



**DEPARTMENT OF CORRECTIONS**  
**Inspections**



<b>Title:</b> <b>Escape Notifications</b>	<b>DOC Policy: 70.1.1</b>
<b>Supersedes: 7/1/99</b>	
<b>Applicability: Institutions and Inspections</b>	
<b>Directives Cross-Reference:</b> <b>Rules: Short-Term Transitional Leaves, Emergency Leaves, and Supervised Trips – Div 063</b>	

**I. PURPOSE**

The purpose of this policy is to establish a notification process in the event an inmate escapes from secure custody. This notification shall satisfy the tenets of ORS 144.120, notifying appropriate victims, and other interested parties.

**II. DEFINITIONS**

A. Constructive Escape: Includes inmates/offenders who:

1. Are ghost escapees;
2. Have unfinished Oregon Department of Corrections' sentences who have been released from physical custody prior to admission to ODOC; or
3. Unlawfully depart from ODOC custody, fail to report as required, or commit act(s) resulting in arrest, detention, or incarceration by another jurisdiction while under any of the following conditions:
  - a. On ODOC approved leave: (such as emergency leave or transitional leave as permitted under OAR 291-63-025(2)(a);
  - b. On ODOC approved work release; or
  - c. Second Look conditional release.

B. Escape: The unlawful departure of an inmate from:

1. The boundaries of the secure perimeter of a facility;
2. The immediate control of Oregon Department of Corrections staff while outside of an ODOC facility secure perimeter; or
3. The grounds of a minimum security facility without a secure perimeter; or
4. The direct supervision of non-ODOC personnel authorized to supervise an inmate while outside the facility secure perimeter.

- C. Ghost Escapee: When an inmate (escapee) is released from federal or another state's custody and Oregon authorities fail to take custody of the offender in order to return the offender to Oregon for service of outstanding ODOC sentences.
- D. LEDS (Law Enforcement Data System): A system providing telecommunication and information services to all law enforcement and criminal justice agencies through the use of modern communications and information system technology
- E. Order for Arrest of Escape Warrant: A document granting authority to any law enforcement agency to arrest, detain, and hold an Oregon Department of Corrections inmate that has escaped, absconded, or otherwise left custody without proper authorization within the limitations of the arresting agencies rules, until arrangements can be made to return the individual to the custody of the Oregon Department of Corrections.

### **III. POLICY**

- A. When an employee learns of an inmate's escape or unauthorized departure, the employee will immediately notify the institution control center.
- B. The control center staff will immediately notify the:
  - 1. Functional Unit Manager
  - 2. Oregon State Police - Regional Dispatch Center
  - 3. Fugitive Apprehension (if after-hours Investigations on-call pager).
  - 4. The internal notification processes as directed by Unusual Incident Report.
- C. The functional unit manager (or designee) will conduct a file and computer review and make notifications in accordance with ORS 144.120. Initial notification of an inmate's escape will be accomplished via telephone, fax machine, or teletype. Notifications may include the following:
  - 1. Sentencing judge;
  - 2. Sheriffs' offices in the counties of escape, sentencing, and incarceration;
  - 3. Detainer interests;
  - 4. District Attorneys' offices in the counties of escape, sentencing, and incarceration;
  - 5. Fire marshal (if arson conviction);
  - 6. Board of Parole and Post-Prison Supervision; and
  - 7. FBI (if federal inmate).
- D. Within a period of twenty-four hours of initial escape notifications and during the normal workday (Monday through Friday, 8:00 a.m. to 5:00 p.m., Pacific Time Zone, holidays excluded), form "Notice of Inmate Escape" (see attached) will be

sent by the housing institution's functional unit manager or designee as a follow-up to the initial notifications made and a copy placed in the institution file.

- E. Reasonable efforts to notify interested agencies and individuals will be made by the functional unit manager or designee at the time of escape or unauthorized departure. However, it is recognized that in some instances, the current addresses or telephone number may not always be available to accomplish this function initially.
- F. The institution functional unit manager (or designee) shall ensure that ODOC Fugitive Apprehension has available all pertinent information (e.g.: unusual incident reports, misconduct report(s), etc.).
- G. The institution functional unit manager (or designee) shall coordinate and assure that the APB and Order for Arrest of Escape Warrant are prepared and entered within the LEDS system within thirty minutes following notification of the escape.

#### **IV. IMPLEMENTATION**

This policy will be adopted immediately without further modification.

FORM LETTER FOR ESCAPE NOTIFICATION

Dear \_\_\_\_\_:

On    date   , Inmate    name and SID #    escaped from the custody of the Department of Corrections. In accordance with ORS 144.120, you are being notified of this inmate's status change.

The Department of Corrections, in concert with law enforcement agencies, are involved in the inmate's apprehension and return. If there are any questions, please contact the Department of Corrections Fugitive Apprehension Unit at 378-6111 during normal business hours.

cc: