

Inmate Escorted Leave/Activities	1
I. Definitions	1
A. Medical Leave	2
B. Emergency Leave.....	2
C. Pre-Release/Re-entry Leave	2
D. Marriage License Leave	2
E. Escorted Activity Leave	2
F. Transportation Leave.....	2
G. Family Member(s).....	2
H. Extended Family	2
II. Leave Procedures.....	3
A. Escorted Medical Leave	3
B. Emergency Leave.....	4
C. Escorted Pre-Release/Re-entry Leave	5
D. Marriage License Leave	6
E. Escorted Activity Procedures.....	7
F. Transportation Leave Request	8
G. Escorted Leave Documentation.....	8
III. Escort Procedures	9
A. Transportation	9
B. Security	9
C. Community Corrections Centers and Community Contract Facilities	9
IV. Items Allowed During Escorted Leave	10
A. Medication	10
B. Clothing/Other Items.....	10
V. References	10
VI. Action.....	11
Referenced Forms.....	12
Attachments	12

Section-03 Facility Operations	OP-031001	Page: 1	Effective Date: 01/06/2026
Inmate Escorted Leave/Activities			
Justin Farris, Director Oklahoma Department of Corrections		Signature on File	

Inmate Escorted Leave/Activities

Escorted leave is a privilege afforded to all inmates under the custody of the Oklahoma Department of Corrections (ODOC), who are not deemed a threat to the public or the employee.

For the purpose of this procedure, the term “facility” will apply to institutions and community corrections centers, the term “facility head” will apply to Wardens/Administrators responsible for the housing of inmates in the custody of the ODOC.

I. Definitions

The inmate escorted leave/activities program allows inmates to have limited access to the community while accompanied by correctional personnel or a trained volunteer as described in this procedure.

A. Medical Leave

Allows inmates the opportunity to obtain specialized care not provided by the state.

B. Emergency Leave

Provides inmates an opportunity to visit the bedside of a critically ill family member, funeral home visit, or to attend the funeral of a family member.

C. Pre-Release/Re-entry Leave

Affords eligible inmates the opportunity to secure employment and housing prior to being released into the community.

D. Marriage License Leave

Provides inmates an opportunity to appear in person to sign the marriage license at the county clerk's office in accordance with [OP-090128](#) entitled "Inmate Marriages."

E. Escorted Activity Leave

Provides eligible inmates with an opportunity to participate in approved community activities.

F. Transportation Leave

May be granted to inmates assigned to minimum security for the purpose of traveling to a probation and parole region for assignment to the Electronic Monitoring Program (EMP) for DUI Offenders or the Global Positioning Satellite Monitoring Program (GPS).

G. Family Member(s)

For purposes of this procedure "family member(s)" are defined as spouse, natural or surrogate parents, children (to include step and adopted children) and upon acceptable documentation (guardianship papers, foster parent documentation, etc.) grandchildren.

H. Extended Family

For purposes of this procedure, "extended family" is defined as the inmate's

grandparents and siblings.

II. Leave Procedures

The facility head has the authority to approve or deny any escorted leave/activity as outlined in this procedure. All costs of escorted leave other than pre-release is the responsibility of the inmate. Costs shall be calculated as determined in Section II. B. 6 of this procedure.

A. Escorted Medical Leave

Escorted medical leave is limited to medical facilities within the state of Oklahoma. Inmates at all security levels are eligible for medical leave as defined in the criteria below:

1. At minimum and higher security facilities, inmates may submit a request for medical leave for a specific procedure/specialized care to the facility Correctional Health Services Administrator (CHSA). If the request is a valid medical need, the CHSA shall notify the facility head and the medical services Administrator.
2. After consultation with the CHSA and Chief Medical Officer (CMO), the facility head shall make the final decision regarding the medical leave.
 - a. Costs associated with the medical leave shall be the sole responsibility of the inmate.
 - b. The inmate will be required to pay the current mileage rate (round trip) as well as salary and benefits of the transporting officers.
 - c. A notarized statement of inmate financial responsibility shall accompany the medical leave request.
3. At community corrections centers and halfway houses, inmates may receive medical care through the ODOC provider or a community provider of their choice.
 - a. All costs associated with use of non-ODOC providers (including physician fee, lab, x-ray, and medications) shall be the sole responsibility of the inmate.
 - b. Medical services shall not be denied to any inmate based on prior care by a non-ODOC provider.
 - c. All requests for escorted medical leave shall be made in

accordance with [OP-140121](#) entitled "Outside Providers for Health Care Management."

