

Female Initial Custody Assessment Procedures	1
I. Custody Evaluation.....	2
A. Institutional Behavior Rating.....	2
B. Escape History	3
C. Institutional Violence	4
D. Number of High-Risk Institutional Behavior Crimes	5
E. Disciplinary History.....	5
F. Current Age.....	6
II. Scale Summary and Recommendations	6
A. Custody Level Indicated by Scale	6
B. Mandatory Overrides.....	7
C. Discretionary Overrides for Higher Custody Level	8
D. Discretionary Overrides for Lower Custody Level	9
E. Documentation	11
F. Inmate Program Needs Assessment.....	11
G. Recommended Custody Level	13
H. Community Placement	13
III. Comments	13
IV. Signatures	13
V. Review Authority.....	13
A. Processing and Documentation	13
VI. References	14
VII. Action	14
Referenced Forms.....	16
Attachments	16

Section-06 Classification and Case Management	OP-060102 (F)	Page: 1	Effective Date: 09/16/2024
Female Initial Custody Assessment	ACA Standards: 2-CO-4B-01, 2-CO-4B-04, 5-ACI-5B-13, 5-ACI-5B-15, 5-ACI-5B-16, 5-ACI-5B-17, 5-ACI-6A-23, 5-ACI-6A-42, 4-ACRS-5A-08		
Steven Harpe, Director Oklahoma Department of Corrections		Signature on File	

Female Initial Custody Assessment Procedures

The “Initial Custody Assessment Scale” ([DOC 060102A \(F\)](#)) is used during initial classification to establish an inmate’s recommended custody rating. This custody rating is based upon the case manager’s assessment of the scored items, which are assigned a numerical score. (5-ACI-5B-13, 5-ACI-6A-23 b#1)

The custody rating recommendation derived from these items is used, in combination with other specified information, when making initial decisions relating to the inmate’s housing assignment and supervision requirements. (5-ACI-5B-17 b#1, b#2) The custody rating recommendation may be changed due to management considerations that warrant

special attention or intervention by staff. The “Initial Custody Assessment Scale” ([DOC 060201A \(F\)](#)) is not required on inmates sentenced to death.

Inmates released from Oklahoma Department of Corrections’ custody in accordance with the “Oklahoma Illegal Alien Rapid Repatriation Act” being returned to ODOC custody will be scheduled and transported to the assessment and reception center for medical screenings and reclassification.

The Case Manager IV at the reception center will ensure the initial classification is completed and entered into the computer by the assigned case manager. The initial classification of an inmate will remain in effect for 120 days from the date the inmate arrives at the initial assigned facility.

This procedure does not create any inmate right. The decision where to place an inmate is totally discretionary. This procedure has been established for administrative process and guidance to staff.

I. Custody Evaluation

The initial custody classification evaluation is intended to identify the level of behavior risk that the inmate poses at the time of reception. Inmates with a comprehensive custody assessment score of 8 or fewer points are classified as minimum. Inmates with a comprehensive score of 9-12 points are classified as medium. For data collection purposes only, inmates with a score of 13 or more points will be classified as high-medium.

A. Institutional Behavior Rating

1. The institutional behavior rating utilizes the current crime to assess the inmate’s threat to institutional safety. This scale does not determine the severity of the crime to public safety, harm to the victim(s) or the likelihood of recidivism.
 - a. The institutional behavior rating is to be determined using the “Institutional Behavior Index” ([Attachment E](#)).
 - b. The current crime can be any concurrent, consecutive, delayed incarceration, pending cases, active warrant, active parole, pending parole revocation, intermediate revocation, or active detainer.
 - c. The following system is used to score the institutional behavior risk that the inmate poses.
 - (1) 1 point for inmates posing a low risk.
 - (2) 3 points for inmates posing a moderate risk.

(3) 5 points for inmates posing a high risk.

- d. If a determination cannot be made on how to categorize an institutional behavior crime, the Administrator of Sentence Administration and the Administrator of Classification and Population will be contacted for a disposition. Once a decision has been made, the Administrator of ICON will be notified so that appropriate adjustments can be made.

