

INMATE WORK PROGRAMS:
A REVIEW OF THE LITERATURE

U.S. Department of Justice
National Institute of Corrections
Information Center

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Introduction

Inmate work programs can contribute significantly to preparing jail and prison inmates for life outside an institution by teaching them good work habits and interpersonal skills. Work programs contribute to inmates' sense of accomplishment and self-esteem and often provide an opportunity to learn new skills. Inmate work programs also benefit correctional institutions and the public by providing needed services at low cost.

A survey of published and unpublished literature on inmate work programs shows that U.S. inmate work programs take three general forms:

- Operational assignments within the institution, in which inmates perform tasks necessary to the functioning of the facility or larger corrections system;
- Community service work, in which inmate labor is used on projects benefitting the community, which would otherwise require local governments to pay other providers or might not be performed at all; and
- Prison industries, in which inmate labor produces goods for sale, usually within a statewide purchasing system.

This paper provides brief information on operational and community service assignments within prisons and jails and considers issues in their implementation by corrections agencies.

Operational Work Programs

According to a recent study, in many locations "institutional maintenance assignments are the largest single option for inmate work." The nature of most prisons and jails provides a variety of tasks suitable for inmate workers.

Operational work programs can offer inmates an alternative to idleness and thereby contribute to improved inmate morale. U.S. court cases have held that while inmates do not have a constitutional right to prison employment, they do have a right to conditions that do not include "stultifying idleness."

Operational work programs are different at each institution, but ideally they share some common characteristics:

- Most programs seek to emulate the working environment outside the institution as nearly as possible.

1 *Perspectives on Inmate Work Programs*. American Correctional Association, 1990.

- The work should not be “make-work,” but should be valuable in the operation of the institution.
- Programs should allow inmates to work a regular schedule of hours, just as he or she would in a job outside the jail or prison.
- Work programs should allow inmates some opportunity for advancement.
- Programs should include consequences for non-performance of duties.
- Most programs provide the inmate an opportunity to earn money.

Forty-five of the fifty states, the District of Columbia, and the Federal Prison System pay inmates a wage for services rendered to the institution. Wage rates for non-industry work within an institution ranged from \$0.17 per day to \$19.98 per day. Most institutions’ pay scales are based on the skill levels required for each job assignment. The average daily rate for inmates nationally ranges from a low of \$0.99 to a high of \$3.98 for non-industry work within an institution.

Inmates are assigned to virtually every type of work within an institution except positions of security over other inmates or positions with access to confidential documents. Many corrections departments consolidate the types of services performed by inmates in each institution. For example, one institution may do all the meat cutting and butchering for other institutions in a prison system, while another institution handles all auto or electronics repairs. This type of specialization offers inmates enough experience at a given vocation to learn a skill and perhaps to become certified, if a certification process is available. Consolidating such work programs often means that they are operated like prison industries.

It is sometimes difficult to distinguish when inmates are working for an institution and when they are working in an institutional industry. For example, the Milwaukee County House of Corrections has a furniture refinishing program within the institution that employs from thirty-five to forty inmates. The program is considered an inmate work program, though some might call it a jail industry.

The literature survey revealed that the following types of occupational work are performed by inmates in correctional institutions:

- Auto mechanics
- Small engine repair
- Printing
- Drafting
- Welding
- Carpentry
- Meat cutting

- Baking
- Heating/air conditioning/refrigeration repair
- Building maintenance
- Construction
- Electronics repair
- Landscaping and grounds maintenance
- Food preparation and service
- Horticulture
- Eyeglass repair and manufacturing
- Wastewater treatment and plant operation
- Data processing
- Dairy and juice production
- Graphic arts
- Furniture refinishing and repair
- Welding
- Building custodial services
- Auto body repair

Vocational education components of work programs

Operational inmate work programs sometimes have a vocational education component. These programs differ greatly in their requirements and emphasis; some are developed or operated in conjunction with a local community college or university. Some require inmates to have a GED or be enrolled in a GED program in order to participate. Vocational programs offer inmates both on-the-job and classroom training in a chosen skill.

Inmate eligibility for work programs

Corrections departments commonly limit participation in vocational programs to some degree. Some agencies exclude maximum security inmates, and most exclude inmates in administrative segregation. Because work programs and their accompanying vocational training are in high demand, some jurisdictions establish criteria for participation. These range from successful progress reports for a specified time in an inmate's current institutional assignment, to a lack of disciplinary reports, to a specified amount of time since commission of any crime. To ensure that inmates will not start a vocational training and work program that will not be completed, some institutions require a minimum length of time remaining to be served on a sentence in order for inmates to participate.

costs

Work programs contribute to keeping prison maintenance costs low. However, actual costs and savings to institutions for inmate work programs are difficult to calculate because the inmates are doing work that would otherwise be done by employees or contract labor. Supervision and labor costs would still be incurred-perhaps at higher rates-if the inmates were not performing the services.

In the case of the Milwaukee House of Corrections' furniture refinishing program, a major cost is staffing requirements. The program requires a full-time coordinator, a part-time clerk, and two part-time teaching assistants who work eight hours per week. The agency estimates that it incurs no net cost in operating the program, however, because the value of the inmates' work more than equals the staffing costs.

Further, when inmates are employed in institutional maintenance and operations there is a cost to the local community in that the inmates' tasks might otherwise be performed by area residents. However, this drawback must be weighed against the longer-term societal cost of sending inmates back into the community without job skills.

Community Service Work Programs

Many correctional institutions allow inmates to gain work experience through community service. Through community service work, offenders can contribute their labor to benefit the community while developing job skills in a practical, non-prison setting.

Community service work usually takes the form of construction, landscaping and horticulture, and agricultural activities. Construction/repair of public property and parks development and maintenance are by far the most common types of community service activities cited in the corrections literature. Examples of other work performed as a community service include:

- Working with retired racehorses
- Building houses for low-income persons
- Painting municipal swimming pools
- Providing snow removal services
- Providing back-up firefighting services
- Delivering anti-drug programs in schools

Many jails and prisons allow inmates to participate in community service activities that do not require them to leave the grounds of the institution. In several jurisdictions, for example, inmates raise vegetables for low-income persons in the community. Other activities include

making toys and Easter baskets for children, participating in activities to earn money to sponsor scholarships, and repairing furniture and appliances for the elderly.

Inmate eligibility

Eligibility for community service work is usually much more restrictive than for in-prison work programs. Violent offenders, such as those convicted of murder or rape, are frequently excluded from participation in community service work. Inmates with health problems are generally also excluded.

Costs

Because community service work is not essential to jail or prison operations, its net costs to the facility are higher than those associated with in-house work programs. The main factor is costs for supervision: community service workers require additional and stringent supervision when working outside the facility. However, benefits to the community may offset the direct costs to the jail or prison and indirectly benefit the facility itself.

Conclusion

In summary, inmate work programs encompass a wide range of activities. Institutions seeking to expand their programming in this area have a number of models from which to choose. Documents describing specific programs are attached.

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APPENDIX I:

**Sample Policies and Regulations
Governing Inmate Work Programs**



ADMINISTRATIVE REGULATIONS

Department of
Correctional Services
State of Nebraska

NUMBER

109.1

PAGE NUMBER

1 OF 2

SUBJECT:

INMATE WORK PROGRAMS

Purpose

To provide a guideline for the employment, assignment and daily activity of an inmate assigned to a work program

General

It is the policy of the Department of Correctional Services to endeavor to see that inmates are profitably occupied in a work program which will contribute to their personal development and the efficient operation of the institution.

Jobs available to the inmates should approximate, as nearly as possible, the real life work situation on the outside.

Procedure

1. Employment Opportunities

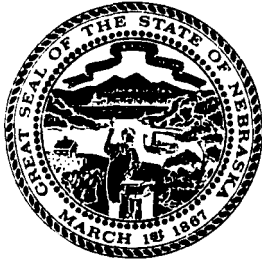
- A. Industrial, maintenance and service jobs will be listed as to their availability for all inmates to review.
- B. Progression within a job assignment and advancement into other jobs of a higher skill level will be identified.
- C. Concise job descriptions will be available for review by the inmate so that he can determine what the opportunity entails.
- D. Listed jobs, their titles, and descriptions, will be cross-referenced with the Dictionary of Occupational Titles Code Book.

2. Work Experience

- A. Work assignments must be of a type that will afford an opportunity to learn a job skill.
- B. It will be necessary to provide the opportunity to develop good work habits and attitudes wherever possible.

3. Job Structure

- A. Job opportunities will be of a nature that as closely as possible will involve a full day's work effort (i.e. an 8-hour work day).
- B. Activities that would interfere with daily work efforts are to be



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closely scrutinized and avoided whenever possible.

Approved

JERRY J. BOLIN DIRECTOR
Department of Correctional Services

Effective: March 1, 1980

Inmate Pay Program

All paid inmate work assignments shall be classified as Pay Grades 1 through 5 by the facility. A summary of work assignments shall be prepared by the facility head to be used as a basis for determining the number of positions for which inmate pay is provided within the limitations prescribed herein. The specific procedures for implementation of the inmate pay program are as follows:

I. Pay Grades

A. Classification of Pay Grades

For the purpose of determining the rate of inmate compensation, the following pay grades shall be applicable:

1. Pay Grade 0--Unassigned and orientation
2. Pay Grade 1--Under immediate supervision. Work assignments are specifically outlined and reviewed upon completion. Jobs in this category usually involve routine, repetitive tasks with very little variance in day-to-day activities and are readily learned.
3. Pay Grade 2--Under general supervision. Work assignments are outlined in a general way. The inmate shall be able to exercise some judgement based upon knowledge gained through experience.
3. Pay Grade 3--Under direction. With limited supervision, the inmate is able to coordinate and execute designated assignments to accomplish objectives outlined by the immediate supervisor without specific approval. This level requires the exercise of judgement based on experience and knowledge of the established operational procedures. Work need not be reviewed in the absence of complaints.
5. Pay Grade 4--Under general direction. No supervision is required. In addition, the inmate shall have a high degree of technical skills.
6. Pay Grade 5--Under general direction. No supervision is required as in Pay Grade 4. This person shall have demonstrated a consistent proficiency and responsibility in the performance of assigned tasks.

B. Rate of Compensation

The pay period shall run from the first day of the month through the last day of the month.

1. A facility head shall be authorized, when funds are available, to compensate inmates for work performed at the following rate if the inmate is employed full time (minimum of six hours per day) on a job assignment:
 - a. Pay Grade 1--Nine dollars per month
 - b. Pay Grade 2--Twelve dollars per month
 - c. Pay Grade 3--Fifteen dollars per month
 - d. Pay Grade 4--Thirty dollars per month
 - e. Pay Grade 5--Thirty-seven dollars and fifty cents per month
2. When an inmate is assigned to a job not regularly called out or requiring less than six hours per day, the inmate shall be paid at Pay Grade 1.
3. An inmate who works half-day and attends school, vocational training, or a treatment program shall be paid at the higher rate if there is a difference in the assigned pay grades.
4. An inmate assigned to Oklahoma State Industries will be compensated in accordance with OP-080501 entitled "Industrial Pay Plan." An inmate assigned to agri-services will be compensated in accordance with OP-080502 entitled "Agri-Services Pay Plan."
5. A minimum of 20 percent of amount earned shall be placed in mandatory savings.

C. Distribution of Pay Grades

1. Normally, pay grades will be distributed as follows:

<u>Pay Grade</u>	<u>Percent Allowed</u>
1	10%
2	20%
3	50%
4	15%
5	5%

2. A facility may assign a larger percentage of inmate workers to a particular pay grade by lowering the percentage of higher pay grades, i.e., 55 percent of inmate workers may be assigned to Pay Grade 3 if Pay Grade 4 is reduced to 10 percent.
3. Inmates assigned to special project crews, i.e., departmental roofing crews, departmental construction crews, etc., shall be paid at the rate assigned for that crew without regard to pay grade distribution percentages.

D. Pay Rates in Case of Absence or Refusal to Work

Inmate pay shall be earned. It shall not be automatic because of assignment to the job. Allowance of pay may be disapproved by the work supervisor for any portion of all of the month in which the inmate's work is unsatisfactory.

Wages for work days missed because of unauthorized absences or refusal to work shall be deducted in accordance with Attachment A.

E. Authorized Absences and Special Considerations

1. An authorized absence is when an inmate is absent from a paid work assignment through no fault of the inmate. Compensation shall continue at the same pay grade through the current period.
2. If an inmate is reclassified into another work position during any month, either higher or lower, the inmate shall be compensated at the rate to which assigned on the last day of the month.

II. Assignment to Inmate Pay Grades

A. Inmate Job Assignments

1. The facility head shall establish procedures which ensure uniformity in the assignment of inmates to jobs and pay grades.
2. Assignment of inmates to jobs approved for compensation shall be made by the adjustment review committee/unit treatment team with consideration given to the conduct, past work performance, supervisory requirements, and special skills of the inmate.

3. Appropriate consideration shall be given to an inmate's desire to improve knowledge and skills when determining whether an inmate should be granted a change in status.

B. Evaluation Procedures

1. The inmate's work performance shall be reviewed with the inmate by the work supervisor.
2. The "Monthly Evaluation Report and Inmate Time Credit" form (DOC Form 063006, Attachment B) shall be completed by the work supervisor and forwarded to the adjustment review committee/unit treatment team by the third working day of the following month.
3. If pay is not warranted, the work supervisor shall indicate the number of days for which pay should be withheld on the "Payroll Pre-List" with appropriate justification attached. Persons not on the "Payroll Pre-List" who have earned compensation shall be written in on the pre-list by the work supervisor. By the fifth working day of the month, the work supervisor shall submit the "Payroll Pre-List" to the business office.

C. Promotions

1. All promotions in grades shall be scheduled to commence at the beginning of the next pay period. The records concerning each promotion actually effected shall include the reasons the promoted inmate was selected and the names of inmates considered for that promotion.
2. "Job Assignment Form for Promotions" (DOC Form 063007, Attachment C) shall be completed for all promotions.

D. Transfers

1. An inmate permanently transferring from another facility or changing a job assignment shall be compensated by the receiving facility according to the pay grade to which assigned on the last day of the month.
2. Inmates transferred on the last day of the month shall be compensated by the sending facility according to the pay grade assigned prior to transfer.

IV. References

Policy statement P-090100 entitled "Offender Management and Services"

Standards for Adult Correctional Institutions, Second Edition. Standard 2-4414

V. Action


The associate director shall be responsible for compliance with these procedures.

Any exceptions to this operations memorandum require prior written approval from the director.

These procedures shall be effective June 1, 1990.

Replaced: Offender Management and Services Manual, Section 3, Chapter, II entitled "Inmate Pay Program" dated October 1987

Distribution: Policy and Operations Manuals

 4-26-90.

Gary D. Maynard, Director
Oklahoma Department of Corrections

2 3 DAY CYCLE					
Work Days Deducted	Pay Grade				
	1	2	3	4	5
0	9.00	12.00	15.00	30.00	37.50
1	8.61	11.48	14.35	28.70	35.87
2	8.22	10.96	13.70	27.39	34.24
3	7.83	10.43	13.04	26.09	32.61
4	7.43	9.91	12.39	24.78	30.98
5	7.04	9.39	11.74	23.48	29.35
6	6.65	8.87	11.09	22.17	27.72
7	6.26	8.35	10.43	20.87	26.09
8	5.87	7.83	9.78	19.57	24.46
9	5.48	7.30	9.13	18.26	22.83
10	5.09	6.78	8.48	16.96	21.20
11	4.70	6.26	7.83	15.65	19.57
12	4.30	5.74	7.17	14.35	17.93
13	3.91	5.22	6.52	13.04	16.30
14	3.52	4.70	5.87	11.74	14.67
15	3.13	4.17	5.22	10.43	13.04
16	2.74	3.65	4.57	9.13	11.41
17	2.35	3.13	3.91	7.83	9.78
18	1.96	2.61	3.26	6.52	8.15
19	1.57	2.09	2.61	5.22	6.52
20	1.17	1.57	1.96	3.91	4.89
21	0.78	1.04	1.30	2.61	3.26
22	0.39	0.52	0.65	1.30	1.63
23	0.00	0.00	0.00	0.00	0.00

3 1 DAY CYCLE					
Work Days Deducted	Pay Grade				
	1	2	3	4	5
0	9.00	12.00	15.00	30.00	37.50
1	8.71	11.61	14.52	29.03	36.29
2	8.42	11.23	14.03	28.06	35.08
3	8.13	10.84	13.55	27.10	33.87
4	7.84	10.45	13.06	26.13	32.66
5	7.55	10.06	12.58	25.16	31.45
6	7.26	9.68	12.10	24.19	30.24
7	6.97	9.29	11.61	23.23	29.03
8	6.68	8.90	11.13	22.26	27.82
9	6.39	8.52	10.65	21.29	26.61
10	6.10	8.13	10.16	20.32	25.40
11	5.81	7.74	9.68	19.35	24.19
12	5.52	7.35	9.19	18.39	22.98
13	5.23	6.97	8.71	17.42	21.77
14	4.94	6.58	8.23	16.45	20.56
15	4.65	6.19	7.74	15.48	19.35
16	4.35	5.81	7.26	14.52	18.15
17	4.06	5.42	6.77	13.55	16.94
18	3.77	5.03	6.29	12.58	15.73
19	3.48	4.65	5.81	11.61	14.52
20	3.19	4.26	5.32	10.65	13.31
21	2.90	3.87	4.84	9.68	12.10
22	2.61	3.48	4.35	8.71	10.89
23	2.32	3.10	3.87	7.74	9.68
24	2.03	2.71	3.39	6.77	8.47
25	1.74	2.32	2.90	5.81	7.26
26	1.45	1.94	2.42	4.84	6.05
27	1.16	1.55	1.94	3.87	4.84
28	0.87	1.16	1.45	2.90	3.63
29	0.58	0.77	0.97	1.94	2.42
30	0.29	0.39	0.48	0.97	1.21
31	0.00	0.00	0.00	0.00	0.00

MONTHLY INMATE EVALUATION
TIME CREDIT REPORT

AME _____ DOC # _____ FACILITY _____
 JUVENILE PERIOD _____ ASSIGNMENT _____
 PAY PERIOD _____ TASK _____

1. ATTENDANCE

- ___ 0 Absent more than 3-days
- ___ 2 Absent 2-3 days
- ___ 4 Absent 1 day
- ___ 6 No Absence

2. OBSERVANCE OF SAFETY RULES

- ___ 0 Unacceptable
- ___ 1 Observes rules when watched
- ___ 2 Observes rules most of time
- ___ 4 Observes rules at all times
- ___ 5 Helps promote safety

3. INITIATIVE & SKILL DEVELOPMENT

- ___ 0 Unacceptable
- ___ 1 Marginal
- ___ 3 Fair
- ___ 5 Good, upper 50%
- ___ 7 Seeks resp.-self starter

QUALITY OF WORK

- ___ 0 Unacceptable
- ___ 1 Marginal
- ___ 3 Fair
- ___ 5 Good, upper 50%
- ___ 8 Very low errors-top 20%

5. CARE OF WORKING AREA

- ___ 0 Unacceptable
- ___ 1 Needs reminding
- ___ 2 Fair
- ___ 3 Avg.Sustains acceptable level
- ___ 5 Maintains area neat and clean

6. CARE OF EQUIPMENT, MATERIALS, STOCK

- ___ 0 Unacceptable
- ___ 1 Marginal
- ___ 2 Fair
- ___ 3 Careful, minimal losses-upper 50%
- ___ 5 No losses.keeps in proper condition

7. QUANTITY OF WORK

- ___ 0 Unacceptable
- ___ 2 Marginal
- ___ 4 Fair
- ___ 6 Good, upper 50%
- ___ 8 Exceptional, top 20%

8. ATTITUDE TOWARD PEERS & SUPERVISOR

- ___ 0 Unacceptable
- ___ 1 Marginal cooperation
- ___ 3 Generally cooperative
- ___ 4 Usually cooperative
- ___ 6 Full cooperation, promotes harmony

TOTAL POINTS _____ (See reverse side for interpretation)

COMMENTS _____

MONTH/YEAR COVERED _____ TOTAL CREDIT _____

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of person preparing evaluation

Inmate Signature

Signature of person reviewing evaluation

INSTRUCTIONS FOR INTERPRETATION OF
MONTHLY EVALUATION REPORT

<u>EVALUATION POINT</u>		<u>DESCRIPTION OF WORK PERFORMANCE</u>
45-30	<u>OUTSTANDING</u>	The rating is reserved only for those inmates who display considerable initiative and motivation. the inmate will have to demonstrate exceptionally high work habits. It must be consistently high and not consist of high and low performance.
39-44	<u>EXCELLENT</u>	This worker is above average in all work habits with only minor errors and rarely performs below expectations in any evaluation area. The inmate is performing at a level that is exceptional.
24-38	<u>GOOD</u>	Applies to a worker who performs in a satisfactory manner and completes tasks as required. The inmate, on occasion, performs above or below expectations but for the most part performs work within the allotted time without complaining. The inmate is doing what is expected.
14-23	<u>FAIR</u>	The fair worker may perform satisfactorily for some periods of time, but performance is marked by obviously deficient and weak areas. There is noticeable room for improvement.
0-14	<u>POOR</u>	This worker's performance simply falls below expected standards. The inmate may perform some job requirements in a satisfactory manner. However, problem areas are so obvious that it makes overall performance unacceptable. Demands upon the supervisor's time may be unreasonable and willingness to carry share of the workload is lacking.

