

Offender Escorted Leave/Activities .....	1
I. Definitions .....	1
A. Medical Leave.....	1
B. Emergency Leave.....	2
C. Pre-Release/Reentry Leave.....	2
D. Marriage License Leave.....	2
E. Escorted Activity .....	2
II. Leave Procedures.....	2
A. Escorted Medical Leave.....	3
B. Emergency Leave (4-4500-1, 4-ACRS-5A-18-1) .....	3
C. Escorted Pre-Release/Reentry Leave (4-4502, 4-ACRS-5A-13, 4-ACRS-5A-14) .	5
D. Marriage License Leave.....	6
E. Escorted Leave Documentation.....	6
F. Escorted Activity Procedures .....	7
III. Escort Procedures .....	8
A. Transportation.....	8
B. Security.....	8
C. Community Corrections Centers, Work Centers, and Community Contract Facilities.....	9
IV. Items Allowed During Escorted Leave .....	9
A. Medication .....	9
B. Clothing/Other Items.....	9
V. References .....	10
VI. Action.....	10
Referenced Forms.....	12
Attachments .....	12

<b>Section-03 Facility Operations</b>	<b>OP-031001</b>	<b>Page: 1</b>	<b>Effective Date: 11/24/2014 Annual Review: 08/2015</b>
<b>Offender Escorted Leave/Activities</b>	<b>ACA Standards: 2-CO-4G-01, 4-4445, 4-4500-1, 4-4502, 4-ACRS-5A-13, 4-ACRS-5A-14, 4-ACRS-5A-16, 4-ACRS-5A-18-1</b>		
<b>Robert Patton, Director Oklahoma Department of Corrections</b>	<b>Signature on File</b>		

## Offender Escorted Leave/Activities

Escorted leave is a privilege afforded to all offenders under the custody of the Oklahoma Department of Corrections (DOC), who are not deemed a threat to the public or the employee.

### I. Definitions

The offender escorted leave/activities program allows offenders limited access to the community while accompanied by correctional personnel or a trained volunteer as described in this procedure. (4-4445)

#### A. Medical Leave

Medical leave allows offenders the opportunity to obtain specialized care not provided by the state.

B. Emergency Leave

Emergency leave provides offenders an opportunity to visit the bedside of a critically ill family member or to attend the funeral of a family member. (4-4500-1, 4-ACRS-5A-18-1)

C. Pre-Release/Reentry Leave

Pre-release/reentry leave affords eligible offenders the opportunity to secure employment and housing prior to being released into the community. (2-CO-4G-01, 4-4502, 4-ACRS-5A-13, 4-ACRS-5A-14, 4-ACRS-5A-16)

D. Marriage License Leave

Escorted leave provides offenders an opportunity to appear in person to sign the marriage record at the county clerk's office in accordance with [OP-090128](#) entitled "Offender Marriages."

E. Escorted Activity

Escorted activity leave provides eligible offenders with an opportunity to participate in approved community activities.

F. Transportation Leaves

Transportation leaves may be granted to offenders assigned to minimum security for the purpose of traveling to a probation and parole district for assignment to the Electronic Monitoring Program (EMP) for DUI Offenders or the Global Positioning Satellite Monitoring Program (GPS).

G. Family Member(s)

For purposes of this procedure "family member(s)" will be defined as: spouse, natural parents, children (to include step and adopted children) and upon acceptable documentation, any person who served in a parental capacity.

H. Extended Family

For purposes of this procedure, "extended family" is defined as the offender's grandparents and siblings.

II. Leave Procedures

The facility/district head has the authority to approve or deny any escorted leave/activity as outlined in this procedure. Private prison contractors will comply with this procedure, with the exception that all offender requests for escorted and/or medical leave denied by the facility head will be submitted to the contract

monitor after review by the facility head. All costs of escorted leave other than pre-release is the responsibility of the offender. Costs will be calculated as determined in Section II. B. item 6. of this procedure.

