

# Guide for Families & Friends of offenders



STATE OF OKLAHOMA  
**CORRECTIONS DEPARTMENT**

# *Standing Proud*



## *Mission*

*To protect the Public  
To protect the Employee  
To protect the Offender*

# Table of Contents

---

<b>Overview</b>	1
<b>FAQ's</b>	2
<b>Population</b>	
Correctional Compact	9
County Jails	9
Jail Time	10
Length of Time in A&R	10
Reception - Initial Assessments	11
Transfers	11
Movement/Transfers	11
Waiting List	11
<b>Sentence Administration</b>	
Incarceration	12
Community Sentencing	15
Probation and Parole	15
Special Consideration	17
<b>Institutions</b>	
Hardship Transfers	20
Protective Measures	20
Searches - Offenders and Visitors	20
Contraband	21
Disciplinary Process/Offense Reports	21
Emergency Contacts	21
Escorted Emergency Leave	22
Financial Responsibility - Court Costs/Child Support, etc.	22
Legal Issues	22
Mail	23
Offender Work Programs	23
Property	24
Canteen	24

Release Process	24
Security Levels	25
Segregation	26
Telephone Calls	27
Trust Fund	27
Visitation	27
<b>Private Prisons</b>	<b>29</b>
<b>Programs</b>	
Treatment Programs	30
Educational Services	30
Career and Technical Training Programs	31
Reentry	31
<b>Religious Services</b>	
Religious Access	32
<b>Medical/Mental Health</b>	
Overview of Medical/Mental Health	33
Access to Medical Care/Mental Health Care	36
Medical Parole	37
Points of Responsibilities for Medical Care	37
Release of Information - Medical/Mental Health	38
Medical to Include County Jail	39
Who to Call for Medical Issues/Information	39
Dental Services	39
<b>Victim Services</b>	
Frequently Asked Questions	40
Vision/Mission	40
Notification	41
Advocacy	41
Information/Support	41
Victim/Offender Dialogue	41

---

Impact Awareness Offender Programs	42
<b>Community Corrections</b>	
Probation and Parole/Community Corrections	43
Firearms	44
Travel Restrictions	44
Global Position Satellite Monitoring Program	44
Parole Docketing	44
Interstate Compact	45
Parole Process	45
Parole Revocation	45
Community Residential Services	45
Prisoners Public Works Programs (PPWP)	46
Work Release	46
<b>Legal Services</b>	
Rights and Responsibilities	47
<b>Prison Information</b>	
Contact Information	48

---



## OVERVIEW

The Oklahoma Department of Corrections was created by legislation in May 1967. Today, the agency is the second largest state agency in Oklahoma. The agency operates 17 institutions, 7 community correction centers, 15 community work centers, and 6 probation and parole districts. Additionally, the agency contracts with 3 private prisons, 9 halfway houses, and 15 county jails to house offenders. The agency is responsible for the care and custody of over 50,000 offenders and employs over 4,300 full-time staff.

# FREQUENTLY ASKED QUESTIONS

## **What type of offender is incarcerated in the Department of Corrections?**

*There are four (4) categories of offenders. In descending order these are; maximum, medium, minimum, and community. While a few facilities house more than one category of offender, most are dedicated to a single category. To determine the category of the facility in question, visit the Oklahoma Department of Corrections (ODOC) web page and click "Facilities."*

*Offenders assigned to maximum or medium status have generally committed crimes that deem them to be a threat to the community and/or have proven to be a management problem. Minimum and community offenders have typically committed drug, alcohol, or property related offenses. A brief overview of all incarcerated offenders is as follows: 53% non violent, 47% violent, 89.4% male, 10.6% female. For more specific/detailed information, visit the ODOC home page and click "Facilities," then click the facility in question. Here you will find a facility telephone number. Call the facility and request the Public Information Officer.*

## **What are typical crimes committed by offenders in the Department of Corrections?**

*This is addressed, in part, in the response to the previous question. Approximately 54.3% of all offenders are under a controlling sentence as follows: Distribution of a Controlled Dangerous Substance (16.9%), Possession of a Controlled Dangerous Substance (10.9%), Robbery (8.4%), Assault (10.8%), and Rape (7.3%). For more specific information, visit the ODOC home page, click "About Us," and then click "Facts at a Glance."*

## **What is the average age of an offender?**

*The ODOC incarcerates adult offenders. Offenders under the age of 18 may be adjudicated as an adult. While ages run the full gamut, the average age is 37.4 years.*

## **How much does it cost to incarcerate an offender?**

*Costs vary per category of offender as follows: (2009 actual expenditures) maximum \$64.35, medium \$44.93, minimum \$44.65, community \$47.99, work center \$37.94.*

## **Do offenders receive pay for work performed during incarceration?**

*Those offenders having institutional job assignments are paid up to \$20 per month. A very limited number of offenders having special skills and/or assigned to special projects may receive slightly more. Additionally, offenders assigned to Oklahoma Correctional Industries (OCI) are paid slightly more. The reasoning behind paying offenders is two fold: it serves as an incentive to perform well and it ensures that the offender has money to purchase personal hygiene items of their choice from the canteen.*

## **Do any jobs/services performed by offenders take away job opportunities from citizens?**

*Under the provisions of Oklahoma State Statute Title 57, Section 215, entitled "Prisoners Public Work Act," public agencies may enter into a contract with the ODOC to utilize offender labor.*

*This act stipulates that offender labor is not intended to displace employees of the contracting public agency. For more information, visit the ODOC home page “Quick Links,” “Procedures” category. Click “Policies 09,” then click “OP-090106.”*

### **Where are you located?**

*Access the ODOC web page. Click “Facilities” at the top of the page. Each of the 17 institutions, 7 Community Corrections Centers, and 16 Community Work Centers are listed. Click the pertinent facility and you will be provided the address, telephone number, and a map directing you to the location.*

### **What is the difference between a Community Corrections Center (CCC), a Community Work Center (CWC), and a Halfway House?**

*All three require that the offender be eligible for assignment to community status as per OP-060104 (available for review through the Procedures link on the ODOC web page). Assignment to community status is intended to help offenders nearing completion of their term of incarceration adjust and prepare for re-entry into the community. There is no significant difference between a CCC and a CWC. All CCC's and CWC's are operated by the ODOC. Generally, CWC's are smaller facilities with fewer staff and, consequently, fewer programs are available. The majority of offenders assigned to CCC's and/or CWC's work daily in the local community under the provisions of the Prisoners Public Work Program (PPWP). Some CCC's and CWC's have a few work release allocations. All Halfway Houses are contracted and operated by the private sector. Offenders assigned to a halfway house are expected to participate in work release.*

### **Visitation is a problem; can the offender be transferred closer to home?**

*No. With over 25,000 offenders under ODOC purview it is simply not feasible to transfer an offender to the facility of choice. Normally, transfers occur only to meet assessed program needs or when an offender incurs a security level modification.*

### **How do I go about applying for a job with the ODOC?**

*Visit the ODOC home page and click “Careers,” or contact your local Employment Securities Commission.*

### **How much does it cost to feed an offender?**

*During FY 2009, the average cost per day to feed an offender was \$2.63 at an institution and \$2.68 for a community center. The increased cost for community is primarily due to community centers purchasing smaller amounts because of their smaller populations.*

### **What meal services are provided to offenders?**

*All offenders are provided three meals per day. At least two of the meals are served “hot”. In some instances, primarily offenders working away from the institution or center, the noon meal is a sack lunch. The ODOC utilizes a master menu, reviewed and certified by a licensed dietitian, to ensure proper nutritional balance and adequate calorie intake.*

### **Do offenders have to pay any cost for their incarceration or any services they receive during incarceration?**

*Those offenders assigned to Work Release and actually receiving a pay check are charged the daily per diem rate of the center or halfway house to which they are housed, not to exceed 50% of their salary. No other offenders are charged for their incarceration. The only service for which offenders are charged is a \$2.00 medical co-payment in accordance with OP-140117. This charge is only for offender initiated requests for medical, dental, or optometric service and for each medication issued during an offender initiated clinic visit. No offender will be refused health care because of their financial*



status. For more information, visit the ODOC web page. Under “Quick Links,” click “Procedures,” then click “Policies 14”, and then click “OP-140117.”

### **What types of work/services do offenders perform within the community?**

Under the provisions of Oklahoma State Statute Title 57, Section 215, entitled, “Prisoners Public Works Act,” public agencies may contract for offender labor. Such labor could be any labor routinely performed by the public agency. The act stipulates that offender labor not displace employees of the contracting agency. Additionally, offender labor may be utilized to benefit the public in emergency situations such as cleaning up after a tornado, ice storm, or flood.

### **Why do offenders receive Vocational Technical Training?**

Many offenders lack skills necessary to obtain jobs that pay wages suitable to support themselves and/or their dependents. CareerTech training provides these skills. Statistics support that discharging offenders with employable skills are less likely to return to prison.

### **What types of recreational/leisure activities are available to offenders?**

All offenders have access to reading and writing materials. Offenders restricted to their cell may request institutional library books be provided. Offenders not subject to restricted movement generally have access to activities such as basketball, volleyball, walking, jogging, and exercise equipment. Also, dominoes, board games, and cards (gambling is prohibited). Most offenders may also possess a television and radio.

### **What types of items are available for purchase at the offender canteen?**

Primarily, personal hygiene items, clothing items, snack foods, and authorized over the counter medications. Televisions and radios are also available.

### **What is the smoking policy?**

At maximum and medium security facilities, smoking and use/possession of tobacco, smokeless tobacco and/or tobacco-like products is restricted to personal vehicles and parking areas for both staff and visitors. Offenders found to be in possession of tobacco or tobacco-like products at maximum and medium facilities will be subject to disciplinary measures. Introduction of tobacco or tobacco-like products at maximum and medium security facilities by visitors may result in prosecution under state law and/or visiting restriction/removal.

At minimum security facilities (excluding Mabel Bassett), employees and offenders may possess and use tobacco and tobacco-like products in designated areas and offenders may use and possess tobacco products in designated areas when the unit yard is open. However, offenders at minimum security facilities may not possess or use tobacco during visitation and visitors/vendors must secure their tobacco products in their vehicles. Visitors found to be in possession of tobacco or tobacco-like products at a minimum facility may be subject to visiting restrictions.

At community corrections and community contract facilities, employees, offenders and visitors may possess tobacco and tobacco-like products but usage is restricted to designated areas and the visiting area is generally not a designated area.

### **Where do renovation and maintenance funds come from?**

All ODOC funds, for any purpose, are appropriated by the Oklahoma Legislature.

**Do correctional officers carry weapons?**

Most correctional officers do not carry weapons. Officers providing perimeter security, and having no direct contact with offenders, at medium and maximum security facilities do carry weapons. Also, officers transporting medium and maximum security offenders carry weapons. These weapons are secured and the offenders handcuffed. All correctional officers receive firearm training.

**How many staff are employed at your facility?**

Staffing varies greatly contingent upon the security level and the offender population. For staffing information pertinent to a specific facility, visit the ODOC web page and click "Facilities." Then click the facility in question where you will find the facility telephone number. Call the facility and request to speak to the Human Resources Officer.

**What programs are available to offenders?**

This will vary by facility dependent upon the availability of resources and appropriately trained staff and/or volunteers. Most facilities offer various educational and self-betterment classes as well as substance abuse education. For programs available at a specific facility, visit the ODOC web page and click "Facilities." Then click the facility in question where you will find the facility telephone number. Call the facility and request to speak to the Case Manager Supervisor.

**What is the facility mailing address?**

Visit the ODOC web page and click facilities. Then click the facility in question. You will be provided the mailing address. Please note that this may differ from the physical address.

**When can I visit?**

First, you must be on the offenders authorized visiting list. The offender must initiate your placement on his/her visiting list. Never attempt to visit unless you know you are approved and you know the authorized visiting days and hours. The visiting days and hours will vary from facility to facility. To determine if you are approved to visit, call the facility and request to speak to the Visitation Officer.

**What can I bring to visitation?**

This will vary due to security level. The offender in question will generally know and can advise you. You can also call the facility and request to speak with the Visitation Officer.

**May children visit/what are the policies for visitation by children?**

With the facility head approval, children under the age of 18 may be approved to visit when accompanied by a parent, legal guardian, or responsible adult who is also authorized to visit. These children must be natural or adopted children of the offender. All other children must be accompanied by a parent or legal guardian. For more specific information, review OP-030118, entitled, "Visitation." Visit the ODOC web page; under "Quick Links," click "Procedures," then click "Policies 03," then click "OP-030118."

**Can I send an offender money/how much?**

Money should be mailed to the institution where the offender is incarcerated. Only cashier's checks or money orders are accepted when sending money to an offender. Effective May 1, 2010; senders (i.e. family member, close relative and/or friend) are strongly encouraged to attach a fully completed Offender Banking System (OBS) deposit slip to the cashier's check or money order. These deposit slips should not be stapled to the funds but attached by paper clip. You can download a printable deposit OBS slip from <http://www.doc.state.ok.us/adminservices/offbank/offbank.htm>. There is no reason an

offender should need a large sum of money! Should you be requested to submit a large sum of money, ask the offender why, then call the facility and discuss the matter with their Case Manager.

### **Please explain the level system!**

The level system determines custody level, job status, program status, and privileges. Levels range from 1 through 4. The higher the level, the better the status. OP-060107, entitled "Systems of Incarceration," explains this process in detail. This policy may be accessed through the ODOC web page. Look under "Quick Links" and click "Procedures," then click "Policy 06," and then click "OP-060107."

### **When will a particular offender discharge?**

This falls under confidential information and unless the inquirer can provide a legitimate need (judicial, law enforcement, etc.), this information will not be provided. However, the offender is provided the number of days remaining to serve at the end of each month. This can be calculated into a release date. If the offender is unable to calculate the release date, they may seek assistance from the Records Manager or their Case Manager. If the offender wants you to know their release date, they can provide it to you. Please note that the release date is tentative and subject to change. If you are a victim concerned about the release of a particular offender, you should call Victim Services, telephone number 405-962-6142, or (in state only) 1-800-232-1524.

