

Pre-Release Planning and Reentry Process	1
I. Definitions.....	1
A. Reentry.....	1
B. Pre-Release Planning.....	2
C. Strength-Based Planning.....	2
D. In-Reach Organizations.....	2
II. Assessments	2
III. Reentry	3
A. Community Corrections (4-ACRS-5A-16).....	3
B. In-reach Organizations	3
C. Institutional Pre-Release	4
IV. Pre-Release Planning (4-ACRS-5A-11, 4-ACRS-5A-13, 4-ACRS-5A-15, 4-ACRS-5A-20).....	4
V. Discharge/Release.....	8
A. "Release Checkout Sheet"	8
B. Instructions for the Completion of the "Release Checkout Sheet"	8
VI. Training.....	10
VII.Outcomes	10
VIII.References	10
IX. Action.....	11
Referenced Forms	12
Attachments.....	12

Section-06 Classification and Case Management	OP-060901	Page: 1	Effective Date: 03/25/2015
Pre-Release Planning and Reentry Process	ACA Standards: 2-CO-4G-01, 4-4442, 4-4444, 4-4446, 4-ACRS-5A-11, 4-ACRS-5A-12, 4-ACRS-5A-13, 4-ACRS-5A-14, 4-ACRS-5A-15, 4-ACRS-5A-16, 4-ACRS-5A-20, 4-APPFS-2A-01, 4-APPFS-2C-06, 4-APPFS-2D-01		
Robert Patton, Director Oklahoma Department of Corrections	Signature on File		

Pre-Release Planning and Reentry Process

The Department of Corrections (DOC), in partnership with appropriate agencies, will maintain an infrastructure of offender reentry including assessment, needs identification, case planning, training, treatment and pre-release planning. (2-CO-4G-01, 4-4442) The goal of reentry is the reduction of offender recidivism, which may be achieved through underscoring the philosophy that reentry begins at reception and continues throughout incarceration or community supervision. (4-APPFS-2A-01)

For the purpose of this procedure, the term "offender" will apply to anyone under the authority, custody or care of a prison or a community-based facility operated by or contracted with the Oklahoma Department of Corrections (DOC).

I. Definitions

A. Reentry

Reentry is a process of identified training and treatment programs available to offenders according to a needs-based case plan initiated at

reception and integrated into all facets of the offender's incarceration.

1. Reentry prepares the offender with the knowledge and skills necessary to rejoin the community. (4-ACRS-5A-13)
2. A system of multi-agency networks will be maintained to serve the transition and aftercare needs of offenders. (4-ACRS-5A-11, 4-APPFS-2D-01)

B. Pre-Release Planning

Pre-release planning is the process in which the offender's transition from the institutional setting to the community is addressed. This process begins at a minimum of 180 days prior to projected release and involves a shift from case plan objectives to individual community preparedness.

C. Strength-Based Planning

Strength-based planning is a component of the pre-release process in which the offender's individual strengths and resources are built upon in order to enhance a successful transition to the community (e.g., positive relationships with family, capable guardians, or marketable job skills).

D. In-Reach Organizations

An in-reach organization is an approved group that comes into a facility in order to work with an offender in creating a pre-release plan. Examples of in-reach organizations are:

1. Faith-based groups that have completed the reentry portion of volunteer training and work with an offender after his/her release;
2. Tribal groups that have identification as to their affiliation with the tribe to work in the area of reentry;
3. State or federal agency employees who are conducting work related to their position within their agency; and
4. A staff member of a non-profit organization designed to assist offenders with basic reentry services.

II. Assessments

Initial assessments are completed in accordance with [OP-060102 \(M\) \(F\)](#) entitled "Initial Custody Assessment Procedures" and monitored in accordance with [OP-060203](#) entitled "Adjustment Review."

III. Reentry

In all cases, offenders should be identified for reentry by following classification guidelines for movement to the lowest possible security level. (4-4444, 4-ACRS-5A-14) Each offender will have received services from at least one of the below listed types of reentry assistance prior to release. (4-4442)

A. Community Corrections (4-ACRS-5A-16)

Offenders eligible for community corrections prior to release will receive reentry services at those facilities. These services can include work programs, substance abuse aftercare, continuing education, transportation resources and re-establishment of family and community ties. A pre-release plan, in accordance with Section IV. of this procedure, will be completed with each offender.