A. Escorted Medical Leave

Offenders at all security levels are eligible for medical leave as defined in the criteria below:

1. At minimum and higher security facilities, offenders may submit a request for medical leave for a specific procedure/specialized care to the facility correctional health services administrator (CHSA). If the request is a valid medical need, the CHSA will notify the facility head and the medical services administrator.
2. After consultation with the CHSA and chief medical officer, the facility head will make the final decision regarding the medical leave.
  - a. Costs associated with the medical leave will be the sole responsibility of the offender.
  - b. The offender will be required to pay the current mileage rate (round trip) and the hourly wages to include salary and benefits of the transporting officers.
  - c. A notarized statement of offender financial responsibility must accompany the medical leave request.
3. At community corrections centers, work centers and halfway houses, offenders may receive medical care through the DOC provider or a community provider of their choice.
  - a. All costs associated with use of non-DOC providers (including physician fee, lab, x-ray, and medications) are the sole responsibility of the offender.
  - b. Medical services will not be denied to any offender based on prior care by a non-DOC provider.
  - c. All requests for escorted medical leave shall be made in accordance with [OP-140121](#) entitled "Outside Providers of Health Care Management."

B. Emergency Leave (4-4500-1, 4-ACRS-5A-18-1)

Criteria and approval for emergency leave is specified below. Any offender assigned as medium security and above are not eligible for

emergency leave. Any exception will be approved by the appropriate division manager.

1. Any emergency leave for offenders ever convicted of violent or sex offenses as defined by [OP-060102 \(Male\) \(Female\)](#) entitled "Initial Custody Assessment Procedures," highest and high offense severity categories, and [OP-020307](#) entitled "Sex and Violent Crime Offender Registration" requires the approval of the appropriate division manager.
2. Emergency leaves may be requested by offenders through unit staff who will verify that the emergency exists, check for any restrictions, and contact local law enforcement authorities regarding the offender's intended leave. Relationships of family members will be verified and documented.
3. The facility/district head will make the final decision regarding the emergency leave after consideration of the individual circumstances and security risk.
4. Offenders assigned to community custody may be approved by the appropriate division manager, for two emergency visits to any one person during a particular critical situation, as outlined below.
  - a. Offenders will be required to complete the "Escorted Leave Request Form" ([Attachment C](#), attached) for all emergency escorted leave requests.
  - b. Offenders assigned to community security may be approved to have a hospital visit, a nursing home visit, a home visit at a residence of a verified family member receiving hospice care, a funeral home visit or to attend the funeral of a family member.
  - c. Approved volunteers may be utilized to escort the offender with no reimbursement for salary and benefits required; however, mileage must be reimbursed if a departmental vehicle is utilized.
5. Offenders assigned to minimum custody may be approved a funeral home visit only to a family member as defined in Section I. items G. and H. of this procedure. A "Minimum Security Emergency Escorted Leave Agreement" ([Attachment D](#), attached) will be completed indicating funeral home body viewing only.
  - a. Offenders with the following disqualifying criteria will not be approved for home visits/hospice at the residence:
    - (1) Active Class X misconduct points.

Section-03 Facility Operations	OP-031001	Page: 5	Effective Date: 11/24/2014
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- (2) A current conviction in the highest crime category as outlined in [OP-060102 \(M\) \(F\)](#) entitled “Initial Custody Assessment Procedures.”
    - (3) Any conviction (prior or current) for a sex offense in accordance with [OP-020307](#) entitled “Sex and Violent Crime Offender Registration” or any offense (felony or misdemeanor) involving a child (to exclude failure to pay child support and contributing to the delinquency of a minor).
  6. For any emergency leave for which the offender is responsible for the cost, the offender must submit a disbursement form and have the funds available prior to the date and time of requested leave.
    - a. The cost of the leave will be the actual cost of the transporting officers’ salary and benefits, as determined by facility personnel, plus mileage cost.
    - b. Mileage cost is calculated in the following manner: the number of miles (as determined by an objective internet based program such as MapQuest) multiplied by the current mileage rate (as established by the Internal Revenue Service (IRS) for business expense deductions).
  7. Documentation will be placed in Section 3 of the offender’s field file for future reference.
- C. Escorted Pre-Release/Reentry Leave (4-4502, 4-ACRS-5A-13, 4-ACRS-5A-14)
- Escorted pre-release/reentry leave is to assist offenders, who are not deemed a threat to the public or the employee, with a process of reentry into society. Offenders meeting the criteria listed below will be considered on a case-by-case basis. Approved pre-release/reentry leave will be documented utilizing the “Approved Escorted Pre-Release/Reentry Leave” form ([Attachment F](#), attached):
1. The offender must be housed at a minimum or community facility and have a projected release date of 90 days or less. All offenders considered must be approved by the unit team; offenders on Level 1 must also have the appropriate division manager’s approval.
  2. Offenders within the highest crime category, including sex offenders, will be restricted per 57 O.S. § 510.1.

