Inma	ate Transfers					
l.	Lower Security Classification Transfers2					
A.	Change in Custody Level					
B.	Frequency of Lower Security Classification Transfers					
C.	Transfer Procedures3					
D.	Transfer Waiting List					
II.	Priority/Security Transfers	S			5	
A.	Types of Priority Security Transfers5					
B.	Priority Transfer Procedures7					
C.	CareerTech Priority Tran	nsfer Request.			7	
III.	Emergency Transfers	•				
A.	Emergency Transfer Red					
B.	Emergency Transfer Aut					
IV.	Administrative Transfers.				8	
A.						
B.	Administrative Transfer F					
V.	Medical Transfers					
A.	Medical Transfer Arrange	ements			9	
VI.	Mental Health Transfers				9	
A.	Mental Health Unit, ICHU	J and Observa	tion/Evaluatio	n Transfers	9	
VII.						
A.	1 7					
VIII.						
A.						
IX.	Transfer Request					
A.	Completion Transfer Red					
B.	Processing the Transfer	Request			12	
Χ.						
XI.						
Refe	erenced Forms					
	chments					
	tion-06 Classification and e Management	OP-060204	Page: 1	Effective Date:	08/15/2025	
Inmate Transfers						
Steven Harpe, Director Signature on File Oklahoma Department of Corrections				ı File		

Inmate Transfers

The purpose of the inmate classification system is to protect the public, employee, and inmate. This procedure outlines the various classification reviews conducted on the initial and subsequent custody assessments, classification overrides and resulting transfers. These reviews consist of both objective and subjective information pertaining to the inmate to determine the correct custody level. Inmates may appeal any classification decision in accordance with OP-090124 entitled "Inmate/Offender Grievance Process."

All inmate "Transfer Requests" (<u>DOC 060204A</u>) will be submitted through the Inmate and Community Offender Network (ICON) and reviewed by the Population office. The Population office will not transfer any inmate until they have received a "Transfer Request"

Section-06 Classification	OP-060204	Page: 2	Effective Date: 08/15/2025
Section-06 Classification	OP-060204	Page: 2	Effective Date: 08/15/2025

(<u>DOC 060204A</u>) in ICON, except in emergency situations as determined by the Deputy Chief of Operations or designee.

The appropriate facility head is responsible for ensuring inmates undergo scheduled classification reviews as specified in this procedure.

I. Lower Security Classification Transfers

A. Change in Custody Level

- 1. The classification committee, as defined in OP-060103 (M) (F) "Male/Female Custody Assessment Procedures," will recommend transfer to best meet the inmate's programmatic needs, proper custody levels and the level system, in accordance with OP-060107 entitled "Systems of Incarceration." If an inmate's assigned custody level is different from the confining facility's level, the classification committee will normally recommend transfer to the appropriate security level.
- 2. Facility personnel will submit the "Transfer Request" (DOC 060204A/ICON) in ICON to the designated Classification/Population Administrative Programs Officer II (APO II) in the Population office for approval. When a "Transfer Request" (DOC 060204A/ICON) is denied, the information will be documented in ICON. It will be the responsibility of the sending facility to track updates in ICON. "Transfer Requests" (DOC 060204A/ICON) will be submitted for inmates that meet the criteria for lower security.
- 3. Inmates who meet the criteria for minimum security that transferred directly from the reception center, will have a "Transfer Request" (DOC 060204A/ICON) submitted 120 days after the inmate has arrived at the initial facility from the reception center. Inmates who meet the criteria for community that transferred directly from the reception center to minimum will have a "Transfer Request" (DOC 060204A/ICON) submitted 60 days after the inmate has arrived at the initial facility from the reception center.

B. Frequency of Lower Security Classification Transfers

- 1. An inmate will be considered for transfer upon eligibility in accordance with "Lower Security Eligibility by Crime and Years to PRD" (<u>Attachment C</u>) and upon determination that the inmate is an acceptable risk at a particular security level.
 - a. The "Transfer Request" (<u>DOC 060204A</u>/ICON) for lower security eligible inmates will be submitted to the Population office 20 working days prior to eligibility.

