

| | |
|--|----|
| Offender Transfers | 1 |
| I. Routine Classification Transfers | 2 |
| A. Change in Custody Level (4-4444)..... | 2 |
| B. Frequency of Routine Classification Transfers | 2 |
| C. Routine Transfer Procedures | 3 |
| D. Transfer Waiting List | 7 |
| II. Priority/Security Transfers..... | 8 |
| A. Types of Priority Security Transfers | 8 |
| B. Priority Transfer Procedures | 10 |
| C. CareerTech Priority Transfer Request | 10 |
| III. Emergency Transfers | 10 |
| A. Emergency Transfer Requests | 10 |
| B. Emergency Transfer Authorization..... | 11 |
| IV. Administrative Transfers | 11 |
| A. Administrative Transfer Authorization | 11 |
| B. Administrative Transfer Procedure..... | 11 |
| V. Medical Transfers | 11 |
| A. Medical Transfer Arrangements..... | 11 |
| VI. Mental Health Transfers | 12 |
| A. Mental Health Unit, ICHU and Observation/Evaluation Transfers..... | 12 |
| VII. Temporary Transfers | 13 |
| A. Types of Temporary Transfers..... | 13 |
| B. Temporary Transfer Procedures | 13 |
| VIII. Intra-Facility Transfers Requiring Facility Classification Office Approval | 14 |
| IX. Facility Assignment Form..... | 14 |
| A. Completion of the “Facility Assignment Form (FAF)” (DOC 060204A)..... | 14 |
| B. Processing the “Facility Assignment Form” | 15 |
| X. References | 16 |
| XI. Action..... | 16 |
| Referenced Forms | 18 |
| Attachments..... | 18 |

| | | | |
|---|--|----------------|-----------------------------------|
| Section-06 Classification and Case Management | OP-060204 | Page: 1 | Effective Date: 10/29/2015 |
| Offender Transfers | ACA Standards: 2-CO-4B-01, 2-CO-4B-03, 2-CO-1E-04, 4-4096, 4-4296, 4-4301, 4-4444, 4-ACRS-2A-07, 4-ACRS-5A-01, 4-ACRS-7D-10 | | |
| Robert Patton, Director Oklahoma Department of Corrections | Signature on File | | |

Offender Transfers

The purpose of the offender classification system is to protect the public, employee, and offender. This procedure outlines the various classification reviews conducted on the initial and subsequent custody assessments, classification overrides and resulting transfers. These reviews consist of both objective and subjective information pertaining to the offender to determine the correct custody level. (2-CO-4B-01, 4-4296, 4-ACRS-5A-01) Offenders may appeal any classification decision in accordance with [OP-090124](#) entitled “Offender Grievance Process.” (2-CO-4B-03, 4-4301)

All offender transfers will be communicated and coordinated by the Population Office (except in emergency situations that occur outside of normal business hours). The

Population Office will not transfer any offender until they have received a transfer packet, except in emergency situations as determined by the appropriate division manager and the administrator of Classification and Population.

The appropriate facility head is responsible for ensuring offenders undergo scheduled classification reviews as specified in this procedure.

I. Routine Classification Transfers

A. Change in Custody Level (4-4444)

1. The classification committee as defined in [OP-060103 Male/Female](#) entitled "Male/Female Custody Assessment Procedures," will recommend transfer to best meet the offender's programmatic needs, proper custody levels and the level system, in accordance with [OP-060107](#) entitled "Systems of Incarceration." If an offender's assigned custody level is different than the confining facility's level, the classification committee will normally recommend transfer to the appropriate security level.
2. Facility personnel will submit transfer packets to the Population Office for approval. Any packet denied will be returned to the sending facility. Transfer packets should be submitted for offenders that meet criteria for lower security who were transferred directly from the reception centers 20 days prior to the expiration of the "Initial Custody Assessment Facility Assignment Form" ([DOC 060102A\(M\)\(F\)](#))
 - a. Facility personnel will recommend offenders for lower security only if it is determined the offender is an acceptable risk.
 - b. Packets approved for community will be processed in accordance with [OP-060104](#) entitled "Community Corrections Assessment."
 - c. All decisions will be entered on the Offender Management System (OMS).