INMATE PAY PROGRAM
JOB ASSIGNMENT FORM FOR PROMOTIONS

Job Assignment _____ Date _____

Position _____

Inmate Selected: _____

- Name _____ Number _____ Race _____

Reason for Promotion: Seniority _____ Reliability _____

Quality of Work _____ Initiative _____

Other (explain) _____

Others Eligible or Considered: _____

(Give reasons if no others were considered)

Comments: _____

Copies:

White - Work Supervisor
Pink - Racial balance report
Yellow - Inmate's field file
-Inmate

Procedures for Protective Measures

Protective measures shall be taken when there is a reasonable belief an inmate is in imminent danger of physical harm.

I. Available Protective Measures

A. Unit Reassignment

Assignment to other general population quarters within the same facility

B. Facility Reassignment

Transfer to another facility of equal or higher security (Separate procedures shall be initiated.)

C. Protective Custody Assignment

Placement in a protective custody housing unit of same or higher security designations (Separate procedures shall be initiated.)

II. Placement on Protective Custody

A. Request Procedures

1. An inmate may request protective measures by informing facility personnel in writing.
 - a. Upon receipt of such a request, the receiving staff person shall notify the unit manager, shift supervisor, or facility duty officer.
 - b. Notification shall include Inmate name, DOC number, and reason for the request.
2. Facility staff may request protective measures without an inmate's request if there is documented just cause.
 - a. The staff member shall cite the identity of information sources and names of possible source of threat.
 - b. The requesting staff member shall complete Sections 1, 2, and 3 of the "Assessment of Protective Measures Need" (DOC Form 062062, Attachment A) and forward it to the unit manager, shift supervisor, or facility duty officer..

B. Initial Review Procedures

The unit manager, shift supervisor, or facility duty officer shall:

1. Complete the "Request for Protective Measures" (DOC Form 062073, Attachment B) and the "Assessment of Protective Measures Need (DOC Form 062062, Attachment A)."
2. Determine if the inmate appears to be in danger and whether immediate temporary placement in restrictive housing is necessary. If immediate placement is necessary, secure housing shall be provided in accordance with OP-060204 entitled "Restrictive Housing."
3. Consult with appropriate facility staff to determine whether assignment to other general population quarters may solve the problem.
4. Ensure reclassification appearance within three working days before the Unit Treatment Team/Facility Classification Committee when protective measures are to be implemented. -
5. If protective measures are not implemented, the "Request for Protective Measures" and "Assessment of Protective Measures Need" forms shall be placed in Section 3 of the inmate's field file.

C. Case Manager Responsibilities

The inmate's assigned case manager or, if not available, a correctional counselor shall be notified of the request for protective measures and shall initiate an individual contact with the inmate on or before the next working day. The assigned case manager/correctional counselor or designee shall:

1. Review and discuss with the inmate, all aspects of the "Request for Protective Measures" and "Assessment of Protective Measures Need."
2. Inform the inmate of protective measure options.
3. Explain the separate availability as defined below.
4. Forward the "Request for Protective Measures" and "Assessment of Protective Measures" forms with complete recommendation to the unit manager.

5. Document the above in the inmate's chronological report.

D. Classification Procedures

The Unit Treatment Team/Facility Classification Committee shall:

1. Consider all available information relating to the request for protective measures and may request further investigation, return to general population, initiate separate procedures, and recommend continue restrictive housing assignment pending transfer to another facility or to a protective custody unit.
2. Initiate the least restrictive and most appropriate protective measure to adequately address the situation,
3. Protective measures which involve separate procedures shall result in assignment actions to ensure separation of identified inmates.

III. Separate/Medical Flag

A. Completion Procedures

Circumstances requiring separation of identified inmates for protective measures shall require completion of the "Separate/Medical Flag" (DOC Form 062035, Attachment C) and initiation of separate procedures as cited below.

1. "A Separate/Medical Flag" form shall be completed for each inmate requesting separation from one or more inmates incarcerated by the Oklahoma Department of Corrections.
2. An additional "Separate/Medical flag" form shall be completed for each inmate designated under the section entitled Separation DOC No. _____. These separate forms shall be completed justice if the inmate had initiated the request. In this instance, however, only the DOC number of the initiating inmate shall be listed under the section entitled Separation DOC No. _____.
3. The originating staff member who completes the "Separate/Medical Flag" form shall provide a detailed explanation for filing of the separate in the remarks section of this form and shall indicate the appropriate input category such as

"check before move" and shall also sign and date all separate/medical flag forms on the line so indicated.

4. The inside upper left corner of the cover of the identified inmate's field record shall be ink stamped "Separate Information."

B. Facility Review

1. The unit manager shall review the separate medical flag form for proper completion and shall sign and date the form. If a transfer is recommended, the case manager supervisor shall review for appropriateness and coordinate the move with the population office.
2. The Initiating inmate shall sign and date all "Separate/Medical Flag" forms on the line so designated.
3. Separates which do not require transfer action (inmates currently confined in separate housing areas) may be completed by the assigned case manager/correctional counselor and forwarded to the Population Office to ensure continued separation.
 - a. A copy of each separate shall be placed in the inmate's field file.
 - b. Additional copies shall be forwarded to the attention of the records officer for inclusion into the field files of all other inmates concerned (those named in separates).
4. The original completed 'Separate/Medical Flag' form shall be attached to the protective measure transfer action ("Request for Protective Measures," "Assessment of Protective Measures Needs," "Security Assessment," "Facility Assignment Form," and "Consolidated Record Card" copy) and forwarded to the Population Office.

C. Population Office Review

The Population Office at Lexington Assessment and Reception Center shall:

1. Enter separate information into the computerized separate file.

2. Maintain paper file on all separates.
3. Effect protective measure transfer within five working days of receipt of documented separate paperwork.
4. Audit separate files prior to all inmate transfers (to include new receptions and reclassifications from Lexington Assessment and Reception Center) and ensure continued separation.

III. Procedures for Continued Placement

A. Unit Team Review for Continued Placement

Inmates assigned to protective custody units shall be reviewed by the unit team every seven days for the first two months and every 30 days thereafter using the "Protective Custody Review" form (DOC Form 062065, Attachment D). With each review, alternative measures shall be considered in order to have inmates in protective custody units for the minimum required time.

1. The unit team shall consider "Assessment of Protective Measures Need" which resulted in initial protective custody placement, current status of documented circumstances, and inmate's assessment security level and programmatic needs.
 - a. The unit team shall complete the "Reassessment of Protective Measures Need (DOC Form 062024, Attachment E)."
 - b. The unit team may recommend to return the inmate to the general population; transfer the Inmate to general population, same security level; or to transfer the inmate to general population at another security level.
 - c. The unit team may also recommend that the inmate remain in the protective custody unit.
2. The unit team shall document the recommendation and rationale for such on the "Intra-Facility Assignment" form and, as applicable, complete and forward "Security Assessment, Facility Assignment" form, "Reassessment of Protective Measures Need" form, and a copy of the "Consolidated Record Card" to the Population Office.
 - a. A copy of the "Reassessment of Protective Measures Need" form shall be placed in the inmate's file.

- b. The unit team shall provide the inmate with a copy of the "Protective Custody Review" form, the reasons and basis for the decision, as well as a summary of the information presented to and considered by the unit team.

B. Psychological Services Review

In accordance with OP-060204, a personal interview shall be conducted and a written report prepared by a psychologist or psychiatrist when an inmate remains in protective custody beyond 30 days. If confinement continues for an extended period, a psychological assessment shall be made every three months.

IV. Removal for Protective Custody and Deletion of Separates

A. Protective Custody

An Inmate may request removal from protective custody by requesting, in writing, to the assigned case manager/correctional counselor.

1. Upon receipt of such a request, the inmate's assigned case manager/correctional counselor shall complete the "Reassessment of Protective Measure Need (DOC Form 062024, Attachment E)," Sections I and II.
2. The case manager/correctional counselor shall forward the "Reassessment of Protective Measures Needs" form to the unit manager who shall ensure reclassification appearance before the unit team within three working days.

B. Separatees

Upon receipt of a request from an inmate to remove separatees, the inmate's assigned case manager/correctional counselor shall complete "Reassessment of Protective Measures Need," Section II, detailing what circumstances have changed since the initial request for filing of a separatee.

1. The "Reassessment of Protective Measures Need" form shall be attached to the separatee/medical flag form(s) and forwarded to the Population Office.
 - a. A copy of the separatee deletion(s) and "Reassessment of Protective measures Need" shall be placed in the field file.

b. Additional copies of the separatee deletion(s) shall be forwarded to the attention of the records manager for inclusion into the field files of all other inmates concerned (those named on separatee[s]).

2. Staff initiated separatee shall not be deleted at the inmate's request unless approved by the coordinator of Facility Classification.

IV. References

Policy Statement No. P-090100 entitled "Offender Management and Services"

Standards for Adult Correctional Institutions, Second Edition. Standards 2-4214, 2-4215, 2-4218, 2-4220, 2-4237

V. Action


The associate director shall be responsible for compliance with these procedures.

Any exceptions to this operations memorandum require prior written approval from the director.

These procedures shall be effective 30 days after signing.

Replaced: Section 3, Chapter IV of the Offender Management and Services Manual dated November 1987

Distribution: Policy and Operations Manual

12-11-89


Gary D. Maynard, Director
Oklahoma Department of Corrections

ASSESSMENT OF
PROTECTIVE MEASURE NEED

1. Name /DOC# : _____ Request Date: _____

2. Nature of Request: _____ Staff Initiated _____ Inmate Initiated

3. Describe Request:

4. Mark all appropriate factors considered, as they pertain to the inmate's request for protective measures.

- _____ Pre-Incarceration Occupation
- _____ Gang or Group Identity
- _____ Institutional Adjustment
- _____ Security/Custody Level
- _____ Possible Secondary Gain if Placed in PC
- _____ Enemies (list and give location[s])
- _____ Physical Characteristics
- _____ Mental Health
- _____ Previous PC
- _____ Criminal Background
- _____ Other (Describe in Section 5)

5. Describe relevance and impact of the above with emphasis on how they relate to:

A. Victim Potential

B. Aggression Potential

6. Recommendation and Rationale:

7. Inmate input considered in recommendation ____yes ____no

8. Inmate assigned to other general population quarters ___yes ____no

9. Inmate's Cooperation: (comments) _____

_____ Case Manager Supervisor/Date
Coordinator or Unit Manager

_____ Consulting Staff Member

PROTECTIVE CUSTODY REVIEW

FACILITY: _____ DATE: _____

NAME: _____ DOC NUMBER: _____ RACE: _____

THREE DAY: _____ SEVEN DAY: _____ THIRTY DAY: _____ NINETY DAY: _____

1. Initial reasons for placement: _____

2. Current reasons for continued placement: _____

3. Willingness to terminate protective custody: _____

4. Recommendation and reason: _____

Unit Manager

Case Manager

Correctional Counselor

Inmate's Signature

[] Accepted copy

[] Refused to accept copy

Reviewed by Case Manager
Coordinator

Reviewer's Signature & Title _____

Comments: _____

Procedures for the Placement of Inmates on an Cut Count Program

This section will outline the procedures for the placement of inmates on pre-parole conditional supervision, Treatment Alternatives for Drinking Drivers program (TADD), and in halfway houses. It will contain eligibility criteria and the referral process for each program.

