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Supervision of Sex Offenders	ACA Standards: 2-CO-4B-04, 4-APPFS-2A-04		
Steven Harpe, Director Oklahoma Department of Corrections		Signature on File	

Supervision of Sex Offenders

The primary goal of the Oklahoma Department of Corrections (ODOC) in the supervision of sex offenders is the protection of victims, prevention of future victimization, reduction of continued criminal behavior and increasing offender accountability. (2-CO-4B-04)

The ODOC has established a comprehensive approach to sex offender management by utilizing the containment model. The containment model is a collaboration among various disciplines involved in the management and supervision of sex offenders which serves to promote public safety through the sharing of information (consistent with applicable laws), and education.

All terms and conditions of supervision will be in accordance with the sentencing documents as ordered by the Court. For the purpose of this procedure, the term “offender” applies to individuals under community supervision by the ODOC.

This procedure applies only to offenders’ currently on supervision for a crime that requires the offender to register in accordance with the Oklahoma Sex Offenders Registration Act and the registration period has not expired.

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I. Reception

A. Intake and Registration

Intake will be conducted in accordance with [OP-160201](#) entitled "Opening, Closing and Transferring Cases Under Supervision" and will be completed within three working days. (4-APPFS-2A-04)

1. An offender ordered for supervision for a current sex offense, as defined in [OP-020307](#) entitled "Sex and Violent Crime Offender Registration," will be supervised in accordance with the terms and conditions order by the court, or the parole board in the case requiring supervision. Offenders supervised for a current sex offense through interstate compact will be supervised in accordance with this procedure.
2. If applicable, registration will be completed in accordance with [OP-020307](#) entitled "Sex and Violent Crime Offender Registration" and the offender will be DNA tested per [OP-140401](#) entitled "DNA Testing."
 - a. The "Sex Offender Registration and Notice of Duty to Register" ([DOC 020307B](#)) will be reviewed by the offender and then signed and receive a copy of the notice. If the offender is unable to read, the notice will be read to them.
 - b. The offender will be photographed (four sets) and fingerprinted (two cards). The completed registration forms, photographs and fingerprint cards will be forwarded to the Sex and Violent Offender Registration within 10 days.
 - c. If the offender is ordered by the court to be placed on Global Position Satellite Surveillance Program (GPS) monitoring, orientation to, and activation of, equipment will normally be completed during intake or during the initial orientation with the officer.
3. Upon any change in the residential address of a registered sex offender, the supervising officer will ensure the Sex and Violent Offender Registration is advised of the new address within one business day via email to osor@doc.ok.gov or entered into the Oklahoma Sex and Violent Registry database.
 - a. The actual residential address and the mailing address will be reported. A post office box may only be used when an actual physical address is included.
 - b. Residency restrictions are outlined in [OP-020307](#) entitled "Sex and Violent Crime Offender Registration."

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4. If an offender is living in a restricted area, the offender will be provided written notice of the residential violation and will be advised that such violation will be reported to the sentencing court. Such notice will include the fact that the offender has been provided notice of the violation and will also include any information regarding any exceptions granted by local law enforcement.
 - a. The supervising officer will assist the offender in accessing local resources to obtain appropriate housing.
 - b. No sex offender will be refused registration due to the current residence being in violation of statute.

B. Officer Responsibility

Initial contact will be completed by the supervising officer within two days from an officer's receipt of a sex offender case. (4-APPFS-2A-04)

1. Global Position Satellite Surveillance Program (GPS)

Oklahoma Statute O.S. 22 § 991a (A)(12) provides that sex offenders designated as habitual or aggravated, as defined by Section 584 of Title 57 of the Oklahoma Statutes, will be assigned to a global position satellite monitoring device for the duration of the required registration period, if so ordered by the court. Offenders will not be supervised or monitored on the GPS equipment beyond the term of their sentence. In addition to supervision, an offender paroled on or after May 17, 2005, who is subject to the Oklahoma Sex Offender Registration Act will be assigned to a GPS monitoring device for the duration of the supervision period in accordance with 57 O.S. § 510.10.