B. In-reach Organizations

1. Utilization of in-reach organizations is encouraged. Once in-reach services start, this work should continue with an offender throughout incarceration, regardless of a facility transfer or change in security level.
 - a. In-reach organizations should be encouraged to work through the facility head or designated facility contact. Facility space and clearance for initial entry into the facility may be granted to allow for general information sharing purposes and/or conducting a seminar or workshop.
 - (1) The facility head or designated facility contact will coordinate access to the facility.
 - (2) The facility case managers, designated staff and affected offenders will be notified of the in-reach organization's visit.
 - b. Follow up visits with specific offenders will be coordinated in accordance with special visits as designated in [OP-030118](#) entitled "Visitation." Follow up contact can also be through conference calls, letters, and video conferencing or through email contact via the assigned case manager.
2. Documentation of in-reach work with a specific offender must be entered by the case manager in the offender's case notes, to include the name of the organization and worker.
 - a. If the in-reach organization staff completes a pre-release plan, the plan will be attached to the "Adjustment Review" documentation in the offender's field file.

- b. The case manager should note on the pre-release portion of the "Adjustment Review" that the plan by the in-reach organization is attached.

C. Institutional Pre-Release

Case managers will provide reentry services for offenders who do not receive services from one of the above listed types of reentry in accordance with Section IV. of this procedure.

IV. Pre-Release Planning (4-ACRS-5A-11, 4-ACRS-5A-13, 4-ACRS-5A-15, 4-ACRS-5A-20)

Attention to the offender's transition from the institutional setting to the community is necessary to ensure the offender has the support of information and contacts to access the necessary community resources. The goal in the pre-release stage of reentry is to provide offenders with essential needs, such as proper clothing and shoes in accordance with [OP-030120](#) entitled "Offender Property," proper identification as outlined in [OP-060203](#) entitled "Adjustment Review," an appropriate work assignment as outlined in [OP-090110](#) entitled "Work Release" and appropriate referrals to community agencies to assist with services and the development of pre-release planning.

- A. The facility head or designee will continually monitor the facility offender population to determine those offenders being released within six months to ensure the pre-release planning is initiated.
- B. The case manager will develop the pre-release portion of the "Adjustment Review" for each identified offender discharging without supervision no later than the final six months of incarceration based on the "Projected Release Date" chart, as outlined in [OP-060203](#), [Attachment A](#).
 1. An interview with the offender will be conducted by utilizing the "Pre-release Checklist" ([Attachment A](#), attached) at least six months prior to the projected release date. The interview will be conducted in conjunction with a review of the case plan and the offender's progress toward completion of assessed needs.
 2. The pre-release plan will consist of a summary of the "Pre-Release Checklist" ([Attachment A](#)). The pre-release portion of the "Adjustment Review" is based on the identified needs of the offender that are to be accomplished after release. The needs may be the completion of a program that the offender did not complete while incarcerated, such as education or substance abuse treatment. The needs may include finding a job, securing appropriate housing, paying restitution/court costs, child support obligations, outstanding tickets, or any other situation for which the offender may need planning and assistance.

At a minimum, the pre-release plan must include the following:

- a. The proposed residence of the offender or referral to temporary housing;
 - b. Information regarding the offender's financial obligations;
 - c. Identification of proposed employment, a referral to assist in locating employment or identification of the means by which the offender will lawfully support him/herself; and
 - d. Program referrals for any aftercare services needed as a result of programs completed while incarcerated or for services to satisfy an identified need that was not addressed while incarcerated.
3. The following circumstances will preclude the need for the development of a pre-release plan. These circumstances should be noted in the pre-release plan portion of the "Adjustment Review."
- a. Offenders with ICE detainees;
 - b. Offenders released on a judicial review or a delayed sentence;
 - c. Offenders unexpectedly released through post conviction relief or an appeal, etc; or
 - d. Offenders that will discharge to an in-state felony detainer that will result in further incarceration.
- C. Case management staff will contact the Program Services Unit to receive assistance or information about services for reentry of an offender if resources are not identified.
- D. Other agency staff will assist offenders by maintaining contact with professionals in the community and making referrals as deemed appropriate. (4-ACRS-5A-12, 4-APPFS-2C-06)
1. The administrator of Mental Health Operations (AMHO) will ensure that proper discharge planning activities, resources and support are available for offenders with serious mental illness who are classified as Mental Health Level C1, C2 or D (per OP-140201, Attachment B entitled "Mental Health Levels Classification System Criteria"). The AMHO will assist with complicated discharges at the request of DOC Mental Health Services staff.