I. Treatment Alternatives for Drinking Drivers Program

A. Eligibility Criteria For TADD

1. Inmates must be community residential security status.
2. Inmates must be nonviolent unless the offense is alcohol related.
3. There must be a documented need for alcohol treatment.

B. Referral Process

Upon reception at Lexington Assessment and Reception Center (LARC), inmates convicted of alcohol related offenses shall be considered for the TADD program. A TADD program referral packet shall be initiated and forwarded to the population office.

1. Facilities may also make referrals to the population office if the eligibility criteria is met.
2. The population office shall:
 - a. Review each referral for content accuracy and completion.
 - b. Enter appropriate information on the TADD referral log.
 - c. Forward completed TADD referral packets to the Department of Mental Health for screening and approval.

C. TADD Placement Procedures

1. The coordinator of Out Count Placement shall ensure appropriate placement and transfer of inmates to TADD.

2. Upon notification of acceptance from the screening and admissions authority at Western State Hospital, the population office shall:
 - a. Update TADD referral log.
 - b. Review the daily facility count sheet and schedule inmate transfers for available bedspace at respective facilities.
3. If an offender is currently participating in vocational training or has been accepted' for vocational training and has sufficient time remaining to serve to complete both vocational training and the TADD program, the vo-tech need shall be addressed prior to placement into the TADD program.

D. TADD Referral Packets

1. Referral packets initiated from LARC shall contain the following:
 - a. "TADD Program Referral Packet Cover Sheet" (DOC Form 060244)
 - b. 'Authorization to Release Medical/Psychiatric Information" (DOC Form 161025)

Reception Information
 - c. "Consolidated Record Card" (DOC Form 063002)

Rap Sheet - OSBI/FBI
 - d. 'Physical Examination Report" (DOC Form 161004)
 - e. "Health History" (DOC Form 161005)
 - f. "Alcohol History Questionnaire" (DOC Form 062045)
2. Referral packets initiated by the facility shall contain the following:
 - a. "Security Assessment Form" (DOC Form 062047)
 - b. "Facility Assignment Form" (DOC Form 062040)
 - c. "Authorization to Release Medical/Psychiatric Information" (DOC Form 161025)

- d. "Consolidated Record Card" (DOC Form 063002)
Rap Sheet - OSBI/FBI
- e. "Physical Examination Report" (DOC Form 161004)
- f. "Health History" (DOC Form 161005)
- g. "Alcohol History Questionnaire" (DOC Form 062045)

E. Host Facilities

The host facility for the TADD program at Eastern State Hospital shall be Muskogee Community -Treatment Center, and the host facility for the Western State Hospital shall be William S. Key Correctional Center.

F. TADD Program Release Procedures

- 1. All TADD program participants shall be reclassified and considered for out count placement upon successful completion of the program. Inmates not previously approved for PPCS shall be considered for aftercare, .halfway house, or community treatment centers and have paperwork submitted for such 30 days prior to completion.
- 2. Failure to complete the requirements of the program or disruptive behavior during groups or classes shall result in removal from the program, assessment of a reclassification program point for unsatisfactory program participation, and reclassification to a higher security level.

G. TADD Program Readmission

- 1. In the event that a TADD program participant is released from the program for disciplinary reasons, readmission into the program may be considered 60 days from the date of release.
- 2. Sixty days after disciplinary release from the program,. the case manager shall submit to the population office, classification forms, a narrative on the inmate's progress, and a contractual agreement signed by the inmate agreeing to comply with the rules and conditions of the TADD program. The offender's refusal to sign the agreement shall result in no consideration for readmittance into the program and assessment of a program point.

3. The population office shall review, log, and if appropriate, forward the packet to the Department of Mental Health for screening and approval.

II. Halfway House/Residential Program

The Oklahoma Department of Corrections is authorized to place inmates requiring specialized care and treatment into inpatient or residential programs in the community. Such placements shall be accomplished in accordance with the following procedures:

A. Procedures for Contracting With Community Service Agencies and Facilities

1. A written contract or service agreement shall exist between the Department of Corrections and the community service agency or facility before any placement may be made.
2. The department may only contract with those agencies and facilities capable of meeting departmental specifications. These specifications shall include standards to be met by each program for the provision of services, the supervision of inmates, and the insurance of compliance with the rules and regulations of the state fire marshal, state health department, and other appropriate regulatory agencies. The specific standards for each program may vary in relation to the service to be provided by the contractor.
3. The Department of Corrections shall consider contracting with community service agencies and facilities on the basis of a proposal submitted by the agency. Each proposal shall be evaluated according to departmental specifications. All awards of contracts shall be in compliance with applicable statutes and regulations.
4. The Department of Corrections shall reimburse community service agencies at a rate commensurate with the professional services rendered.
5. In cases of medical or nursing care facilities, the director of medical services shall review programs and approve contracts. Nursing homes shall be within 20 miles of a host facility.
6. The deputy director of Programs and Services shall approve all programmatic aspects of a potential nonmedical 'contract facility 'prior to the department entering into a formal agreement/contract.

B. Procedures for Selection and Placement of Inmates in Category A Facilities

1. Eligibility criteria--intended for inmates in nursing homes or psychiatric facilities who require specialized care for medical needs as a result of physical or mental incapacitation due to old age or long term (chronic) illness. This includes inmates who are:
 - a. Handicapped due to blindness, loss of limb, deafness, orthopedic injury, or paraplegia, and therefore physically unable to care for self or adapt to the conditions of confinement.
 - b. Suffering from a terminal illness or debilitating chronic disease..
2. The facility head, in concurrence with the facility's medical officer, may recommend to the medical director that an inmate be placed in a community service agency.
3. The recommendation shall be accompanied by a statement whether or not such placement is a medical necessity, the reasons care cannot be provided in a facility infirmary, and the anticipated duration of the placement.
4. The recommendation shall be accompanied by a statement from the facility classification committee regarding the appropriateness of the placement from a security standpoint.
5. If there is a disagreement between the medical director and the deputy director of Programs and services regarding placement, final authority shall rest with the associate director.

C. Category B Selection and Placement Procedures

1. Applicable facilities are those contracted agencies which can receive reimbursement and provide a residential program for substance abuse treatment or a reintegration program for mentally ill or intellectually impaired inmates.
2. Eligibility criteria--intended for inmates requiring special treatment or rehabilitation in a residential setting. Criteria includes:
 - a. Having an identifiable chemical dependency problem or identified as mentally ill or

intellectually impaired as determined by the "Program Needs Assessment" (DOC Form 062039) and "Program Summary Form" (DOC Form 062041) completed during the initial classification or reclassification.

- b. Having a community security classification or parole stipulation.

D. Procedures for Selection and Placement in Category C

1. Applicable facilities are halfway houses which provide rehabilitative and reintegrative services.

2. Eligibility criteria Includes:

- a. Inmates shall normally be within nine months of pre-parole conditional supervision or parole eligibility and have no more than 2200 days remaining to serve or be within nine months of discharge.

- b. Inmates whose current, concurrent, or consecutive conviction or who have a prior conviction for a sex offense, drug trafficking or drug distribution, or manufacturing or possession with intent to distribute controlled substances to any community security facility/program until they are within 660 days (22 months) of their current release dates or within 180 (6 months) of PPCS eligibility date. Community security facilities include community treatment centers, halfway houses, residential PPW programs, TADD, CAP, and residential substance programs. Contract substance abuse programs are not Included in this restriction.

- c. Shall be assigned community security

- d. No serious Class A misconduct convictions within last one year

- e. Placement is voluntary

E. Halfway House/Residential Program Referral Process (Categories B and C)

1. All application packets shall be forwarded to the population office at LARC for review. The population office shall normally either approve or deny requests within 72 hours.

2. When the review has been completed and it is deemed the inmate is eligible for placement, the population office shall forward the entire packet with the exception of the "Facility Assignment Form" to the reintegration specialist assigned to the host facility.

The reintegration specialist shall normally have 72 hours to complete a review and contact the specific service agency involved in the request. If the inmate is accepted for placement by both the reintegration specialist and service agency head, notification will be made telephonically to the population office for transfer arrangements.

If the request for the specific service agency is denied, other agencies will be contacted by the reintegration specialist in an effort to make this placement. If this fails, the inmate's packet shall be returned to the population office for denial.

Host facility heads shall be notified by the reintegration specialist of placements of sex offenders at least 24 hours prior to the offender's arrival.

3. Inmates in all categories shall meet any special eligibility criteria specified by the contracting agency or facility. (See Attachment A.)

F. Halfway House/Residential Program Referral Packets

Halfway house/residential program referral packets shall contain the following:

1. Completed "Halfway House Screening Form" (Attachment B)
2. Rap Sheet
3. "Contract Facility Program Conditions" (DOC Form 090031)
4. "Security Assessment Form" (DOC Form 062047)
5. "Facility Assignment Form" (DOC Form 062040)
6. Psychological Evaluation (Red Rock request only)
7. "Consolidated Record Card" (DOC Form 063002) (current and prior incarcerations)

8. "Current Medical Screen" (DOC Form 161060) dated within 30 days prior to entering the program
9. "Authorization to Release Department of Corrections Record Information" (DOC Form 100026)

G. Responsibilities of Department of Corrections Regarding Supervision of Inmates Assigned to Community Services Agencies or Facilities

1. Each community service agency or facility shall be assigned a host correctional facility.
2. Community service agencies providing services to inmates In Category A shall be affiliated with a host facility as designated by medical services.
3. Community treatment centers shall serve as host units for all Category B and C programs.
4. The host unit shall maintain the inmates on its out count, and be responsible for time calculations, case management, classification reviews, parole processes, grievances, and misconduct reports and medical records of those inmates. Earned credits shall be accrued in accordance with applicable statutes and procedures found in OP-060211 entitled "Procedures for Offender Sentence Administration."
5. Inmates in community service agencies or facilities shall be assigned a case manager from the host facility. This case manager shall visit the service agency at least once per month at a pre-scheduled time which shall allow a meeting with each Inmate.
6. The case manager shall ensure the timely conduct of all classification and reclassification actions.
7. During the monthly visits, the case manager shall ensure the service agency is complying with the terms of their contract. If the service agency is not in compliance, the case manager shall notify the facility head who shall inform the deputy director.
8. Local procedures shall be developed to provide for early removal from the program.
9. Provisions shall be made for the collection of program support fees and related expenses.
10. Inmates shall not be required to pay program support fees while assigned to Categories A and B. However,

Category C inmates shall be required to pay program support fees while assigned to a halfway house facility at a rate specified in OP-090130 entitled "Guidelines for the Management of Inmate Funds" or in the contract with the service agency.