B. Escape History

1. All escapes or attempted escapes that have occurred during the stipulated time period are to be considered. Escapes from lawful arrest will not be assessed with escape points but may be used as a discretionary override. The number of points corresponding to the most serious escape or attempted escape is entered.
2. Inmates in ODOC custody who are returned to county custody for any type of review who then escape from the county custody (jail, courtroom, courthouse, etc.) will be assessed escape points based on the inmate's ODOC housing location prior to going to county custody. Inmates with an escape who have never been received into ODOC custody on their current charges will be assessed with 7 points.
3. Inmates on escape status for more than 90 days will return to the assessment and reception center for medical screenings and reclassification purposes.
4. Necessary documentation for escape or attempted escape will be a misconduct conviction, a felony or misdemeanor conviction (as evidenced by a Judgment and Sentence, Juvenile Online Tracking System (JOLTS) or rap sheet entry), or as indicated in the ODOC movement history on the "Consolidated Record Card" (CRC) ([DOC 060211H](#)) in ICON or any other entry on an official government document.
5. Escape Scoring

After determining the inmate's escape history, the appropriate escape item will be indicated along with the associated number of points. The facility and security level from which the escape occurred will be indicated along with the dates of escape and apprehension. The assessment is scored according to the following:

Section-06 Classification	OP-060102 (F)	Page: 4	Effective Date: 09/16/2024
---------------------------	---------------	---------	----------------------------

- a. Enter 0 points if the inmate has no escapes or attempted escapes.
- b. Enter 3 points if the inmate has an escape from GPS, Halfway House, or Community Corrections within the past two years.
- c. Enter 7 points for escapes from minimum security, county jail, Transit Detention Unit (TDU), or juvenile detention center within the past five years.
- d. Enter 10 points if the inmate has an escape from medium security, maximum security, juvenile medium secure institutions (COJC and SWOJC), restricted/special management housing, or escape from any level of security that resulted in a felony conviction for a crime except escape within the past ten years.

To determine the appropriate scoring for juvenile offenses, refer to “Office of Juvenile Affairs Facilities” ([Attachment D](#)).

Escape scoring is calculated from the date of apprehension. The date will be defined as the date on which the inmate was returned to ODOC custody or from the date of conviction, if from another jurisdiction.

If an inmate receives escape points in this section, do not assess points in the disciplinary history section.

If a determination cannot be made regarding the validity of assessment of escape points by the facility, the Administrator of Classification and Population will be contacted for a disposition. The designation or level of escape assessed at assessment and reception centers cannot be changed without approval of the Administrator of Classification and Population. If a change is made, the Case Manager IV or designee will document the change in ICON.

C. Institutional Violence

Institutional violence is determined by Predatory Class X convictions during the last ten calendar years. The conviction date is calculated from the date that the inmate was found guilty of the infraction (i.e. if an inmate committed a predatory misconduct on October 01, 2023 but found guilty on October 08, 2023, the misconduct would remain active through October 08, 2033).

A Predatory Class X is any X-1 thru X-10 misconduct with a finding of guilt. The scoring for institutional violence is as followed:

1. No Predatory X Disciplinary Convictions receives 0 points.
2. Predatory X Disciplinary Conviction within the past 4 years receives 2 points.
3. Predatory X Disciplinary Conviction within the past 4 years receives 3 points.
4. Predatory X Disciplinary Conviction within the past 3 years receives 4 points.
5. Predatory X Disciplinary Conviction within the past 2 years receives 5 points.
6. Predatory X Disciplinary Conviction within the past year receives 6 points.

D. Number of High-Risk Institutional Behavior Crimes

1. In this section, count the number of high-risk institutional behavior crimes within the past 10 calendar years for both current and prior convictions.
2. Crimes are calculated from the original conviction date and each count is to be considered not just the number of cases.
3. The scoring breakdown is calculated as follows:
 - a. No high risk crimes receive 0 points.
 - b. 1-2 high risk crime receives 2 points.
 - c. 3-5 high risk crimes receive 4 points.
 - d. 6 or more high risk crimes receive 6 points.

E. Disciplinary History

1. When calculating the disciplinary history only consider infractions with a finding of guilt.
2. Do not count misconducts for escape or attempted escape in this section. Escape points are calculated in Section II of this instrument.

Section-06 Classification	OP-060102 (F)	Page: 6	Effective Date: 09/16/2024
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3. Predatory misconducts are calculated in the Institutional Violence section of the instrument.
4. When calculating points for the disciplinary history section use the date that the inmate was found guilty of the infraction. Review the inmate's disciplinary history and assess points as follows:
 - a. None or Class B misconducts receive 0 points.
 - b. 1 Class A misconduct within the past 2 years receives 1 point.
 - c. 2 or more Class A misconducts within the past 3 years receives 2 points.
 - d. 1 or more Non-Predatory Class X misconducts within the past 3 years receives 3 points.