3. The offender should be enrolled in a facility reentry program showing commitment to the program with a positive attitude toward change and re-entering society.
4. A complete and detailed itinerary will not exceed eight hours without the prior approval of the affected division manager. The offender will not leave the state of Oklahoma.
5. Escorting personnel will normally consist of a DOC employee or an approved volunteer, as approved by the facility/district head. Any non-DOC employee will have specific training regarding security protocols. Unless prior approval is authorized by the affected division manager, a department owned vehicle will be utilized for the transport.
6. The case manager/unit team will make recommendations regarding which offenders will be considered for pre-release/reentry leave. Transitional coordinators or other designated staff will normally schedule any required appointments for job interviews, housing, and written driving tests.
7. All visits will be to the community in which the offender plans on residing after release. Each offender will not normally exceed three such visits into the community without the appropriate division manager's approval.
8. Multiple offenders may be taken on an escorted visit but the total shall not exceed four, unless otherwise approved by the affected division manager.
9. Local law enforcement agencies will normally be notified 72 hours prior to each event.

D. Marriage License Leave

Offenders at all security levels who meet the criteria listed below are eligible for marriage license leave:

1. The offender is responsible for payment to the facility of all costs associated with the transport, including the transportation officer's salary, benefits and mileage (round trip) at the current rate.
2. The offender is responsible for all payments to the county clerk's office.
3. Offenders convicted of a violent or sex offense will require approval by the affected division manager.

E. Escorted Leave Documentation

The "Minimum Security Emergency Escorted Leave Agreement" ([Attachment D](#)) will be completed for each type of escorted leave requested and submitted to the appropriate reviewing authority for approval, along with the following documents:

1. A current "Offender Profile Screening Form" (OMS 0081D);
2. "Consolidated Record Card" ([DOC 060211H](#)) on all sentences served during the current incarceration; and
3. Rap sheets/Jolts.

F. Escorted Activity Procedures

Approved escorted activities shall be documented on [Attachment A](#) entitled "Escorted Activity Request" (attached). Criteria and approval for escorted activities are as follows:

1. Offenders at minimum and medium security contract facilities and at DOC maximum and medium security facilities are not eligible for escorted activities.
2. Offenders at DOC minimum and community corrections facilities may be eligible for approved escorted activities.
3. Offenders at minimum security will be at Level 4.
4. Offenders at minimum security facilities will have at least 180 days clear conduct. Offenders at community corrections facilities will have at least 30 days clear conduct, except as outlined in Section II. item C. of this procedure. The period of clear conduct will be determined from the hearing date of the last misconduct.
5. Offenders at minimum security facilities must have been at his/her assigned facility for at least 60 consecutive days. Offenders at community corrections facilities must have completed orientation status prior to any escorted activity approval. Community corrections offenders, who are not Prisoner Public Works Program (PPWP) eligible, require approval by the district supervisor and appropriate division manager. Community corrections offenders received directly from the assessment and reception center must have been at his/her assigned facility for at least 30 consecutive days.
6. Offenders whose controlling, concurrent or consecutive sentence is for a sex or incest related offense or drug trafficking offense, or who have a prior conviction for a sex or incest or drug trafficking offense, or who have ever been convicted of a violent offense, will

not be eligible for escorted activities. Exceptions may be granted at the community level with the approval of the appropriate division manager or designee. The division manager may approve exceptions for offenders housed at a minimum or community corrections facilities for the escorted reentry leave program within the guidelines of 57 O.S. § 510.1.

7. Offenders with any escape history within five years are not eligible; however certain exceptions may be granted at the community level with the approval of the appropriate division manager.

G. Transportation Leave Request

Offenders assigned to minimum security that have been approved for placement on the EMP or GPS program may be approved for a transportation leave for the purpose of allowing travel from the assigned facility to the supervising district.