### **When, and to where, will an offender transfer?**

For reasons of confidentiality and security, the specific date will not be provided. However, all transfers require completion of a transfer packet to be completed by the confining facility and submitted to the Population Unit. Unless there are security concerns, the offender will be advised by their Case Manager when a transfer packet has been completed and submitted. The Population Unit will determine when and to where the offender is transferred. All transfers will occur as soon as possible, usually contingent upon the availability of appropriate bed space. Your calls will not expedite transfer!

### **How does the offender misconduct appeal process work?**

The disciplinary process, to include appeals, is specified per OP-060125, entitled "Department Offender Disciplinary Procedures." To access, visit the ODOC web page. Under "Quick Links," click "Procedures," then click "Policy 06," then click "OP-060125."

### **What is the policy for restoration of lost earned credit?**

This process is detailed in OP-060211, entitled "Sentence Administration." This is a lengthy policy. Check the index for the specific page. Access through the ODOC web page. Under "Quick Links," click "Procedures," then click "Policy 06," then click "OP-060211."

### **How much money can an offender have/spend?**

This is specified under OP-060107, entitled "Systems of Incarceration." Offenders may spend: Level 1- \$5 per week, Level 2- \$20 per week, Level 3- \$60 per week, and Level 4- \$80 per week. Please note that only offenders assigned to community status may actually possess money. There is no limit to the amount of money an offender may have in their account.

### **How do I find out about the medical status of an offender?**

All offenders are requested to provide the name and telephone number of the person they desire to be contacted in case of an emergency. In the event of a medical emergency, the designated person will be contacted. The medical status of

*an offender is confidential and will be provided only if the offender signs a Consent to Release Medical Information form (available to the offender from medical staff) designating a specific person or persons.*

**What religious services are available?**

*Offenders assigned to community status may attend religious services in the community under escort of an authorized religious volunteer. Approved volunteers may also provide on center services at all security levels. Offenders assigned to minimum, medium, or maximum institutions have access to a non-denominational chaplain. Authorized volunteers may also provide religious services. All offenders may receive religious materials through the mail.*

**What is the difference in security levels and how is the level determined?**

*Security level is determined through the completion of a Custody Assessment form. This form utilizes weights (points) assigned to several considerations such as crime and length of sentence. The total score determines the custody level. This process is detailed per OP-060103. To review this procedure, visit the ODOC web page. Under “Quick Links,” click “Procedures,” then click “Policy 06,” then click “OP-060103.”*

**How do I go about acquiring offender labor?**

*Offender labor is available only to public agencies as authorized per State Statute Title 57, Section 215, entitled “Prisoners Public Work Act.” Representatives of a public agency desiring to utilize offender labor should contact the nearest facility or center. Only offenders assigned to minimum facilities or community centers may participate.*

**Please explain the Regimented Offender Discipline (RID) program.**

*This program is detailed per OP-060210, entitled “Delayed Sentencing Program For Confined Offenders.” To access, visit the ODOC web page. Under “Quick Links,” click “Procedures,” then click “Policies 06,” then click “OP-060210.”*

**How many offenders are housed at your facility/how many cells, rooms, and dorms?**

*Visit the ODOC web page. At the top of the page, click facilities. Then click the facility in question. If the facility site does not adequately address your question, call the telephone number provided and request to speak with the Public Information Officer.*

**How do you monitor an offender when they are working or attending an activity outside the facility/center?**

*These offenders are either supervised by ODOC staff, by a trained PPWP supervisor, or trained volunteer. All PPWP supervisors and volunteers must participate in an orientation conducted by ODOC. The supervisor or volunteer must report to the control center, provide proper identification, and the participating offenders must sign out at the time of departure and sign in upon return. Also, ODOC staff periodically conduct unannounced site checks.*

**Explain the electronic monitoring program and eligibility requirements.**

*This program is detailed per OP-061001, entitled “Global Position Satellite Surveillance Program.” Visit the ODOC web page. Under “Quick Links,” click “Procedures,” then click “Policies 06,” then click “OP-061001.”*

**Do offenders receive medical and dental care?**

*The ODOC will ensure that every offender has unimpeded access to health care. This process is detailed per OP-140117, entitled “Access to Health Care.” To view, visit the ODOC web page. Under “Quick Links,” click “Procedures,” then click “Policies 14,” then click “OP-140117.” Click “OP-140124” for “Dental Services.”*

**Is it possible for an offender to receive medical or dental care from the private sector?**

*Under some circumstances, yes. However, the offender must provide proof that the cost of the services will be covered. For specifics, visit the ODOC web page. Under “Quick Links,” click “Procedures,” then click “Policies 14,” then click “OP-140121.”*

**Can an offender attend a funeral?**

*Escorted emergency leave may be granted to an offender, not deemed to be a threat, to visit the bedside of a critically ill family member or to attend the funeral of a family member. Family member is defined as legal spouse, natural parents, and natural children. For further clarification visit the ODOC web page. Under “Quick Links,” click “Procedures,” then click “Policies 03,” then click “OP-031001,” entitled “Offender Escorted Leave/Activities.” Check the index for emergency leave to determine the proper page.*

**Can an offender attend a wedding, graduation, or other family event?**

*No, offenders may not attend events such as these. For further clarification, review “Offender Escorted Leave/Activities” as detailed in the preceding response.*

**How do I go about acquiring volunteer status?**

*This is detailed per OP-090211, entitled “Volunteer Services.” Visit the ODOC web page. Under “Quick Links,” click “Procedures,” then click “Policies 09,” then click “090211.”*

**If I have concerns or questions about an offender who should I contact?**

*The offender’s case manager is the person you should contact. If you do not know who the case manager is, call the facility and request to speak with the Records Officer. He/she can assist you.*

**Who do I contact if I have questions or concerns about a sex offender?**

*Contact the ODOC Sex Offenders Registration Unit by calling 405-425-2872.*

**If I have questions about the parole process and/or the parole status of an offender, who do I contact?**

*The Pardon and Parole Board is a separate state agency independent of the Oklahoma Department of Corrections. Questions pertaining to parole should be directed to the Pardon and Parole Board, telephone number 405-602-5863.*

**Who do I contact if I have questions about a private prison?**

*Visit the ODOC web page. Under “Quick Links,” click “Organization,” scroll to “Field Operations” and click “Private Prisons, Jails Administration.*

# POPULATION

## FREQUENTLY ASKED QUESTIONS

### CORRECTIONS COMPACT

#### What states does Oklahoma have Corrections Compact Agreements?

Oklahoma has corrections compact agreement with the following states:

Alabama	Arizona	Arkansas	California	Colorado
Connecticut	Federal Corr	Florida	Hawaii	Illinois
Iowa	Kansas	Kentucky	Maine	Maryland
Minnesota	Missouri	Nebraska	New Mexico	Oregon
South Carolina	Tennessee	Utah	Virginia	Washington
Wyoming				

#### My son/daughter is incarcerated in Oklahoma and I live in another state. How can they get transferred here?

They must first meet the following criteria:

- Offender is more than one year from projected release date.
- There exists extenuating compassionate circumstances which demonstrate the transfer to be in the best interest of the offender. At a minimum, there is a verified support system in the requested state and the offender has shown the ability to finance all transportation costs associated with this transfer.
- Must have 12 months clear conduct
- Must have the ability to pay for all travel expenses incurred for the transfer.

If these criteria are met, they will need to contact their case manager and request an ICC transfer packet be submitted. The receiving state must approve the transfer. As well, if transfer request is approved, the receiving state will determine facility placement.

#### My son/daughter is incarcerated in another state and I live in Oklahoma. How can they get transferred here?

This transfer request must be made by the state in which the offender is incarcerated.

### COUNTY JAILS

#### What is the process for getting an offender on the waiting list to be transferred to DOC custody?

The county is responsible to forward a copy of the sentencing documents to DOC. Once received, the documents are reviewed and the offender is placed on a waiting list. Counties are scheduled in as bed space becomes available.

### **How long will the offender be held in the county jail after sentencing?**

*The Department of Corrections has approximately 1,400 offenders holding in county jails. Normally, it will be 4-6 months after sentencing before the offender will be scheduled to be transported in DOC custody. Offenders with very short sentences or those scheduled to be returned to court after program completion will normally receive priority for transfer into custody.*

### **What if the offender has medical issues?**

*The county jails are responsible to communicate significant health issues of offenders to DOC. Offenders are screened in an individual basis by DOC medical to determine whether an immediate transfer from county jail is warranted. Upon notification from DOC medical, a transfer will be scheduled.*

### **What property is an offender allowed to bring with them from county jail?**

*Offenders arriving from a county jail at the assessment and reception center will be allowed:*

- *Legal material -1 cubic foot limit of legal papers*
- *Prescription medicine (Only medication delivered by the transporting county will be authorized.)*
- *Money-(Money orders, checks from county or sheriff's office)*
- *One wedding band-plain, no stones*
- *Prescription glasses*
- *Watch-replacement value not to exceed \$50*

## **JAIL TIME**

### **Will the offender receive credit for their time in the county jail?**

*57 O.S. Section 138 provides that all offenders sentenced to the Oklahoma Department of Corrections to a term of incarceration are entitled to a deduction from the length of confinement equal to the number of days spent in the county jail or state mental institution, if court ordered, under the same case number. A judge may specifically order that an offender not receive jail time credits up to the date of sentencing.*

### **Will the offender receive earned credits while waiting to be transferred to DOC custody?**

*Offenders sentenced to imprisonment in the Department of Corrections, but detained in the county jail as a result of the department's reception scheduling procedure, will be awarded earned credits at the rate of Class Level 2 beginning the date of the Judgment and Sentence through the day of reception.*

*Credit will not be awarded to any offender convicted of a misdemeanor or felony offense committed in the jail while awaiting transportation.*

## **LENGTH OF TIME IN A&R**

### **How long will the offender be at A&R?**

*The time at A&R will vary. The assessment process takes approximately two weeks, but transfers from A&R are directly linked to available bed space.*

## RECEPTION - INITIAL ASSESSMENTS

### **How do you determine an offender's custody level?**

*We base an offender's custody level by assigning a numeric value to behavior (past and present). We consider current crime, the number of prior felony convictions and the severity of those prior crimes, escape history, misconduct history and his current age.*

*The custody rating recommendation derived from these items is used, in combination with other specified information to make decisions relating to the offender's housing assignment and supervision requirements. The custody rating recommendation may be changed due to management considerations that warrant special attention.*

### **How is it determined what programs an offender is assessed?**

*Offender program needs are based on the crime, length of sentence, physical health, mental health, and assessment instruments completed by assessment staff. Scores combined with court recommendations/orders help determine what programs an offender is assessed.*

### **How is it determined what facility an offender is transferred to from A&R?**

*Initial facility assignment is based on crime, sentence length/days remaining, assigned custody level and immediate program needs. What facility an offender is initially placed often is determined by available beds.*

## TRANSFERS

### **What is the process for getting an offender transferred?**

- *A transfer packet must be submitted by the requesting facility to the population unit. Once received, it is reviewed for eligibility and accuracy.*
- *Once approved, the transfer will be scheduled according to priority and bed space availability.*
- *If denied, the packet is returned to the requesting facility.*

## MOVEMENT/TRANSFERS

### **What types of movement/transfers are there?**

*Transfers are done for numerous reasons, i.e. separation issues, offender's conduct, programmatic, protective custody, changes in security points.*

## WAITING LIST

### **How are transfer packet requests monitored?**

*Transfer packets are kept by a priority system. If an offender has a balance suspended sentence or a Judicial Review or has a protective measures or protective custody need he will have priority over someone that does not.*



# SENTENCE ADMINISTRATION

The Department of Corrections protects the public by maintaining offenders remanded to its custody for the duration of their sentences of confinement or supervision. All sentences are served and monitored according to Oklahoma state statute and applicable case law. The following is a brief overview of the policies based on state law regarding the service of sentences.

## INCARCERATION

Most incarcerated offenders are eligible by Oklahoma statute to have their term of imprisonment reduced by earning credits. A credit is equal to a day.

When an offender is received at Lexington Assessment and Reception Center (males) or Mabel Bassett Assessment and Reception Center (females), a beginning release date is established by adding the term of incarceration, as designated by the judgment and sentence, to the reception date. This date is then converted to days remaining to serve. Each month, thereafter, the days remaining to be served are updated based upon the number of credits earned or lost and the number of days served. When the days remaining to serve reaches "0," the offender has discharged the sentence.

After classification at an assessment and reception center the offender will be transferred to an appropriate security level at a correctional facility.

## TIME SPENT IN COUNTY JAIL

Jail Time - 57 O.S. 138, provides that all offenders sentenced to the Department of Corrections to a term of incarceration are entitled to have deducted from their sentence the number of days spent in the county jail under the same case number. If court ordered, time spent in a state mental institution for evaluation of competency is also applied as a sentence reduction credit. A judge may specifically order that an offender not receive jail time credits.

Deferred Reception Credits - Effective September 1, 1993, 57 O.S. 138 provides that offenders sentenced to imprisonment in the Department of Corrections, but detained in the county jail because of the department's reception scheduling procedure, will be awarded earned credits at the rate of Class Level 2 beginning the date of the judgment and sentence to the day of reception. The amount of credit will be determined by multiplying the number of days by .73.

## EARNED CREDIT CLASSES

Effective November 1, 1988, 57 O.S. 138 provides that every offender will be assigned to one of four class levels. Class level assignments are determined by the adjustment review committee/unit treatment team based upon the desired behavior of the offender in all

areas of institutional life: work attendance and productivity, conduct record, program participation, cooperative general behavior, and appearance of self and living area.

Effective November 1, 2001, 57 O.S. 138, provides for two enhanced levels of credit for offenders who have never been convicted as an adult or a youthful offender or adjudicated delinquent as a juvenile for any of the felony crimes listed in 57 O.S. 138, subsection E. Eligible offenders assigned to Levels 3 or 4 are awarded credit at the enhanced rates.

The class levels and their corresponding credits are as follows:

- Class Level 1 - 0 credits per month
- Class Level 2 - 22 credits per month
- Class Level 3 - 33 credits per month
- Class Level 4 - 44 credits per month
- Enhanced Class Level 3 - 45 credits per month
- Enhanced Class Level 4 - 60 credits per month

#### Class Level Criteria

Class Level 1 - Offenders will be assigned to Level 1 under the following circumstances:

- (1) When placed on escape status
- (2) When incarcerated under the Delayed Sentencing Program for Young Adults, 22 O.S. 996.1
- (3) When serving a sentence of death
- (4) While assigned to segregation housing
- (5) Upon conviction of a Class X misconduct (prison rule violation)

Class Level 2 - Offenders will be assigned to Level 2 upon their reception at the Lexington Assessment and Reception Center. To maintain this level of earning, the offender must receive good evaluations for participation in a work or program assignment, good evaluations for personal hygiene and maintenance of living area, meet program participation requirements, and maintain a satisfactory attitude and relationship with staff and other offenders.