11. Any escape or unexplained absence from a service agency shall be immediately reported to the host unit by the community agency. The host unit shall initiate escape procedures.
12. If an Inmate fails to actively participate in a community agency program, the community services agency/facility shall notify the host unit for the purpose of returning the inmate to a correctional facility for reclassification.
13. The medical director, or designee, shall visit each inmate assigned to a Category A facility at least once a month to evaluate the inmate's medical treatment and progress and to ascertain whether or not a continuation of services is necessary.
14. The medical director, or designee, shall meet at least twice a year with the contractor to review the program and maintain documentation of those program reviews.
15. The host facility head, or designee, shall make quarterly reports to the deputy director of Community Corrections; reporting the status, of inmates in Categories B and C community service facilities in regard to operation and program effectiveness.
16. The deputy director of Programs and Services, or designee, shall meet at least twice a year with the contractors to review the programs in Categories B and C at community service facilities. The deputy director shall maintain documentation of these program reviews.
17. Additional related expenses, such as medical and/or dental expenses, shall be the responsibility of the Department of Corrections and not that of the inmate or the community service agency unless specified in the written contract.
18. Prior to an inmate receiving any nonemergency medical or dental services, the community service agency or facility shall notify the facility head of the host facility.

19. Failure on the part of the community service agency to obtain authorization from the host facility for any nonemergency medical/dental treatment prior to the receipt of such treatment shall constitute grounds for terminating the contract between the department and the community service agency.
20. Failure on the part of the Inmate to receive permission to obtain nonemergency medical/dental treatment shall constitute grounds for removing the Inmate from the community service agency.
21. The community service agency shall immediately, or as soon as possible, inform the host facility of any emergency medical treatment received by an Inmate.
22. All Department of Corrections' facilities shall be advised annually by the deputy director of Programs and Services of agencies and facilities which have contracts with the department. Such program notifications shall be posted in locations where all inmates may read them.

III. Pre-Parole Conditional Supervision Placement (PPCS) Procedures

Any inmate recommended for pre-parole conditional supervision by the Pardon and Parole Board shall meet the following guidelines for placement to this status. The coordinator of Cut Count Placement shall ensure appropriate placement and transfer of inmates to PPCS.

A. Eligibility Criteria for the Pre-Parole Conditional Supervision Program

1. All violent and nonviolent crimes are eligible as long as the offender has served 15 percent of the current sentence and is within one year of a parole docket date. All offenses and offenders are included with the following exceptions:
 - a. Inmates serving death sentences
 - b. Inmates serving life without parole
 - c. Inmates on house arrest
 - d. Inmates with consecutive sentences or valid detainers
 - e. Commutation eligible inmates
 - f. Inmates serving a parole violation

- g. Inmates who have escaped while serving the current sentence(s)

B. Pre-Parole Conditional Supervision Application Packets

- 1. Upon notification by the Pardon and Parole Board that an inmate has been recommended for pre-parole conditional supervision, the facility head shall ensure that a PPCS application packet is submitted within four working days to the population office at LARC.

This packet shall include:

- a. "Program Referral Form/Residential Information" (DOC Form 090048)
 - b. "Facility Assignment Form" (DOC Form 062040)
 - c. "Current Medical Screen" (DOC Form 161060)
 - d. "CRC" (DCC Form 063002) (front and back)
 - e. "PPCS Rules and Conditions" (signed and witnessed).
- 2. Those inmates that meet placement criteria but do not appear to be appropriate candidates for release by the out count placement coordinator shall be referred for administrative review. An administrative review committee comprised of representatives of both the Department of Corrections and the Pardon and Parole Board shall meet to resolve any pending placement decisions. If an inmate is denied placement to the PPCS program by the administrative review committee, the PPCS "Administrative Review Report" shall be completed and signed, attached to the application packet, and returned to the facility. The original shall be placed in Section 5 of the offender field file.
 - 3. The case manager supervisor/unit manager at each affected facility shall advise the inmate(s) of the denial upon receipt of the denied packet.
 - 4. A copy of the administrative review form shall be forwarded to the population office and the Pardon and Parole Board.
 - 5. Offenders who have no home offers in Oklahoma shall have PPCS packets submitted to the out-count office at Lexington. Included in the packet shall be a

"Housing Referral" (DOC Form 090051) indicating in which part of the state the offender wants to live. Upon receipt of these packets, the out count administrative office shall forward the "Housing Referral" form to the appropriate reintegration specialist who shall attempt to secure suitable transitional housing for the offender. If no acceptable housing is obtained within 60 days, the reintegration specialist shall notify the administrative officer in the out count office. The packet shall then be denied and returned to the facility. The case manager/unit manager shall inform the offender upon receipt of the packet.

- 6 . Offenders who refuse to sign the appropriate forms for PPCS placement shall have packets submitted to the population office. The FAF and "Reclassification Security Assessment" Shall indicate the reason for the offender's refusal to sign the forms. This information shall be forwarded to the Pardon and Parole Board in the monthly report.

C. Placement Criteria

The administrative officer in the population office shall consider the following criteria when making placement decisions to PPCS:

1. Each inmate considered for placement to PPCS must:
 - a. Have a verified home offer.
 - b. Be medically cleared.
 - c. Have no serious misconducts during the placement period to PPCS. (Facility must ensure population office is notified of any "Offense Reports" during that time period.)
 - d. Be employed or deemed employable. Any inmate unemployed or not involved in an approved activity (going to school, community service, etc.) in excess of 30 days shall normally be removed from PPCS.
 - e. Have no detainers for prosecution.
2. Knowledge of aggravating circumstances may be considered in placement decisions.
3. Upon receipt of the application packet, the population offices shall submit a residential verification list to the probation and parole districts.

4. It shall be the responsibility of the Division of Probation and Parole to verify the proposed home offer and notify the population office by computer message within five working days of receiving the residential verification list as to the suitability of the proposed home offer. Verification of transitional home placements are to be made by the Reintegration Unit.
5. Any inmate enrolled in a vo-tech program, participating in Lifesteps, or on a waiting list for, or participating in, TADD or CAP shall complete the program before transferring to PPCS.
6. The administrative officer in the population office shall approve placements, schedule and coordinate moves to PPCS.
7. Any inmate who does not meet the placement criteria shall be denied by the administrative officer in the Population Office. The reason for denial shall be indicated on the FAF in the packet and returned to the facility. The unit manager/case manager Supervisor shall ensure the inmate is advised of this decision. The returned application packet shall be placed and retained in the classification file.
8. It shall be the responsibility of the administrative officer to advise the Pardon and Parole Board of all approved PPCS moves on a weekly basis. The out count placement coordinator shall also furnish a monthly report to the Pardon and Parole Board which shall include the status of all inmates recommended to the PPCS program. This report shall include:
 - a. All cancellations (to include the reason for cancellation).
 - b. All denials (to include the reason for denials).
 - c. Any special circumstances on pending placements.
9. The administrator of Classification and Programs shall ensure that the appropriate district attorneys and law enforcement officials are notified prior to inmates transferring to PPCS.
10. Facilities are responsible for ensuring inmates approved for PPCS placement have transportation arrangements and leaves, if necessary, to allow

them to report to the probation and parole district office on time.

11. Any inmate who fails to report to the Probation and Parole district as dictated on the "Leave Form (DOC Form 090027)" shall be considered to have escaped from the sending facility while on leave.

V. References

Rattle vs. Anderson, No. .7295-CIV, E.D., ORL., March .1982

Standards for Adult Correctional Institutions, Second Edition. (September 1981). Standards 2-4305, 2-4479

Standards for the Administration of Correctional Agencies, Standard 80

21 O.S. 443

47 O.S. 11-902

57 O.S. 365

57 O.S. 510.1, 2

57 O.S. 561

74 O.S. 85.41

VII. Action

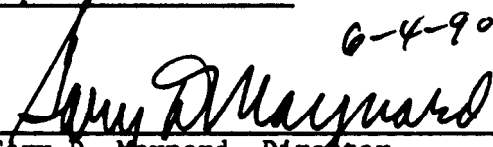
The associate director shall be responsible for compliance with these procedures.

Any exceptions to this operations memorandum require prior written approval-from the director.

These procedures shall be effective 30 days after signing.

Deleted: Section 3, Chapter V, entitled "Procedures for the Placement of Inmates on an Cut Count Program" of the Offender Management and Services Manual, dated January 5, 1989

Distribution: Policy and Operations Manuals

6-4-90


Gary D. Maynard, Director
Oklahoma Department of Corrections

following is a list of statewide contract facilities and program information.

FACILITY LOCATION	AGENCY ADMIN.	HOST FACILITY	CAPACITY	COMMENTS
Alpha II 104 N. 9th Street Tonkawa, OK 74653 (405) 628-2539	Bill Kamnda	ECTC	5 Male	30 Day Drug Program Nonviolent Substance Problem AA and NA Attendance
Lawton SA 1303 E. Avenue Lawton, OK (405) 355-1802	Major Delaney	LCTC	8 Male	AA Attendance
Tulsa SA 312 W. Brady St. Tulsa, OK 74101 (918) 582-7201	Toney Wright	TCTC	8 Female	AA Attendance No Violent Offense Con- victions Last Five Years No Sex Offenses
Freedom House 245 W. 12th St. Tulsa; OK 74102 (918) 583-0661	Dave King	TCTC	63 Male	AA/NA Attendance Born to Win (Motivation Program)
Red Rock at Timers ing Center	Ruth Mazaheri Morna Feterson- Rambo	KBCTC	8 Total Male 3 Female	Referral only from IMHU and JHCC Referral only from MBCC Medical Person History of Mental Illness
Carver Center 2801 S.W. 3rd OKC, OK 73108 (405) 235-0304	Pete Douglas	KBCTC	36 Male	NA/AA Attendance
Oklahoma HH 517 S.W. 2nd OKC, OK 73109 (405) 232-0231	Shelia Fisk	KBCTC	30 Co-Ed	Multi-issue Offender Group Violent Offender Anger/Impulse Control Group Chemical Dependency
OKC Salvation Army 501 S. Harvey OKC, OK 73109 (405) 235-9069	Major Tolan	KBCTC	60 Male 6 Female	NA/AA Attendance Minimum Needs to be Met in Community
Drug Recovery, Inc. Community House 1501 N.E. 11th St. OK 73117	John South	KBCTC	12 Co-Ed	Long-term Substance Abuse Treatment and 30- 90 Day Accelerated Recovery Program History of Substance Abuse
Muskogee Salvation Army	Captain Mikels	MCTC	12 Male	AA Attendance

Halfway House Screening Form

Present Facility: _____ Halfway House Requested: _____

Name: _____ Doc #: _____

Checklist

FAF: _____ RAP: _____ Medical Evaluation: _____

Psychological Evaluation: _____
(attach if applicable)

Program Conditions: _____ SAS: _____ CRC: _____

Release of Information: _____

I. Nature of current offense (details, contributing factors)

II. Profile

A. Misconduct history (One year minimum, provide details Class A only)

B. Programmatic Needs/Involvement/Completion

C. Employability/Verified job offer: Yes _____ No _____

III. Parole data (to be completed by population office)

IV. Recommendation

Approved _____ Denied _____

Case Manager Date

Approved _____ Denied _____

Case Manager Supervisor/ Date
Unit Manager

Sending Facility Head Response:

Service Agency Action:

Approved _____ Denied _____

Approved _____ Denied _____

Signature Date

Signature Date

Original: Field File
copy: Inmate
Service Agency

Assignment of Inmates to Public Works Programs

As authorized by state law, inmates under the custody of the Department of Corrections may be assigned to municipalities, counties, or other state agencies or political subdivisions for the purpose of working on projects in the public interest. Inmates shall not be assigned to projects on other than public property except that inmates may be assigned to projects on private property if it is for the benefit of the public or the exercise of a governmental function. These procedures do not apply to the temporary placement of inmates in jails prior to a disciplinary hearing or transfer.

