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<b>Section-06 Classification and Case Management</b>	<b>OP-060201</b>	<b>Page: 1</b>	<b>Effective Date: 04/08/2025</b>
<b>Initial Reception of Inmates</b>	<b>ACA Standards: 2-CO-4A-01, 5-ACI-3D-09, 5-ACI-3D-15, 5-ACI-5A-01, 5-ACI-5A-02, 5-ACI-5A-03, 5-ACI-5A-04, 5-ACI-5A-05, 5-ACI-5A-06, 5-ACI-5B-12M, 5-ACI-5B-13, 5-ACI-5B-17, 5-ACI-7D-15, 4-ACRS-3A-04, 4-ACRS-3A-05, 4-ACRS-6A-10</b>		
<b>Steven Harpe, Director Oklahoma Department of Corrections</b>		<b>Signature on File</b>	

## Initial Reception of Inmates

The Facility Classification unit at Lexington Assessment and Reception Center (LARC) or Mabel Bassett Assessment and Reception Center (MBARC) coordinates the assessment and reception process, initial classification, and appropriate initial placement of inmates. In addition to newly committed inmates, this procedure addresses those inmates received for revoked suspended sentences, violation of parole, violation of the Oklahoma Criminal Illegal Alien Rapid Repatriation Act of 2009 (57 O.S. § 530.4.) or from escape status 90 days or more. (2-CO-4A-01, 5-ACI-5A-01 b#1, 5-ACI-5A-03)

### I. Initial Intake Procedures (5-ACI-5A-01 b#1, b#14, 5-ACI-5A-02)

The facility classification manager will ensure a legal sentencing document has been received from the county of jurisdiction for each inmate scheduled to be received for assessment and reception. (5-ACI-5A-01 b#1, b#14, 5-ACI-5A-02 b#1, 5-ACI-5B-12M, 4-ACRS-6A-10) A list of inmates scheduled to be delivered will be made available prior to the inmates' arrival. All inmates received and/or assigned to the assessment center will be approved by the facility classification manager.

#### A. Inmate Searches and Identification

1. The inmate will receive a visual body cavity search in accordance with [OP-040110](#) entitled "Search and Seizure Standards," and will be required to relinquish all money and personal property in accordance with [OP-030120](#) entitled "Inmate Property." (5-ACI-5A-01 b#2, b#3)
2. The inmate will be thoroughly examined for scars, tattoos, or other distinguishing marks to be used to help identify the inmate. Any marks noted will be described and noted by staff on the "Physical Identification Form" ([DOC 040115A](#)). (5-ACI-5A-01 b#6, b#9)
3. Scars, marks and tattoos will be entered into the Inmate and Community Offender Network (ICON). (5-ACI-5A-01 b#6)
4. Each inmate will be fingerprinted on a computerized scanning system and all fingerprint data will be transferred electronically to the Oklahoma State Bureau of Investigation (OSBI). In addition, one Federal Bureau of Investigation (FBI) fingerprint card will be printed and placed in the inmate legal file. (5-ACI-5A-01 b#6)
5. Each inmate will be photographed front (with and without prescription eyeglasses, if applicable) and profile (males after their heads and faces are shaven). All photos are saved and will be available for viewing on ICON. (5-ACI-5A-01 b#6)
6. On the day of arrival at the assessment and reception center, each inmate will receive an inmate identification (ID) card in accordance with [OP-040115](#) entitled "Inmate/Offender Identification and Crime Alert Bulletin." (5-ACI-5A-1 b#12)

B. Allowable Property

1. Inmates arriving from a county jail at the assessment and reception center will be allowed:
  - a. Legal material – one cubic foot limit of legal papers;
  - b. Prescription medicine – only medication delivered by the transporting county will be authorized. Medication will be taken to health services upon receipt of inmate;
  - c. Money – (Money orders, checks from county or sheriff's office or cash).
  - d. One wedding band-plain, no stones;
  - e. Prescription glasses, hearing aids, and prostheses, after review and approval by medical services, in consultation with facility security;