Class Level 3 - Offenders may be considered for a promotion to Level 3 after being incarcerated for at least three months, receiving excellent work or program evaluations, excellent evaluations for personal hygiene and maintenance of living area, have no active Class X misconduct or escape custody assessment points, meet program participation requirements, and maintain a satisfactory attitude and relationship with staff and other offenders.

Class Level 4 - Offenders may be considered for a promotion to Level 4 after being incarcerated for at least eight months, receiving outstanding work or program evaluations, and outstanding evaluations for personal hygiene and maintenance of living area, have no active Class X misconduct or escape custody assessment points, meet program requirements, and maintain a satisfactory attitude and relationship with staff and other offenders.

#### OTHER TYPES OF CREDIT

##### Achievement Credit

Effective November 1, 1988, achievement earned credits for successful completion of departmentally approved programs, or for attaining set goals, or standards, will be awarded. These credits can be earned through

participation in a variety of programs such as substance abuse, cognitive/behavioral, education, and vocational training. This credit is authorized per 57 O.S. 138.

#### Meritorious Earned Credit

Offenders who perform meritorious acts involving property preservation or matters of life, security, or safety are eligible to receive up to 100 credits for each act. This credit is authorized per 57 O.S. 138.1.

#### Emergency Time Credit

This credit was mandated per 57 O.S. 570, the “Oklahoma Prison Overcrowding Emergency Powers Act” and commonly referred to as “Cap” credit. The act was in effect from April 4, 1984 until its repeal effective July 1, 2001.

Upon the declaration by the Governor that a state of emergency existed within the penal system, the director of the Department of Corrections authorized each facility to grant 60 days of emergency time credit to all eligible offenders. An emergency existed whenever the offender population exceeded 95 percent of authorized capacity. Once an emergency was declared, the director was authorized by law to grant the credit every 60 days for as long as the emergency existed. Effective July 1, 1989, no offender received more than 360 days of emergency time credit during a year.

Eligibility for emergency time credits was determined by the following criteria:

- a. Classified as medium security or lower
- b. Incarcerated for nonviolent offense as defined by 57 O.S. 571
- c. Not incarcerated for a second and subsequent offense under provisions of Section 51 or 52 of Title 21 of the Oklahoma Statutes.

#### Credit Prior to November 1, 1988

Prior to November 1, 1988, state law authorized offenders to earn credits based solely on their work or program assignments. Up to three days of credit could be earned for each day of participation. Prior to September 8, 1976, state law authorized the granting of good time, an automatic reduction of the term of incarceration based upon the sentence length. In addition to this statutory good time, offenders could be granted work time, work incentive credits, and blood time.

Current offenders whose crimes were committed while these credit statutes were in effect are entitled to have terms of imprisonment reduced by such credits. The Department of Corrections grants the offender the credit or combination of credits most advantageous in accordance with ex post facto court rulings.

#### Lost Credit

Offenders are subject to lose earned credits as punishment through the disciplinary process for infractions of Department of Corrections rules and regulations. When an offender is charged with a violation, he/she is formally notified, and a hearing date is established. Trained staff will review the charge, interview the offender, and render a decision. If found guilty, punishment, established per degree of violation, is rendered. Due process is maintained through several levels of appeal.

## DETERMINING THE AMOUNT OF TIME ACTUALLY SERVED ON A SENTENCE

Since statehood, Oklahoma law has provided for some type of credit to be applied as a sentence reduction. As a result, Oklahoma offenders rarely serve their sentences day-for-day in full. The following methods can be used to approximately project the amount of time to be served on a given sentence based upon an offender's class level assignment.

### Credit Rates

	Credits Per Month	Projected Release Rate
Class Level 1	0	1.00
Class Level 2	22	.58
Class Level 3	33	.48
Class Level 4	44	.41
Enhanced Class Level 3	45	.40
Enhanced Class Level 4	60	.34

- a. Determine sentence length in days.
- b. Project the number of days that would actually be served using the projected release rate for the level to which the offender is assigned. *Example: 3,650 days x .58 (Level 2) = 2,117 days*

2,117 days or 5.8 years is the approximate amount of time to complete a ten-year sentence for an offender on earned credit Level 2.

Projecting the amount of time actually served does not consider the possible loss of credit due to misconduct, jail time granted, future class level changes, court ordered modifications, or release on parole. These factors greatly affect the accuracy of the preceding chart. A less complicated method can be used to estimate the amount of time to be served on a given sentence. The following formula projects the quickest amount of time a sentence can be served by assuming the offender will earn the highest level of earned credits when eligible, a total of 200 achievement credits, and no loss of credit through misconduct.

(Sentence length in days) x .40\* = approximate amount of time actually served

\*Use .35 if enhanced credit level eligible

## COMMUNITY SENTENCING

Created by the Oklahoma Community Sentencing Act, 22 O.S. 988, this community punishment option for non-violent offenders combines assessment, supervision, and treatment with the goal of increasing public safety by reducing the likelihood of future criminal behavior. Each county, under the leadership of the presiding district judge, can choose to develop a local community sentencing system governed by a planning council.

The purposes of the program are to protect the public; establish a statewide community sentencing system; adequately supervise felony offenders punished under a court-ordered community sentence; provide sanctions

to the court for eligible offenders; increase the availability of punishment and treatment options to eligible felony offenders; improve the criminal justice system within Oklahoma through public/private partnerships, governmental agreements, and interagency cooperation and collaboration; and operate effectively within the allocation of state and local resources for the Oklahoma criminal justice system.

Felony offenders who have been convicted of or who have entered a plea other than not guilty to a felony offense and who upon completion of an assessment have been found to be in the moderate range, are eligible for a community sentence if not otherwise prohibited by law. (22 O.S. 988.2). The District Attorney must consent to a community sentence for an offender with a violent crime (57 O.S. 571). An offender must be eligible for probation in order to receive a community sentence.

## **PROBATION AND PAROLE**

The Department of Corrections' probation and parole districts supervise offenders sentenced to probation and offenders paroled by the Governor. Offenders do not receive credit reductions while on probation or parole.

### **DEFERRED SENTENCE**

22 O.S. 991c. authorizes the court upon a verdict or plea of guilty, to defer sentencing and place a defendant on supervised probation. The Department of Corrections supervises the offender until the date specified on the order of deferred sentence. If the offender violates the conditions of the deferred sentence any time prior to its expiration, the court may accelerate sentencing and enter a judgment. The deferred judgment procedure does not apply to offenders found guilty or who plead guilty or nolo contendere to a sex offense required by law to register pursuant to the Sex Offenders Registration Act. Offenders with prior felony convictions are ineligible for a deferred sentence unless the court waives this prohibition upon written application of the district attorney.

### **SUSPENDED SENTENCE**

22 O.S. 991a. authorizes the court to suspend the execution of a sentence in whole or in part, with or without probation. Offenders who receive suspended sentences with probation are supervised by the Department of Corrections for a period specified by the Judgment and Sentence. For example, if an offender receives a one-year suspended sentence he will be supervised for one calendar year beginning the date the Judgment and Sentence was rendered. This statute allows the Department of Corrections to end supervision at two years if deemed to be in the best interest of the public.

If a violation warrant is issued by the sentencing court any time prior to the termination of the suspended sentence, the offender goes through a revocation process and may have the sentence fully or partially revoked by the court. (22 O.S. 991b.)

If the sentence is revoked, the offender will be remanded to Department of Corrections custody for the period specified and may have the sentence reduced through the earned credit process previously described.

### **SPLIT SENTENCE**

The courts may render a sentence specifying a term of incarceration and a term of probation. The term of

incarceration would be subject to credit reduction and upon discharge the specified period of probation would begin. The remaining probation is subject to revocation and additional incarceration.

## **PAROLE**

All parole recommendations are made by the Pardon and Parole Board (57 O.S., Sections 332 - 365). The Pardon and Parole Board should be contacted directly at (405) 602-5863 for information on how parole dockets are established.

Parole recommendations by the Pardon and Parole Board must have the Governor's approval. A parole is in effect until reaching the release date established at the time of parole. For example, if an offender paroled on February 1, 2008, and the release date for the term of incarceration is March 5, 2010, the offender would remain on parole until March 5, 2010.

If anytime prior to completion of the parole the Department of Corrections initiates a parole violation warrant, the offender will receive due process through a two-part hearing and is subject to have the parole revoked by the Governor. The Governor, at his discretion alone, may grant the time spent on parole as a deduction from the parole revocation.

## **SPECIAL CONSIDERATION**

### **LIFE SENTENCE**

No deductions will be credited to any offender serving a sentence of Life imprisonment; however, per 57 O.S. 138, a complete record of the offender's participation in work, school, vocational training, or other approved programs is maintained. If a Life sentence is ever commuted or modified to a determinate sentence, the recorded credit would apply as a reduction.

### **DEATH SENTENCE**

Persons under the sentence of death are not eligible to receive or earn any type of credit. If the sentence is modified or commuted to a sentence other than death, they would become eligible to earn credit.

### **CONCURRENT/CONSECUTIVE**

21 O.S., Sections 61.1, 61.3, and 22 O.S. 976 provide that sentences are to be served consecutively unless a Judgment and Sentence states that it is to run concurrently with another Judgment and Sentence. When revoking a parole, the Governor may order concurrence to an existing sentence.

### **SENTENCE CONCURRENT WITH FOREIGN JURISDICTION**

Occasionally, offenders receive sentences in Oklahoma designated as concurrent to a sentence in another state, or the federal system, with initial custody assumed by the other jurisdiction. This is authorized per 21 O.S., Sections 61.2-61.4. The Oklahoma term of incarceration does not begin until the convicting county delivers the offender to Lexington Assessment and Reception Center per 21 O.S. 61.5. Upon delivery to Lexington Assessment and Reception Center, the offender will be credited with time served in the foreign jurisdiction beginning the date the Oklahoma Judgment and Sentence was rendered. After reception, the offender is eligible for earned credit under Oklahoma statutes.

## 21 O.S. SECTION 801

Offenders sentenced under the 1982 amendment to 21 O.S. 801, serving at least their third felony conviction for a Robbery or Attempted Robbery with a Dangerous Weapon or Imitation Firearm, are not eligible for good time credits for ten years from reception, minus jail time. There must be documentation the sentence was enhanced under 21 O.S. 801.

## TRAFFICKING IN ILLEGAL DRUGS ACT

Effective November 1, 1989, 63 O.S. 2-415 provides that persons convicted of trafficking in marijuana, cocaine, heroin, amphetamine, methamphetamine, LSD, PCP, or crack are not eligible for earned credits for the duration of their sentence. Achievement credits may be awarded if the offender meets the statutory standards for Level 2.

## RACKETEERING

22 O.S. 1401, the Oklahoma Corrupt Organizations Prevention Act, applies to persons convicted of Racketeering activities. Offenders convicted under this act must serve one-half of their sentence day-for-day before becoming eligible for work release, house arrest, pre-parole conditional supervision, parole, or release from confinement on any other basis.

## DISTRIBUTION WITHIN 2,000 FEET OF SCHOOL/PARK, OR POSSESSION/PURCHASE WITHIN 1,000 FEET OF SCHOOL/PARK, OR POSSESSION/PURCHASE IN THE PRESENCE OF A CHILD UNDER 12

Effective May 19, 1989, 63 O.S. 2-401 provides that offenders convicted of Distributing Controlled Substances Within 1,000 Feet of a School must serve 50 percent of their sentence prior to becoming eligible for earned credits. Offenders convicted a second and subsequent time under this statute must serve 90 percent of their sentence prior to becoming eligible for credits. Effective September 1, 1991, 63 O.S. 2-401 was amended to include Distribution Within 1,000 feet of a Park or Recreation Area. Effective June 7, 1994, 63 O.S. 2-401 was amended to include Distribution Within 1,000 feet of a Public Housing Project. Effective November 1, 1999, 63 O.S. 2-401 was amended to include Distribution of a Controlled Substance Within 2,000 Feet of a School, Park, or Public Housing Project. Effective July 1, 2001, offenders convicted a second and subsequent time under this statute must serve 85% of their sentence prior to becoming eligible for earned credits. Effective July 1, 2003, 63 O.S. 2-401 was amended to include Distribution of a Controlled Substance Within 2,000 Feet of a Child Care Facility; and Manufacture of a Controlled Substance Within 2,000 Feet of a Public or Private Elementary or Secondary School, Public Vocational School, or a Public or Private College or University, or other institution of higher education, Recreation Center or Public Park Including State Parks and Recreation Areas, Public Housing Project, or Child Care Facility.

Effective September 1, 1992, 63 O.S. 2-402 provides that offenders convicted of Possessing or Purchasing a Controlled Dangerous Substance Within 1,000 Feet of a School, Park, or Public Housing Project must serve 50 percent of their sentence prior to becoming eligible for earned credits. Offenders convicted a second and subsequent time under this statute must serve 90 percent of their sentence prior to becoming eligible for credits. Effective June 7, 1993, this statute was amended to also include the Possession or Purchase of a Controlled Dangerous Substance in the Presence of any Child Under 12 Years of Age.

## OFFENSES REQUIRED TO SERVE 85% OF SENTENCE

Effective March 1, 2000, 21 O.S. 13.1 provides that offenders who commit certain crimes on or after such date,

must serve 85% of their sentence of imprisonment before becoming eligible for parole consideration, earned credits, or any type of credit that might reduce the length of the sentence to less than 85%. The crimes are Murder I, Robbery with a Dangerous Weapon, Rape I, Arson I, Burglary I, Bombs and Explosives Violations, Child Abuse, Forcible Sodomy, Child Pornography, Parental Consent to Child Pornography, Child Prostitution, and Lewd Molestation of a Child.