- a. The AMHO will serve as a liaison with the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) staff in the placement of Integrated Services discharge managers in facilities with mental health units (JHCC, MBCC and OSP).
 - b. The Integrated Services discharge managers will coordinate the mental health reentry planning for offenders with serious mental illness discharging to the Tulsa or Oklahoma County areas. The ODMHSAS Integrated Services discharge managers will work in conjunction with ODMHSAS funded community mental health center based Reentry Intensive Care Coordination Teams (RICCT). RICCT staff provides in-reach services to offenders with serious mental illness.
 - c. The AMHO will manage the coordination of RICCT referrals from qualified mental health professionals from facilities other than the designated mental health facilities.
 - d. Documentation of discharge planning with a specific offender must be entered in the offender's case notes/progress notes to include the name of the organization and worker. The Integrated Services discharge manager, upon completion of a discharge plan, will document the plan on the "Adjustment Review." The case manager will document the discharge plan in OMS.
2. Chaplains and/or volunteer coordinators will coordinate faith-based and available community assistance to any releasing offender requesting referrals for housing, employment opportunities or counseling. (4-ACRS-5A-13, 4-ACRS-5A-20)
 - a. Offenders may voluntarily choose the services of faith-based providers but will not be penalized for choosing a non faith-based provider.
 - b. The agency chaplain and volunteer coordinator will work with the Programs Services staff and the faith-based community to provide resources and support to chaplains and volunteer coordinators.
 3. Education and CareerTech staff will provide offenders with information to assist in reentry efforts such as recommendations, referrals and other resources as necessary and available.
 4. Facility treatment program directors will ensure an aftercare plan is completed for those offenders completing treatment.

5. Probation and parole staff may be contacted to provide assistance with local resources in the community where the offender will be residing.
- E. Upon completion of the pre-release portion on the “Adjustment Review” for those offenders releasing with no supervision, the case manager will ensure a copy of the pre-release plan located on the last “Adjustment Review” is forwarded to the facility case manager IV in order for the facility to maintain information and data on releasing offenders.
 - F. For offenders who request to reside outside the State of Oklahoma upon release, the following action must be taken:
 1. If an offender has probation or parole supervision upon release, an interstate compact packet must be completed in accordance with [OP-160108](#) entitled “Interstate Compact for Probation/Parole.”
 - a. The transfer request will be submitted on offenders discharging to a suspended portion of a split sentence or an unrevoked suspended sentence at least 90 days prior to discharge.
 - b. Transfer requests will be entered into the “Interstate Compact Offender Tracking System” ICOTS within seven days following a granted parole by the Parole Board.
 - c. The offender’s out-of-state address and transportation arrangements will be indicated on the transfer request form.
 2. If an offender has required supervision, as well as a detainer from another jurisdiction which will result in the offender’s further incarceration, this will be indicated in the residence section of the transfer request form.
 - G. Case managers will be responsible for informing releasing offenders of voter rights for convicted felons in accordance with 26 O.S. § 4-120.4.
 1. Offenders may vote once the period of time equal to the time prescribed in the judgment and sentence has been completed; for example, a person convicted on August 1, 2002 to a five year sentence cannot vote until August 1, 2007, regardless of the release date from prison.
 2. A person whose registration has been cancelled will be required to register again before voting.
 3. For information on how to register, the case manager may go to www.ok.gov/elections/Voter_Registration/Voter_Registration_Applic

[ation Form/](#)and provide the offender with the necessary information.

V. Discharge/Release

The actual day of release is critical to the offender's successful reentry. Activities should focus on the final steps required for the seamless transition to the community. This will be accomplished by the completion of the "Release Checkout Sheet" ([Attachment B](#), attached), as outlined below. In addition to the "Release Check-out Sheet," the offender will be provided a portfolio. The portfolio is provided to ensure the offender is able to keep documents together and have them readily available when needed in the community.

A. "Release Checkout Sheet"

The facility head will ensure that the "Release Checkout Sheet" ([Attachment B](#)) is completed and forwarded to the facility records office for placement in Section II of the field file.