- f. Watch – replacement value not to exceed \$25; and
    - g. Personal identification items may include a driver's license, official state identification, Social Security Card, Birth Certificate, US Bureau of Indian Affairs, OK tribal photo ID card, or military identification. These items will be sealed in an envelope and placed in the inmate's legal file.
  2. Inmates will not be allowed to retain any property other than items listed above. County owned property (jumpsuits, shoes, etc.) and unauthorized property will be returned to the transporting officers.
  3. A complete property inventory will be prepared on the "Inmate Property Inventory Form" ([DOC 030120A](#)) and signed by the inmate and staff. The inmate will be given a copy of the signed form.
  4. Every inmate will complete the "Designation for Disposition of Property" ([DOC 030120B](#)) designating the name and address of the person who is to receive the inmate's personal property that is held by any state correctional facility in the event of the inmate's death or escape. (5-ACI-5A-01 b#9) The reception center notary staff will notarize this form.

Inmates will have the opportunity to change their property disposition designation throughout their incarceration (5-ACI-5A-01 b#9).
  5. Unauthorized property will be disposed of in accordance with [OP-030120](#) entitled "Inmate Property." (5-ACI-5A-01 b#3)
  6. Money delivered/received from the counties will be credited to the inmate's trust fund account in accordance to [OP-120230](#) "Offender Banking System." (5-ACI-5A-06)
- C. Verification and Compilation of Inmate Information (5-ACI-5A-02, 5-ACI-5A-03, 4-ACRS-7D-07)
  1. National Crime Information Center (NCIC) and state (OSBI) criminal justice information networks will be queried for arrest and conviction records and other information. Juvenile On-Line Tracking System (JOLTS) will be queried for inmates with a date of birth of 1976 or after. (5-ACI-5A-02 b#2, b#11)
  2. Requests for verification of employment, criminal and family history data, and other information may be initiated as circumstances require. (5-ACI-5A-02, b#2, b#3, b#5)
  3. Skill Identification

Identification of skill(s) that the inmate possesses will be conducted

as a part of the reception process. (5-ACI-5A-02 b#3) This will allow assignment of certain qualified inmates to work projects in lieu of utilizing outside contractors.

- a. Skill(s) will be entered into the computerized system as derived from the skill codes. Up to two skill codes may be entered on each inmate in the data base.
- b. Both skills, acquired through employment or previous career technology certification, will be considered and recommended by staff. (5-ACI-5A-02 b#10) The skill at which the offender is most proficient will be entered as number one, other skills to be entered as number two.

D. Additional Information

1. All receptions will be screened to identify any scheduled court appearances. Scheduled court dates will be noted on the reception information sheet.
2. Inmates 17 years of age or younger will be processed separately or with other inmates who are 17 years of age or younger. Based on all available information, such inmates will be restricted in accordance with [OP-030102](#) entitled "Inmate Housing" and [OP-030601](#) "Oklahoma Prison Rape Elimination Act" and placed in a single cell or housed only with inmates 17 years of age or younger. Factors which will be considered include offense type, sentence length, criminal history, and escape potential. (5-ACI-5B-13 b#1, b#2, 5-ACI-5B-17)
3. The inmate will be assigned to a cell in accordance with [OP-030102](#) entitled "Inmate Housing," issued personal care items, and orientated to ODOC/unit rules. (5-ACI-5A-01 b#4, b#5, b#8, b#13)

II. Orientation

The facility classification manager will ensure all inmates are provided orientation prior to transfer.

A. Orientation Material

Every inmate will receive access to the agency's orientation material in formats or through methods to ensure effective communication. Inmates whose primary language is not English will be provided a copy or translation of the orientation material in their own language. If literacy problems, intellectual disabilities, physical disabilities, or visual/hearing impairments exist, the inmate will be assisted in understanding the material. (5-ACI-5A-01, b#1, b#4, b#10, b#11, 5-ACI-5A-04) (PREA 115.16 (a), 115.16 (b)) Completion of orientation is documented on the "Initial Orientation

Verification" form ([DOC 060201A](#)) found in the standard forms section of ICON. This form is signed and dated by the inmate and witnessed by a staff person. (5-ACI-5A-04)