- b. The Population office will review the "Transfer Request" (DOC 060204A/ICON) and take appropriate action.
- c. All decisions will be noted on the "Transfer Request" (DOC 060204A) in ICON.

C. Transfer Procedures

- "Transfer Request" (<u>DOC 060204A</u>/ICON) recommendations will be submitted to the Population office utilizing a transfer request as outlined in this procedure. All "Transfer Requests" (<u>DOC 060204A</u>) will be entered into ICON and contain the following:
 - a. Completed "Transfer Request" (<u>DOC 060204A/</u>ICON);
 - b. Custody classifications ("Male/Female Custody Assessment Scale" (DOC 060103A(M)(F)/ICON));
 - c. Updated "Inmate Screening Profile/Synopsis" (ICON);
 - d. Current (front and back) and past (front only) "Consolidated Record Card" (<u>DOC 060211H</u>) scanned into ICON Scanned Documents/Photos. If prior CRCs are not available in file/legal file or scanned into ICON, Closed Records will be contacted, and prior CRCs will be obtained or documentation will be provided if CRC's are unobtainable prior to submitting a "Transfer Request" (<u>DOC 060204A/ICON</u>);
 - e. Copies of the following rap sheets will be included with the "Transfer Request" (DOC 060204A/ICON) and scanned into ICON Scanned Documents/Photos NCIC and Juvenile Online Tracking System (JOLTS). JOLTS will be obtained at the reception center for all new receptions born in 1976, or after, in order to document criminal history. The JOLTS will be scanned into ICON Scanned Documents/Photos prior to transfer from the reception center. If facility staff cannot locate the JOLTS, authorized staff will obtain a copy of the JOLTS;
 - f. The "Individual Health Activity Profile (IHAP)" (DOC 140113C) will be current/reviewed and dated within the last 12 months and scanned into ICON Scanned Documents/Photos;
 - g. The facility's Qualified Mental Health Professional (QMHP) will be notified when inmates, whose mental health classification is MH-C1 or MH-C2, are being considered for transfer to minimum security or below. For those inmates, the QMHP will document in the electronic health record (EHR) whether the inmate's mental health status, behavior, and treatment compliance is appropriate for assignment to the

requested security level (i.e., minimum, community, halfway house). A mental health evaluation for lower security will be submitted by the QMHP on all MH-C1 and MH-C2 inmates who have a "Transfer Request" (DOC 060204A/ICON) submitted for lower security and scanned into ICON Scanned Documents/Photos.

2. Programmatic/Special Transfers

a. Programmatic Transfers

Transfers will normally occur when an assessed program is not available at the inmate's current location and when the inmate's days remaining are equivalent to those required for program completion. A complete "Transfer Request" (DOC 060204A/ICON) is required.

b. Special Transfers

Special transfers may include the purpose of populating or depopulating facilities, facility projects involving construction or maintenance crews that require special skills, or other facility/agency needs. These transfers will require a full "Transfer Request" (DOC 060204A/ICON).

- 3. Inmates will be placed at the most appropriate facility based on the needs of the inmate and available resources.
- 4. Non-associations and protective measures are referenced in OP-060106 entitled "Non-Associations and Protective Measures" and are intended to ensure the safety and security of staff, inmates and facility operations. Offender Separation Alerts, Staff Separation Alerts, Facility Restrictions and required Inmate Precautions/ Transfer Holds will be appropriately placed in ICON and routed to appropriate reviewer.
- 5. Transfers to Community Corrections will be in accordance with OP-060104 entitled "Community Corrections Assessment."
- 6. If applicable, an updated inmate file and any hardcopy health records for an inmate transferred from one institution to another will be transferred simultaneously. All health related information will be transferred in accordance with OP-140113 entitled "Health Assessments for Inmate Transfers."
- 7. Any newly issued and or pending offense reports will be scanned into ICON Scanned Documents/Photos prior to submitting a "Transfer Request" (<u>DOC 060204A</u>/ICON). Any exceptions will be approved by the Administrator of Classification and Population and the receiving

facility head. Any newly issued offense reports will be processed in accordance with OP-060125 entitled "Inmate/Offender Disciplinary Procedures."