- a. Upon the offender reporting for supervision:
 - (1) The offender will be enrolled into the monitoring system;
 - (2) The GPS equipment will be activated; and
 - (3) The offender will sign the "Sex Offender GPS Orientation Guidelines and Procedures" ([Attachment G](#), attached/ICON).
- b. Active monitoring equipment will be utilized and the offender will be assessed a monitoring fee of \$5 per day.

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- c. A curfew will be established for the offender and any exclusionary zones will be identified and activated in the GPS tracking software.
- d. Assignment, monitoring and maintenance of the GPS equipment will be in accordance with [OP-161001](#) entitled "Specialized Programs Case Management."
- e. If the offender is approved for an interstate transfer and moves out of the State of Oklahoma prior to sentence discharge, the sentencing court/parole board will be notified by the supervising office and the offender will be removed from the GPS monitor. The supervising office will notify the Sex and Violent Offender Registration unit of the offender's move.

II. Classification

A. Assessment of Needs and Risk

In order to assess general criminality and the risk and needs the below referenced instrument will be used. To ensure proper completion, the arrest report from the instant offense will be obtained and included in the file, unless a Pre-Sentence Investigation (PSI) was completed.

1. The LSI-R will be completed as outlined in [OP-160103](#) entitled "Supervision of Community Offenders" unless the LSI-R has been completed within the last 90 days as part of a PSI or community sentence qualification. Under those circumstances, the officer will review the LSI-R and update as needed for initial classification.

B. Supervision

All officers assigned to supervise sex offenders will be required to complete sex offender supervision training annually. The purpose of the training is to readily identify behaviors that indicate the possibility of re-offending, to learn what to look for during field visits and to determine what sex offender behavioral questions need to be discussed with the offender during visits, per "Sexual Reoffending Behaviors," ([Attachment J](#), attached/ICON). Any concerns will be discussed with the containment team and/or the team supervisor.

The offender will be required to complete the "Sex Offender Autobiography" ([Attachment A](#), attached/ICON) within 30 days of initiated supervision. Supervision will be conducted per [OP-160103](#) entitled "Supervision of Community Offenders" with the following exceptions:

1. Classification
 - a. Upon initial reception, and for the first six months of supervision, all sex offenders will be classified and supervised

at the high supervision level.

- (1) After the initial six months of supervision, sex offenders may be considered for moderate supervision level as outlined in this procedure.
 - (2) If an offender is reclassified as an absconder, he/she may be assessed to an administrative status.
- b. The offender's supervision level will be reviewed at a minimum of every six months. This review may include the input of the containment team when available. The review of the classification level will be documented in the supervision contacts.
- (1) In order for an offender to promote from high to moderate supervision level, the offender will be in compliance with the transition plan and all special conditions. Promotion to a lower level of supervision requires concurrence from the supervising officer, team supervisor and the treatment provider, if available. The team supervisor will have final approval.
 - (2) Factors to consider when determining a lower level of supervision are compliance with treatment and polygraph requirements, risk factors, employment, stability of residence, positive support groups and pro-social activities.

2. Supervision Standards

Sex offenders will be required to comply with rules and conditions ordered and signed by the court. If so ordered and signed by the court, sex offenders will be required to comply with sex offender specific rules and conditions of supervision established by ODOC as outlined in "Special Supervision Conditions for Sex Offenders" ([Attachment H](#), attached/ICON). The offender will be required to comply with the "Oklahoma Computer Use Agreement for Sex Offenders" ([Attachment I](#), attached/ICON) if the court orders as a rule and condition of probation, that the sex offender obtain approval from his or her probation officer prior to using any computer or accessing the internet.

