Contacts may occur in the office or in the field. (4-APPFS-2E-01)
    - (1) High need, LSI-R score of 29 and above  
Two face-to-face contacts each month.
    - (2) Moderate need, LSI-R score of 19 to 28  
One face-to-face contact each month.
    - (3) Low need, LSI-R score of 18 and below  
One face-to-face contact every 90 days.

- c. Program participation, as agreed in the transition plan, will be verified at each office visit. If two consecutive contacts are made in the field, program attendance will occur at the second contact. If the offender fails to provide verification of participation, the supervising officer will make contacts to verify participation within five days of the visit.
- d. All allegations of a violation of the conditions of supervision are investigated and documented in the case file as well as in accordance with Section IV. item D. of this procedure and [OP-160301](#) entitled “Reports and Investigations.” (4-APPFS-1C-02, 4-APPFS-2B-02)

## 2. Home Visit/Residential Contact

- a. The initial home visit will occur within 45 days of initiating supervision.
- b. A change of residence will be verified by a home visit within 45 days of the reported change.
- c. Residential verification will be done every 90 days at a minimum. Verification can be in the form of a home visit, utility bill, letter from landlord, etc.
- d. Discretionary home visits will be determined throughout the course of supervision based on the offender’s needs, risks and behavior. However, a home visit will be made annually at a minimum.
- e. All home visits and residential contacts will be noted in the supervision contacts and will include the address where the contact was made/attempted.

## 3. Substance Testing for Non-Substance Abuse Module Placement

A urinalysis will be conducted within the initial 45 days of supervision on all drug cases and cases which occurred due to substance abuse. A urinalysis will be conducted whenever the officer observes a negative change in the offender’s behavior and/or attitude or when negative behavior is discovered or reported that indicate possible substance abuse. A team supervisor may require a urinalysis at any time. All urinalysis will be documented in ICON.

## 4. Staffing

Staffing of a case will take place between the offender and officer with the team supervisor, and the treatment provider, if deemed necessary. The staffing will be documented in the supervision contacts.

5. Employment Verification

The offender will be required to verify employment at every office contact. The offender's employment information will be noted in the supervision contacts. Any physical employment verification will be scanned and uploaded into ICON. The offender will also be directed to verify changes of employment within 30 days of the reported change. Verification may be made through employment contacts, check stubs, letter from employer, etc. If the offender fails to provide verification of employment and/or changes of employment, the supervising officer will contact the reported employer within five days of the contact.

6. Records Check

Checks with FBI, OSBI and DPS will be completed as mandated by [OP-160201](#) entitled "Opening, Closing and Transferring Cases Under Supervision" and annually after opening. The RAPs will be scanned and uploaded into ICON and the Criminal History section of ICON will be updated if necessary. The supervision contacts will be updated to reflect the records check as well as the results. If a warrant is discovered, the officer will ensure the warrant is resolved, or attempt to resolve the warrant, within 30 days of discovery. A warrant check will be made prior to any planned contact with the offender and the results of the warrant check will be documented in the supervision contacts.

7. Written Report/Office Contact

Offenders will be encouraged to bring a positive, capable guardian to the office visits.

Written reports will be completed by the offender at each office contact. During the office contact, the officer will review the written report and document any reported changes in the supervision contacts and update any relevant ICON screen with such changes. At each office contact, the officer will review and document in the supervision contacts:

- a. The offender's progress with the transition plan; (4-APPFS-2A-11)
- b. Any changes in the offender's current stage of change;
- c. The status of any court-ordered obligations, to include status of any pending court actions;
- d. Any changes that would result in a need for a new assessment or an update in the transition plan; (4-APPFS-2A-11)

- e. The offender's next scheduled contact, including date and time; and
  - f. Any other relevant information obtained.
8. The officer will initiate appropriate responses to significant offender actions, positive or negative, through the use of incentives and sanctions, as outlined in [OP-161002](#) entitled "Sanctions, Interventions and Incentives for Probation Offenders ," when possible. Some violations will be addressed through a "Violation Report" as outlined in [OP-160301](#) entitled "Reports and Investigations." (4-APPS-2E-01)
  9. Offenders who have successfully completed all programmatic module requirements will be considered for advance/statutory termination of supervision as outlined in [OP-160201](#) entitled "Opening, Closing and Transferring Cases Under Supervision." (4-APPFS-2A-14) Subsequent to the receipt of the records, the officer will complete an exit LSI-R with the offender prior to termination. The results will be entered in EZAssess. (4-APPFS-3D-29)

**B. Missed Contacts**

If an offender misses a scheduled contact with the officer or does not contact the officer as directed, an attempt to make contact with the offender will occur within five working days of the missed contact.