F. Current Age

Enter the appropriate score based on the inmate's age at the time of the initial classification review.

1. Enter 3 points if the inmate's age is 22 or younger.
2. Enter 2 points if the inmate's age is 23 to 32.
3. Enter 1 points if the inmate's age is 33 to 45.
4. Enter 0 point if the inmate's age is 46 to 59.
5. Enter -1 point if the inmate's age is 60 or over.

II. Scale Summary and Recommendations

A. Custody Level Indicated by Scale

Enter the assessed custody level indicated by the following scale:

1. Minimum: 8 or fewer points on items 1-6
2. Medium: 9-12 points on items 1-6
3. High Medium: 13 or more points on items 1-6

Community and halfway houses placements will have minimum points and be in accordance with [OP-060104](#) entitled "Community Corrections Assessment."

B. Mandatory Overrides

1. Time Left to Serve

If the inmate has a crime listed on the "Mandatory Overrides Based on the Offense Severity Categories" ([Attachment A](#)), the override will remain in effect until the inmate has fewer than 15 years remaining to their projected release date.

2. Life/ Life Without Parole (LWOP)

Any inmate who has a crime with a sentence of Life or LWOP will be assigned no lower than medium security.

3. Life with Determinant Time to Serve/Excessive Days

An inmate who receives a life sentence with a determinant amount of time to serve will be a mandatory override until the inmate has less than 10 years remaining to projected release date.

4. ICE Detainer

Any inmate who has an Immigration and Customs Enforcement (ICE) detainer referenced in the "Mandatory Overrides Based on the Offense Severity Categories" ([Attachment A](#)) will be assigned no lower than medium security.

5. Restricted Earned Credits

Inmates with restricted earned credits that must serve 85% of their sentence must have fewer than 10 years remaining to projected release date to remove this override. Inmates with restricted earned credits that must serve 50% of their sentence must have fewer than 15 years remaining to projected release date to remove this override.

6. Escape Points

Any escape receiving 7 or more points will be assigned no lower than medium security.

C. Discretionary Overrides for Higher Custody Level

The following items do not affect the inmate's assessed custody level, but are factors that may affect the custody level assignment and subsequent transfer to specific facilities. All requests for overrides will be documented regarding the reason for the override on the initial custody assessment and the inmate case note in ICON. All discretionary overrides that apply will be checked on the "Initial Custody Assessment Scale" ([DOC 060102A \(F\)](#)).

1. Circumstances of the Offense

If the current score undervalues the actual severity of the crime, an override may be necessary. Staff will document the aggravating characteristics of the crime being used for the override decision. The "District Attorney's Narrative and Information Sheet" are examples of documentation that may explain aggravating characteristics.

2. History of Violence

An inmate who has a documented history of violent conduct such as murder, rape, domestic abuse, assault, or arson that is not fully captured in the serious offense history score may require assignment to a higher security facility.

3. Documented STG (Security Threat Group) and/or Perpetrator of STG Related Violence

If the inmate is known to be a major leader, within a gang or security threat group that causes management problems and uses violence to achieve its goals within a correctional setting and/or in the community; this affiliation may be considered to be a management issue in the facility. Gang membership alone is not sufficient to score this category. Such individuals should be identified as major gang or security threat group members validated through reliable documentation and/or disciplinary convictions for gang/security threat group activity. Staff will report suspected STG involved inmates in accordance with [OP 040119](#) entitled "Intelligence."

4. Time Left to Serve

The inmate has an excessive amount of time left to serve on high, moderate, or low category crimes. It may be appropriate to maintain the inmate at a higher custody level for an adjustment period prior to assignment to a lower custody level.

5. Felony Detainer/Pending Cases

Felony detainees may require placement in a higher security facility. Additionally, convictions, untried indictments, or pending cases that are verifiable but where no detainer has been filed may require placement in a higher security facility. Normally such detainees, convictions, untried indictments or pending cases for which a conviction would not otherwise raise an inmate's security level will not require placement at higher security; nor, will it necessarily prevent the inmate from being placed at lower security.

6. Program/Education Completion

A discretionary override for program/education completion may be utilized if an inmate is assessed with a specific program/education need.

7. Medical Override

A medical override may be used if an inmate requires specialized medical treatment at a specific facility or infirmary.

8. Mental Health Override

Mental health overrides are used if the inmate is assigned to the mental health program at Mabel Bassett Correctional Center (MBCC).