B. Frequency of Routine Classification Transfers

1. An offender may be considered for transfer upon eligibility or upon determination that the offender is an acceptable risk at a particular security level.
 - a. Packets for eligible offenders must be submitted to the Population Office 20 working days prior to eligibility.
 - b. The Population Office will review the packet and take appropriate action.

C. Routine Transfer Procedures

1. Routine transfer recommendations will be submitted to the Population Office utilizing a transfer packet as outlined in this procedure. The transfer packet consists of the following:
 - a. "Facility Assignment Form (FAF)" ([DOC 060204A](#), attached);
 - b. "Custody Assessment Scale" ([DOC 060103A\(M\)\(F\)](#));
 - c. Current (front and back) and past (front only) "Consolidated Record Card" ([DOC 060211H](#));
 - d. Copies of the following rap sheets will be included in the transfer packet and the originals will remain in the offenders field file: NCIC, OSBI, and Juvenile On-Line Tracking System (JOLTS). JOLTS will be accessed at the reception center for all new receptions born in 1976, or after, in order to document criminal history consistent with the custody assessment. The result will be placed in the offender's field file upon transfer from the reception center.
 - e. "Offender Profile Screening Form" (OMS Form 0081D); and
 - f. "Activity/Housing Summary" (located in the electronic health record (EHR)) (current/reviewed within the last 12 months).
 - g. The facility's qualified mental health professional (QMHP) must be notified when offenders, whose mental health classification is "MH-C1" or "MH-C2," are being considered for transfer to minimum security or below. For those offenders, the QMHP will document in the EHR whether the offender's mental health status, behavior, and treatment compliance is appropriate for assignment to the requested security level (i.e., minimum, community, halfway house).
2. Lateral Transfers
 - a. Programmatic Transfers

Lateral transfers to the same security level, will normally occur when an assessed program is not available at the offender's current location and when the offender's days remaining are equivalent to those required for program completion. The transfer packet for programmatic needs will consist of a "FAF," current and past "CRC's" and an "Activity/Housing Summary" form. Current security points will be written on the "FAF."
 - b. Special Transfers

Special transfers are lateral transfers made for special circumstances within the agency. Special circumstances may include the purpose of populating or depopulating facilities, facility projects involving construction or maintenance crews that require special skills, or other facility/agency needs. The transfer packet will normally include, at a minimum, a "FAF" and current and past "CRC's." Additional documentation may be required at the request of the administrator of Classification and Population.

3. Completion of the "Offender Profile Screening Form" (OMS Form 0081D)

The information contained in the "Offender Profile Screening Form" will be reviewed and considered as part of the offender risk assessment. (4-ACRS-2A-07) This information may or may not be reflected on the scored items of the "Custody Assessment Scale" ([DOC 060103A \(M\) \(F\)](#)), but are determining factors that can affect an offender's risk to facility security or the community. Each item must be completed in its entirety with a narrative where requested. The "Offender Profile Screening Form" must be typed or if written, legible.

- a. The case manager will complete the offender profile at the first scheduled or unscheduled custody assessment after initial classification. It will be updated as needed to include significant changes in the offender's status such as escapes, misconducts, family situation, protests, etc. If an offender is received from another facility or caseload, the sending case manager will ensure the profile is current and completed before transfer. (4-ACRS-2A-07)
 - (1) The offender profile will be required on delayed sentence offenders only when they are given a determinate sentence and/or transferred out of the delayed sentence program.
 - (2) The profile will be required on offenders with balance suspended upon completion of program only when they fail the program and/or are required to complete the determinate portion of their sentence.
- b. Information on the form includes:
 - (1) Facility: Enter the name of the facility/district where offender is currently housed.
 - (2) Date: Indicate the date the "Offender Profile Screening Form" is completed.