I. Contract Agreements

A. Residential Public Works Programs

Governmental agencies desiring to participate in prisoners public works programs shall be required to enter into a written service agreement with the Oklahoma Department of Corrections. Such agreement shall specify the standards of performance required for both parties.

1. The deputy director of Programs and Services shall approve contracts which involve state-wide governmental agencies.
2. The deputy director over the involved facility shall approve other governmental agency contracts for their facilities.
3. Facilities designated as host facilities for all inmates assigned to residential public works programs shall be as designated in Attachment A.

B. Nonresidential Prisoner Public Works Programs

Those facilities which contract with agencies for participation in a nonresidential prisoner public works program shall provide liaison services between the Department of Corrections and the agency contracting for nonresidential services.

II. Selection of Inmates

A. Inmate Criteria

1. Inmates shall be classified community security for participation in a residential public works program. Minimum security inmates may be eligible for consideration to participate in nonresidential public works.

2. Participation shall be determined by the facility classification committee.

B. Exclusions

The following inmates shall be excluded from participation in any public works program:

1. Deemed to be a threat to public safety
2. Escaped or attempted to escape during a current or previous incarceration
3. Convicted of a Rape I, Rape II, or Forcible Sodomy

III. Selection and Assignment

A. Residential Programs

1. The agency shall contact the host facility head when requesting inmate services. The facility head shall review that facility's inmate population for suitable candidates. If no candidates are found, the agency's request shall be referred to the population office for action.
2. If the agency is requesting a particular inmate and that inmate is not assigned to the host facility, the host facility head shall refer the request to the population office. The population office shall locate the inmate and direct the local facility classification committee (FCC) to review the inmate to determine eligibility for the program. If the inmate is eligible, the FCC shall recommend transfer to the program. All inmates recommended to a residential prisoner public works program shall be approved by the transferring facility's medical staff. If the inmate is not eligible, this information shall be relayed through the host facility head to the requesting agency.
3. Contracting agencies may interview eligible inmates prior to assignment. Such interviews shall be coordinated through the appropriate facility head.
4. Transportation of the inmate to an agency shall occur at a time acceptable to the agency, host facility, and the Department of Corrections.

B. Nonresidential Programs

1. The agency shall contact the facility head when requesting inmate services. The facility head shall review that facility's inmate population for suitable candidates.
2. Transportation of the inmate to the work site shall be coordinated between the agency and the Department of Corrections facility head as specified in the contract agreement.

IV. Monitoring and Accountability

A. Host Facility Provided Services

The host facility shall ensure all basic classification and case management services are available to the assigned inmates. All record functions shall be the responsibility of the host facility.

B. Reporting of Noncompliance

Host facility staff shall report to the deputy director of Community Corrections all instances of non-compliance with the service agreement-whether on the part of the contracting agency or the Department of Corrections.

C. Communication Responsibilities

The host facility shall ensure that the contracting agency is aware of all responsibilities described in the service agreement. Further, the host facility shall ensure the contracting agency is aware of all relevant departmental policies and procedures and any changes in any such procedures.

D. Violation of Service Agreements

Any violation of the terms of the service agreement may be grounds for termination of such agreement and the immediate removal of assigned inmates.

V. References

Standards for Adult Correctional Institutions, Second Edition. Standard 2-4418

Policy Statement No. P-090100 entitled "Offender Management and Services"

VI. Action

The associate director shall be responsible for compliance with these procedures.

Any exception to this operations memorandum shall require written approval from the director.

These procedures shall be effective immediately.

Replaced: Operations Memorandum No. OP-090106 entitled "Assignment of Inmates to Public Works Programs" dated February 16, 1989

Distribution: Policy and Operations Manual

Oklahoma Department of Corrections

HOST FACILITIES FOR PRISONER PUBLIC WORKS PROGRAMS

<u>Host Facility</u>	<u>Counties Serviced</u>
McAlester Community Treatment Center 900 North West Street McAlester, Oklahoma 74502 (918) 423-7992	Atoka Bryan Choctaw Coal Haskell Hughes Johnson Latimer LeFlore Marshall McCurtain McIntosh Pittsburg Pontotoc Pushmataha
Muskogee Community Treatment Center 3031 North 32nd Muskogee, Oklahoma 74401 (918) 682-3394	Adair Cherokee Craig Delaware Mayes Muskogee Nowata Okfuskee Okmulgee Ottawa Rogers Sequoyah Wagoner
Tulsa Community Treatment Center 112 East 11th Street Tulsa, Oklahoma 74119 (918) 585-5666	Creek Osage Tulsa Washington
Lawton Community Treatment Center 6th & Coombs Road Lawton, Oklahoma 73502 (405) 248-6703	Beckham Carter Comanche Cotton Custer Garvin Greer Harmon Jackson

Jefferson
Kiowa
Love
Murray
Roger Mills
Stephens
Tillman
Washita

Enid Community Treatment Center
2020 E. Maine
Enid, Oklahoma 73701
(405) 234-2115

Alfalfa
Beaver
Cimarron
Dewey
Ellis
Garfield
Grant
Harper
Kay
Major
Noble
Pawnee
Texas
Woods
Woodward

Clara Waters Community Treatment Center
9901 I.E. Expressway
Oklahoma City, Oklahoma 73131
(403) 478-0961

Cleveland
Grady
Lincoln
Logan
McClain
Payne
Pottawatomie
Seminole

Oklahoma City Community Treatment Center
315 Northwest Expressway
Oklahoma City, Oklahoma 73114
(405) 848-3095

Blaine
Caddo
Canadian
Kingfisher
Oklahoma

Education

I. Educational Personnel

A. Educational Consultant

The superintendent of schools shall be supervised by the deputy director of Programs and Services and shall have functional authority for the administration and supervision of educational programs. The superintendent shall serve to provide assistance to the wardens in the operation of educational programs at each institution. Minimum responsibilities of the superintendent are to:

1. Prepare and manage all educational/library grants and state funding for education.
2. Monitor the certification of principals and teachers as required by the Oklahoma Department of Education.
3. Meet and maintain accreditation standards as required by the Oklahoma Department of Education.
4. Ensure that performance evaluations of principals, teachers, and librarians are conducted in accordance with requirements of the Department of Corrections and the Oklahoma Department of Education. Principals shall be evaluated by both the warden and the superintendent of schools.
5. Develop appropriate educational staffing patterns for each institution in order to provide the most comprehensive educational program possible to the inmate population.
6. Coordinate with the Human Resource Development staff concerning training programs.
7. Act as liaison with the Oklahoma Department of Education and other agencies and Interpret and disseminate relevant policies and procedures.
8. Develop curricula for inmate educational programs with staff assistance and ensure that curricula are followed. The established curricula shall include, but not be limited to, language arts, reading, science, social studies, and math.
9. Develop, implement, and maintain a Teacher Handbook for the delivery of educational programs.

10. Establish appropriate student/teacher ratios for the various educational programs within the resources available to the department and institutions and in compliance with Oklahoma- Department of Education regulations.
11. Develop, implement, and coordinate educational library services throughout the department in accordance with standards set by the Commission on Accreditation for Corrections and the Oklahoma Department of Libraries.
12. Ensure that studies are conducted on an annual basis or more frequently to determine the degree to which the educational needs of inmates are being met.

B. Principal

The principal shall work under the direct supervision of the warden and superintendent of schools and shall be responsible for the delivery of educational programs at the institution. The warden shall ensure that educational standards are maintained. Minimum responsibilities of the principal are to:

1. Develop local budgets and manage fiscal resources under established departmental, institutional, and grant requirements. Allocate needed resources for staff within available funds.
2. Plan curriculum for each educational program in compliance with curricula objectives established by the department.
3. Administer, schedule, and coordinate all educational programs. Coordinate operations of the educational services unit with other institutional operations and programs.
4. Observe classroom performance of teachers and evaluate teachers' performance based on the minimum criteria for effective teaching.
5. Communicate available educational programs and services to institutional staff, unit teams, and inmates to ensure delivery of services to the maximum number of Inmates.
6. Ensure appropriate assessment and placement of students upon referral to the educational program.

7. Establish written classroom behavior and discipline policies.
8. Monitor attendance and completion of programs.
9. Maintain a system of records and reports necessary for the monitoring and evaluation of educational programs.
10. Ensure that inmates assigned to educational units/libraries as workers are properly trained' and supervised in tutorial responsibilities/procedures for the checking in and out of library materials.
11. Act as director of the facility literacy program.

C. Teacher

The teacher shall work under the direct supervision of the principal and shall be primarily responsible for classroom instruction. The teacher shall:

1. Assess student achievement levels upon initial referral to the educational program by administering and interpreting standardized tests.
2. Develop student educational plans for each student, prepared with and approved by the student and principal, appropriate to individual needs and differences. Write daily lesson plans to achieve identified objectives.
3. Teach the objectives of the student educational plans through a variety of instructional methods and techniques.
4. Assist the students in achieving the highest academic level of which they- are capable by monitoring student progress and modifying educational plans as needed. Maintain a written record of student progress.
5. Maintain classroom security, clearly define expected behavior, and maintain an appropriate classroom environment.
6. Maintain records of student assessments, performance, attendance, and completion.

D. Librarian

The librarian shall work under the direct supervision of the principal and shall supervise and operate the institutional leisure library. The librarian shall:

1. Ensure a comprehensive system of books, periodicals, newspapers, and other materials/equipment is available to meet the needs of the entire inmate population.
2. Maintain and order library materials.
3. Participate in the interlibrary loan program.
4. Establish library hours, to include daily, evenings, weekends, and holidays to maximize usage by inmates during leisure hours.