Mental health overrides may also be utilized if the inmate is an MH-C1, MH-C2, or MH-D and mental health staff recommend that the inmate remain at a higher security level.

9. Other

Any other attributes associated with the inmate that justify an override to a higher security level such as self-reported criminal history information volunteered by the inmate, crimes older than ten years, an extensive number of prior convictions or escape threats/history. Complete documentation of this factor will be contained in the inmate's file or other ODOC records.

D. Discretionary Overrides for Lower Custody Level

The following items do not affect the inmate's assessed custody level but are factors that could affect the custody level assignment and subsequent transfer to specific facilities. All requests for overrides will be documented regarding the reason for override on the "Initial Custody Assessment Scale" ([DOC 060102A \(F\)](#)) and inmate case notes. Discretionary overrides that

apply will be checked on the “Initial Custody Assessment Scale” ([DOC 060102A \(F\)](#)).

1. Circumstances of the Offense

The score does not reflect the true nature of the crime. Staff will document the mitigating characteristics of the crime being used for the override decision.

2. Time Left to Serve

An inmate serving a high or highest category crime with one year or less of projected release may be considered for lower custody for the purpose of reintegration. Mandatory overrides will not be considered for this item.

3. Intermediate Revocation Facility

Inmates received for an intermediate revocation sanction will receive a case plan need for an “Intermediate Revocation Facility (IRF)” placement for programming that includes, but is not limited to, alcohol and substance abuse counseling and treatment and domestic abuse violence courses and treatment programs. (5-ACI-5B-15, 5-ACI-6A-23 b#1, b#3)

4. Program Completion

A discretionary override for program placement may be utilized if an inmate is assessed a specific program need.

5. Medical Override

A medical override may be used if an inmate requires specialized medical treatment at a specific facility or infirmary.

6. Mental Health Override

A mental health override may be used if an inmate requires specialized treatment at designated facility locations.

Mental health overrides may also be utilized if the inmate is a MH-C1, MH-C2, or MH-D and mental health staff recommend the inmate remain at a higher security level.

7. Delayed Sentence

This override is used for inmates that are delayed sentence.

Section-06 Classification	OP-060102 (F)	Page: 11	Effective Date: 09/16/2024
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8. Parole Board Stipulation

This override is used for inmate's that have received a parole stipulation to go to a lower level of security.

7. Other

Any other attributes associated with the inmate that justifies an override to lower custody level. Complete documentation of this factor will be contained in the inmate's file or other ODOC records.

E. Documentation

1. Justification for an override will be documented in Section C. 3 and in the "Comment" section of the "Initial Custody Assessment Scale" ([DOC 060102A \(F\)](#)) in ICON.
2. Two-step overrides (e.g., medium security to community) require review and approval by the Administrator of Classification and Population.

F. Inmate Program Needs Assessment (2-CO-4B-04, 5-ACI-6A-42 b#1, b#2, 4-ACRS-5A-08 b#1)

Case managers will complete a "Case Plan" ([Attachment B](#)). Case managers will consider scores from assessment instruments, security custody level and sentence length to prioritize program needs. No more than three categories of needs will be identified/assessed at the initial assessment. (5-ACI-6A-42 b#2) Identified programs will be entered in the appropriate electronic system on the "Case Plan" screen. (5-ACI-5B-15)

1. Cognitive Behavior (5-ACI-5B-15)

Staff will utilize the "Programs Needs Matrix" ([Attachment C](#)) to determine whether an inmate will be identified with a case plan need for cognitive behavioral programming.

- a. Inmates identified with a SAT need will be assessed a cognitive behavior program need.

2. Education/Employment (5-ACI-5B-15)

Education/employment requirements and needs will be addressed by as outlined in the "Programs Needs Matrix" ([Attachment C](#)).

3. Substance Abuse Treatment (4-ACRS-5A-08)

Staff will utilize the “Programs Needs Matrix” ([Attachment C](#)) to determine whether an inmate will be identified with a case plan need for substance abuse treatment (SAT).

Actively chemically dependent inmates will be identified through staff referral, sick call, physical examination or inmate self-referral. Inmates requiring referral to other facilities, MHU, ICHU, HP and/or hospital care will be referred in accordance with [OP-140121](#) entitled “Outside Providers for Healthcare Management.” (4-ACRS-5A-08 b#2, b#3, b#4, 5-ACI-6A-23 b#1, b#2, b#4)

4. Intermediate Revocation Facility

Inmates received for an intermediate revocation sanction will receive a case plan need for an “Intermediate Revocation Facility (IRF)” placement for programming that includes, but is not limited to, alcohol and substance abuse counseling and treatment, mental health counseling and treatment, and domestic abuse violence courses and treatment programs.