If the "Special Supervision Conditions for Sex Offenders" ([Attachment H](#), attached/ICON) are not signed in court, the officer will not require the offender to comply with the "Special Supervision Conditions for Sex Offenders" ([Attachment H](#), attached/ICON). The officer will submit a special report to the court informing the court that the rules were not signed as required by 22 O.S. § 991a(A)(1)(ee)

and requesting the rules be signed by court, filed and a copy provided to the officer. If no response is received, the offender will be supervised in accordance with the rules issued by the court.

a. High (4-APPFS-2A-04)

- (1) The officer will ensure that rules and conditions are followed and that all violations are addressed. The officer will maintain reasonable limits with the offender at all times in regard to residence, employment, treatment and after work activities. The officer will monitor progress in regard to identified need areas by developing a specific and focused transition plan with the offender. Based on the developed transition plan, the officer will provide referrals to the offender as outlined in the transition plan.
- (2) The officer will have two face-to-face visits per month with the offender. At least one of the face-to-face visits will occur in the offender's home. The focus of contacts should be for monitoring compliance with special conditions as well as evaluating the offender's progression toward supervision objectives identified in the transition plan.
- (3) If the offender has been identified as being in the pre-contemplation, contemplation or preparation stage, increased contact and support should be directed toward the offender to ensure movement to the action stage. Offenders will not be moved to the moderate supervision level until they have progressed into the action stage.
- (4) All sex offenders who register as transient will be classified as high. Contacts in the field will be conducted at the location the offender reports sleeping. Office contacts will increase to at least weekly. After one week of reported homelessness, the supervising officer will conduct a case conference with their chain of command to determine whether the offender displays a need to be placed on a GPS device. If so, the offender will then be placed on the GPS device immediately when equipment is made available.

b. Moderate

- (1) After the initial six month supervision period, the offender may be considered for the moderate supervision level. Moderate supervision will only be

approved for offenders who are complying with all special conditions and are progressing with the objectives negotiated in the transition plan. The offender will have also taken a maintenance/monitoring polygraph test in which the polygraph examiner and the treatment provider report that the results indicate the offender has made sufficient progress to proceed to a lower level of supervision. The team supervisor has final approval.

- (2) The officer will have one face-to-face contact per month with the offender. The officer will also have at least one face-to-face contact in the offender's home every two months. The focus of contacts should be for monitoring compliance with special conditions as well as evaluating the offender's progression toward supervision objectives identified in the transition plan.

3. Transition Plan

The transition plan will be negotiated to address all criminogenic need areas identified in completion of the LSI-R, as well as any needs relating to the offense in order to reduce the likelihood of re-offending. The transition plan will be developed utilizing COMIT or the "Transition Plan" ([Attachment B](#), attached/ICON). Supervision objectives of the transition plan may include but are not limited to: sex offender treatment; substance abuse treatment; cognitive behavioral programs; family/marital/companions; leisure/recreation; accommodation; employment; and polygraph examinations.

C. Treatment

If ordered by the court, or if determined to be a criminogenic need, sex offenders will be referred for a treatment program designed specifically for the treatment of sex offenders, if available. If not available, the supervising officer will conduct a case conference with their chain of command to determine an appropriate cognitive behavioral therapist in the area. The cognitive behavioral therapist will be licensed as required by the regulating agency responsible for oversight of such providers. The offender will be referred to the appropriate treatment provider by use of the "Transition Plan" ([Attachment B](#), attached/ICON) within 45 days of initiating supervision.

1. All treatment providers who conduct sex offense specific treatment will be licensed as required by the regulating agency responsible for oversight of such treatment providers. Any treatment provider not willing to follow the standards set out in this procedure will not be an approved treatment provider for sex offenders per "Treatment Standards," ([Attachment E](#), attached/ICON).