8. "Facility Specific Criteria" (<u>Attachment A</u>) outlines criteria for designated facilities due to statute, community or agency guidelines.

D. <u>Transfer Waiting List</u>

- Once the Population office has approved an inmate for transfer, staff in that office will approve or deny the "Transfer Request" (DOC 060204A) in ICON. If the inmate has an Offender Separation Alert/Non-Association at the requested facility, another facility may be utilized or the "Transfer Request" (DOC 060204A) will be denied in ICON. Inmates with active Inmate Precautions/Transfer Holds will not be transferred until cleared by the appropriate Administrator.
- 2. The final review for transfer will be based upon the completed "Transfer Request" (DOC 060204A/ICON). The inmate will be evaluated at each review to determine if they are an acceptable risk to be placed at the recommended location.
- 3. Each facility's Case Manager IV (CM IV) or equivalent will contact the Population office within five working days anytime an inmate who has an active "Transfer Request" (DOC 060204A/ICON) receives a new misconduct, parole recommendation, discharge, etc. or any other action that may affect an inmate's eligibility to transfer.
- 4. It will be the responsibility of the CM IV (ICON -"Facility Classification Chair") to ensure transfer requests and all required documentation/paperwork are correct prior to submitting to the Population office. "Transfer Requests" (DOC 060204A/ICON) will be returned to the CM IV ("Facility Classification Chair") in ICON if they are incorrect, do not include all required documentation/paperwork, do not include required ICON Scanned Documents/Photos, etc. The comment made by the APO II, requesting corrections, will remain in the comment section of the transfer request. Once corrections are made as instructed, the transfer request will be routed back to the APO II within five working days with an additional comment showing what was corrected.

II. Priority/Security Transfers

A. Types of Priority Security Transfers

Priority "Transfer Requests" (DOC 060204A/ICON) will be forwarded to appropriate facility staff in ICON for approval and submitted to the Population office if a transfer is recommended. A "Transfer Request" (DOC 060204A/ICON) recommending placement at maximum security will be

sent to the Administrator of Classification and Population and Population Coordinator, or designees, for review. A "Transfer Request" (DOC 060204A/ICON) recommending a discretionary override will be reviewed by the Administrator of Classification and Population and Population Coordinator or designees. All decisions will be recorded on ICON.

- 1. A custody classification/custody assessment will be completed in ICON annually or whenever there is a change in custody level. Included in this category are transfers for:
 - a. Special Management/Restrictive housing (security);
 - b. Protective measures placements;
 - Parole stipulations on any inmate who is actively participating in a parole stipulated program will not be considered for transfer until the stipulation is completed or dropped;
 - d. Misconducts (affecting security level);
 - e. Misconduct expungements that result in reassignment to the original custody level;
 - f. Programs that require immediate transfer to aftercare or community setting;
 - g. Program failures;
 - Those inmates identified as HIV positive that have been h. counseled by medical staff and continue sexual activity or intravenous drug abuse will be assigned and transferred to maximum security for males or Mabel Bassett Correctional Center (MBCC) for females. Documentation in the form of a misconduct report for sexual activity or drug abuse, a statement of self-admittance, or through documented evidence on the "Report of Injury or Occurrence/Encounter" (DOC 140125A) will be required; and
 - i. CareerTech placement.
- 2. If an offense report results in an increase in the inmate's assessed custody level, the custody classification/custody assessment will take place within five working days of the facility head's affirmation or modification of the offense conviction.
- If the custody classification/custody assessment takes place after five working days, justification for the delay will be noted in ICON on the custody classification/"Male/Female Custody Assessment Scale" (DOC 060103A (M)(F)).