II. Assessment and Referral

A. Responsibilities

1. The principal of each facility shall ensure that the following diagnostic tests are given to each inmate upon arrival.
 - a. Test of Adult Basic Education (TABE)
 - b. Adult Performance Level (APL)
2. An inmate scoring less than 8.0 on the standardized achievement test shall not participate in a job assignment unless recommended by a principal and approved by the deputy director of Programs and Services.

B. Enrollment Criteria

Enrollment criteria for educational programs are as follows:

1. Literacy Program--Any inmate who tests below a fifth grade reading level on the TABE test shall be enrolled in the literacy program.
2. Adult Basic Education-Placement tests indicate that the inmate is functioning below 8.0 grade level.
3. General Educational Development-Placement tests indicate that the inmate is functioning at 8.0 grade level or above.

4. Chapter 1--Inmate is under 21 years of age, and placement tests indicate an educational need as identified by enrollment criteria for Adult Basic Education or General Educational Development. Available only at Oklahoma State Reformatory, Jess Dunn Correctional Center, William S. Key Correctional Center, and the Eddie Warrior Correctional Center.
5. High School Diploma-Inmate lacks .a high school diploma and functions at 9.0 grade level or above.
6. Special Education-Inmate has an Identified special education need as defined by Oklahoma Department of Education regulations.
7. Post Secondary Education--Enrollment criteria shall be established by the facility principal.
8. College Courses--Enrollment criteria shall be established by the cooperating college offering college credit courses.

Routine inmate transfers shall not be initiated in the course of a semester.

9. Daily Living Skills-Inmate scores at Level 2 or below on the Adult Performance Level.
10. Leisure Libraries-All inmates are eligible for this program.

C. Transfers

Upon inmate transfer, the principal shall include in the Inmate's field file (or forward to the receiving facility within five working days) the following information: TABE diagnostic profile, student's educational plan, "Monthly Evaluation Time Credit Report (DOC Form 063006)," pre-GED test results, GED test results, authorization for GED examination.

III. Scheduling

A. Flexibility

Educational programs shall be offered at times which shall maximize inmate participation.

B. Acknowledgement Ceremonies

Student academic achievement shall be recognized at each facility.

c. Program Availability

Educational programs shall be available to inmates on restrictive housing with the exception of disciplinary segregation.

IV. References

Standards for Adult Correctional Institutions, Second Edition, September 1981. Standards 2-4422, 2-4424, 2-4426, 24428, 2-4429, 2-4431, 24443, 2-4446, and 2-4450

Standards for Adult Community Residential Services, Second Edition. Standards 2-2143 and 2-2163

V. Action


The associate director shall be responsible for compliance with these procedures.

Any exceptions to this operations memorandum require prior written approval from the director.

These procedures shall be effective 30 days after signing.

Deleted: Section 3, Chapter VIII entitled "Education" of the Offender Management and Services Manual dated October 1987

Distribution: Policy and Operations Manuals

4-3-90


Gary D. Maynard, Director
Oklahoma Department of Corrections

Parole Works Program

I. Placement Procedures

A. Reception and Assessment

Upon arrival at the Lexington Assessment and Reception Center (LARC), the intake case manager will screen all offenders for Parole Works Program (PWP) eligibility which includes all emergency time credit (ETC) eligible offenders sentenced to a period of five years or less incarceration and all nonETC eligible offenders sentenced to a period of three years or less incarceration. Eligibility information will be noted on the reception sheet furnished daily to the following:

1. The Medical Unit--who will track eligible offenders and complete a "Medical Evaluation for Transfer to a Residential Program (DOC Form 161060)" for transfer. The "Medical Evaluation" will be forwarded to the Out-Count Unit by the ninth day of the ten-day reception 'cycle on all eligible offenders.. A letter of medical exception for offenders with chronic medical conditions will be completed and forwarded to the medical director's office for review and placement decision.
2. Assessment and reception staff--who will review with and have the offender sign the "Pre-Parole Conditional Supervision (PPCS) Rules and Conditions (DOC Form 022023)" during orientation. During the assessment process, the assessment and reception case manager will also complete the "Program Referral Form (DOC Form 090848)." If the offender has no home offer, this information will be noted on the "Program Referral Form," and an immediate referral to the reintegration coordinator will be made.
3. The LARC records manager--who will make the final determination of eligibility for emergency time credits.
4. Pardon and Parole Board investigators--who will determine appropriate dockets.
5. Court Services staff--who will notify the sentencing courts of an offender's PWP eligibility and notify the victim liaison so that appropriate victim notification can be made.

6. The Cut-Count Unit--who is responsible for inmate releases to PPCS, will be provided two copies of the reception sheet.

B. Packet Development

1. Upon completion of the PPCS packet for PWP offenders, the classification chairperson will forward the packet to the Out-Count Unit immediately after classification. A copy of the packet will be placed in Section 4 of the offender field file. The classification committee chairperson will ensure PPCS packets contain the following:
 - a. "Program Referral Form- (DOC Form 090048)"
 - b. "Facility Assignment Form (WC Form 062040)"--The "Reason for Transfer" section will include the docket date and any special placements such as Regimented Inmate Discipline (RID), Female Offender Regimented Treatment Program (FORT), Treatment Alternatives to 'Drinking Drivers (TADD), Shock Incarceration Program (SIP), etc.
 - c. "Consolidated Record Card (DOC Form 063002)"
 - e. "PPCS Rules and Conditions (DOC Form 022023)"
2. The Cut-Count Unit will place the medical evaluation form in the packet and ensure the PPCS packet is completed prior to the offender's transfer.

C. Change in Parole Eligibility

Should information be received that might affect an offender's eligibility for PWP docketing, the Pardon and Parole Board investigator will be notified immediately.

1. The Pardon and Parole Board investigator will notify the medical unit, the records manager, the assessment and reception case manager, and the Cut-Count Unit of any docket changes.
2. The Cut-Count Unit will notify the reintegration coordinator, if appropriate, and Court Services staff.

D. Program/Facility Placement

PWP eligible offenders will be assigned to one of the following programs/facilities:

1. SIP at the Oklahoma State Penitentiary (males) and the Dr. Eddie W. Warrior Correctional Center (females)--This program will be a minimum of 45 days for first or second time incarcerates who are not referred to other programs.
2. RID at the William S. Key Correctional Center (males only)--This is a 90 to 120 day program designed for those with delayed sentences and court-ordered RID placement.
3. FORT at the Dr. Eddie W. Warrior Correctional Center (females only)--This is a 120 to 180 day program for those with delayed sentences, court ordered FORT placement, or females with identified chemical abuse problems.
4. TADD at the Eastern State Hospital (Vinita) and the Western State Hospital (Fort Supply) for males and at New Hope (Mangum) for females--This is a 60 day program for males and a 28 day program for females.
5. Community corrections centers, minimum and medium security facilities, as appropriate for those not assigned to specialized programs--Once received from LARC, these offenders will not normally be moved from the receiving facility except for an increase in security level, protective measure needs, or medical reasons.
6. Those offenders not immediately placed on PPCS upon completion of a specialized program or who are denied or passed on the PWP docket will be reclassified by the facility to the appropriate security level.

II. Incarceration Programs

All inmates will be assigned earned credit Level II for their periods of confinement.

A. Shock Incarceration Program

All eligible offenders who are serving their first incarceration may be placed in the shock incarceration program. Offenders serving their second incarceration

may also be assigned to the shock incarceration program.

1. All eligible male offenders will be placed in the program at the Oklahoma State Penitentiary. All eligible female offenders will be placed in the program at the Dr. Eddie W. Warrior Correctional Center.
2. Inmates in the shock incarceration program will be housed separately from all other inmates. Initial orientation to the program will be accomplished by facility program staff within 24 hours of arrival at the facility.
3. A schedule will be developed at the facility to complete instruments of assessment during the initial ten days of confinement in the shock incarceration program. Results of the assessment instruments will be placed in the offender's field file along with completed "Clinical Summary from Preliminary Screening" forms (DOC Form 090057, Attachment A) within five working days and a copy forwarded to the supervising probation- and parole district. The areas of assessment that may be used and responsible staff members that may be assigned are as follows:
 - a. Test of Adult Basic Education (TABE)-- Education staff
 - b. Suicide Probability Scale--Psychological Services/Trained Staff
 - c. Intelligence Quotient--Psychological Services
 - d. State Trait Anger Expression Inventory-- Psychological Services/Trained Staff
 - e. SCL 90 (Mental Health Inventory)-- Psychological Services/Trained Staff
 - f. Substance Abuse Inventory--Psychological Services/Trained Staff
 - g. MMPI-2--Psychological Services/Trained Staff
 - h. Vocational Needs Assessment--Trained Staff
4. The assigned staff, will complete the "Needs Assessment/Case Plan (DOC Form 090058, Attachment B)," upon the completion of the assessment period. The form will be placed in the inmate's

field file and, within five working days, a copy will be forwarded to the supervising district, along with any information concerning specialized skills or work experience that the offender may use in a community service work project.

5. Offenders in the shock incarceration program will not:
 - a. Receive any visits during their period of incarceration.
 - b. Be allowed possession of a radio or television.
 - c. Be allowed to possess personal clothing.
 - d. Be allowed the use of tobacco.
 - e. Make or receive any telephone calls (emergency/attorney permitted).
 - f. Purchase anything other than personal hygiene items from the canteen.
 - g. Be allowed any reading materials other than legal or religious in nature.
6. The wardens at Oklahoma State Penitentiary and Dr. Eddie W. Warrior Correctional Center will be responsible for creating intensive work projects. A rigorous daily schedule will be developed to include a physical exercise period.
7. Offenders will not be removed from the shock incarceration program for any reason other than medical or assignment to administrative segregation. Should an offender receive an offense report that results in disciplinary segregation, the offender will be returned to the shock incarceration program upon completion.
8. Offenders who are either denied or passed by the parole board will be transferred to a facility of appropriate security level.

B. PWP Confinement in Facilities/Programs Other than Shock Incarceration Program

1. Within ten days of the offender's arrival at the assigned program or facility, the assigned staff will complete the assessment portion of the "Needs Assessment/Case Plan (DOC Form 090058,

Attachment B)" based on all available information concerning the offender.

2. A copy of the completed form will be forwarded to the assigned district within five working days, along with information regarding any specialized skills or work experience that the offender may use in a community service work project.