Effective July 1, 2001, 21 O.S. 13.1 was amended to include the following crimes: Murder II, Manslaughter I, Poisoning with Intent to Kill, Shooting with Intent to Kill, Assault and Battery with a Deadly Weapon, Use of a Vehicle to Facilitate Use of a Firearm/Crossbow/Weapon, Assault with Intent to Kill, Conjoint Robbery, Robbery I.

Effective July 1, 2001, 63 O.S. 2-401 was amended to provide that offenders convicted of the crime of Aggravated Manufacture of CDS must serve 85% of their sentence of imprisonment before becoming eligible for parole consideration, earned credits, or any type of credit that might reduce the length of the sentence to less than 85%.

Effective March 8, 2002, 21 O.S. 13.1 was amended to include the crime of Abuse, Neglect, or Financial Exploitation by Caretaker of a Vulnerable Adult who is a resident of a nursing facility.

Effective November 1, 2007, 21 O.S. 13.1 was amended to include the crime of Aggravated Trafficking, 63 O.S. 2-415.

#### POST CONVICTION RELIEF/COURT ORDERS

The Department of Corrections functions as the custodian for convicted felons. Therefore, if the court orders a reduction of a sentence or the application of credit to a sentence, the Department of Corrections will comply.

For more information concerning credits and the service of sentences, write:

Sentence Administration and Offender Records  
Oklahoma Department of Corrections  
3400 Martin Luther King Avenue  
P.O. Box 11400  
OKC, OK 73136-0400 OR call: (405) 425-2500; FAX (405) 425-2608



# INSTITUTIONS

## **HARDSHIP TRANSFERS**

Unfortunately, there are many offenders incarcerated who have loved ones with health issues that cannot travel long distances, or for the family in general, the location where the offender is located proves inconvenient. Due to the volume of transfer requests received from family or friends, and the financial costs associated with transporting offenders, “hardship” transfers are not permitted. Transfers are initiated for security or programmatic needs only.

## **PROTECTIVE MEASURES**

Protective Measures are designed to protect offenders when there is a reasonable belief an offender is in imminent danger of physical harm. An offender requesting protective measures must do so by informing facility personnel verbally and then follow with a written request. Facility staff may also request protective measures without an offender’s request if there is documented just cause.

Normally the offender will be separated from the offender or offenders who are causing the threat while the investigation is ongoing. If the investigation concludes that offender has legitimate concerns he and the threatening offender will be separated.

Some of the reasons for requesting protective measures cannot be controlled by the offender; however, some can be avoided. For example, offenders that get into debt to other offenders then are unable to repay the debt. This is of course a violation of department rules and both offenders involved could be subject to disciplinary action.

## **SEARCHES – OFFENDERS AND VISITORS**

Searches are conducted to reduce the introduction of contraband into facilities and to ensure a safe and secure environment for staff and offenders.

**Offender Searches:** Offenders are routinely searched prior to movement from one area to another. The methods used during these searches include pat search and the use of metal detectors. Offenders and their cells/property are searched at random; these searches are at the discretion of staff. Strip searches are conducted on each offender following visits. Contraband items found during any search will be confiscated and appropriate actions taken.

Visitor Searches: Visitors are searched utilizing pat searches and metal detectors. Visitors are asked to empty their pockets and remove their shoes. All items removed are searched; staff will then conduct a thorough pat search and use a metal detector. If any questionable item is felt or detected during the search, staff will ask the visitor to remove the item. In the event a visitor refuses to comply with search procedures they will be denied access to the facility and future visits may be suspended. Contraband items will be confiscated and appropriate action will be taken. Introduction of contraband into a Department of Corrections facility may result in criminal charges being filed. Pat searches will only be conducted by staff of the same gender as the visitor.

Drug detecting K-9 dogs may be utilized in the search of offenders, visitors, vehicles and common areas. The K-9 Officer will give instruction to the person being searched. Any alert by the K-9 dog on a visitor or their property may result in the visit being terminated for that day.

## **CONTRABAND**

Control of contraband items provides for a safe and secure environment for the staff and offenders at Department of Corrections facilities. Contraband is any item or substance not authorized in the facility. Contraband can be, but is not limited to weapons, drugs, cellular phones, and property items not on the offender's approved property list. Contraband items are confiscated and, depending on the severity of the contraband item, may be disposed of or turned over to local law enforcement for prosecution. Any offender, staff member, volunteer or visitor in possession of or attempting to introduce contraband in a Department of Corrections facility may be prosecuted.

## **DISCIPLINARY PROCESS/OFFENSE REPORTS**

While incarcerated, offenders will be subject to institutional rules. Most of these rules are easy to understand. Each offender is given a copy of the rules upon reception, and they will also have access to them at their facilities. Failure to follow a rule may result in a offense report. An offense report will be investigated and an administrative hearing will be scheduled. The offender will have the opportunity to make statements and submit evidence in their defense at the time of the hearing. The consequences of this hearing could be loss of earned credits, disciplinary segregation, fines, extra duty and visiting and telephone restrictions. Offense reports can also affect assigned security levels. If found guilty, the offender has two levels of appeal; the first to the facility/unit head, and the next level is to the Director's designee. The disciplinary process affords the offender due process and must be followed. Although family friends may voice complaints regarding their loved one receiving an offense report via telephone or correspondence, it will not alter the fact that the disciplinary process must be followed, and when appeal process has been exhausted, the decision of the Director's designee is final.

## **EMERGENCY CONTACTS**

Information is maintained for each individual offender committed to the Department of Corrections (DOC) for incarceration. A Consolidated Record Card (CRC) and a computer record, kept on the Offender Management System (OMS), are created upon reception of the offender. Emergency contact information is received from the offender at this time and recorded on the CRC and in OMS. In the event of an emergency, this information is

used to contact the offender designee.

Emergency contact information is reviewed/updated every four months at adjustment reviews. The records are maintained by the facility having custody of the offender and will follow the offender throughout the incarceration.

## **ESCORTED EMERGENCY LEAVE**

Emergency leave is a privilege that provides offenders an opportunity to visit the bedside of a critically ill family member, visit the funeral home, or to attend the funeral of a family member. "Family member" is defined as the offender's legal spouse, natural parents, and natural children. For purposes of home or hospice care visits, "family member" will be defined as the legal spouse, natural parents and natural children.

Emergency leave may be requested by offenders through unit staff who will verify that the emergency exists, check for any restrictions or victim notifications, and contact local law enforcement authorities of the offender's intended leave. Relationships of family members will be verified and documented. The facility head will make the final decision for most emergency leave requests after consideration of the offender's circumstances and security risk. Violent offenders and sex offenders (past or current convictions), or those with high/highest offense categories will also require approval by the appropriate deputy director.

At **medium facilities or higher**, offenders will be allowed only one escorted visit to the funeral home. It will be scheduled prior to the funeral and with no other visitors present. At **minimum and community facilities** offenders may be approved for any one particular situation; a hospital visit, nursing home visit of a critically ill family member, home visit at a residence of a critically ill family member receiving hospice care (during which additional restrictions apply), a funeral home family visit, or to attend the funeral of a family member. No more than two (a bedside and the funeral) visits are authorized. The offender requests at the outset whether he/she is requesting a bedside visit, funeral attendance or both. DOC will pay for the first escorted visit and the cost of an additional visit will be paid in advance by the offender.

Staff will take steps to ensure the security of the offender when an offender is authorized for escorted emergency leave. This may include keeping the offender apart from all people except for the person he is authorized to visit. If the event is a funeral, escort staff may keep the offender apart from other people.

## **FINANCIAL RESPONSIBILITY – COURT COSTS/CHILD SUPPORT, ETC.**

While Offenders are incarcerated with the Oklahoma Department of Corrections, every month they will have 10% of their gang pay (money paid to them by the state each month) sent to the county they were convicted in. This money will be to pay for their court costs, fines, fees, child support and restitution. Upon discharge the offender will have to contact the county to set up a payment plan to pay the remaining balance. If family and friends choose, they can send money to the county to help pay these costs as well.

## **LEGAL ISSUES**

Offenders may face legal issues while incarcerated, either regarding the sentence(s) which they are currently

serving or a detainer. Most facilities have Law Libraries (excluding Community Corrections facilities) which offer opportunities to research cases and file paperwork to the courts. There are research assistants who will help the offender research legal issues; however, they will not actually prepare the filings. Offenders also have access to their attorneys through collect calls to approved telephone numbers and arranged visits. An attorney may contact the Warden's office at the assigned facility to arrange a visit.

Offenders having questions about their sentences, time to serve, etc, should contact their case manager. They may be referred to other staff or the Law Library.

## **MAIL**

Offenders may have unlimited communication with persons or organizations subject to the limitations necessary to protect public safety, institutional order, and the security of the facility. Families and friends of offenders are encouraged to write often. Letters sent to offenders should include the offender's name, ODOC number and facility address on the envelope. All mail addressed to offenders must be received through authorized channels. Letters for different offenders should not be included in the same envelope.

Unauthorized materials or contraband found in mail addressed to offenders will be rejected. Individuals who carry out serious violations of the correspondence rules may not be allowed to write to an offender.

Newspapers, magazines and books may be mailed directly to offenders only by the publisher, publication supplier or legitimate bookstore; subject to review and rejection in accordance with the correspondence rules. Items such as food, clothing, cash, postage stamps, jewelry and toiletries may not be mailed to offenders. Individuals may not mail packages to offenders.

## **OFFENDER WORK PROGRAMS**

Offender work programs were established to promote positive work behavior and to assist offenders to be more self-sufficient and successful in the workforce upon release from incarceration. The Department of Corrections has work programs at the facilities, as well as public work programs in the community. Jobs approximate a 40-hour work week and provide offenders an opportunity to learn good work habits, develop positive work attitudes and practice appropriate workplace behavior.

Facility work programs include, but are not limited to, such areas as agriculture, food service, maintenance, garden, and landscaping crews. A number of facilities also have vocational-educational programs such as welding, auto repair, heavy equipment operation/repair, carpentry, etc., that are available to offenders needing career skills and who meet the criteria.

Public works program crews help offenders provide meaningful services to the community while learning valuable job skills. Offenders help clean up roadsides, parks, and community areas. They may help build or repair various types of buildings or structures. All of this is under supervision of either the Department of Corrections' staff or trained staff from other government agencies in the community. Not all offenders are allowed to work on public works programs. Those who do must meet established criteria and are screened beforehand to protect public safety.

Offenders who meet behavioral requirements receive a monthly pay allowance and are evaluated by the job supervisor each month just as an employee on a job. This provides offenders with positive feedback on their job performance and allows opportunity for improvement.

## **PROPERTY**

While offenders are incarcerated with the Oklahoma Department of Corrections they will be issued state clothing in accordance with the property matrix outline in Department of Corrections policy OP-030120 entitled "Offender Property," to include:

Gender specific underwear, Socks, T-shirts, Pants, Shirts, Footwear, Laundry Bag, Pillow/Mattress, 1 set of Linens (2 sheets, 1 blanket, 1 pillow case), Washcloths and Towels

Offenders are allowed to purchase personal clothing, linens, and towels from the canteen at their discretion and with their own funds. Personal clothing will be retained by the offender if transferred to another facility and/or discharged. All state issued clothing will be returned to the agency.

Offenders are allowed to purchase a television, radio, fan, food and personal hygiene items through the facility canteen, and as allowed by their earned credit level. These items will also be retained by the offender if transferred and/or discharged.

A complete listing of items an offender may possess is found on the property matrix located in the department policy mentioned above, which is made available to the offender upon initial incarceration and during the orientation process at each facility.

Possession of unauthorized property by an offender will result in disciplinary action being taken.

## **CANTEEN**

Oklahoma Department of Corrections' (DOC) canteens offer a variety of products for eligible offenders to purchase at minimum, medium, and maximum security facilities. Frozen food, snacks, breakfast food, microwaveable items and soda pop are just a few of the many items available for sale. Eligible offenders are able to visit the canteen at least once a week, and are allowed to spend a maximum of \$80 per calendar week.

Property such as fans, televisions, jeans, radios and MP3 players are also available from DOC canteens. Eligible offenders can purchase some items off of the shelf; other items are special ordered. Canteen staff will assist offenders when ordering items to ensure the items are appropriate for the facility and the offender's classification level. The \$80 limit does not apply to property purchases. Personal hygiene items are also available for offenders to purchase from the canteen. Community Corrections facilities do not have canteens, but offenders may purchase authorized items from a legitimate vendor.

## **RELEASE PROCESS**

Upon reception of the offender to the Department of Corrections, the agency begins to prepare the offender for release. Information is gathered from the offender to identify any training or treatment that may benefit the offender in making a smooth transition back into society upon release. As the offender continues to serve his/her sentence, progress is constantly monitored by staff to ensure they are making positive progress toward the final day of release, ensuring they are following the plotted path of treatment or training identified during the initial reception process.

No less than six months prior to release, a face to face interview between the offender and the case manager is completed. During this interview, such things as proper identification, a place to reside and transportation on the day of discharge, financial support, medical needs, legal obligations, employment, family, program and other services are all discussed. If the offender needs assistance with any of the covered information during the interview, the case manager will help the offender obtain the services needed to ensure the service is in place for the offender on the day of discharge or the offender has the information as to where he/she can obtain the services needed.

Family members may mail in one set of clothing to the offender for use upon discharge. The discharge clothing may not be mailed to the facility more than 14 days prior to the offender's date of discharge.

On the day of release, the offender will be provided with a portfolio to ensure all of the paperwork given to him on this day can be kept together as most of it is critical information for his return to society. Included in this portfolio will be information concerning the eligibility to vote, as well as a copy of the pre-release interview form, and the final adjustment review between the unit team and the offender. The offender will be 'walked around' to each department for the final review before release. Each department will ensure the offender's needs are met before departing the facility and signing off on the release checklist. Once the offender and staff member have completed the final 'walk around', the offender will be taken to central control as the final step of the discharge process. After the offender is cleared through central control, they are officially released to awaiting family/friends or taken to the nearest bus station for transportation to the pre-designated residence of their choice.

## **SECURITY LEVELS**

Security levels for every offender are determined by using the "Custody Assessment Scale" (CAS). The assessment scale factors in and gives or takes points for current crime, prior criminal history, escape history, misconduct history, program participation, adjustment level, and age. The first scheduled assessment is completed 90 days from the date the offender arrives at the initial facility and must be completed on an annual basis thereafter, or when an offender's status has changed requiring a review to increase or decrease in security level. The Department of Corrections has complete discretion as to where to place an offender based on their security level. Other factors that can influence a decision as to what security level the offender is placed at are: pending charges, detainers from other jurisdictions which may result in further incarceration, the offender's behavior while incarcerated.