- 4. If the classification affects the inmate's ability to complete a parole stipulation, this will be reported to the Parole Process unit by the Case Manager IV or equivalent.
- 5. Unscheduled custody classifications/custody assessments will normally be held within 10 working days if the inmate's security assignment decreases as a result of an expunged offense report.
- 6. Unscheduled custody classifications/custody assessments will normally be held within seven calendar days following the Parole Board meeting to consider parole board stipulations that require an inmate's transfer to a different security level.
- 7. An unscheduled custody classification/custody assessment review will be conducted anytime circumstances have been determined to establish an escape potential. Events such as a parole denial, being passed for parole consideration for two or more years, the death of a significant family member, divorce, or any other significant negative occurrence will result in a review of the inmate's security assignment.
- 8. The facility head or designee of the sending facility will contact the facility head or designee of the receiving facility to ensure pertinent information and the reason for transfer is communicated prior to the inmate transferring.

B. Priority Transfer Procedures

- The case manager will complete a "Transfer Request" (<u>DOC</u> 060204A/ICON) and forward it to the appropriate facility staff for review in ICON.
- 2. If there is any vital, sensitive or confidential information that cannot be documented on the "Transfer Request" (DOC 060204A/ICON), the facility head or designee will contact the Population office and the receiving facility's facility head or designee to inform them of the pertinent information.
- 3. The responsibility for facility placement other than overrides will be with the designated Classification/Population APO II.

C. <u>CareerTech Priority Transfer Request</u>

A "CareerTech Priority Transfer Request" (DOC 090133B) will be scanned into ICON Scanned Documents/Photos.

1. If an inmate has been identified as having a CareerTech need, the inmate will be placed in a CareerTech program when a vacancy occurs or on a confirmed start date as long as they meet the level of

security or receive an approved discretionary override. Only the Population office has the authority to schedule the transfer.

III. Emergency Transfers

A. <u>Emergency Transfer Requests</u>

Emergency transfers are requested when there is a threat to the security of the facility or division (major disturbance or the threat of one) or a situation which is life threatening to staff or inmates and cannot be controlled through the use of special management housing.

B. <u>Emergency Transfer Authorization</u>

- 1. During normal business hours, emergency transfers will be handled before any other priority transfer through the Population office.
- 2. In the event of an emergency transfer after hours, the sending facility will complete a "Transfer Request" (DOC 060204A) in ICON. However, if the move occurs before the "Transfer Request" (DOC 060204A/ICON) can be completed, the appropriate Administrator of Institutional Operations will send a brief narrative to the Administrator of Classification and Population and Population. The Administrator of Classification and Population will enter the relevant information into ICON in order to complete the emergency transfer.
- A full "Transfer Request" (<u>DOC 060204A</u>) will be completed in ICON and sent to the Population office with other supporting documentation. The documentation will specify who authorized the transfer.

IV. Administrative Transfers

A. Administrative Transfer Authorization

Administrative transfers may be authorized by the agency Director, Chief of Population, Deputy Chief of Operations, Chief of Operations, or the Administrator of Classification and Population.

B. Administrative Transfer Procedure

- 1. Upon approval of the transfer, the agency Director, Chief of Population, Deputy Chief of Operations, or Chief of Operations will inform the Administrator of Classification and Population.
- 2. If an immediate transfer is ordered, the Population office will arrange the transfer and send computer messages to the sending and receiving facilities.

Section-06 Classification OP-0602	204 Page: 9	Effective Date: 08/15/2025
-----------------------------------	-------------	----------------------------

- A "Transfer Request" (<u>DOC 060204A</u>/ICON) as outlined in Section I.
 C.1 of this procedure will be completed and sent to the Population office with other supporting documentation.
- 4. The facility head or designee of the sending facility will contact the facility head or designee of the receiving facility to ensure pertinent information and the reason for transfer is communicated prior to the inmate transferring.

V. Medical Transfers

A. <u>Medical Transfer Arrangements</u>

Medical transfers and related health information/records are in accordance with OP-140113 entitled "Health Assessments for Inmate Transfers."