| | | | |
|---------------------------|-----------|---------|----------------------------|
| Section-06 Classification | OP-060204 | Page: 5 | Effective Date: 10/29/2015 |
|---------------------------|-----------|---------|----------------------------|

- (3) Offender's Name: List the last name, first name, and middle initial of the offender.
- (4) ODOC #: Indicate the offender's ODOC number.
- (5) Security Threat Group (STG) Affiliation: Include a brief narrative clarifying as to whether the affiliation is suspected or validated.
- (6) Current Offense Narrative: The current offense narrative will be obtained from official documents. The current offense(s) will be listed with a brief description of the circumstances to include: controlling, current, rebilled, active paroles, and consecutive cases. The information will be obtained from pre-sentence investigations, police reports, district attorney's narratives, district attorney's information sheets, etc. If self-reported information is used, it will be noted as such. An attempt will be documented by the case manager to obtain the official version of the offense(s) if not available in the file.
- (7) Prior Criminal Record: List prior criminal history to include all felony convictions and serious arrests, sentences, sentence lengths, dates and any pertinent information that may indicate the offender is a present risk.
- (8) Mental Health Classification Level: Specify the offender's mental health level, i.e., MH-0 MH-A, MH-B, MH-C-1, MH-C2, or MH-D, as defined in [OP-140201](#) entitled "Mental Health Services Duties and Responsibilities."
- (9) Alcohol/Drug Use: Describe the offender's substance abuse history. List any physical conditions, limitations, disabilities, or other special circumstances that would present the offender as an unacceptable risk.
- (9) Programs Summary: List all programs that are on the offender "Case Plan" ([OP-060102 \(M\) \(F\)](#), [Attachment B](#)), and all programs the offender has completed, with dates completed, as well as all programs the offender is currently attending. The offender's progress toward completion of the approved case plan will be addressed in detail. Indicate whether the offender has been waiting for placement, failed to initiate placement or refused participation. In addition, indicate if an offender has been unable to complete a recommended program due to mental health or other legitimate inability.

- (10) Documented History of Violence/Domestic Violence: List violent patterns and tendencies to include domestic violence and any violation of protective orders. Include victims' names, and if applicable, relationship to offender; geographical locations; and dates of arrests or convictions.
- (11) Protests: List all protests to include district attorneys, law enforcement officials, civilians, etc. contained in the field file or listed on the Special Offender Management System (SOMS).
- (12) Alerts: Indicate if there is a known victim alert.
- (13) Escape History: List all prison and county jail escapes and attempted escapes, including dates, locations, and security levels. Describe in detail the circumstances of the escape as documented in the official reports including police, incident and misconduct reports.
- (14) Previous Community Failures: Indicate community failures by security level, offender program, along with the date. Include in this section, any work center or community corrections center lateral moves when there is documentation of failure (e.g., misconduct, poor attitude, unable to adjust, etc.).
- (15) Describe details and circumstances of all misconduct reports on the current incarceration.
- (16) Employment: Discuss the offender's employment history prior to this incarceration, work habits during this incarceration as well as any marketable skills of the offender. If the offender was previously assigned work release, that employment will be included.
- (17) Security Consideration/Comments: List the overall risk factors in the recommendation for transfer (i.e., is the offender a good or poor risk if the transfer recommendation is granted or denied). List any comments that would be pertinent to the review, if it includes patterns of behavior.
- (18) Report Prepared By: The preparer will sign, date, and indicate their title.
- (19) Report Reviewed By: The reviewer will sign, date, and indicate their title.

| | | | |
|---------------------------|-----------|---------|----------------------------|
| Section-06 Classification | OP-060204 | Page: 7 | Effective Date: 10/29/2015 |
|---------------------------|-----------|---------|----------------------------|

4. Offenders will be placed at the most appropriate facility based on the needs of the offender and available resources.
5. Non-Associations and Protective Measures

The following items are referenced in [OP-060106](#) entitled “Non-Associations and Protective Measures” and are intended to ensure safety and security of staff, offenders and facility operations:

 - a. Offender non-association system;
 - b. Facility separation;
 - c. Separation between family members and co-defendants; and
 - d. Special management offenders.
6. Transfers to community corrections will be in accordance with [OP-060104](#) entitled “Community Corrections Assessment.” Community Corrections facilities will forward a “FAF” and a current “CRC” to the Population Office when community corrections offenders are transferred to a contract community facility.
7. An updated offender field file and any hard-copy health records for an offender transferred from one institution to another will be transferred simultaneously. All health related information will be transferred in accordance with [OP-140113](#) entitled “Health Assessment for Offender Transfers.” A “FAF,” “Custody Assessment Scale” and updated “Offender Profile Screening Form” must be filed in the offender’s field file before transfer, to include any newly issued offense reports. Any exceptions must be approved by the administrator of Classification and Population and the receiving facility head. In any event, the field file must arrive at the offender’s location within 72 hours. (2-CO-1E-04, 4-4096, 4-ACRS-7D-10). Once the field file is received, any newly issued offense reports will be processed in accordance with [OP-060125](#) entitled “Department Offender Disciplinary Procedures”.
8. “Facility Specific Criteria” ([Attachment A](#), attached) outlines criteria for designated facilities due to statute or community/agency guidelines.

D. Transfer Waiting List

1. Once the Population Office has approved an offender for transfer, staff in that office will add the approval to the Offender Management System (OMS). If the offender has a non-association at the requested facility, another facility may be utilized or the packet will be denied and returned to the sending facility. Administrative non-associations will not be placed on the waiting list until cleared by the appropriate administrator that initiated the non-association.

2. The final review for transfer will be based upon the "Custody Assessment Form," "Consolidated Record Cards," rap sheets and "Offender Profile Screening Form." The offender must be evaluated at each review to determine if he/she is an acceptable risk to be placed at the recommended location. The priority of the assignment to a specific facility and subsequent transfer will be established prior to the transfer based on the below listed criteria:
 - a. Current release date;
 - b. Nature of crime(s)/risks;
 - c. Sentence length(s);
 - d. Gender;
 - e. Available bed space;
 - f. Program needs (and the ability to complete program prior to parole, discharges, or assigned to lower custody);
 - g. Assigned custody level;
 - h. Offender skills;
 - i. Facility needs;
 - j. Program completion;
 - k. Special offender management system;
 - l. Medical considerations; and
 - m. Facility criteria.
3. The Population Office will consider the above listed criteria on an individual basis to ensure the transfer best meets agency needs.
4. Each facility's case manager IV must contact the Population Office within five working days anytime an offender, who has an active transfer packet, receives a new misconduct, parole recommendation, discharge, etc. or any other action that may affect an offender's eligibility to transfer.

II. Priority/Security Transfers

A. Types of Priority Security Transfers

All priority transfer packets will be forwarded to the facility head for approval and submitted to the Population Office if transfer is recommended. Transfer

packets recommending placement at maximum security will be sent to the administrator of Classification and Population or designee, for review. All decisions will be recorded on OMS at the respective decision maker's office.

1. An unscheduled custody assessment will be conducted whenever the offender's status has changed. Included in this category are transfers for:
 - a. Segregated housing (security);
 - b. Protective measures placements;
 - c. Parole stipulations—any offender who is actively participating in a parole stipulated program should not be considered for transfer until the stipulation is completed or dropped;
 - d. Misconducts (affecting security level);
 - e. Misconduct expungements that result in reassignment to the original custody level;
 - f. Programs that require immediate transfer to aftercare or community setting;
 - g. Program failures;
 - h. Those offenders identified as HIV positive that have been counseled by medical staff and continue sexual activity or intravenous drug abuse will be assigned and transferred to maximum security or Mabel Bassett Correctional Center (MBCC). Documentation in the form of a misconduct report for sexual activity or drug abuse, a statement of self-admittance, or through documented evidence on the "Report of Injury or Unusual Occurrence/Encounter" form ([DOC 140125A](#)) will be required; and
 - i. CareerTech placement.
2. If an offense report results in an increase in the offender's assessed custody level, the custody assessment will normally take place within five working days of the facility head's affirmation or modification of the offense conviction.
3. If the custody assessment takes place after five working days, justification for the delay will be noted on the "Custody Assessment Scale."
4. If the classification affects the offender's ability to complete a parole stipulation, this will be reported to the Parole Process Unit by the case manager IV.