Levels are assigned based on the points received on the assessment form:

Maximum security level: 12 or more points on Items 1-3 of the assessment; or 13 or more points on the total score.

Medium security level: Total score of 7 - 12 points.

Minimum security level: Total score of 6 or fewer points with 7,300 or less days remaining.

Community is not a designated security level, but is under the umbrella of Minimum Security. It is a community placement rather than a security level.

The following are situations when an offender cannot be placed lower than medium security. These are considered as “mandatory medium overrides,” regardless of the offender’s total points:

Time Left to Serve (Highest Crime Category)—If the offender has any convictions in the highest crime category during this incarceration, or is serving a current sentence for any conviction where 50% of the sentence must be served prior to earning credit and the total time left to serve is equal to or greater than 5,475 days (fifteen years), the offender will be assigned no lower than medium security.

Any offender who has a sentence of Life without Parole will be placed no lower than medium security.

Any offender who has an Immigration and Customs Enforcement (ICE) detainer and has any convictions in the high or highest crime category will be assigned no lower than medium security.

Restricted Earned Credits – If the offender has earned credits restricted due to crime, i.e. Trafficking, or offenders who must serve 85% of their sentence prior to receiving earned credits, and the time left to serve is equal to or greater than 3,600 days, the offender will be assigned no lower than medium security.

Custody assessment procedures may be viewed at the following links on the Department of Corrections website:

Male Initial Custody Assessment Procedures: [http://www.doc.state.ok.us/Offtech/op060102\(m\).pdf](http://www.doc.state.ok.us/Offtech/op060102(m).pdf)

Male Custody Assessment Procedures: [http://www.doc.state.ok.us/Offtech/op060103\(m\).pdf](http://www.doc.state.ok.us/Offtech/op060103(m).pdf)

Female Initial Custody Assessment Procedures: [http://www.doc.state.ok.us/Offtech/op060102\(f\).pdf](http://www.doc.state.ok.us/Offtech/op060102(f).pdf)

Female Custody Assessment Procedures: [http://www.doc.state.ok.us/Offtech/op060103\(f\).pdf](http://www.doc.state.ok.us/Offtech/op060103(f).pdf)

Offense Severity Categories: <http://www.doc.state.ok.us/Offtech/060102aa.pdf>

## SEGREGATION

Segregation is used to remove an offender from general population when circumstances indicate the continued presence of the offender in general population poses a threat to life, property, staff, self, other offenders, or to the security or orderly operation of the correctional facility. There are four types of segregation used by the Department of Corrections:

Administrative: Used for pre-hearing detention; medical/psychological observation; pending investigation; request for protective measures and transit detention.

Disciplinary: If an offender is found guilty of a misconduct violation they may be placed in segregation for up to 30 days.

Protective Measures: Is for offenders who cannot live in general population due to threats from other offenders.

Transit Detention: Used for offenders in community for pending incarceration, pre-hearing detention, or pending transfers.

Visiting privileges and dates of visitation will vary according to segregation and security level. If you wish to visit with an offender who is on segregation, you will need to contact the facility to ensure the offender is eligible to receive visits, and to know the visiting times that are allotted for segregated offenders.

## **TELEPHONE CALLS**

The Oklahoma Department of Corrections encourages communication between offenders and their family. Telephones are provided for this purpose. No phone calls can be made until the offender has been issued a Personal Identification Number (PIN) by staff. Offenders are prohibited from using another offender's PIN. Offenders cannot share any other offender's calls. The number of individuals an offender will be allowed to call will be in accordance with OP-060107 "Systems of Incarceration." Offenders may only request changes to their authorized telephone list every 120 days or during scheduled classification actions. The authorized number of telephone numbers is as follows:

- Level I - legal/clergy only
- Level II – calls limited to four numbers only
- Level III – calls limited to eight numbers only
- Level IV – calls limited to ten numbers only

Any questions family and friends may have concerning the offender's level assignment or telephone privileges should be directed to the offender's assigned unit staff. Misuse of telephone privileges may result in disciplinary action.

Due to offenders only being allowed to make collect calls, family members and friends of offenders can set up a prepaid account through GTL. The number to call is: 1-877-650-4249. Collect calls may also be made to cell phones by calling the same number and setting up an account through GTL. It is imperative to note that possession of a cell phone in any state or private facility by a visitor or offender is a felony

## **TRUST FUND**

When family and friends send funds to offenders at their respective facility, an account is established for each offender by his/her name and DOC number. Personal checks or cash is not allowed. Funds must be sent to the offender by cashier's check and/or money order. Please ensure the offender's correct name, DOC number and remitter's name is on the front of each cashier's check and/or money order. If this information is incorrect or missing, the cashier's check and/or money order will be returned to the sender. For any further required information concerning an offender's trust fund account, please contact your offender's respective facility business office.

## **VISITATION**

Visits are encouraged within the Department of Corrections (DOC) to enable the offender to strengthen family



and community ties, increasing the likelihood of the offender's success after release. Visitation is a privilege, not a right. Each facility may set its own limit regarding the number of visitors approved to be placed on an offender's visiting list. Visitation days will include but not limited to Saturday, Sunday and all state recognized holidays. State recognized holidays that fall on Monday through Friday will be a "free" visiting day for approved visitors. Families and Friends wanting to visit are encouraged to contact the offender's respective facility for visitation days and times.

To become an approved visitor, the individual must complete a visitor's application to visit. It is the responsibility of the offender to send you a visitor's application.. One form is to be completed for every adult requesting to visit. Please answer every question to the best of your knowledge, and be truthful of any and all arrests and convictions (misdemeanor or felony). Failure to report information could result in the denial of your visiting application. Family and friends may make as many needed copies of the visitor's application as needed and return each copy to the offender's respective facility. Each offender will be responsible to inform his/her visitor of the "Visitors Rule of Conduct/Violation/Sanctions." Sanctions will be imposed statewide to include private prisons holding Oklahoma Department of Corrections offenders for any violations.

Authorized items that visitors may bring to visitation will be determined by each facility. Contact the offender's respective facilities unit teams to receive information concerning allowed authorized items.

Absolutely no electronic communication devices or pagers will be allowed in any state or private operated facility.

The following is considered unauthorized attire for male or female visitors while visiting in facilities:

1. Shorts, skorts, skirts or dresses shorter than the top of the kneecap or tight fitting.
2. Wrap-around skirts, dresses/skirts with split seam higher than the top of the knee cap.
3. Blouses/Tops
  - a. Tube-tops
  - b. Halter-tops
  - c. Tank-tops
  - d. Spaghetti-top blouses
  - e. Crop-tops
  - f. Sleeveless/transparent or mesh tops/blouses
4. Leggings/biker's pants/body suits.
5. Spandex clothing, to include swimsuit.
6. Blue chambray or periwinkle shirts.
7. Tight fitting sweat suits.
8. Low-cut or cut-out designs on clothing.
9. Clothing bearing profanity, offensive wording, and pictures.
10. Headgear (excluding religious).
11. Clothing which exposes the midriff, extremely tight, off the shoulder, or which exposes any part of the breast.

All visitors must wear appropriate underclothing for his/her gender.

Children above the age of 11 years must comply with the dress code for adults unless they are restricted by handicap or medical reasons.

# PRIVATE PRISONS

The Private Prison and Jail Administration unit of the Oklahoma Department of Corrections is responsible for monitoring contractual compliance with three corporate owned institutions that incarcerate Oklahoma offenders.

Lawton Correctional Facility (Lawton), Cimarron Correctional Facility (Cushing), and Davis Correctional Facility (Holdenville) house medium security offenders. Additionally, Davis Correctional Facility houses maximum security offenders.

Programs, education, recreational activities, comprehensive medical and dental services, and a variety of religious services are among the services offered by each facility.

All three facilities are required by contract to follow specific policies of the Oklahoma Department of Corrections, to include those regarding housing, discipline, medical care, sentence administration/classification, property, recreation, religious services, and visiting.

Each facility is assigned at least one contract monitor, with office at the facility, who is responsible for oversight of the facility to include offender issues; observation of facility processes such as program activities and security operations; and review of areas such as offender discipline and classification. In addition to annual audits by a team of DOC employees, contract monitors conduct monthly and quarterly inspections to ensure compliance with contractual issues.

# PROGRAMS

## TREATMENT PROGRAMS

### SUBSTANCE ABUSE TREATMENT

As trends in effective program interventions have changed over the years, shifts in treatment have provided a consistent continuum of care that can be offered to those offenders in need of treatment. All DOC treatment programs are referred to as “Substance Abuse Treatment Programs”, or SAT’s. SAT encompasses the Regimented Treatment Programs (RTP) and the Therapeutic Communities (TC). All SAT’s adhere to strict admission criteria. As the number of treatment beds within the DOC continues to decrease, it becomes more important than ever to maximize available resources. Therefore, DOC SAT’s can only accept those offenders determined by assessment to be the highest risk for re-offending, and/or are assessed as being most in need of treatment. Programs are evaluated to provide current researched modalities for effective treatment delivery.

### ADDRESSING CRIMINAL THOUGHT PROCESSES

Programs that address criminal thinking are available at most facilities and include Moral Reconciliation Therapy and/or Thinking for a Change. Both programs are comparable in nature and offer the offender the opportunity to scrutinize their behavior patterns through identifying thinking errors and triggers to criminal behavior. These programs also offer the offender an opportunity to practice pro-social behaviors in a controlled environment to better understand personal triggers that lead to inappropriate behaviors.

## EDUCATIONAL SERVICES

The Department’s Educational Program is accredited by the Oklahoma State Department of Education and the North Central Association of Curriculum Accreditation and School Improvements for schools and colleges. All teachers and administrators are certified through the Oklahoma State Department of Education.

The Test of Adult Basic Education (TABE Test) is the instrument used to determine the educational level of offenders at reception. The following programs are the basic programs available to offenders within the system:

- Literacy – for offenders with accomplishments below the sixth grade level.
- Adult Basic Education – for offenders with accomplishments between sixth and ninth grade level.
- G.E.D. – for offenders with accomplishments above the ninth grade level.

- High School Diploma – for offenders with academic accomplishments at or above the ninth grade level with only three units of credit or less to meet current State Department of Education graduation requirements.
- College Program – Twelve colleges and universities supply degree programs to offenders. Coursework may be paid by offenders or by other available sources upon eligibility qualification.

## **CAREER AND TECHNICAL TRAINING PROGRAMS**

Career and technical training education programs allow offenders the opportunity to learn a skill prior to returning to society. A variety of technical training programs is available throughout the Department at multiple sites and security levels. Career and technical training education personnel are certified by a state department or other comparable authority.

## **REENTRY**

Reentry from prison to the community begins immediately upon the offender's entry into the Assessment and Reception Centers. The offender's risk areas for re-offending are assessed and facility programs are recommended to address identified areas of need throughout his/her incarceration. As the offender nears the end of his/her incarceration, a reentry plan is developed. Attention is focused toward the offender's employment, housing, education and substance abuse treatment and aftercare, as well as family concerns. The offender is recommended for one of the following reentry options that will assist with a smooth transition to the community.

1. Community Corrections - Offenders eligible for community corrections prior to release will receive reentry services at those facilities. These services include work programs, substance abuse aftercare, continuing education, transportation resources and re-establishment of family and community ties. A pre-release plan will be completed with each offender.
2. Transition Coordinator/Wraparound Process - The wraparound process is a tool aimed at reducing recidivism for high risk offenders with complex reentry needs. This process is based on a highly individualized, strength-focused and family centered philosophy of care facilitated by a Transition Coordinator. In wraparound, a team works to form a comprehensive plan to meet the identified needs, goals and limitations of the offender and family using natural, community supports and professional service providers.
3. Institutional Pre-Release - Offenders in institutions releasing to the community begin 180 days prior to projected release to working with their case manager to develop a pre release plan that prepares them for the community. This plan incorporates treatment aftercare, continuing education, transportation, housing and financial obligations.

# RELIGIOUS SERVICES

## RELIGIOUS ACCESS

Offenders in the custody of the Oklahoma Department of Corrections retain their right to practice the religion of their choice. The only restrictions placed on the exercise of their religion will be due to security concerns, safety precautions or the limited amount of program space in our institutions.

The Oklahoma Department of Corrections recognizes that involvement in religion can promote rehabilitation. However, the agency does not endorse any particular religion or religion over non-religion. All religions will be treated equally. Offenders will not be discriminated against because of any religious beliefs or the lack of religious beliefs.

In maximum security facilities offenders are allowed to practice their religion in their cells. Religious volunteers are allowed to go cell to cell to offer support. Correspondence with members of their faith group is permitted. The Chaplain is available to help them connect with their faith group and obtain allowable religious property or literature.

In medium and minimum security facilities offenders are allowed to meet together for religious services or activities with appropriate supervision. Most of these meetings are sponsored or led by volunteers. When volunteers of a specific faith are not available meetings can be conducted by offenders under staff supervision.

Offenders housed in community correction facilities which include Community Correctional Centers, Halfway Houses and Community Work Centers, are allowed to go into the community to attend religious services and activities. In order to attend these meetings they must be picked up and supervised by volunteers. While the families of offenders are allowed to attend these meetings their interactions with the offenders will be supervised and they may be limited.

Each maximum, medium and minimum security facility has a Chaplain who oversees the religious activities at that institution and the volunteers that serve there. At community correctional facilities the volunteer coordinator works with community faith-based organizations to meet the religious needs of their offenders.

# MEDICAL/MENTAL HEALTH

## OVERVIEW OF MEDICAL/MENTAL HEALTH

### SCREENING NEW ARRIVALS

- All offenders will receive an initial medical/mental health screening within 24 hours and a comprehensive health assessment within 7 days which includes Physical Examination and Laboratory.
- The initial screening and health assessment is performed by a qualified health care professionals (QHCP) trained in medical/mental health screening.

### EMERGENCY CARE

- Each facility provides the availability of 24 hour emergency medical, dental, and mental health care.
- Offenders must notify the staff on their unit if they feel they have a medical, dental or mental health emergency that cannot wait until sick call. Medical staff, Correctional officers and other personnel are trained to respond to health related situations.