- 1. Movement for medical reasons will be approved in advance by the Chief Medical Officer (CMO) or designee.
- 2. The facility Physician or Correctional Health Services Administrator (CHSA) will approve the use of facility infirmary beds and JHCC Junit. Final decisions regarding these transfers are made by the CMO or designee.
- 3. For medical moves, the sending facility will complete a full "Transfer Request" (DOC 060204A/ICON) and forward to the Population office (designated Classification/Population APO II).
- 4. Medical staff will be responsible for notifying the Population office of the approval to transfer the inmate.
- 5. The Population office will be responsible for coordinating the transfer.
- 6. Medical staff will be responsible for coordinating with the receiving facility to ensure bed space is available if the inmate requires specific facility placement.
- 7. Medical Services will determine what transportation arrangements are appropriate and will be made.

VI. Mental Health Transfers

A. Mental Health Unit, ICHU and Observation/Evaluation Transfers

1. Transfers that meet the criteria specified in OP-140127 entitled "Mental Health Units, Intermediate Care Housing Units, and Habilitation Programs" will be in accordance with those procedures regarding observation and evaluation. In the case of an emergency

or for observation and evaluation, the sending facility will complete a full "Transfer Request" (DOC 060204A) in ICON.

- a. Mental health staff will be responsible for notifying the Population office of approval to transfer.
- b. The Population office will be responsible for coordinating the transfer.
- c. Inmates admitted to the Mental Health Units, Intermediate Care Housing Units, or Habilitation Program for observation and evaluation will normally be returned to the sending facility if admittance is not required. A full "Transfer Request" (DOC 060204A) will be completed in ICON.
- d. If not appropriate to return to sending facility, the receiving facility will update the custody classification/custody assessment and a full "Transfer Request" (DOC 060204A) will be completed in ICON.

VII. <u>Temporary Transfers</u>

A. <u>Court Moves</u>

- 1. Felony writ moves to and from the closest facility to the county of jurisdiction will be coordinated between the facility and the Population office. Upon notification from the county, the affected facility will email a "Bus Ticket Request" (Attachment B) to the Population office. A copy of the writ and the "Bus Ticket Request" (Attachment B) will be forwarded a minimum of seven business days prior to the scheduled hearing. Bus ticket moves will be scheduled by the Population office. Upon scheduling bus ticket moves, an email will be sent out by the Population office.
- 2. Judicial Review and Delayed Sentence transfers will be completed by the county or held virtually.
- 3. Delayed sentence inmates who receive a determinate sentence will be reassessed by the receiving facility. A "Transfer Request" (DOC 060204A) will be completed in ICON and any supporting documentation of the determinate sentence (i.e., Judgement and Sentence, court minute, etc.) will be scanned into ICON Scanned Documents/Photos.

VIII. <u>Intra-Facility Transfers Requiring Population Office Approval</u>

A. Security Level Transfers and Unscheduled After Hours Transfers

1. Transfers to/from security levels within the same facility will be

affected through inmate transfer procedures, as outlined in this procedure, rather than through intra-facility assignment procedures.

2. Any unscheduled transfers within the same facility conducted after normal business hours for security needs or bed space needs will be reported to the Population office by the facility Case Manager IV or equivalent no later than the next working day.

IX. Transfer Request

The purpose of the "Transfer Request" (<u>DOC 060204A</u>/ICON) is to request an inmate's transfer with valid justification and detailed documentation.

A. <u>Completion Transfer Request</u>

Transfer Reason

A transfer reason will be listed from appropriate options in ICON. Any request for program completion will be supported by case plan needs and/or assessment scores.

2. Transfer Comments

A brief narrative will be completed listing reasons for transfer such as lower security eligibility, program needs, physical or mental health needs, etc. In addition, the inmate's days left to serve, earned credit level, Security Threat Group (STG) affiliation/information and custody assessment points will be listed.

- 3. Review of Transfer Request
 - a. All reviews will be completed by appropriate facility staff as indicated in ICON. The final facility recommendation by the facility head or designee will be noted upon completion of the custody classification/custody assessment prior to the "Transfer Request" (DOC 060204A/ICON) being forwarded to the Population office.
 - b. A "Transfer Request" (DOC 060204A/ICON) recommending maximum security placement at Oklahoma State Penitentiary (OSP) or Allen Gamble Correctional Center (AGCC), or removal from maximum security, will be sent to the Administrator of Classification and Population and the Population Coordinator, or designees, for review.
- 4. All discretionary overrides are to be reviewed by the Administrator of Classification and Population and Population Coordinator or designee.