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2. The treatment program will include sex offender specific assessments and polygraphs specifically designed for use with sex offenders for the purpose of supervision and treatment compliance. All sex offenders, as ordered by the Court, will submit to polygraph examinations not less than each six months during the period of supervision.
3. All polygraph examiners will be certified, licensed and willing to adhere to the standards outlined in the “Standards of Polygraph Examinations-Standards of Practice for Sex Offender Clinical Polygraph Examiners” ([Attachment F](#), attached/ICON).
4. The supervising officer will monitor the offender’s progress toward treatment objectives, at least monthly, through open and active interaction with the members of the sex offender containment team or with the treatment provider. The results of the sex offender assessments and polygraphs will be obtained by the officer and discussed with the treatment provider in order to identify areas of concern that need to be discussed and monitored. The offender will sign the “Authorization for Release of Protected Information” ([OP-160103](#), [Attachment E](#)/ICON). In the event the offender is not able to pay for treatment services and polygraph examinations, or if the offender is otherwise unable or unwilling to participate in treatment or submit to polygraph examinations, the supervising officer will notify the sentencing court. The offender’s supervision level may be evaluated through case conference with the team supervisor and treatment provider to identify any appropriate increase in supervision until the offender is able to participate.

D. Treatment Completion/Reinstatement

The containment team will be consulted regarding an offender’s completion of treatment. The decision to end treatment will be considered after the offender has satisfactorily completed the treatment requirements associated with the offender’s specific program. Additionally, the offender will be required to have completed a maintenance polygraph within the past 120 days in which a determination of “no deception” was indicated and there were not admissions of sexually deviant behavior.

1. Those offenders who pose an ongoing threat to the community even while demonstrating progress in treatment may require ongoing sex offender specific treatment to manage risk.
2. All sex offenders that have successfully moved to the maintenance/aftercare stage of treatment, but who remain on supervision, will submit to a polygraph examination not less than each six months during the period of supervision. A failed polygraph or any indications of problems may result in the offender being evaluated for more intensive treatment with a sex offender specific

treatment provider.

3. Any exceptions made to any of the requirements for treatment completion or maintenance/aftercare stage will be made after approval of the containment team. In this case, the containment team will document the reasons for the determination that treatment completion or maintenance/aftercare is not appropriate and note the potential risk to the community.
4. Offenders who are medically unable to provide a polygraph exam, will have a letter from the polygraph examiner documenting such.

E. Intermediate Sanctions and Incentives

Intermediate sanctions and incentives will be utilized in accordance with [OP-160103](#) entitled "Supervision of Community Offenders" to encourage/motivate compliance with supervision.

Infractions where intermediate sanctions would be appropriate may include, but are not limited to:

1. Failed polygraph;
2. Inconsistent treatment attendance;
3. Unauthorized contact with potential victims;
4. Failure to report as directed;
5. Substance abuse;
6. Violation of treatment provider rules;
7. Dishonesty in treatment; and
8. Entering exclusionary zones, or other violations as determined by GPS equipment.

F. Sex Offender Containment Teams

1. Team Members and Roles

The members of the sex offender containment team may include a probation and parole officer, a sex offender specific treatment provider, a clinical polygraph examiner, a victim advocate, and local law enforcement.

Roles of the sex offender containment team members are as follows.

- a. The Probation and Parole officer will:
 - (1) Maintain regular contact with offender per the offender's identified risk and needs;
 - (2) Continually review supervision objectives and progress toward those objectives;
 - (3) Monitor lifestyle through home visits;
 - (4) Participate in monthly staffing with the containment team;
 - (5) Monitor registration compliance;
 - (6) Monitor compliance of the rules and conditions of supervision; and
 - (7) Provide local law enforcement with a current list of offenders identified as high risk for re-offending. The said list would include: the offender's name, address and any significant special conditions, (i.e. stay away from parks, no unsupervised contact with minor children) etc. (4-APPFS-2A-04)

- b. The Treatment Provider will:
 - (1) Complete assessments and evaluations as needed;
 - (2) Conduct initial and ongoing assessments of treatment needs;
 - (3) Provide group treatment sessions that are cognitive behavior based;
 - (4) Facilitate the scheduling of polygraph examinations;
 - (5) Ensure offenders are not promoted to an aftercare group without passing a polygraph test; and
 - (6) Participate in monthly staffing with the containment team.