B. Emergency Leave

Emergency leave may be requested by inmates through unit staff who shall verify that the emergency exists, check for any restrictions, and contact local law enforcement authorities regarding the inmate's intended leave. Relationships of family members shall be verified and documented.

The facility head shall make the final decision regarding the emergency leave after consideration of the individual circumstances and security risk. The escorted leave form shall be placed in the Inmate and Community Offender Network (ICON).

1. Any inmate assigned as medium security and above is not eligible for emergency leave. Any exception shall be approved by the Chief of Operations.
2. Inmates assigned as minimum will not normally be allowed to visit a critically ill family member or attend a funeral service. However, the inmate may be approved a funeral home visit body viewing only to a family member as defined in Section I.G and H of this procedure. An "Escorted Leave Agreement" ([Attachment C](#)) shall be completed indicating funeral home visit body viewing only. Inmates with the following disqualifying criteria shall not be approved for a funeral home visit to view the body.
 - a. Active Class X misconduct.
 - b. Active escape points.
 - c. A current or prior conviction for a sex or violent offense in accordance with [OP-020307](#) entitled "Sex and Violent Crime Offender Registration" or any offense (felony or misdemeanor) involving a child (to exclude failure to pay for child support or contributing to the delinquency of a minor) shall require the approval of the affected Administrator of Institutional Operations.
3. Inmates assigned to community custody may be approved to have a hospital visit, a nursing home visit, or a home visit at a residence of a verified family member.
4. Inmates assigned to community custody may be approved by the affected Administrator of Institutional Operations for two emergency visits to any one person during a particular critical situation. Inmates

shall be required to complete the "Escorted Leave Request" ([Attachment B](#)) for all emergency escorted leave requests.

5. The inmate shall be responsible for all costs associated with emergency leave. The inmate shall submit a "Request for Disbursement" ([DOC 120230B](#)) and have the funds available prior to the date and time of requested leave.
 - a. The cost of the leave will be the actual cost of the transporting officers' salary and benefits, as determined by facility personnel, plus mileage cost.
 - b. Mileage cost is calculated as the number of miles (as determined by an objective, internet based program such as MapQuest) multiplied by the current mileage rate (as established by the Internal Revenue Service (IRS) for business expense deductions).
 - c. Approved volunteers may be utilized to escort an inmate assigned to community with no reimbursement for salary and benefits required; however, mileage shall be reimbursed if a departmental vehicle is utilized.
6. When an inmate is on emergency leave, facility staff shall take steps to ensure the security of the inmate. This may include keeping the inmate apart from all people other than the person the inmate has been authorized to visit.
 - a. If the event is a funeral, escort staff may keep the inmate apart from other people.
 - b. Burial site/graveside services may be authorized for community level inmates only.
 - c. Visits to a residence in conjunction with funeral services is prohibited.

C. Escorted Pre-Release/Re-entry Leave

Escorted pre-release/re-entry leave is to assist inmates, who are not deemed a threat to the public or the employee, with a process of re-entry into society. The following conditions will be considered on a case-by-case basis. Approved pre-release/re-entry leave shall be documented utilizing the "Approved Escorted Pre-Release/Re-entry Leave" ([Attachment E](#)):

1. The inmate will be housed at a community facility and have a projected release date of 90 days or less. All inmates considered

shall be approved by the unit team; inmates on Level 1 shall be approved by the affected Administrator. Inmates convicted of sex offenses or drug trafficking shall be restricted per 57 O.S. § 510.1.C.