**C. Absconders**

If contact with the offender cannot be made or when an officer has reason to believe an offender has absconded, the officer will make inquiries at the last known residence and place of employment, and will check with family, friends, local jails, welfare and service agencies, and other agencies with which the offender may have had contact. In addition, letters may be mailed to other possible contacts including those outside the immediate area. All locator attempts shall be completed within the initial 30 days of the missed contact. (4-APPFS-3B-10)

1. Once the determination has been made that the offender has absconded supervision, the supervising officer will submit a violation report to the team supervisor within five working days. The violation report will contain detailed information outlining all locator attempts by the officer.
2. Interstate offenders who have absconded supervision will have their cases closed through ICOTS upon submission of a "Violation Report" and "Case Closure Notice" to the interstate compact administrator. The summary section of the report will include the following

language, *“The above referenced offender is an absconder. Oklahoma is closing interest at this time.”*

3. If an absconder is located prior to court action and investigation reveals that the offender has not committed any new offenses and is not viewed as a risk to the community, supervision will continue with the offender’s re-entry/continuation of assigned modules and the court will be notified. If the court has intervened with the issuance of an application or a warrant, the supervising officer should recommend continued community supervision if the offender poses no risk to the community. (4-APPFS-2B-12)

D. Documentation (4-APPFS-3D-29)

1. Supervision contacts are evidence of activities and actions relating to the supervision of offenders. All staff involved in the supervision of an offender or relating to the supervision (i.e., record keeping) of an offender will document all pertinent information in the supervision contacts. The Offender Demographics portion of ICON will be kept updated to reflect the offender’s current information.
  - a. Supervision contacts will be maintained throughout the period of supervision. Supervision contacts document pertinent information, and all activities/actions conducted by staff including the offender’s progress with the transition plan, any changes in the stage of change, with explanation of such change, the status of any court-ordered obligations, to include status of any pending court actions, any changes that would result in a need for a new assessment or an update in the transition plan, the offender’s next scheduled contact, including date and time and any other relevant information obtained.
2. Entries will be detailed, specific, and include date, time, place, all persons present during the activity, and type of interaction.
3. Supervision contacts will be entered as closely as possible following the interaction, but no more than 24 hours, or the next working day.

E. Out-of-State Travel

Periodically, offenders may have the need to travel outside the state. Officers have the authority to grant permission for offenders to leave the state for a period not to exceed 30 days by issuing a “Travel Permit” ([DOC 160103B](#), attached/ICON). Any request for travel exceeding 30 days will be approved by the immediate supervisor through a staffing.

- a. Offenders convicted of sex offenses may be approved for travel outside the state for a period not to exceed 14 days and will be issued

a written “ODOC Travel Permit” ([DOC 160103B](#), attached/ICON) in accordance with [OP-160601](#) entitled “Supervision of Sex Offenders.”

- b. Offenders residing in Oklahoma who are employed in another state, requiring daily travel outside of Oklahoma, will be issued a permanent work travel permit indicating the offender’s place of employment to include the address and telephone.
- c. Community offenders (GPS, EMP, PPCS, etc.) are not allowed to travel outside the state of Oklahoma.
- d. Any offender requesting authorization to travel outside the United States will require approval by the court (probation offenders), the appropriate administrator (parole offenders), or the sending state if the offender is supervised through the interstate compact.

#### F. Informant Activities

An offender will be discouraged from participation as an informant. Offenders will be advised that engaging in informant activities does not preclude them from adhering to programmatic module actions nor from abiding by the rules and conditions of the sentencing or administrative authority.

#### G. Institutional Visitation

Offenders desiring to visit immediate family members confined in a departmental facility may make written application to the supervising officer for permission to visit in accordance with [OP-030118](#) entitled “Visitation.”

1. If approved by the supervising officer, a letter shall be prepared by the supervising officer that contains the name, ODOC number and relationship to the offender to be visited. A copy of the current RAP sheets shall be attached to the letter.
2. The letter shall be submitted to the appropriate assistant regional supervisor who will review all such requests and, if approved, forward to the appropriate facility head.
3. The offender shall be advised that access to the facility for visitation will not be authorized by the facility until the offender has been added to the other offender’s visiting card.
4. The submission of the request and the final decision will be documented in the supervision contacts.

#### V. References

Policy Statement P-160100 entitled “Purpose and Function of Probation and Parole”

OP-030118 entitled “Visitation”

OP-060102 (F/M) entitled “Female/Male Initial Custody Assessment Procedures”

OP-140401 entitled “DNA Testing”

OP-160201 entitled “Opening, Closing and Transferring Cases Under Supervision”

OP-160301 entitled “Reports and Investigations”

OP-160601 entitled “Supervision of Sex Offenders”

OP-161002 entitled “Sanctions, Interventions and Incentives for Probation Offenders”

22 O.S. §§ 305.2 through 305.5

57 O.S. § 510(15)

57 O.S. § 512

57 O.S. § 517

22 O.S. § 991a

VI. Action

The administrators of Probation and Parole Services will be responsible for compliance with this procedure.

The chief administrator of Community Corrections and Contract Services will be responsible for the annual review and revisions.

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

This procedure will be effective as indicated.

Replaced: OP-160103 entitled “Supervision of Community Offenders” dated November 02, 2020

Distribution: Policy and Operations Manual  
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
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<a href="#">DOC 160103A</a>	“Written Report” ( <a href="#">English</a> and <a href="#">Spanish</a> )	Attached
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<a href="#">DOC 160103B</a>	“Travel Permit”	Attached
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<u>Attachments</u>	<u>Title</u>	<u>Location</u>
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<a href="#">Attachment A</a>	“Evidence-Based Offender Management Guidelines” (Supplement to OP-160103)	Attached
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<a href="#">Attachment B</a>	“Case Review for Non-Module Placement Supervision”	Attached
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<a href="#">Attachment C</a>	“Transition Plan”	Attached
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<a href="#">Attachment D</a>	“Verification of General Orientation” (English and Spanish)”	Attached
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<a href="#">Attachment E</a>	“Authorization for Release of Protected Information”	Attached
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