5. Unscheduled custody assessments will normally be held within ten working days if the offender's security assignment decreases as a result of an expunged offense report.
6. Unscheduled custody assessments will normally be held within seven calendar days following the Parole Board meeting to consider parole board stipulations that require an offender's transfer to a different security level.
7. An unscheduled custody assessment review will be conducted anytime circumstances have been determined to establish an escape potential. Events such as a parole denial, being passed for parole consideration for two years or more, the death of a significant family member, divorce, or any other significant negative occurrence will result in a review of the offender's security assignment.

B. Priority Transfer Procedures

1. The case manager will complete a packet and forward it to the case manager IV.
2. If there is any vital, sensitive or confidential information that cannot be documented on the "FAF," the deputy warden/assistant district supervisor will contact the Population Office and the receiving facility's deputy warden/assistant district supervisor to inform him/her of the pertinent information.
3. The responsibility for facility placement other than overrides will be with the designated population officer.

C. CareerTech Priority Transfer Request

1. The field file will be flagged by a "CareerTech Priority Transfer Request" ([DOC 090133B](#)) located in section three of the offender field file and a description noted. This will follow the offender until CareerTech placement occurs.
2. If an offender has been identified as having a CareerTech need, the offender will be placed in a CareerTech program when a vacancy occurs or on a confirmed start date. Only the Population Office has the authority to schedule the transfer.

III. Emergency Transfers

A. Emergency Transfer Requests

Emergency transfers are requested when there is a threat to the security of the facility or district (major disturbance or the threat of one) or a situation which is life threatening to staff or offenders and cannot be controlled through the use of segregated housing.

B. Emergency Transfer Authorization

1. During normal business hours, emergency transfers will be handled before any other priority transfer through the Population Office.
2. During non-business hours, the facility head or designee of the sending and receiving facilities will be contacted for approval of emergency transfers.
3. The Population Office will be contacted by the sending facility the next business day.
4. A "FAF" will be completed and sent to the Population Office with other supporting documentation. The documentation will specify who authorized the transfer.

IV. Administrative Transfers

A. Administrative Transfer Authorization

Administrative transfers may be authorized by the director, associate director, appropriate division manager and the administrator of Classification and Population

B. Administrative Transfer Procedure

1. Upon approval of the transfer, the director/associate/division manager will inform the administrator of Classification and Population.
2. If an immediate transfer is ordered, the Population Office will arrange the transfer and send computer messages to the sending and receiving facilities.
3. A "FAF" will be completed and documentation supporting the transfer request must be noted.

V. Medical Transfers

A. Medical Transfer Arrangements

Medical transfers and related health information/records are in accordance with [OP-140113](#) entitled "Health Assessment for Offender Transfers."

1. Movement for medical reasons must be approved in advance by the chief medical officer or designee.

2. The facility physician or facility correctional health services administrator (CHSA) will approve the use of facility infirmary beds. Final decisions regarding infirmary transfers are made by the chief medical officer.
3. For an emergency medical move, the sending facility will complete a "FAF." If physically able to do so, the offender will sign the form. The "FAF" will be forwarded to the Population Office. For non-emergency medical moves, a complete transfer packet will be prepared and sent to the Population Office.
 - a. Medical staff will be responsible to notify the population office of the approval to transfer the offender.
 - b. Population office will be responsible to coordinate the transfer.
 - c. Medical staff will be responsible to coordinate with the receiving facility to ensure bed space is available if the offender requires specific facility placement.
4. Medical Services will determine what transportation arrangements are appropriate and should be made.