### PHARMACY OPERATIONS

- It is the policy of the Oklahoma Department of Corrections (ODOC) to provide pharmaceutical care to offenders in the custody of DOC in a manner that is consistent with federal and state statutory regulations.

### LABORATORY SERVICES

- The ODOC is contracted with an accredited clinical laboratory. Frequent monitoring of laboratory is an integral part of the treatment and diagnosis.

### RADIOLOGY SERVICES

- The ODOC is contracted with an accredited radiology service.

### OPTOMETRIC SERVICES

- All offenders receive a visual acuity screening test during the initial medical evaluation at the assessment and reception center.
- If corrective lenses (glasses) are needed, the optometrist writes the prescription.
- One pair of glasses will be provided to the offender.
- Contact lenses will not be provided unless medically indicated and ordered by a DOC optometrist or contracted optometrist.

## FEMALE OFFENDER HEALTH SERVICES

- Health services are provided to address the unique needs of female offenders with regard to health maintenance, pregnancy, prenatal care, postpartum care, preventative health care, chronic health care, and menopausal/postmenopausal needs.
- Pregnant offenders will be under the care of a qualified medical provider at DOC and the OU Medical Center Department of Obstetrics and Gynecology.

## IMMUNIZATIONS

- Medical services offers the following vaccines to all offenders; Influenza, Pneumococcal, Hepatitis B Vaccine, Tetanus and Diphtheria Vaccine.

## WAIVER OF CONSENT

- Offender may refuse (in writing) medical, dental and mental health care.
- An informed consent is not required in a life- threatening emergency where immediate medical intervention is needed to prevent loss of life, limb or to prevent the offender from harming themselves or others.

## CHRONIC ILLNESS CLINIC VISITS

- Offender patients identified with chronic illnesses will be scheduled and seen by a medical provider at least twice annually. These appointments must be kept as scheduled.
- The medical provider will develop a plan which will include instructions and orders about diet, exercise, adaptation to the correctional environment, medication, type and frequency of diagnostic testing, special therapies, activity restrictions and the frequency of follow-up for medical evaluation and adjustment of treatments.
- Between routine medical provider visits, nursing visits with a registered nurse (RN) may be scheduled as clinically indicated for offender education, monitoring, review of testing.
- There is no charge for specific chronic care medical visits or medications.

## SEGREGATED HOUSING UNIT (SHU)

- A qualified health care professional will make daily rounds on segregation-housing units, unless medical attention is needed more frequently, to solicit health care requests and/or administer medications.

## INFIRMARY

- An infirmary is a specific yet separate area that provides observational and bedfast care to two or more offenders admitted for a period of 24 hours or more.
- The infirmary is operated for the purpose of providing skilled nursing care, custodial nursing care and special housing of offenders who do not require hospitalization as determined by the medical authority.

## MEDICAL TRANSFERS

- Offenders diagnosed as having a medical or dental condition requiring evaluation and/or treatment beyond what is available at the current facility will be transferred to a facility where such care is available.
- The facility medical provider or dentist is responsible for identifying the acute/chronic medical or dental conditions that are beyond the diagnostic and/or treatment resources available at their facility.

## MEDICAL DIETS

- Medical diets are approved by a registered/licensed dietitian and are provided as prescribed by the medical provider.
- Cancellations or changes to the medical diet must be signed by the medical provider.
- Offender must assume responsibility for picking up and signing for his/her medical diet.

## HEALTH EDUCATION

- Health education and wellness information in self-care skills will be provided to offenders during the reception process and will be available throughout their incarceration.
- Health information may be provided to all offenders in a classroom setting utilizing lessons plans or curriculum and through one-on-one instruction during routine and chronic clinic appointments.

## GRIEVANCES

- When seeking information about an offender's medical condition, treatment, or dissatisfaction with medical services, a "Request to Staff" (DOC 090124D attached) must be completed stating their request, complaint or need.
- The "Request to Staff" must be submitted within seven calendar days of the incident.
- Requests should be addressed to the Health Services Administrator, or the appropriate health services staff member.
- "Request to Staff" are readily available and accessible to all offenders at designated locations within the facility.
- Grievances cannot be filed by family members, but must be filed by the offenders on their own behalf.
- The law library has offenders who are trained to assist offenders in filing legal documents.

## MENTAL HEALTH

- Mental health services include the observation, description, evaluation, interpretation, and modification of human behavior by the application of psychological/psychiatric principles, methods, and procedures for the purpose of preventing or eliminating symptomatic, maladaptive, or undesired behavior and of enhancing personal effectiveness, behavioral health, and mental health.
- Components of Mental Health Services include:
  - Screening for mental health problems upon intake with both intersystem and intrasystem transfers.
  - Access to appropriate levels of inpatient and outpatient mental health services, including crisis intervention, available elective therapy treatment, stabilization for prevention of deteriorating or harmful behavior, and appropriate medications.
  - Obtaining and documenting informed consent and/or refusal for treatment when appropriate.
  - Offenders whose mental health needs exceed the treatment capabilities of DOC facilities will be referred for admission to an appropriate licensed mental health facility.
  - Continuity of care is provided from admission to discharge from the facility, including referrals to appropriate community-based providers.



- Mental Health order of priority
  - Suicide Prevention/Crisis Intervention - Imminent danger to self or others due to mental/emotional distress or disorder is the top priority of DOC mental health services.
  - Identification and Treatment of Offenders with Serious Mental Illness.
  - Other Services Based on a Needs Assessment of the Individual.

## **ACCESS TO MEDICAL/MENTAL HEALTH CARE**

### **EMERGENCY CARE**

- Emergency care will be provided by facility or community resources and is available 24/7.

### **SICK CALL AVAILABILITY**

- Medical services provide routine health care, dental care and mental health care services Monday through Friday excluding holidays.
- Routine Medical/Mental Health/Dental/Optomety services are accessed by completing and signing a “Request for Medical Services”
- “Request for Medical Services” are readily available and accessible to all offenders at designated locations within the facility.

### **COST OF HEALTH CARE**

- Offender patients will not be refused health care because of financial status however there is a \$2.00 copayment fee for each offender-initiated request for a medical, dental or optometric service and \$2.00 for each medication issued during an offender-initiated clinic visit.
- Offenders will not be charged a \$2.00 copayment fee for the healthcare provider initiated by health care services, including any medical, dental, and optometric follow-up treatment or care, which is recommended by the healthcare provider and can be scheduled on a subsequent clinic visit.

### **OUTSIDE SPECIALTY CARE**

- Offender patients whose medical needs require health related services not available at the Department of Corrections (DOC) or primary medical contract provider will have treatment and/or hospitalization made through an outside community provider (e.g., physician, emergency room, hospital, etc.). Many specialty care visits are through Oklahoma University Medical Center (OUMC) in Oklahoma City.

### **MEDICATIONS**

- Pill line is scheduled Monday through Sunday, and on holidays.
- Over-The-Counter (OTC) medicines are medicines that are safe and effective that offenders can buy without a doctor’s prescription. OTCs may be obtained through facility canteen or may be provided by Medical Services if needed.

### **MEDICATION REFILL**

- Each offender patient is responsible for requesting his/her own medication refills.

- Up to a 30 day supply of medication may be issued.

## HOSPITALIZATION FOR SERIOUS ILLNESS

Under extreme circumstances, exceptions of facility offender visitation policy may be granted at the discretion of the facility head and the facility medical authority.

## EMERGENCY CONTACT

- If an offender becomes seriously ill or injured, the Correctional Health Services Administrator (CHSA) or designee will notify the offender's designated emergency contact; family, legal guardian or personal representative as soon as possible following a serious illness or injury.
- Unless the condition is potentially life threatening or an obvious threat to life or limb, calls may not be made to the family. Routine hospitalizations, tests, or minor injuries will not result in notification.
- Patients will often be hospitalized at OUMC or at Lindsay Municipal Hospital, but may be hospitalized in other community hospitals if needed.

## MEDICAL PAROLE

- An early parole docket can be recommended for an offender who is seriously ill.
- The medical parole begins at the facility level; the treating physician makes a recommendation for medical parole based on diagnosis and prognosis of a medical condition.
- A home offer address and continuity of care plan is obtained on the offender's behalf.
- The facility head then provides input on prior criminal history, disciplinary record, sentence information and employment history and makes a concurrence or denial of the medical parole recommendation.
- This information is forwarded to the Chief Medical Officer.
- Based on the information submitted, a determination is made and a positive response is forwarded to the Director of the Department.
- A decision is then made at that level and forwarded to the Pardon and Parole Board (P & P Board), a separate state agency which meets monthly to consider offender paroles.
- A positive result from the P & P Board is then forwarded to the governor.
- A final determination is made at that level.
- The medical parole process can end with a negative recommendation at any point along the process.

## POINTS OF RESPONSIBILITIES FOR MEDICAL CARE

- The chief medical officer is responsible for administration of the medical services program of the Department of Correction.
- The chief medical officer has developed medical standards, established goals, coordinated all medical services, developed standardized procedures for medical services and supervises medical services.
- The medical services program includes staff within the medical services administrative offices and medical and dental care professionals in each correctional facility.

- In clinical matters, medical care personnel will be responsible to the regional supervising physician and the chief medical officer.
- Dental personnel will be responsible to the regional or lead regional dentist and the chief medical officer, in consultation with the facility head.
- Medical services at each facility will be directed by a medical provider.
- The regional supervising physician will provide clinical oversight of the medical providers within the region.
- The regional dentist will provide clinical oversight of dentists in the region.
- The medical and dental provider will make clinical decisions regarding services and the treatment of offenders.
- The health care authority may be a physician or correctional health services administrator (CHSA).
- The responsibility of the CHSA/designee is administration of the facility medical unit.
- Private Prisons provide health care which is consistent with ODOC policies and good medical practices. Health care personnel at private prisons are not employees of ODOC.

## **RELEASE OF INFORMATION – Medical/Mental Health**

### **INFORMED CONSENT FOR MEDICAL, DENTAL AND MENTAL HEALTH CARE**

- Offenders shall have the right to be informed of the nature of the procedure, treatment, risks, benefits and alternatives of invasive treatment or procedure.
- To ensure the offender can make an informed decision for voluntary consent or waiver, the medical provider is obligated to provide information regarding the recommended invasive treatment or procedure which may have major adverse health risks.

### **PROTECTED HEALTH INFORMATION (PHI)**

- The offender patient is afforded the right to privacy of all medical records and other PHI used or disclosed by DOC in any form, whether electronically, on paper, or orally.
- DOC protects offender patient information against loss or unauthorized use in accordance with state and federal regulation. (see attached release of information form)
- PHI may not be disclosed without specific written authorization from the offender patient.
- The offender patient must list the family members, guardian, or personal representative on the “Authorization for Release of Protected Health Information” (DOC I40108A, attached) or similar authorization form before any disclosure of medical, dental and psychiatric information can be given.
- The offender patient has the right to revoke the authorization in writing.
- Photocopies of the PHI will be provided to the offender patient, persons or organization for a cost of \$1.00 for the first page and \$0.50 cents for each subsequent page plus the cost of postage.
- It is recommended that the offender patient sign a release for his family member for the duration of his/her incarceration.
- A power of attorney does not take the place of a DOC release of information form.

## **MEDICAL TO INCLUDE COUNTY JAIL**

When an offender is incarcerated and is in the custody of a county jail awaiting sentencing, the offender's medical care is the responsibility of the county sheriff. After sentencing, the offender may remain in the county jail awaiting a bed in DOC. After sentencing, the county may access DOC resources to assist in the offender's medical care.

## **WHO TO CALL FOR MEDICAL ISSUES/INFORMATION**

- The best place to call for medical issues/information would be the medical unit at the facility where the offender is located. That facility has direct access to the medical/mental health records and once a release is signed, that facility can provide the most up-to-date information available. It is recommended the offender patient sign a release for his family member upon reception to ODOC.
- If contact cannot be made at the facility or the family is still having concerns, the next location to contact would be the Chief Medical Officer's office at Medical Services, Central Office.

## **DENTAL SERVICES**

All patients are screened upon reception to the DOC for dental health needs. A dental treatment plan is prepared for each individual patient and follow-up treatment is scheduled according to the priority of dental health needs. Dental care is provided by licensed dentists and hygienists. Oral surgery is typically available through the DOC oral surgery clinic or the Oklahoma University Medical Center.

# VICTIM SERVICES

## FREQUENTLY ASKED QUESTIONS

### **How do I make sure I am notified when the offender in my case is moved or released from the Oklahoma Department of Corrections custody?**

*Every victim or survivor of a crime can sign up to be notified through Oklahoma's automated tracking system, Victim Information and Notification Everyday (VINE), please call 1-877-654-8463 or online [www.vinelink.com](http://www.vinelink.com)*

### **How do I update my information if I move?**

*Contact Victim Information and Notification Everyday, and update as needed, VINE-1-877-654-8463 or online [www.vinelink.com](http://www.vinelink.com)*

### **How can I participate in victim/offender mediation or dialogue?**

*Contact the Oklahoma Department of Corrections-Victim Services 405-962-6142*

### **How can I locate information and support in my county?**

*You may contact the District Attorney's office or the Attorney General's office in your area for a listing of community resources and referrals*

### **How can I participate in educational workshops offered by DOC victim services?**

*Contact the Oklahoma Department of Corrections-Victims Services for a tentative schedule of workshops*

### **What should I do if I am receiving unwanted contact from the offender in my case?**

*Contact the Oklahoma Department of Corrections-Victim Services or the facility Victim Liaison as soon as possible*

### **How do I contact the Oklahoma Victim Services?**

*405-962-6142 fax 405-962-6102*

## VISION AND MISSION

The Oklahoma Department of Corrections is committed to assisting victims of crime by providing information related to the custody and status of offenders who are incarcerated or under the supervision of the Oklahoma Department of Corrections.

It is the mission of the Oklahoma Department of Corrections' Victims Services Unit to serve as the initial point of contact to assist victims and survivors of crime by providing information and resources in response to inquiries related to offenders; ensuring the opportunity for victim notification through the Victim Information and Notification Everyday (VINE) network; providing the opportunity for victim/offender dialogue, offering educational workshops and panels relating to the concerns of victims and their families, and opportunities for restorative justice that focuses on the needs of the victim, the responsibility of the offender and the role of the community in seeking the greatest level of restoration and healing possible.