2. The inmate will be enrolled in a facility re-entry program showing commitment to the program with a positive attitude toward change and re-entering society.
3. A complete and detailed itinerary shall not exceed eight hours without the prior approval of the affected Administrator. The inmate shall not leave the state of Oklahoma.
4. Escorting personnel will normally consist of an ODOC employee or an approved volunteer, as approved by the facility head. Volunteers shall have specific training regarding security protocols. Unless prior approval is authorized by the affected Administrator, an agency owned vehicle shall be utilized for the transport.
5. The case manager/unit team will make recommendations regarding which inmates will be considered for pre-release/re-entry leave. Transitional coordinators or other designated staff will normally schedule any required appointments for job interviews, housing, and written driving tests.
6. All visits shall be to the community in which the inmate plans on residing after release. Each inmate will not normally exceed three such visits into the community without the appropriate Administrator's approval.
7. Multiple inmates may be taken on an escorted visit, but the total shall not exceed four, unless otherwise approved by the affected Administrator.
8. Local law enforcement agencies shall normally be notified 72 hours prior to each event.

D. Marriage License Leave

Inmates at all security levels may be considered for marriage license leave in accordance with the following:

1. The inmate is responsible for payment to the facility of all costs associated with the transport, including the transportation officer's salary, benefits, and mileage (round trip) at the current rate.
2. The inmate is responsible for all payments to the county clerk's office.

3. Marriage license leave may be denied by the facility head or affected Administrator of Institutional Operations when the escorted leave presents a threat to the public, staff, or the inmate. If the escorted leave is denied for this reason, the facility head will make reasonable efforts to work with the court clerk of the county in which the facility is located to provide an alternative to escorted leave.
4. Inmates convicted of a violent or sex offense shall require approval by the Deputy Chief of Operations.

E. Escorted Activity Procedures

Approved escorted activities shall be documented on the "Escorted Activity Request" ([Attachment A](#)). Criteria and approval for escorted activities are as follows:

1. Inmates at maximum and medium security facilities are not eligible for escorted activities leave.
2. Minimum security inmates meeting the following criteria will be eligible for escorted activities:
 - a. Inmates at minimum security will be Level 4.
 - b. Will have at least 180 days clear conduct.
 - c. Inmates who have a prior or current offense for a sex or incest-related offense, drug trafficking offense, or who have ever been convicted of a violent offense in accordance with 57 O.S. 571 shall not be eligible for escorted activities leave unless approved by the Administrator of Institutional Operations.
 - d. Inmates will have been at their assigned facility for at least 60 consecutive days.
 - e. Inmates with active escape points shall not be eligible.
3. Inmates at ODOC community corrections centers and contract community facilities may be eligible for approved escorted activities.
 - a. Inmates at community corrections facilities shall have at least 30 days clear conduct. The period of clear conduct shall be determined from the hearing date of the last misconduct.

- b. Inmates who have a prior or current offense for a sex or incest-related offense, drug trafficking offense, or who have ever been convicted of a violent offense in accordance with 57 O.S. 571 shall not be eligible for escorted activities leave unless approved by the Deputy Chief of Operations or designee.
- c. Inmates at community corrections facilities shall complete orientation prior to any escorted activity approval. Community corrections inmates, who are not Prisoner Public Works Program (PPWP) eligible, require approval by the facility head and the affected Administrator. Community corrections inmates received directly from the assessment and reception center shall be at their assigned facility for at least 30 consecutive days.
- d. Inmates who have escaped within the past five years are not eligible; however, exceptions may be granted at the community level with the approval of the Deputy Chief of Operations.

F. Transportation Leave Request

Inmates assigned to minimum that have been approved for placement on the EMP or GPS program may be approved for a transportation leave for the purpose of allowing travel from the assigned facility to the supervising probation and parole region office.

- 1. Upon receipt of notice of an inmate's approval for placement in the EMP/GPS program, the assigned case manager shall provide notice to the inmate of the placement and shall assist the inmate with documenting transportation arrangements.
- 2. The inmate shall complete the "Transportation Leave Request" ([Attachment D](#)). The request shall be submitted to the facility head for review. If approved, the inmate shall be provided notice in sufficient time to allow for reporting to the probation and parole region office for program assignment.