B. Initial Orientation

The orientation training will be presented to all inmates normally within 15 days of admission to an assessment and reception center using the following basic ODOC orientation outline: (5-ACI-5A-03)

1. Oklahoma Department of Corrections Staff
  - a. The correctional officer;
  - b. The case manager;
  - c. The unit manager; and
  - d. The administrative staff.
2. Oklahoma Department of Corrections Facilities
  - a. Maximum;
  - b. Medium;
  - c. Minimum;
  - d. Community; and
  - e. Contract facilities.
3. Inmate Rights, Privileges and Responsibilities
  - a. Access to courts;
  - b. Access to attorneys;
  - c. Mail; (5-ACI-5A-01 b#10, b#11)
  - d. Visitation; (5-ACI-5A-01 b#10, b#11, 5-ACI-7D-15)
  - e. Property control; (5-ACI-5A-06)
  - f. Grievance process;
  - g. Searches;
  - h. Drug free environment/random drug testing;

- i. Counts;
  - j. Telephone; and
  - k. Protection from harm: (5-ACI-3D-09)
    - (1) Information is provided to inmates about sexual abuse/assault including:
      - (a) Prevention/intervention; (5-ACI-3D-09 b#1)
      - (b) Self-protection; (5-ACI-3D-09 b#2)
      - (c) Reporting sexual abuse/assault; and (5-ACI-3D-09 b#3)
      - (d) Treatment and counseling. (5-ACI-3D-09 b#4)

The information is communicated orally and in writing, in a language clearly understood by the inmate, upon arrival at each facility. (5-ACI-3D-09)
    - (2) Inmates who are victims of sexual abuse have the option to report the incident to a staff member other than an immediate point-of-contact line officer. (5-ACI-3D-15, 5-ACI-3D-09 b#3)
4. Disciplinary Process
- a. Rules and regulations;
  - b. Offense report;
  - c. Disciplinary hearing; and
  - d. Appeal process.
5. Health Services
- a. Access to health care and mental health care in accordance with [OP-140117](#) entitled "Access to Health Care" and [OP-140201](#) entitled "Mental Health Services Duties and Responsibilities." (5-ACI-5A-02 b#4)
    - (1) Health care services; (5-ACI-5A-02 b#4)
    - (2) Co-payment;

- (3) Process for grievances/complaints;
  - (4) Mental Health Services; and (5-ACI-5A-02 b#4)
  - (5) Dental Service. (5-ACI-5A-02 b#4)
- b. Emergency care; and
- c. Communicable disease education.
- 6. Classification
  - a. Initial assessment and reception;
  - b. Initial classification and reclassification;
  - c. Custody assignment;
  - d. Transfers; and
  - e. Special management housing.
- 7. Case Management and Programs
  - a. Case management;
  - b. Education and vocational training; (5-ACI-5A-02 b#6, b#7)
  - c. Standardized program;
  - d. Religious activities;
  - e. Service organizations;
  - f. Recreation activities; (5-ACI-5A-02 b#8)
  - g. Delayed sentencing, 12 month Judicial Review and Global Positioning Satellite Surveillance Program; and
  - h. Program need assessments.
- 8. Work Programs
  - a. Jobs/work evaluations;
  - a. Oklahoma Correctional Industries (OCI); and
  - b. Agri-Services.

9. Financial Requirements: (5-ACI-5A-06)
  - a. Court cost/fines;
  - b. Restitution;
  - c. Savings;
  - d. Pay program/trust fund;
  - e. Medical co-pay as per [OP-140117](#) entitled "Access to Health Care"; and
  - f. Grievance fee when appealing to the agency Director or medical services as per [OP-090124](#) entitled "Inmate/Offender Grievance Process."
10. Prisoner Public Works
11. Sentence Administration, Credits, Parole, Discharge
  - a. Credits;
  - b. Time calculation;
  - c. Split sentence;
  - d. Parole:
    - (1) Dockets;
    - (2) Parole board;
    - (3) Role of the Governor; and
    - (4) Rules and conditions of parole.
12. Over Familiarization with Staff/Inmates
13. Initial Orientation Verification

The inmate will be allowed to ask questions during the orientation process to clarify anything not understood. Upon completion of the orientation program, the inmate will sign the "Initial Orientation Verification" form ([DOC 060201A](#)) located in ICON. (5-ACI-5A-01 b#13) If the inmate chooses not to sign, it will be noted on the form and signed by the staff members witnessing the refusal. The completed "Initial Orientation Verification" ([DOC 060201A](#)) form will become part of the inmate's record.