B. Instructions for the Completion of the "Release Checkout Sheet"

1. Health Services

- a. Medical and mental health staff will ensure that arrangements for necessary referrals to follow-up medical/mental health care are made and an appropriate supply of medication is provided.
- b. DNA testing will be completed for those designated offenders as required.
- c. Staff will provide an immunization record in accordance with the "Tuberculosis & Immunization History Record" (located in the EHR).
- d. Staff will ensure that an "Authorization for Release of Protected Health Information" form ([DOC 140108A](#)) is signed by the offender and placed in the medical file. (4-4446, b# 7)

2. Laundry

Staff will ensure the return of all state issued property and will ensure the offender is issued discharge clothing (if applicable) that is seasonally appropriate or check the offender's discharge clothing to ensure it is appropriate. (4-4446, b# 5)

3. Property

- a. Property staff will ensure the return of personal property.
- b. Staff will also ensure a property inventory is conducted so that state property does not leave the facility. (4-4446, b# 4)

4. Administration

Administrative staff will make arrangements for completion of any pending actions (e.g., grievances, damage claims). (4-4446, b# 6)

5. Education

- a. Education staff will ensure that all library books and school books have been returned.
- b. Staff will also provide any copies of Life Skills projects for reentry purposes (if applicable).

6. Business Office

Staff will ensure that the trust fund check is issued. They will also provide a bus or railroad ticket, if needed, to the offender's proposed residence within the contiguous United States (57 O.S. § 513).

7. Unit Manager

- a. Unit staff will ensure the return of any unit property.
- b. A copy of the pre-release plan will be provided and staff will ensure the offender signs and dates the plan, indicating receipt. A copy will be forwarded to appropriate staff in accordance with Section IV. item E. of this procedure.
- c. The unit manager shall ensure the offender receives a copy of all program completion certificates.
- d. Staff will verify transportation arrangements and ensure a bus ticket is purchased if needed.
- e. The unit manager will ensure the offender receives a copy of [Attachment C](#), a letter to the releasing offender (attached), regarding the offender's eligibility to vote.

8. Records Department

- a. Records staff will verify the identity of the offender and obtain required signatures on the release documents, with copies provided to the offender. (4-4446, b# 1, 2)

- b. Staff will notify the offender of any financial obligations.
- c. The offender will also be notified of registration requirements for sex, methamphetamine ([Attachment D](#), attached) and violent offenders as applicable. The offender will be informed to direct all questions regarding requirements for methamphetamine registry to the Oklahoma Bureau of Narcotics and Dangerous Drugs (OBNDD) as indicated on [Attachment D](#).
- d. The offender will be given any original identification documents such as social security card, birth certificate, etc. located in the legal file. Offenders will be allowed to possess their DOC identification upon discharge. A notarized copy of the "Consolidated Record Card" (CRC) ([DOC 060211H](#)) will be provided if two forms of identification are not available, along with copies of applications requesting identification.
- e. Staff will provide notification to the affected probation and parole district, if the offender is to be supervised, by faxing the release paperwork to the appropriate district. (4-4446, b# 3)

9. Central Control/Shift Supervisor on Duty

Correctional staff will ensure proper identification of the offender prior to his/her release from the facility. Staff will also verify information contained in the release documents. (4-4446, b# 8)

VI. Training

Reentry training will be conducted during job specific training for all new unit managers, case managers and probation and parole officers utilizing a lesson plan developed with the assistance of the Programs Services staff.

VII. Outcomes

The administrator of Evaluation and Analysis will be responsible for evaluation of the reentry process based on available data.

VIII. References

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

OP-030118 entitled "Visitation"

OP-030120 entitled "Offender Property"

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

OP-060203 entitled "Adjustment Review"

OP-090110 entitled "Work Release"

OP-160108 entitled "Interstate Compact for Probation/Parole"

IX. Action

The facility/district head is responsible for compliance with this procedure.

The chief administrator of Program Services 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-060901 entitled "Pre-Release Planning and Reentry Process" dated April 18, 2014

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 060203A	“Adjustment Review”	OP-060203
DOC 060211H	“Consolidated Records Card” (CRC)	OP-060211
DOC 140108A	“Authorization for Release of Protected Health Information”	OP-140108

MSRM Form	“Tuberculosis & Immunization History Record”	EHR
-----------	--	-----

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Projected Release Date”	OP-060203
Attachment A	“Pre-Release Checklist”	Attached
Attachment B	“Release Checkout Sheet”	Attached
Attachment C	“Letter to Releasing Offender”	Attached
Attachment D	“Methamphetamine Offender Registration”	Attached
Attachment B	“Mental Health Levels Classification System Criteria”	OP-140201