C. Removal from Programs/Disciplinary Actions/Change in Status

1. The case manager supervisor will immediately report any of the following to the parole process coordinator if the occurrence is prior to the Pardon and Parole Board meeting or if it occurs after a favorable recommendation to the parole process coordinator and the Out-Count Unit:
 - a. All offense reports and disciplinary actions (pages 1 and 3 of misconduct reports)
 - b. Any removal from a program for medical reasons
 - c. Any court-ordered releases
 - d. Any consecutive cases, pending revocations or charges, detainers, etc.
2. Documentation concerning the above occurrences must be submitted within five days to the parole process coordinator or as soon as possible prior to the Pardon and Parole Board meeting.
3. Any of the above occurrences may result in the offender being removed from the mandatory parole review docket, passed to another docket, or the recommendation being withdrawn under existing Pardon and Parole Board policy.
4. The Cut-Count Unit will notify the reintegration coordinator of any of the above if the offender has been referred for those services.

D. Pre-Parole Conditional Supervision Release Procedures

1. The Cut-Count Unit will ensure that home offers on all PWP eligible offenders are verified prior to the Pardon and Parole Board meeting. Verification of home offers will be done by the probation and parole officers, as well as records

checks through the district attorney and local law enforcement.

2. The Out-Count Unit will notify the parole process coordinator of any outstanding warrants or detainers found.
3. The Out-Count Unit will notify the confining facility of the district that will receive the offender for PPCS supervision and will notify the confining facility of those offenders who do not have a verified home offer.
4. Upon approval by the Pardon and Parole Board for placement to PPCS, the Out-Count Unit will:
 - a. Schedule the release of the offender to PPCS for the week following completion of any specialized program.
 - b. Schedule the release of the offender not assigned to specialized programs as soon as possible following the Pardon and Parole Board meeting.
 - c. Prior to release of the offender, forward the PPCS packet to the supervising district.

III. Supervision of Offenders

A. Reception Procedures

1. Prior to reception of the offender, the district will assign the offender to a supervising officer upon receipt of the "Needs Assessment/Case Plan" from the confining facility.
2. The supervising district will also assign the offender to an appropriate community service work project and will notify the confining facility of the assignment using the "Notification of Community Work Project (DOC Form 090059, Attachment C)." The confining facility will then notify the offender of the assigned community work project.
3. Upon reception of the offender, the supervising officer will complete the "Pre-Parole Information Sheet (DOC Form 022017, Attachment D)" and attach a copy of the offender's photograph from the field file to the form. The completed form, with

attached photograph, will be sent to local law enforcement officials.

4. The supervising officer will develop a case plan with the offender within 15 days of reception, based on indicated needs on the "Needs Assessment/Case Plan," and will include a plan for completion of the assigned community service work project.

B. Supervision Procedures

Offenders will be supervised under existing criteria (see Attachment E) as follows:

1. Intensive supervision for at least the first 90 days
2. Level I supervision for at least the next 90 days
3. Level II supervision for the next six months or until paroled
4. All other supervision procedures will be in accordance with Section 4, Chapter 22, of the Probation and Parole Field Manual.

C. Earned Credits

All offenders released to PPCS will automatically be released to an earned credit rating of Level II upon date of reception by the probation and parole district. Offenders may be reassessed to an earned credit rating of Level III after 90 days on PPCS if all stipulations are being met, and they may be reassessed to Level IV after eight months of successful supervision.

IV. Community Service Work Projects

A. Assignment Procedures

Assignment of a community service work project will be accomplished in the following manner:

1. The regional director will ensure that district supervisors, in conjunction with community corrections center superintendents, wardens, local civic leaders, community service coordinators, and administrators of area nonprofit and governmental agencies, develop and maintain a list of priority community service projects. Any project that would significantly

improve or enhance the community will be considered a priority project.

2. For those offenders supervised in a county with a community service contract, the criminal history will be examined to determine if the offender is eligible for placement through the contract.
 - a. If the offender is eligible, the supervising officer will contact the local community service program for possible assignment.
 - b. If the offender is not eligible for contract placement, the community programs coordinator (when appropriate) or the supervising officer will contact a nonprofit or government agency for community service assignment.
 - c. All attempts will be made to refer the client to a priority project as 'detailed above .
3. For those offenders supervised in a county without a contract, or for those who do not meet the eligibility criteria of the contract; the following options will be allowed:
 - a. Community service labor performed under a designated volunteer "supervisor"
 - b. Community service labor performed under the supervision of the participating agency or organization, with close oversight by the district community programs coordinator or supervising officer
 - c. Community service labor performed under the direction of a paid supervisor, using professional service funding. In the event that paid professional services are used, the community programs coordinator will supervise the contracted employee.
 - d. In all three options outlined above, attempts will be made to use labor for "priority" projects.

B. Reporting Procedures

In all cases, where an offender is assigned community service hours by the Pardon and Parole Board, the supervising officer will maintain a record of the

project and number of hours worked each month by completing the "Community Works Projects Form (DOC Form 090060, Attachment F)."

1. The record will be included in the officer's end-of-the month report and submitted to the team supervisor for forwarding to the community programs coordinator.
2. The community programs coordinator will compile the information, and forward it to the department's Planning and Research Unit.

V. Removal from Community Supervision

Inmates may be reclassified and returned to higher security for the following:

A. Failure to Complete Community Service Stipulations

1. It will be the inmate's responsibility to notify the supervisor if unable to work.
2. The probation and parole officer will determine whether or not the reason given is valid.
 - a. If the reason given is not valid, the inmate will be given a verbal warning in the first instance.
 - b. The second occurrence will result in a written reprimand being issued to the inmate following a case conference between the inmate, the supervising officer, and the team supervisor. A copy of the written reprimand will be sent to the Pardon and Parole Board executive director.
 - c. The third occurrence will result in the inmate being returned to a facility of appropriate security level as a program failure.

B. Violation Reports for Program Failure

1. The program failure will be documented on a "Violation Report (DOC Form 020002)" and attached to the "Facility Assignment Form (DOC Form 060204)" and the "Reclassification Security Assessment (DOC Form 062047)."
2. The probation and parole district office will immediately notify the parole process coordinator

and Pardon and Parole Board executive director for redocketing with a copy of the violation report forwarded to the parole process coordinator.

3. Offenders will be redocketed in accordance with Pardon and Parole Board policy.

C. Offense Reports for Law Violation and Escape

Upon receiving an offense for law violations or escape, the inmate will be returned to the appropriate level of security.

1. The probation and parole district office will mediate notify the parole process coordinator and the Pardon and Parole Board executive director for redocketing. A copy of the offense report and disciplinary action (pages 1 and 2 of the misconduct reports) will be forwarded to the parole process coordinator for new law violations. For escapes, a copy of the offense report will be forwarded.
2. The inmate will be eligible for redocketing in accordance with Pardon and Parole Board policy.
3. The facility will be responsible for notifying the parole process coordinator should the offense report be overturned.

D. Other Removals from Community Supervision

In the event that an inmate is returned to a facility for other reasons such as medical problems, new sentence information, pending revocations, or detainers, etc., a memo will be sent to the parole process coordinator and the executive director of the Pardon and Parole Board detailing reasons for the inmate's return.

VI. References

Policy Statement No. P-090100 entitled "Offender Management and Services"

Manual of Standards for Adult Correctional Institutions, Third Edition. Standards 3-4291 and 3-4418

Manual of Standards for Adult Community Residential Institutions, Second Edition. Standards 2-2065

Pardon and Parole Board Policy #004

VII. Action


The regional director will be responsible for compliance with these procedures. The deputy director of Offender Services will be responsible for annual review and revision.

Any exceptions to this operations memorandum will require written approval of the director.

These procedures will be effective 30 days after signing.

Deleted: None

Distribution: Policy and Operations Manual


10-16-91

Gary D. Maynard, Director
Oklahoma Department of Corrections

OP090108/OPSSIGN/OPS090

NEEDS ASSESSMENT/CASE PLAN

NAME: _____

DOC FORM NUMBER:

PWP DOCKET: _____

SUPERVISING DISTRICT: _____

1. Physical/Mental Health Needs:

Case Plan:

2. Drug/Alcohol History:

Case Plan:

3. Educational/Vocational Needs:

Case Plan:

4. Family Needs:

Case Plan:

5. Employment Needs:

Case Plan:

6. Other Issues/Needs:

Case Plan(s):

7. Summary of work experience or special skills that may be used in a community service work project:

Case Plan:

I understand the assessment of needs identified above and understand this information will be used by my parole officer to develop a case plan.

Staff Signature/Date

Inmate Signature/Date

I agree to follow the case plan as outlined above. Also, I understand that my failure to follow the case plan may result in my being given a program failure which will result in a transfer to a higher security level.

Officer Signature/Date

Inmate Signature/Date

NOTIFICATION OF COMMUNITY SERVICE WORK PROJECT

Date: / / Facility: _____

Offender Name: _____

Number: _____

Assignment:

District: _____ Supervising Officer: _____

Project Description: _____

Inmate Signature/Date

TO: _____ (Agency)

FROM: _____ (District)

Information Sheet

RE: "Oklahoma Department of Corrections
Pre-Parole Conditional Supervision Program"

Date Inmate Entered Program: _____

Convicted of: _____

Name: _____ R/S: _____ DOC: _____

Ht: _____ Wt: _____ AKA: _____

Hair: _____ Eyes: _____ Comp: _____

Tattoo: _____

Address: _____ Phone: _____

Employed at: _____

Address: _____ Phone: _____

Gang Affiliation: _____

DOC PHOTO

DOC #: _____
OSBI #: _____
BR #: _____
SSN #: _____
Veh. Yr.: _____ M a k e : _____
Model: _____ Color: _____
Tag: _____ State: _____

Additional Vehicles: _____

For Parole Works Program participants:
Assignment/Crew; _____

The above information is for law enforcement use only and does not
imply that the subject is wanted.

	INTENSIVE	LEVEL I	LEVEL 2	LEVEL 3	LEVEL 4
Contacts:	Minimum of three face-to-face contracts per month (at least one contact at residence). No more than 10 days without contact.	Minimum of two face-to-face contacts per month (at least one contact at residence).	Minimum of one face-to-face contact per month.	Minimum of one face-to-face contact every two months.	Minimum of one face-to-face contact at least every 90 days.
Written Reports:	Written monthly report.	Written monthly report.	Written monthly report.	Written report every two months.	Written monthly report every 90 days (unless case-conference with team supervisor indicates a need for either more or less frequent written reports).
Employment:	Employment verified monthly. Employment change verified within 72 hours.	Employment verified monthly. Employment change verified within 10 working days.	Employment verified monthly.	Employment verified every two months.	Employment verified every 90 days.
Residence Change:	Residence change verified within 72 hours.	Residence change verified within 10 working days.	Residence change verified within 10 working days.	Residence change verified within 10 working days.	Residence change verified within 15 working days.
Urinalysis:	One time per month.	At least quarterly.	Officer discretion.	Officer discretion.	Officer discretion.
Treatment Verification:	Treatment verified at least once per month.	Treatment verified at least once per month.	Treatment verified at least once per month.	Treatment verified as needed	