#### 14. Review of Orientation Training

The facility classification manager will review the orientation training material for the assessment and reception process periodically to ensure that any changes in policy or procedure are incorporated and that the material is updated as required.

### C. Facility Orientation

#### 1. Initial Orientation

New receptions and inter-facility transfers will be provided an initial orientation within 24 hours utilizing the "Initial Orientation Verification" form ([DOC 060201A](#)). (5-ACI-7D-15, 4-ACRS-3A-04) Within seven calendar days after admission, the inmate will receive an in-depth orientation. (5-ACI-5A-01 b#1, b#4, 5-ACI-5A-05) Inmates will be allowed to ask questions during the orientation process to clarify anything not understood. Inmates for whom English is not their primary language will normally be provided a copy or translation of the orientation material in their own language. If a literacy problem exists, the inmate will be assisted in understanding the material. (4-ACRS-3A-04) Upon completion of the orientation program, the inmate will sign and date the "Initial Orientation Verification" form ([DOC 060201A](#)). (5-ACI-5A-04, 4-ACRS-3A-05) If the inmate chooses not to sign, it will be noted on the form and signed by the staff members witnessing the refusal. The completed "Initial Orientation Verification" ([DOC 060201A](#)) form will become part of the inmate's record. (5-ACI-5A-04, 4-ACRS-3A-04)

#### 2. In-depth Orientation

Facilities will develop an in-depth orientation checklist that will cover subjects as specified in the "Initial Orientation Verification" ([DOC 060201A](#)) form. The in-depth orientation will be completed within seven calendar days after admission to the facility. Inmates will be allowed to ask questions during the in-depth orientation process to clarify anything not understood. Inmates for whom English is not their primary language will normally be provided a copy or translation of the orientation material in their own language. If a literacy problem exists, the inmate will be assisted in understanding the material. (4-ACRS-3A-04) Upon completion of the in-depth orientation program, the inmate will sign and date the facility in-depth orientation checklist. (5-ACI-5A-04, 4-ACRS-3A-05) If the inmate chooses not to sign, it will be noted on the form and signed by the staff members witnessing the refusal. The completed facility in-depth orientation checklist will become part of the inmate's record. (5-ACI-5A-04, 4-ACRS-3A-04)

#### 3. Each facility head will ensure that the orientation materials are

reviewed at least annually to ensure changes in policy or procedures are incorporated.

4. Inmates will be kept informed of changes in the information they receive during inter-facility transfer orientation. Notification will be accomplished through appropriate presentation of changes (e.g., posting on inmate bulletin boards, town hall meetings). Staff members working in direct contact with inmates will also be directed to notify their caseloads of changes.

### III. Assessment Procedures

#### A. Medical Examinations

The inmate will be given a physical examination to include medical, dental, mental health and an optometry examination in accordance with [OP-140114](#) entitled "Screening New Arrivals." (5-ACI-5A-01 b#7, 5-ACI-5A-02 b#4)

#### B. Examinations

The following examinations will normally be administered during the assessment process. If one or more of the following examinations cannot be administered, written documentation will be placed in the inmate's appropriate file stating why the specific examination(s) was/were not administered.

1. Psychological interview; (5-ACI-5A-02 b#9)
2. Mental health referral when appropriate; and
3. A risk/needs assessment and a case plan will be conducted on all inmates with the exception of those:
  - a. Sentenced to Life without the possibility of parole;
  - b. Sentenced to Life with the possibility of parole;
  - c. With sentences of over 100 years;
  - d. Who have been identified as having detainers from jurisdictions other than Oklahoma;
  - e. Those sentenced to death;
  - f. GPS/EMP failures; or
  - g. Escapees requiring reclassification.