VI. Mental Health Transfers

A. Mental Health Unit, ICHU and Observation/Evaluation Transfers

1. Transfers that meet the criteria specified in [OP-140127](#) entitled "Mental Health Units, Intermediate Care Housing Units, and Habilitation Programs" will be in accordance with those procedures regarding observation and evaluation. In the case of an emergency or for observation and evaluation, the sending facility will complete a "FAF" and the offender will sign the form if physically able to do so. The "FAF" will be forwarded to the Population Office.
 - a. Mental health staff will be responsible to notify the Population Office of approval to transfer.
 - b. Population Office will be responsible to coordinate the transfer.
 - c. Offenders admitted to mental health units for observation and evaluation will normally be returned to the sending facility if admittance is not required.
 - d. If not appropriate to return to sending facility, a transfer packet must be submitted to the Population Office prior to discharge from observation and evaluation.
2. Offenders who require transfer to the Intermediate Care Housing Unit

or to the Habilitation Program unit will be transferred after approval from the chief mental health officer or designee. A transfer packet will be completed and sent to the Population Office prior to the transfer. Mental health staff will be responsible to notify the population office when vacant beds are available.

VII. Temporary Transfers

A. Types of Temporary Transfers

1. Segregated housing;
2. Court hearings;
3. Medical care;
4. Mental Health Unit (outlined in [OP-140127](#) entitled “Mental Health Units, Intermediate Care Housing Units, and Habilitation Programs”); and
5. Temporary placement with the intent to return the offender to his/her previous status, to include intermediate sanctions.

B. Temporary Transfer Procedures

1. When necessary, such transfers may be arranged in advance by the case manager IV, team supervisor, administrator or designee contacting the Population Office.
2. The packet will be completed and signed by the chairperson, case manager and the offender. If security reasons preclude the offender from attending the meeting, the reasons for the offender’s absence will be explained on the “FAF” and initialed by the chairperson.
3. The Population Office, when contacted, may require additional justification for the transfer. Such justification will be submitted with the “FAF.”
4. Facilities must make all requests for temporary transfers for the purpose of felony court appearances to the Population Office. Both the classification and medical files will normally be transported with the offender.
 - a. Felony writ moves to and from the closest facility to the county of jurisdiction will be coordinated between the facility and the Population Office. Upon notification from the county, the affected facility will forward a written request to the Population Office. A copy of the writ and the written request will be forwarded a minimum of ten days prior to the scheduled hearing. Classification and medical files are not required for

writ transfers. Sending facilities will provide a copy of current CRC with an additional photo of the offender.

- b. Judicial Review and Delayed Sentence transfers will be coordinated between court services staff and the Population Office. The Population Office will determine transportation arrangements either by the facility or the Central Transportation Unit (CTU).
- c. Delayed sentence offenders who receive a determinate sentence will be reassessed by the receiving facility. The transfer packet will include a "FAF," custody assessment and any supporting documentation of the determinate sentence (i.e., Judgment and Sentence, court minute, etc.).

VIII. Intra-Facility Transfers Requiring Facility Classification Office Approval

- A. Transfers to/from security levels within the same facility will be affected through offender transfer procedures, as outlined in this procedure, rather than through intra-facility assignment procedures.
- B. Any unscheduled transfers within the same facility conducted after normal business hours for security needs or bed space needs will be reported to the Population Office by the facility case manager IV no later than the next working day.

IX. Facility Assignment Form

The purpose of the "Facility Assignment Form (FAF)" ([DOC 060204A](#)) is to request an offender's transfer with valid justification and detailed documentation.

A. Completion of the "Facility Assignment Form (FAF)" ([DOC 060204A](#))

1. Section I-Type of Transfer

The applicable transfer reason will be indicated. The "Security Level after Classification" will be completed by the case manager IV after his/her review. Any request for program completion will be supported by test scores.

2. Section II- Description of Reason for Transfer

A brief narrative will be completed listing reasons for transfer such as program needs, physical or mental health needs, etc.

3. Section III- Facility Classification Committee Action

- a. All areas will be completed by the staff person indicated. The "Final Facility Recommendation" will be completed by the facility head or designee prior to the packet being forwarded to

the Population Office.