1. Upon receipt of notice of an offender's approval for placement in the EMP/GPS program, the assigned case manager will provide notice to the offender of the placement and will assist the offender with documenting transportation arrangements.
2. The offender will complete the "Transportation Leave Request Form" ([Attachment E](#)). The request will be submitted to the facility head for review. If approved, the offender will be provided notice in sufficient time to allow for reporting to the district for program assignment.

III. Escort Procedures

A. Transportation

All transportation procedures will be in accordance with [OP-040111](#) entitled "Transportation of Offenders."

B. Security

When an offender is escorted on an emergency leave, facility staff will take steps to ensure the security of the offender. This may include keeping the offender apart from all people other than the person the offender has been authorized to visit.

1. If the event is a funeral, escort staff may keep the offender apart from other people.
2. Burial site/graveside services may be authorized for community offenders only.

3. Visits to a residence in conjunction with funeral services, is prohibited.

C. Community Corrections Centers, Work Centers, and Community Contract Facilities

1. Offenders assigned to a community corrections center, work center, or community contract facility may be escorted by a trained volunteer on approved escorted activities. Volunteer escorts will not be a friend or relative of the offender.
2. Offenders released to the GPS program may be issued a "Transportation Leave Request Form" ([Attachment E](#)) in order for the offender to report to the orientation facility. Employers, volunteers, family members, and co-workers must be pre-approved by the district supervisor to transport offenders to orientation.
3. Offenders at community corrections centers or community contract facilities who are assigned to work release or study release do not require an escort to travel to and from approved job search sites or to or from an approved work site. Community offenders assigned to work release programs may be approved for unescorted leave for access to community law libraries or to obtain approved medical care in the community. Offenders approved for law library leaves must qualify for law library usage as per [OP-030115](#) entitled "Access to Courts/Law Library."
  - a. Employers, volunteers, family members, and co-workers may be pre-approved (as a work release transportation sponsor) by the facility head to transport offenders to and from an approved work site.
  - b. Prior to such approval, the proposed transportation sponsor shall be oriented to the rules and conditions of work release and to appropriate escort procedures.
  - c. A security background review shall be completed by the facility to include a FBI, OSBI and DPS records check.

IV. Items Allowed During Escorted Leave

The following items/clothing are authorized during an escorted leave:

A. Medication

Only the prescribed dosage needed for the travel itinerary.

B. Clothing/Other Items

Section-03 Facility Operations	OP-031001	Page: 10	Effective Date: 11/24/2014
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1. Pants, underwear, shirt, socks and shoes;
2. Coat when applicable;
3. Watch and/or wedding ring;
4. State issued identification badge; and
5. The district supervisor may authorize additional property, to include money, work-related tools, etc., for community security offenders.

V. References

Policy Statement P-030100 entitled "Provisions of Services/Offenders Rights and Responsibilities"

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

OP-030115 entitled "Access to Courts/Law Library"

OP-040111 entitled "Transportation of Offenders"

OP-060102 (Male) entitled "Male Initial Custody Assessment Procedures"

OP-060102 (Female) entitled "Female Initial Custody Assessment Procedures"

OP-090128 entitled "Offender Marriages"

OP-140121 entitled "Outside Providers for Health Care Management"

57 O.S. § 510.1

57 O.S. § 552

57 O.S. § 563.2.G

57 O.S. § 538.G

VI. Action

The appropriate division manager is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-031001 entitled "Offender Escorted Leave/Activities" dated January 8, 2014

Distribution: Policy and Operations Manual  
Department Website  
Offender Bulletin Boards

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 060211H</a>	"Consolidated Record Card"	<a href="#">OP-060211</a>
OMS Form 0081D	"Offender Profile Screening Form"	OMS
<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	"Escorted Activity Request"	Attached
<a href="#">Attachment C</a>	"Escorted Leave Request Form"	Attached
<a href="#">Attachment D</a>	"Minimum Security Emergency Escorted Leave Agreement"	Attached
<a href="#">Attachment E</a>	"Transportation Leave Request Form"	Attached
<a href="#">Attachment F</a>	"Approved Escorted Pre-Release/Reentry Leave"	Attached