In accordance with [OP-060102 \(F\)\(M\)](#) entitled "Female/Male Initial Custody

Assessment Procedures,” all inmates will complete a Test of Adult Basic Education (T.A.B.E.) survey at the first facility following reception.

C. New Receptions

Information will be completed on all new receptions and will be entered into the Offender Management System (ICON) which will create the “Initial Custody Assessment Facility Assignment” ([DOC 060102A \(M\)\(F\)](#)).

1. Inmates 17 years of age or younger will be processed and transferred to the appropriate juvenile unit on the same business day.
2. Inmates sentenced to death will be processed and transferred to Oklahoma State Penitentiary (OSP) or Mabel Bassett Correctional Center (MBCC) on the same business day.
3. Inmates with sentences that are balance suspended upon program completion will normally be placed in the program specified by the courts and in accordance with “Facility Specific Criteria” ([OP-060204, Attachment A](#)).

D. Notifications

Pursuant to the Oklahoma Department of Human Services Administrative Rules Title 340:Chapter 75 Subchapter 3 Part 4-400 entitled “Reports of Child Abuse and Neglect with Specialized Protocols,” within 30 days of learning that an inmate is pregnant (via receipt of a copy of the “Pregnant Inmate Guidelines” form ([MSRM 140117.02H](#)), the inmate’s case manager will notify the Oklahoma Department of Human Services (DHS) via the statewide hotline, 1-800-522-3511. The case manager will provide the hotline operator with the inmate’s first and last name, ODOC #, the fact that the inmate is pregnant and her current facility location. No other information will be provided to the hotline operator.

The case manager will then document this notification in a case note on ICON. The case note will include the date and time notification to the Department of Human Services was made, the name of the DHS operator, the name and ODOC # of the inmate, and the current housing location. A copy of the “Pregnant Inmate Guidelines” ([MSRM 140117.02H](#)), will be scanned in ICON pursuant to [OP-060212](#) entitled “Maintenance and Access of Offender Records.”

IV. References

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

OP-030102 entitled “Inmate Housing”

OP-030120 entitled "Inmate Property"

OP-030601 entitled "Oklahoma Prison Rape Elimination Act (PREA)"

OP-040110 entitled "Search and Seizure Standards"

OP-040115 entitled "Inmate/Offender Identification and Crime Alert Bulletin"

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

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

OP-060204 entitled "Inmate Transfers"

OP-060212 entitled "Maintenance and Access of Offender Records"

OP-090124 entitled "Inmate/Offender Grievance Process"

OP-120230 entitled "Offender Banking System"

OP-140114 entitled "Screening New Arrivals"

OP-140117 entitled "Access to Health Care"

OP-140201 "Mental Health Services Duties and Responsibilities"

57 O.S. § 530.4

Oklahoma Department of Human Services Administrative Rules Title 340: Chapter 75 Subchapter 3 Part 4-400 entitled "Reports of Child Abuse and Neglect with Specialized Protocols"

#### V. Action

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

The Chief Administrator of Operations 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-060201 entitled "Initial Reception of Inmates" dated January 21, 2022

Distribution: Policy and Operations Manual

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Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 060201A</a>	"Initial Orientation Verification"	Attached
<a href="#">DOC 030120A</a>	"Inmate Property Inventory"	<a href="#">OP-030120</a>
<a href="#">DOC 030120B</a>	"Designation for Disposition of Property"	<a href="#">OP-030120</a>
<a href="#">DOC 040115A</a>	"Physical Identification"	<a href="#">OP-040115</a>
<a href="#">DOC 060102A(M)</a>	"Male Initial Custody Assessment/Facility Assignment"	<a href="#">OP-060102(M)</a>
<a href="#">DOC 060102A(F)</a>	"Female Initial Custody Assessment/Facility Assignment"	<a href="#">OP-060102(F)</a>
<a href="#">MSRM 140117.02H</a>	"Pregnant Inmate Guidelines"	<a href="#">MSRM 140117.02</a>
<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	"Facility Specific Criteria"	<a href="#">OP-060204</a>