- c. The Polygraph Examiner will:
 - (1) Conduct sex offender specific polygraph examinations;
 - (2) Provide timely and specific reporting of results; and

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(3) Participate in staffing with the containment team as needed.

d. The Victim's Advocate will:

(1) Serve to represent the interest of the victim (general or specific interests);

(2) Assist the supervising officer in obtaining a more detailed victim impact statement for pre-sentence investigations;

(3) Participate in monthly staffing with the containment team; and

(4) Serve as liaison between victim and probation officer in answering questions toward the court process, supervision and the offender's conduct. (4-APPFS-2A-05)

III. Case Transfers

Cases transferring between offices will require acceptance from the receiving office to ensure the residence is in compliance with registration requirements/residency restrictions and the offender's rules and conditions. All transfers of sex offenders will be submitted through the team supervisors of the sending and receiving offices. Transfers of transient sex offenders will require a case conference with the sending and receiving assistant regional supervisors. Cases that are not on supervision for a current sex offense, yet required to register, will also be transferred in accordance with the below procedures.

A. The sending office will route a "Sex Offender Case Transfer Form" ([Attachment D](#), attached/ICON) to the receiving office.

B. The receiving office will have five working days to approve or deny the request and return the "Sex Offender Case Transfer Form" ([Attachment D](#)/ICON) to the sending office.

C. Upon approval, the "Case Transfer Notice" ([OP-160201](#), [Attachment E](#)/ICON), will be completed and the offender will be given reporting instructions. Any denials will be approved by the team supervisor.

IV. Travel Permits

Officers have the authority to issue a "Travel Permit" ([DOC 160103B](#)/ICON) to any sex offender for a period not to exceed 14 days unless a longer period is approved through a case conference with the team supervisor.

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- A. Prior to issuing a travel permit, the officer will contact local law enforcement to verify the address to which the offender is traveling is not a restricted area for sex offenders.
- B. If extended travel is approved during the required case conference, the offender will be required to report to the local jurisdiction to determine sex offender registry statutes.
- C. The offender will be required to have the travel permit signed by the local law enforcement during said contact. Offenders may be denied a travel permit based upon any concerns noted by the officer or the containment team.
- D. If a travel permit is granted, the supervising officer will complete the travel permit in ICON and print a copy for the offender.

V. References

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

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

OP-140401 entitled "DNA Testing"

OP-160103 entitled "Supervision of Community Offenders"

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

OP-161001 entitled "Specialized Programs Case Management"

22 O.S. § 991a (A)(12)

22 O.S. § 991a (A)(1)(ee)

57 O.S. § 510.10

57 O.S. § 584

VI. Action

The administrators of Community Corrections are responsible for compliance with this procedure.

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

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

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This procedure is effective as indicated.

Replaced: OP-160601 entitled "Supervision of Sex Offenders" dated December 16, 2021

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 020307B	“Oklahoma Sex Offender Registration Act- Notice of Duty to Register”	OP-020307
DOC 160103B	“Travel Permit”	OP-160103
<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Sex Offender Autobiography”	Attached/ICON
Attachment B	“Transition Plan”	Attached/ICON
Attachment D	“Sex Offender Case Transfer Form”	Attached/ICON
Attachment E	“Treatment Standards”	Attached/ICON
Attachment F	“Standards of Polygraph Examiners-Standards of Practice For Sex Offender Clinical Polygraph Examiners”	Attached/ICON
Attachment G	“Sex Offender GPS Orientation Guidelines and Procedures”	Attached/ICON
Attachment H	“Special Supervision Conditions for Sex Offenders”	Attached/ICON
Attachment I	“Oklahoma Computer Use Agreement for Sex Offenders”	Attached/ICON
Attachment J	“Sexual Reoffending Behaviors”	Attached/ICON
Attachment E	“Authorization for Release of Protected Information”	OP-160103
Attachment E	“Case Transfer Notice”	OP-160201