5. Population Officer Action

The Classification/Population APO II will ensure the "Transfer Request" (DOC 060204A/ICON) and documentation is completed and correct in ICON prior to scheduling and transferring of the inmate.

B. Processing the Transfer Request

- 1. The assigned staff member will obtain the inmate's signature via electronic signature pad. If security reasons preclude attendance, such will be documented in the comment section of the "Transfer Request" (DOC 060204A/ICON) and on the custody classification.
- 2. For all moves, all appropriate facility staff will review, sign, and date the custody classification in ICON.
- 3. If the Case Manager IV or equivalent, facility head or private prison Contract Monitor does not concur with the classification committee recommendation for a priority transfer, the packet will not be forwarded to the Population office. Private prison "Transfer Requests" (DOC 060204A/ICON) will be reviewed by the Contract Monitor before submission to the Population office.
- 4. If the Case Manager IV or equivalent, facility head or private prison Contract Monitor does not concur with the recommendation of the classification committee, the reason for the denial will be noted on the "Transfer Request" (DOC 060204A/ICON) and "Male/Female Custody Assessment" (DOC 060103A (M) (F))." Copies will be given to the inmate. If for lower security, the "Transfer Request" (DOC 060204A/ICON) will be forwarded to the Population office.
- 5. The Classification/Population APO II will review any Offender Separation Alerts/Non-Associations in ICON, to include administrative special management inmates/inmate precautions, verification of the information, and facility assignment. The Classification/Population APO II will then approve the "Transfer Request" (DOC 060204A/ICON) or make the appropriate transfer by indicating concurrence in ICON. Overrides and executive reviews will be submitted to the Population Coordinator and Administrator of Classification and Population for review.

X. References

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

OP-060103 (Male) (Female) entitled "Custody Assessment Procedures"

OP-060104 entitled "Community Corrections Assessment"

OP-060106 entitled "Non-Associations and Protective Measures"

OP-060107 entitled "Systems of Incarceration"

OP-060125 entitled "Inmate/Offender Disciplinary Procedures"

OP-060211 entitled "Sentence Administration"

OP-090124 entitled "Inmate/Offender Grievance Process"

OP-090133 entitled "Career and Technical Training"

OP-140113 entitled "Health Assessments for Inmate Transfers"

OP-140127 entitled "Mental Health Units, Intermediate Care Housing Units, and Habilitation Programs"

OP-140125 entitled "Bloodborne Pathogen Exposure Control Program"

XI. Action

The Chief Administrator of Classification and Programs and Administrator of Classification and Population are responsible for the annual review and revisions.

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

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

This procedure is effective as indicated.

Replaced: OP-060204 entitled "Inmate Transfers" dated September 16, 2024

Distribution: Policy and Operations Manual

Agency Website

Section-06 Classification		OP-060204	Page: 14	ŀ	Effective D	ate: 08/15/2025
Referenced Forms	<u>Title</u>					Location
DOC 060204A	"Trar	nsfer Request"				Attached/ICON
DOC 060103A (M) (F)	"Male/Female Custody Assessment Scale"				<u>OP-060103(M)</u> <u>(F)</u> /ICON	
DOC 060211H	"Con	solidated Recor	d Card"			OP-060211
DOC 090133B	"Car	eerTech Priority	Transfer	Requ	est"	OP-090133
DOC 140113C	"Indi (IHA	vidual Health P)"	Activity	Housi	ng Profile	<u>OP-140113</u>
DOC 140125A		ort of Injury or U ounter"	Jnusual (Occurr	ence/	<u>OP-140125</u>
<u>Attachments</u>	<u>Title</u>					<u>Location</u>
Attachment A	"Fac	ility Specific Crit	eria"			Attached
Attachment B	"Bus	Ticket Request	,,			Attached
Attachment C	"Low to PF	er Security Eligi RD"	bility by	Crime	and Years	Attached