5. Other Facility Placement Criteria

a. Physical Health

If an inmate has a serious disability that interferes with functioning and/or requires frequent medical care, this will be considered regarding facility placement. Placement will be determined utilizing [Attachment A](#) “IHAP Facility Recommendation Decision Matrix” found in [OP-140113](#) entitled “Health Assessments for Inmate Transfers.” (5-ACI-5B-15)

b. Mental Health (4-ACRS-5A-08 b#1, b#2)

All inmates will receive an initial mental health screening upon reception to identify serious mental illness and/or other mental health needs. The initial screening will be performed by a qualified mental health professional (QMHP). (5-ACI-5B-15, 5-ACI-6A-23 b#1, b#3)

- (1) Mental health staff may make placement recommendations based upon the level of an inmate’s mental health need. For example, an inmate might be appropriate for placement in a Mental Health unit or a program for the developmentally disabled/challenged. Similarly, inmate placement may be affected by the need for significant therapeutic interventions (e.g.,

suicide prevention, psychotropic medications, or specific housing needs).

- (2) If it is determined by a QMHP that special housing is required, mental health staff will provide documentation to the facility classification manager. (5-ACI-6A-23 b#2, b#4) Documentation will be noted in ICON.

G. Recommended Custody Level

After reviewing the scale score and all information which may justify an override, the recommended custody level will be indicated. This will be the same as the custody level indicated by the scale, if no override is recommended. Written rationale will be provided if this level is different from the recommended custody level. Inmates with 8 or fewer points on items 1-5 will have 25 years to projected release date to be minimum security eligible.

H. Community Placement

The criteria for community placement can be found in [OP-060104](#) entitled "Community Corrections Assessment."

III. Comments

In the comment section any pertinent information concerning the assessment that is not indicated in the scored or override items is to be included. For example, if an inmate is within the specified days remaining for community corrections placement, but is not eligible due to exclusionary criteria, such information will be included in this section.

Inmates who are 17 years old or younger will have a "Classification Status" added in ICON and violent, sexually assaultive, or at risk for sexual victimization will have an Inmate Precaution added in ICON (5-ACI-5B-13).

IV. Signatures

The "Initial Custody Assessment Scale" ([DOC 060102A \(F\)](#)) will be signed and dated electronically in ICON by the case manager, inmate, and classification chairperson.

V. Review Authority

A. Processing and Documentation

Section-06 Classification	OP-060102 (F)	Page: 14	Effective Date: 09/16/2024
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1. The Administrator of Classification and Population or designee will approve all discretionary overrides. Mandatory overrides do not require such approval.
2. The instrument will be signed and dated by the case manager, members of the classification committee and the inmate. In cases where the inmate signature is unattainable, a justifiable (e.g. security, medical and mental health) reason will be thoroughly documented.
3. Date of transfer, initial facility assignment, and the review authority will be documented in ICON.

VI. References

Policy Statement P-060100 entitled "Classification and Case Management of Inmates/Offenders"

OP-040119 entitled "Intelligence"

OP-060104 entitled "Community Corrections Assessment"

OP-060211 entitled "Sentence Administration"

OP-140113 entitled "Health Assessments for Inmate Transfers"

OP-140121 entitled "Outside Providers for Healthcare Management"

47 O.S. 11-902

57 O.S. 521

VII. Action

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

The Chief of Population is responsible for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: OP-060102(F) entitled "Female Initial Custody Assessment Procedures" dated February 1, 2022

Section-06 Classification	OP-060102 (F)	Page: 15	Effective Date: 09/16/2024
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Distribution: Policy and Operations Manual
Agency Website

Section-06 Classification	OP-060102 (F)	Page: 16	Effective Date: 09/16/2024
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<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 060102A (F)	"Initial Custody Assessment Scale"	Attached
DOC 060211H	"Consolidated Record Card" (CRC)	OP-060211
<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Mandatory Overrides Based on the Offense Severity Categories"	Attached
Attachment B	"Case Plan"	Attached
Attachment C	"Programs Needs Matrix"	Attached
Attachment D	"Office of Juvenile Affairs Facilities"	Attached
Attachment E	"Institutional Behavior Index"	Attached
Attachment A	"IHAP Facility Recommendation Decision Matrix"	OP-140113