G. Escorted Leave Documentation

The "Escorted Leave Request" ([Attachment B](#)) and the "Escorted Leave Agreement" ([Attachment C](#)) shall be completed for each type of escorted leave requested and submitted to the appropriate reviewing authority for approval. The following information shall be current in the Inmate and Community Offender Network (ICON):

1. A copy of the inmate synopsis;
2. "Consolidated Record Card" and
3. Any other documentation relevant to the type of leave requested.

III. Escort Procedures

A. Transportation

All transportation procedures shall be in accordance with [OP-040111](#) entitled "Transportation of Inmates."

B. Security

When an inmate is on escorted leave, facility staff shall take steps to ensure the security of the inmate.

C. Community Corrections Centers and Community Contract Facilities

1. Inmates assigned to a community corrections center or community contract facility may be escorted by a trained volunteer on approved escorted activities. Volunteer escorts shall not be a friend or relative of the inmate.
2. Inmates released to the GPS/EMP program shall be issued a "Transportation Leave Request" ([Attachment D](#)) in order for the inmate to report to the orientation facility. Employers, volunteers, family members, and coworkers shall be pre-approved by the facility head to transport inmates to orientation.
3. Inmates at community corrections centers or community contract facilities who are assigned to work release or study release do not require an escort to travel to and from approved job search sites or to or from an approved work site. Community inmates assigned to work release programs may be approved for unescorted leave for access to community law libraries or to obtain approved medical care in the community. Inmates approved for law library leaves shall qualify for law library usage in accordance with [OP-030115](#) entitled "Access to Courts/Law Library."
 - a. Employees, sponsors, volunteers, and coworkers may be approved by the facility head to transport inmates to and from an approved work site.

Section-03 Facility Operations	OP-031001	Page: 10	Effective Date: 01/06/2026
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- b. Prior to such approval, the proposed transportation sponsor shall be oriented to the rules and conditions of work release and to appropriate escort procedures.
- c. A security background review shall be completed by the facility including Federal Bureau of Investigations, Oklahoma State Bureau of Investigations, visitor alerts, Office of the Inspector General flags and Oklahoma Department of Public Safety records check.

IV. Items Allowed During Escorted Leave

The following items/clothing are authorized during an escorted leave:

A. Medication

Only the prescribed dosage needed for the travel itinerary.

B. Clothing/Other Items

- 1. Pants, underwear, shirt, socks and shoes;
- 2. Coat when applicable;
- 3. Watch and/or wedding ring;
- 4. State-issued identification badge; and
- 5. The facility head may authorize additional property, including money, work-related tools, etc., for community level inmates.

V. References

Policy Statement P-030100 entitled "Provisions of Services/Inmate Rights and Responsibilities"

OP-020307 entitled "Sex and Violent Crime Offender Registration"

OP-030115 entitled "Access to Courts/Law Libraries"

OP-040111 entitled "Transportation of Inmates"

OP-060211 entitled "Sentence Administration"

OP-090128 entitled "Inmate Marriages"

OP-140121 entitled "Outside Providers for Health Care Management"

Section-03 Facility Operations	OP-031001	Page: 11	Effective Date: 01/06/2026
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57 O.S. § 510.1

57 O.S. § 538

57 O.S. § 571

VI. Action

The Deputy Chief of Operations is responsible for compliance with this procedure.

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

Any exception to this procedure shall require prior written approval from the agency Director.

This procedure is effective as indicated.

Replaced: OP-031001 entitled "Inmate Escorted Leave/Activities" dated March 7, 2022

Distribution: Policy and Operations Manual
Agency Website
Inmate Bulletin Boards

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 120230B	"Request for Disbursement"	OP-120230
<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Escorted Activity Request"	Attached
Attachment B	"Escorted Leave Request"	Attached
Attachment C	"Escorted Leave Agreement"	Attached
Attachment D	"Transportation Leave Request"	Attached
Attachment E	"Approved Escorted Pre-Release/Re-entry Leave"	Attached