The 5 primary areas of focus:

Notification

Advocacy

Information/Support

Victim/Offender Dialogue

Impact Awareness Offender Programs

## **NOTIFICATION**

Notification is provided by VINE, a 24-hour confidential, computer-assisted service that provides Victim Information and Notification Everyday. Victim notification is critical to the victim's well being and safety; therefore custody status changes covered in this free service include offender transfer, escape, apprehension, release or death.

To learn more about VINE or to register you may call toll free 1-877-OK4-VINE or on line [www.vinelink.com](http://www.vinelink.com)

## **ADVOCACY**

Through the development of collaborative relationships across the state, the Victim Services Unit will help to provide greater awareness of victim rights, needs and concerns. These partnerships provide a strong foundation for victims and their families to gain empowerment through resources, guidance and initiatives, advancing the efforts of victim advocacy.

## **INFORMATION/SUPPORT**

Victim Services will provide helpful information to victims and their families through educational opportunities, resources and referrals. With liaisons at each facility victims are able to obtain necessary information in a sensitive and timely matter.

## **VICTIM/OFFENDER DIALOGUE**

It is the goal of Victim's services to provide victim/offender mediation, and dialogue when possible through voluntary participation.

## **IMPACT AWARENESS OFFENDER PROGRAMS**

Impact of Crime programs are offered for offenders. These programs focus on the following areas:

- Crime Violence & Victimization Overview
- Impact of Property Crime
- Impact of Violent Crime
- Impact of Family Violence
- Impact of Financial Crime
- Impact of Institution Crime
- Personal Responsibility & Restorative Justice
- Making Amends
- Restitution

Assistance through the Victim Services Unit is available weekdays, 8 a.m. until 5 p.m. and is located at 2901 Classen Boulevard, Oklahoma City, Oklahoma. Ilinda Jackson serves as the Oklahoma Department of Corrections' Victim Services Coordinator and can be contacted at 405-962-6142 or toll-free in the State of Oklahoma at 1-800-232-6178.

# COMMUNITY CORRECTIONS

The Division of Community Corrections has the responsibility of providing supervision of offenders assigned to the community. The Division is a multi-faceted, multi-functional, essential, component of the Department of Corrections.

The most significant roles the Division plays in meeting the mission of the Department of Corrections are the reduction in recidivism, number of probation revocations, alcohol and drug dependencies among offenders, and reduction in cost to the State.

Diversion is another important function of The Division of Community Corrections. This is accomplished through probation and parole and is an alternative to incarceration. Various ways of diversion is accomplished by utilizing evidence-based practices.

Reentry is preparing offenders to make a safe transition from incarceration to the community. Successful reentry enhances public safety. If an offender can return to the community without reoffending, the public is safer. If he/she becomes a productive member of society, working to support the family, and paying taxes, the community benefits, Community Corrections has served their purpose, and everyone wins.

Community Corrections staff continually meet the everyday challenges of offering viable alternatives to incarceration for offenders at various stages of the criminal justice process. We are committed to the vision of offender success for public safety.

## **PROBATION AND PAROLE/COMMUNITY CORRECTIONS**

Probation and Parole is the unit of the DOC responsible for the supervision of offenders sentenced by the court to suspended and deferred probationary sentences, offenders released from incarceration to parole, offenders released to Global Position Satellite Monitoring and Electronic Monitoring for DUI Offenders, and offenders residing in Oklahoma who were sentenced in other states. The unit is responsible for investigations ordered by the courts, the pardon and parole board or the Department. These investigations include, but are not limited to, pre-sentence, pre-parole, Interstate Compact, and pre-pardon.

Supervision as directed by the sentencing court or the Pardon and Parole Board is handled by Probation and Parole Officers that are located around the state. An assessment is completed and along with the rules and conditions of supervision a detailed plan is established for each individual offender. The areas addressed with offenders include the requirements of supervision, treatment needs, and financial obligations.



The Division of Probation and Parole employs Evidence Based Practices (EBP) in the supervision of offenders. EBP supervision is designed with theory, research, public policy, and practice; all supportive of each other, leading to measurable supervision outcomes. The long term goal of supervision is the reduction of offender risk through enhancing offender's intrinsic motivation for pro-social change. EBP focuses limited resources on those offenders with moderate to high criminogenic risk factors. Criminogenic risk factors are matched with intervention programs to reduce the likelihood of future law violating behavior. EBP emphasizes outcomes over process.

## **FIREARMS**

Offenders are not allowed to own, possess, or be in close proximity to firearms based on federal and state laws. Living in a house or traveling in a vehicle where firearms are present is not acceptable.

## **TRAVEL RESTRICTIONS**

An offender under Probation or Parole supervision cannot travel outside the State of Oklahoma without written permission from their Probation/Parole Officer. A Travel Permit may be granted for up to 30 days for good cause if the offender is in compliance with his/her supervision.

## **GLOBAL POSITION SATELLITE MONITORING PROGRAM**

Offenders meeting specific criteria are eligible to be placed on supervised reintegration through home confinement, work release, and community base treatment and support programs and shall be subject to continuous monitoring utilizing global positioning satellite monitoring. After an offender is determined to be eligible for this program a home offer verification is sent from the institution to the supervising district to be completed. These offenders shall be supervised by a Probation/Parole Officer. Offenders on this program are considered to be offenders and can be returned to higher security if violations or misconducts occur.

## **PAROLE DOCKETING**

The Oklahoma Pardon and Parole Board is responsible to docket offenders to meet the Parole Board based on specific criteria. After an offender is sentenced and sent to the Lexington Assessment Center they will meet with a Pardon and Parole Board Investigator who will review their files to determine the parole eligibility date. The offender will be notified in writing of their parole eligibility day.

## **INTERSTATE COMPACT**

The Interstate Compact for Adult Offender Supervision (ICAOS) is a statutory agreement between all 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands, for the purpose of tracking and supervising probation/parole offenders who transfer to or from another state. An offender may request that their supervision be transferred to another state if the offender is a resident of that state, has immediate family living in that state, or there is another compelling reason to transfer. All requests must be made from the sending state through the supervising officer or case manager. The Interstate Compact Office is responsible for processing and monitoring the transfers of all probationers and parolees that transfer into or out of the state. The interstate unit also processes all correspondence between states, ensures compliance of the rules of the compact, and provides training to all staff in reference to the compact agreement.

## **PAROLE PROCESS**

The Parole Process Unit's function is to process all files of offenders who have been recommended for parole by the Pardon and Parole Board each month. The Unit monitors and tracks all home offers (approved or denied), stipulations, interstate paroles and parole certificates of each offender recommended. The two state agencies that the Unit works directly with are the Pardon and Parole Board and the Governor's Office. Once the offender is recommended and the facility has entered the home offer, the Probation and Parole District must complete a home visit to ensure the home is suitable. Notification is sent to the Parole Process Unit and the information is compiled and sent to the Pardon and Parole Board. The process of monitoring continues until the offender is either approved or denied by the Governor.

## **PAROLE REVOCATION**

The Division of Community Corrections is responsible to supervise offenders placed on parole. If the offender violates his/her parole the supervising officer notifies the Administrator of Parole and Interstate Services requesting a Department of Corrections Warrant be issued. Once the warrant is issued and the offender is in custody a hearing process in compliance with policy and U.S. Supreme Court case, *Morrissey v. Brewer* is completed. While awaiting the hearing process the offender is held in jail or in a Department of Corrections facility without bond. The Governor is the final authority for parole revocation in the State of Oklahoma. Following a decision on the revocation the Parole and Interstate Services Unit is responsible to notify the facilities and the offender in a timely manner.

## **COMMUNITY RESIDENTIAL SERVICES**

Community Corrections Centers and Community Work Centers provide an environment conducive for offenders beginning the process of reentry. Community offenders may be assigned to public work programs, facility work programs, or work release status.

Each community facility has a dedicated pool of offenders to maintain the facility and support other facility operations. These offenders are assigned crews such as landscaping, kitchen, maintenance, and orderly services. The remaining offenders work in the community. The majority of the offenders assigned to work centers and community corrections centers participate in the Prisoner Public Works Program. These offenders work for counties, cities, or governmental agencies performing work that would not otherwise be done due to the lack of local workforce and available funding. Most offenders assigned to halfway houses participate in work release programs as a component of reentry. These offenders work in salaried jobs in the community. Employment provides the offender the opportunity to prepare to meet financial obligations upon release as well as to reimburse the state for a portion of their cost of incarceration.

## **PRISONER PUBLIC WORKS PROGRAM (PPWP)**

Offenders in the PPWP program work for counties, cities, or governmental agencies performing work that would not otherwise be done due to the lack of a local workforce and available funding.

## **WORK RELEASE**

All community facilities have a number of beds dedicated to the work release program. These offenders work in salaried jobs in the community. The employment provides the offender the opportunity to prepare to meet financial obligations upon release as well as to reimburse the state for a portion of their cost of incarceration. Through this employment program, the offender is able to contribute financially to their family and a portion of the earnings are placed into a mandatory savings account for the offender's benefit upon discharge.

# LEGAL SERVICES

## RIGHTS AND RESPONSIBILITIES

Offender rights and responsibilities are outlined Department of Corrections Policy P-030100. Although many activities such as visiting and telephone usage are privileges, offenders have the following rights:

- No offender will be subject to discrimination based on age, race, religion, national origin, gender, political belief or disability;
- The Department will use its best efforts to protect offenders from personal abuse, corporal punishment personal injury, disease, property damage and harassment;
- No offender or group of offenders will be given authority or control over other offenders;
- Offenders who are foreign nationals will have access to diplomatic representatives of their country;
- Offenders will receive equitable treatment and appropriate due process when accused of rule violations.
- Law library reference materials and trained offender law clerks are provided so offenders can challenge their criminal case or conditions of their confinement.
- Offenders may observe their religion, subject to security concerns With rights come responsibilities and privileges must be earned.

Offender rights and corresponding responsibilities are fully explained in Department of Corrections Procedure OP-030123. Offenders are encouraged to become familiar with this procedure so they will understand their obligations to preserve their rights.

# DIRECTORY

## Administrative Offices

### Field Operations

3400 Martin Luther King Ave.  
Oklahoma City, OK 73111-4298  
(405) 425-2684

### Female Offender Operations

2901 N. Classen Blvd., Ste 200  
Oklahoma City, OK 73106  
(405) 962-6182

### Female Offender CC/RS

3300 Martin Luther King Ave.  
Oklahoma City, OK 73111  
(405) 425-2905

### Institutions

201 E. Cherokee  
McAlester, OK 74501-5329  
(918) 423-4144

### Classification & Population

P.O. Box 260  
Lexington, OK 73051-0260  
(405) 527-3950

### Sentence Administration

3400 MLK Ave.  
Oklahoma City, OK  
(405) 425-2615

### Private Prison and Jail Administration

3400 MLK Avenue  
Oklahoma City, OK 73111  
(405) 425-7100

### Treatment and Rehabilitative Services

2901 N. Classen Blvd., Ste. 200  
Oklahoma City, OK 73106  
(405) 962-6084

### Medical Services

Oklahoma City Office:  
Cameron Building  
2901 N. Classen Blvd., Ste 100  
Oklahoma City, OK 73106  
(405) 962-6155

### Medical Services

Tulsa Office:  
440 South Houston, Ste 402  
Tulsa, OK 74127  
(918) 581-2444

### Mental Health Services

2901 N. Classen Blvd., Ste. 200  
Oklahoma City, OK 73106  
(405) 962-6138

### Programs

2901 N. Classen Blvd., Ste. 200  
Oklahoma City, OK 73106  
(405) 962-6135

### Religious and Volunteer Services

2901 N. Classen Blvd., Ste. 200  
Oklahoma City, OK 73106  
(405) 962-6107

### Victim Services

2901 N. Classen Blvd., Ste. 200  
Oklahoma City, OK 73106  
(405) 962-6142

# Institutions

Charles E. "Bill" Johnson CC  
1856 E Flynn Street  
Alva, Oklahoma 73717-3005  
(580) 327-8000

Dick Conner CC  
P.O. Box 220, 129 Conner Road  
Hominy, OK 74035-0220  
(918) 594-1300

Eddie Warrior CC  
PO Box 315, 400 Oak Street  
Taft, OK 74463-0315  
(918) 683-8365

Howard McLeod CC  
1970 E. Whippoorwill Lane  
Atoka, OK 74525  
(580) 889-6651

Jackie Brannon CC  
PO Box 1999, 900 N. West Street  
McAlester, OK 74502-1999  
(918) 421-3339

James Crabtree CC  
RR 1 Box 8, 3rd & Murray  
Helena, OK 73741-9606  
(580) 852-3221

Jess Dunn CC  
PO Box 316  
601 South 124th Street West  
Taft, OK 74463-0316  
(918) 682-7841

Jim E. Hamilton CC  
53468 Mineral Springs Rd  
Hodgen, OK 74939-3064  
918) 653-7831

John H. Lilley CC  
Rt. 1, Box 407971  
Boley, OK 74829  
(918) 667-3381

Joseph Harp Correctional Center  
PO Box 548, 16161 Moffat Rd.  
Lexington, OK 73051-0548  
405) 527-5593

Lexington A&R Center  
PO Box 260, 15151 Highway 39  
Lexington, OK 73051-0260  
(405) 527-5676

Mack Alford CC  
PO Box 220, 1151 North Highway 69  
Stringtown, OK 74569-0220  
(580) 346-7301

Mabel Bassett CC  
29501 Kickapoo Road  
McLoud Oklahoma, 74851  
(405) 964-3020

Northeast Oklahoma CC  
PO Box 887, 442606 E. 250 Road  
Vinita, OK 74301-0887  
(918) 256-3392

Oklahoma State Penitentiary  
PO Box 97  
Corner of West & Stonewall  
McAlester, OK 74502-0097  
(918) 423-4700

Oklahoma State Reformatory  
PO Box 514, 1700 East First Street  
Granite, OK 73547-0514  
(580) 480-3700

William S. Key CC  
PO Box 61  
One William Key Boulevard  
Fort Supply, OK 73841-0061  
(580) 766-2224

# Community Corrections Administrative Offices

ADMINISTRATIVE OFFICE  
3700 Classen Blvd., Suite 110  
Oklahoma City, OK 73118  
(405) 523-3075

Central District Office  
Administrative Office (Metro)  
1131 W. Sheridan Avenue  
Oklahoma City, OK 73106  
(405) 778-7100

Halfway Houses  
440 S Houston Ave., Suite 200  
Tulsa, OK 74127  
(918)-581-2709

Northeast District Office  
3031 N. 32nd Street  
Muskogee, OK 74401-2246  
(918) 681-6600

Northwest District Office  
900 W. Cherokee  
Enid, OK 73701-5410  
(580) 977-3400

Oklahoma County Community  
Corrections/RS  
9901 N I-35 Service Road  
Oklahoma City, OK 73131-5228  
(405) 254-3200

Parole and Interstate Services  
Milt Gilliam, Administrator  
3700 Classen Blvd., Suite 110  
Oklahoma City, OK 73118  
(405) 523-3075

Southeast District Office  
903 N West St  
McAlester, OK 74501  
(918) 423-1668

Southwest District Office  
602 SW Highland Ave  
Lawton, OK 73501-8252  
(580) 248-9146

Tulsa County District Office  
440 South Houston, Suite 701  
Tulsa, OK 74127-8911  
(918) 581-2931

## Community Correction Centers

Clara Waters CCC  
9901 N I-35 Service Road  
Oklahoma City, OK 73131-5228  
(405) 254-3200

Enid CCC  
2020 E Maine Ave  
Enid, OK 73702-6445  
(580) 977-3800

Hillside CCC  
3300 Martin Luther King Avenue  
Oklahoma City, OK 73111  
(405) 425-2900 or (405) 425-2935

Kate Barnard CCC  
3200 NW 39th Street  
Oklahoma City, OK 73112-6298  
(405) 917-2150

Lawton CCC  
605 SW Coombs Rd  
Lawton, OK 73501-8294  
(580) 248-6703

Oklahoma City CCC  
315 West I-44 Service Road  
Oklahoma City, OK 73118-7634  
(405) 848-3895

Union City CCC  
P.O. Box 129  
Union City, OK 73090  
(405) 483-5900

## Community Work Centers

Altus CWC  
308 W. Broadway  
Altus, Oklahoma 73521-3806  
(580) 482-0790

Ardmore CWC  
PO Box 100  
Gene Autry, OK 73436-0100  
*Physical Address:*  
*Ardmore Industrial Airpark*  
316 Grumman  
Ardmore, OK 73401  
(580) 389-5469

Beaver CWC  
PO Box 1210  
Beaver, OK 73932  
(580) 625-3840

Earl A. Davis CWC  
3297 N 369 Rd  
Holdenville, OK 74848-9435  
(405) 379-7296

Elk City CWC  
1309 Airport Industrial Road  
Elk City, OK 73648-1142  
(580) 243-4316

Frederick CWC  
18205 County Road, NS 215  
Frederick, OK 73542-9614  
(580) 335-2142

Healdton CWC  
110 N 4th St  
Healdton, OK 73438-1612  
(580) 229-2633

Hobart CWC  
311 S Washington St.  
Hobart, OK 73651-0674  
(580) 726-3341

# Community Work Centers

Hollis CWC  
106 W Jones St  
Hollis, OK 73550  
(580) 688-3331

Madill CWC  
210 S. 11th Street  
Madill, OK 73446  
(580) 795-7348

Waurika CWC  
107 W Anderson Ave  
Waurika, OK 73573-3095  
(580) 228-3521

Mangum CWC  
119 East Jefferson  
Mangum, OK 73554-4242  
(580) 782-3315

Sayre CWC  
1107 N. Broadway  
Sayre, OK 73662-0424  
(580) 928-5211

Idabel CWC  
1800 NW Martin Luther King Ave  
Idabel, OK 74745-4000  
(580) 286-7286

Walters City CWC  
RR 3 Box 9  
Walters, OK 73572-9312  
(580) 875-2885

# Probation and Parole Sub Offices

Ada Sub-Office  
131 East 12th  
Suite 232  
Ada, OK 74820  
(580) 436-6479

Ardmore Sub-Office  
312 South Washington Street  
Ardmore, OK 73401-7043  
(580) 223-6350

Chickasha Sub-Office  
309 W Pennsylvania Ave  
Chickasha, OK 73018  
(405) 222-0018

Altus Sub-Office  
118 W. Broadway, Suite 112  
Altus, OK 73521  
(580) 482-7609

Atoka Sub-Office  
116 East Court Street  
Atoka, OK 74525  
(580) 889-3561

Claremore Sub-Office  
730 South Lynn Riggs  
Suite B & C  
Claremore, OK 74019  
(918) 342-2904

Alva Sub-Office  
Woods County Courthouse  
P.O. Box 543  
Alva, OK 73717-0543  
(580) 327-0633

Bartlesville Sub-Office  
3925 East Frank Phillips Boulevard  
Bartlesville, OK 74006-8302  
(918) 335-9348

Clinton Sub-Office  
201 S. 5th  
Clinton, OK 73601  
(580) 323-2094

Anadarko Sub-Office  
507 NE 1st Street, Suite 1C  
Anadarko, OK 73005-2001  
(405) 247-7226

Broken Arrow Sub-Office  
Broken Arrow Police Dept.  
2304 S. First Place  
Broken Arrow, OK 74012  
(918) 449-0312

Coalgate Sub-Office  
1 South Michigan  
Coalgate, OK 74538  
(580) 927-9961

Antlers Sub-Office  
204 SW 4th  
Antlers, OK 74523  
(580) 298-6059

Chandler Sub-Office  
820 Manvel  
Suite E  
Chandler, OK 74834-0144  
(405) 258-1355

Cordell Sub-Office  
Washita County Courthouse #4  
Cordell, OK 73636-5769  
(580) 832-5059



# Probation and Parole Sub Offices

Duncan Sub-Office  
118 South 11th Street  
Duncan, OK 73533-4707  
(580) 255-1010

Durant Sub-Office  
417 West Main  
Durant, OK 74701  
(580) 924-3550

Elk City Sub-Office  
401 E. 3rd St., Suite A  
P. O. Box 1782  
Elk City, OK 73648-1782  
(580) 225-0972

El Reno Sub-Office  
1621 G East Highway 66  
El Reno, OK 73036-2696  
(405) 262-9322

Enid Sub-Office  
1800 S. Van Buren *(for reporting)*  
Building A  
Enid, OK 73703  
(580) 237-1594

Eufaula Sub-Office  
1425 Industrial Drive  
Eufaula, Ok 74432  
(918) 689-7719

Frederick Sub-Office  
Tillman County Courthouse  
201 North Main, 1st Floor  
Frederick, OK 73542-5400  
(580) 335-3762

Guthrie Sub-Office  
107 East Oklahoma, P.O. Box 606  
Guthrie, OK 73044-0606  
(405) 282-3827

Guymon Sub-Office  
1009 N.E. 4th St, P.O. Box 1246  
Guymon, OK 73942-1246  
(580) 338-8366

Hobart Sub-Office  
325 1/2 South Main  
Hobart, OK 73651-3615  
(580) 726-6221

Holdenville Sub-Office  
P.O. Box 312  
102 E. Main Street, Suite A  
Holdenville, OK 74848-3208  
(405) 379-3403

Hugo Sub-Office  
313 East Duke  
P.O. Box 219  
Hugo, OK 74743  
(580) 326-3391

Idabel Sub-Office  
2 NE Martin Luther King  
Idabel, OK 74745  
(580) 286-7353

Jay Sub-Office  
1429 N. Main, P.O. Box 463  
Jay, OK 74346  
(918) 253-8466

Kingfisher Sub-Office  
Memorial Hall, 123 West Miles  
Kingfisher, OK 73750  
(405) 375-6384

Lawton Probation & Parole Office  
3801 SW 6th Street  
Lawton, OK 73501  
(580) 248-1444

Lawton Sub-Station  
(Lawton Housing Authority)  
1401 SW Wisconsin Avenue, Apt X  
Lawton, OK 73501-8050  
(580) 353-6725

Madill Sub-Office  
800 N. First Street  
Madill, OK 73446-1253  
(580) 795-5534

Marietta Sub-Office  
312 South Washington  
Ardmore, OK 73401-7043  
(580) 263-9853

Mangum Sub-Office  
Mangum Police Department  
107 S Pennsylvania Ave  
Mangum, OK 73554-4224  
(580) 782-2112

Miami Sub-Office  
1308 N Main  
Miami, OK 74354  
(918) 540-1379

Muskogee Sub-Office  
3105 Azalea Park Drive  
Muskogee, OK 74401  
(918) 681-6600

Muskogee Intake Office  
Muskogee County Courthouse  
220 State Street 4th Floor  
Muskogee, OK 74401  
(918) 680-3043

Norman Sub-Office  
1919 Industrial Blvd.  
Norman, OK 73069  
(405) 364-2365

Nowata Sub-Office  
333-A East Delaware  
Nowata, OK 74048  
(918) 273-5606

Okemah Sub-Office  
800 E. Jefferson  
Shawnee, OK 74801  
(405) 275-2521

Oklahoma County Intake Office  
217 N. Harvey, Suite 301  
Oklahoma City, OK 73102-3802  
(405) 319-3560

# Probation and Parole Sub Offices

Okmulgee Sub-Office  
916 E. 8th Street  
Okmulgee, OK 74447  
(918) 756-6245

Pauls Valley Sub-Office  
1001 S. Chickasha Street  
Pauls Valley, OK 73075-5820  
(405) 238-7751

Pawhuska Sub-Office  
1007 Grandview, P.O. Box 635  
Pawhuska, Oklahoma 74056  
(918) 287-3666

Pawnee Sub-Office  
500 E. Harrison Street  
Room B-1  
Pawnee, OK 74058  
(918) 762-4517

Perry Sub-Office  
P.O. Box 8, 409 6th Street  
Perry, OK 73077-0008  
(580) 336-9945

Ponca City Sub-Office  
205 W. Hartford, Ste. 124  
P.O. Box 1335  
Ponca City, OK 74602  
(580) 765-1603

Poteau Sub-Office  
108 Grand  
Poteau, OK 74953  
(918) 647-4875

Purcell Sub-Office  
118 N. 2nd Ave., Suite A  
Purcell, OK 73080-4239  
(405) 527-6955

Sallisaw Sub-Office  
107 N. Oak Street  
Sallisaw, OK 74955-4638  
(918) 775-6414

Sapulpa Sub-Office  
614 S. Hiawatha  
Sapulpa, OK 74066  
(918) 228-4583

Shawnee Sub-Office  
800 E. Jefferson  
Shawnee, OK 74801  
(405) 275-2521

Skiatook Sub-Office  
200 N. Haynie Street  
P. O. Box 503  
Skiatook, OK 74070-0503  
(918) 396-5156

Stigler Sub-Office  
105 SE Third St., Suite C  
Stigler, OK 74462  
(918) 967-2623

Stillwater Sub-Office  
800 E. 6th Avenue, Suite 14  
Stillwater, OK 74074-3732  
(405) 377-3418

Stilwell Sub-Office  
203 W. Division  
Stilwell, OK 74960  
(918) 696-1160

Sulphur Sub-Office  
921 W 11th, Suite 230  
Sulphur, OK 73086  
(580) 622-2988

Tahlequah Sub-Office  
311 South Muskogee Ave.  
Tahlequah, OK 74464-4444  
(918) 456-9921

Tishomingo Sub-Office  
*Reporting address:*  
Johnston County Court House  
403 Main Street  
Tishomingo, OK 73460  
(580) 371-2387

*Mailing address:*  
131 East 12th, Suite 232  
Ada, OK 74820

Vinita Sub-Office  
United States Post Office, 2nd Floor  
120 E. Illinois, Room #204  
Vinita, OK 74301  
(918) 323-0762

Watonga Sub-Office  
P. O. Box 146, 117 W. Russworm  
Watonga, OK 73772  
(580) 623-8675

Waurika Sub-Office  
107 W Anderson Avenue  
Waurika, OK 73573-3095  
(580) 228-2381

Weatherford Sub-Office  
1401 Lera Dr. Ste. 6  
Weatherford, OK 73096-0858  
(580) 772-0247

Woodward Sub-Office  
1009 Main Street  
Woodward, OK 73801  
(580) 256-1800

Wilburton Sub-Office  
P.O. Box 756  
Wilburton, OK 74578-0756  
(918) 465-1407

# Halfway Houses

Avalon Tulsa (male)  
302 W. Archer  
Tulsa, OK 74103  
(918) 583-9445  
Host Facility: TCDCC

Bridgeway, Inc. (male)  
620 W. Grand  
Ponca City, OK 74602  
(580) 762-1462  
Host Facility: Enid CCC

Carver Transitional Center (male)  
400 S. May  
Oklahoma City, OK 73108  
(405) 232-8233  
Host Facility: OK CCC

Catalyst Behavioral Services  
Ivanhoe (male)  
415 NW 8th Street  
Oklahoma City, OK 73102  
(405) 232-7215  
Host Facility: Union City CCC

Catalyst Behavioral Services  
Cameo (male)  
415 NW 8th Street  
Oklahoma City, OK 73102  
(405) 232-7215  
Host Facility: Union City CCC

Center Point, Inc. - OKC (male)  
5245 S. I-35 Service Rd.  
Oklahoma City, OK 73129  
(405) 605-2488  
Host Facility: Union City CCC

Center Point-Osage County (male)  
1755 W. 53rd St. N.  
Tulsa, OK 74126  
(918) 346-6738  
Host Facility: Union City CCC

Center Point, Inc. - Tulsa (female)  
3637 N. Lewis  
Tulsa, OK 74110  
(918) 425-7500  
Host Facility: TCDCC

OK Halfway House (male)  
517 SW 2nd Street  
Oklahoma City, OK 73109  
(405) 232-0231  
Host Facility: OK CCC

Riverside Transitional Center  
(male)  
1727 Charles Page Blvd.  
Tulsa, OK 74127  
(918) 587-0138  
Host Facility: TCDCC

Turley Residential Center (female)  
6101 N. Cincinnati  
Tulsa, OK 74126  
(918) 425-0275  
Host Facility: TCDCC

**Produced by  
Executive Communications  
September 2010**