- b. Transfer packets recommending maximum security placement at OSP or DCF will be sent to the administrator of Classification and Population or designee for review.

4. Section IV- Division manager/administrator of Classification and Population

The appropriate division manager and the administrator of Classification and Population will approve or disapprove.

5. Section V- Population Office Action

The Population Office will record the transfer of the offender.

B. Processing the "Facility Assignment Form"

1. The assigned staff member will obtain the offender's signature, DOC number, and date. If the offender refuses to sign or is unavailable, the staff member will note this in the space provided.
2. For routine and non-routine moves, the case manager IV and facility head will review, sign and date the "FAF."
3. If the case manager IV, facility head or private prison contract monitor does concur with the classification committee recommendation, the packet will be forwarded to the Population Office. Private prison transfers must be reviewed and approved by the contract monitor before submission to the Population Office.
4. If the case manager IV, facility head or private prison contract monitor does not concur with the recommendation of the classification committee, the reason for the denial will be noted on the "FAF" and "Custody Assessment Form (M) (F)." Copies will be given to the offender and placed in the field file. If for lower security, the packet will be forwarded to the Population Office.
5. The Population Office will note non-associations on the "FAF" to include administrative special management offenders, verification of the information, and facility assignment. The Population Office will then make the appropriate transfer for routine moves by indicating concurrence and documenting the assigned facility and signing the "FAF" as the authorizing Population Office representative. Non-routine transfers will be submitted to the administrator of Classification and Population or designee.
6. Upon review and action by the Population Office, the field file copy and the offender copy of the "FAF" will be returned to the confining facility. Distribution will be as follows:

- a. Field file;
- b. Offender; and
- c. Population Office.

X. References

Policy Statement No. P-060100 entitled "Classification and Case Management of Offenders"

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

OP-060103 (Male) (Female) entitled "Custody Assessment Procedures"

OP-060104 entitled "Community Corrections Assessment"

OP-060106 entitled "Non-Associations and Protective Measures"

OP-060107 entitled "Systems of Incarceration"

OP-060125 entitled "Department Offender Disciplinary Procedures"

OP-090124 entitled "Offender Grievance Process"

OP-140113 entitled "Health Assessment for Offender Transfers"

OP-140127 entitled "Mental Health Units, Intermediate Care Housing Units, and Habilitation Program"

OP-140201 entitled "Mental Health Services Duties and Responsibilities"

XI. Action

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

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

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-060204 entitled "Offender Transfers" dated July 9, 2014

Distribution: Policy and Operations Manual
Agency Website

| | | | |
|----------------------------------|------------------|-----------------|-----------------------------------|
| Section-06 Classification | OP-060204 | Page: 17 | Effective Date: 10/29/2015 |
|----------------------------------|------------------|-----------------|-----------------------------------|

| <u>Referenced Forms</u> | <u>Title</u> | <u>Location</u> |
|---------------------------------|--|-----------------------------------|
| DOC 060102A (M) | "Male Initial Custody Assessment Facility Assignment Form" | OP-060102(M) |
| DOC 060102A (F) | "Female Initial Custody Assessment Facility Assignment Form" | OP-060102(F) |
| DOC 060103A(M) | "Male Custody Assessment Scale" | OP-060103(M) |
| DOC 060103A(F) | "Female Custody Assessment Scale" | OP-060103(F) |
| DOC 060204A | "Facility Assignment Form (FAF)" | Attached |
| DOC 060211H | "Consolidated Record Card" | OP-060211 |
| DOC 090133B | "Career-Tech Priority Transfer Request" | OP-090133 |
| DOC 140125A | "Report of Injury or Unusual Occurrence/Encounter" | OP-140125 |
| OMS Form 0081D | "Offender Profile Screening Form" | OMS Website |
| MSRM Form | "Activity/Housing Summary" | EHR |
| <u>Attachments</u> | <u>Title</u> | <u>Location</u> |
| Attachment B | "Offender Case Plan" | OP-060102 (M) (F) |
| Attachment A | "Facility Specific Criteria" | Attached |

