



**DEPARTMENT OF CORRECTIONS  
Inspections**



<b>Title:</b>	<b>Escapes</b>	<b>DOC Policy: 70.1.1</b>
<b>Effective:</b>	<b>9/1/15</b>	<b>Supersedes: 70.1.1 dated 8/5/02 and 70.1.2 dated 2/1/14</b>
<b>Applicability: Special Investigations Unit, Institutions, and OISC</b>		
<b>Directives Cross-Reference: Short-Term Transitional Leave – Div 063</b>		
<b>Attachments:</b> <b>Form – Extradition Parameters for Warrant Entries (CD1645)</b> <b>Form – Order for Arrest and Return of Prisoner Warrants (CD1644) *Available on the U-drive</b>		

**I. PURPOSE**

The purpose of this policy is to establish a notification process in the event an inmate escapes from secure custody. Notification shall include appropriate victims and other interested parties. In addition, this policy defines an established process for entering all points bulletins (APBs) and issuing, updating, and clearing Oregon Department of Corrections Order for Arrest and Return of Prisoner Warrants (CD1644).

*NOTE:* DOC does not issue arrest warrants per se; rather DOC issues an Order for Arrest and Return of Prisoner Warrants that authorize law enforcement agencies to arrest and detain our escapees.

**II. DEFINITIONS**

- A. Administrative Message (AM): An English language system message from one agency to another sent via WEBLEDS.
- B. All Points Bulletin (APB): A WEBLEDS message sent to all Oregon law enforcement agencies to alert them an inmate has escaped and giving details of the escape, a description of the escapee, and contact numbers.
- C. Constructive Escape: Includes inmates/offenders who:
  - 1. Are ghost escapees;
  - 2. Are sentenced to the Department of Corrections and have been released from jail prior to admission to DOC; or
  - 3. Unlawfully departed from DOC custody, failed to report as required, or committed act(s) resulting in arrest, detention, or incarceration by another jurisdiction while under any of the following conditions:
    - a. On DOC approved leave (such as emergency leave or transitional leave as permitted under OAR 291-063);

- b. On DOC approved work release;
  - c. On Second Look conditional release; or
  - d. Out to court in a local jail and are released inappropriately.
- D. Escape: The unlawful departure of an inmate under DOC custody from:
- 1. The secure perimeter of a facility;
  - 2. The immediate control of DOC staff while outside of a DOC facility secure perimeter (e.g., inmate work crews, transport);
  - 3. The grounds of a minimum-security facility without a secure perimeter; or
  - 4. The direct supervision of non-DOC personnel authorized to supervise an inmate (such as a Forest Service inmate work crew supervisor) while outside the facility secure perimeter.
- E. Ghost Escapee: An offender released from federal or another state's custody in which Oregon authorities do not take custody of the offender in order to return the offender to Oregon for service of outstanding Oregon sentences.
- F. NCIC (National Crime Information Center): A nationwide message switching system created to provide interstate exchange of criminal justice information that is operated by the Federal Bureau of Investigation (FBI) in Washington D.C.
- G. Order for Arrest and Return of Prisoner: A DOC form (CD1644) granting authority to any law enforcement agency to arrest, detain, and hold a DOC inmate that has escaped, absconded, or otherwise left custody without authorization within the limitations of the arresting agencies rules until arrangements can be made to return the individual to the custody of the department.
- H. Unauthorized Departure: The failure to return to custody after any form of temporary release or transitional leave from a correctional facility.
- I. WEBLEDS (Web based Law Enforcement Data System): A system providing telecommunications and information services to all law enforcement and criminal justice agencies through the use of modern communications and information system technology.

## II. POLICY

### A. Escape Notifications:

- 1. When an employee learns of an inmate's escape or unauthorized departure, the employee shall immediately notify the housing institution's Control Center.
- 2. The housing institution's Control Center staff shall immediately:
  - a. Notify the Oregon State Police – Regional Dispatch Center;

- b. Notify the functional unit manager;
  - c. Notify the Special Investigations Unit (SIU) Fugitive Inspector at 503-302-4228 or the 24-hour phone at 503-569-0734 (staff shall call until they reach a person);
  - d. Notify Santiam Correctional Institution (SCI) Control Center staff at 503-378-5807;
  - e. Notify the appropriate Institution Administrator to initiate Central Office notifications, if not done by the functional unit manager; and
  - f. Notify the housing institution's records office and others as directed by the Unusual Incident Report.
3. DOC will make the following notifications during normal business hours:
- a. Detainer interests (done by Offender Information Sentence Computation Unit - OISC);
  - b. Fire Marshal, if the inmate was serving an arson conviction (done by the housing institution's functional unit manager or designee); and
  - c. Victim Information and Notification Everyday (VINE) (prompted by escape status change / SIU can assist).

**B. Issuing APB, signature of the hard copy Order for Arrest and Return of Prisoner Warrant, and entry of Wanted Person Entry into LEDS/NCIC through WEBLEDS:**

1. The housing institution's Control Center staff shall immediately:
- a. Enter an All Points Bulletin (APB) into LEDS/NCIC, listing a description of the escapee, last known clothing, direction of escape if available, and any additional law enforcement intelligence. Fax a copy to SCI and SIU. If the housing institution's Control Center is unable to enter an APB, SIU or SCI can assist.

**DURING NORMAL BUSINESS HOURS  
(Monday through Friday 7:30 a.m. through 4:00 p.m.):**

- b. Contact the local OISC Institution Records Office staff if the inmate has escaped from a DOC facility, or the OISC Central office at 503-570-6919 if the inmate escaped from any other facility or if Institution Records Office staff is unavailable. The designated OISC staff shall:
  - (1) Prepare the Order for Arrest and Return of Prisoner (CD1644) and have the institution functional unit manager sign it. This should be done immediately.

- (2) After the Order of Arrest and Return of Prisoner is signed, OISC staff will enter the wanted person warrant into LEDS/NCIC in accordance with subsection (C) herein.
- (3) Immediately call SCI Control Center at 503-378-5807 and forward the signed copy of the Order for Arrest and Return of Prisoner (CD1644) and the LEDS/NCIC confirmations and warrant copies to SCI Control Center for warrant confirmation purposes. A copy will be sent to SIU as well.
- (4) Notify the appropriate OISC Central Unit Prison Term Analyst.

**AFTER NORMAL BUSINESS HOURS & DURING HOLIDAYS:**

- c. SCI Control Center staff shall immediately:
  - (1) Request the housing institution from which the inmate escaped or unlawfully departed to prepare the Order for Arrest and Return of Prisoner (CD1644) and have the institution functional unit manager sign it. (This must be done before a warrant can be entered into LEDS/NCIC.)
  - (2) After the Order of Arrest and Return of Prisoner is signed and sent to SCI Control Center, SCI Control Center will enter the wanted person warrant into LEDS/NCIC in accordance with subsection (C) herein.
  - (3) SCI Control Center will create a file for the current escape or unauthorized departure. Copies of any administrative messages, APB, the signed Order for Arrest and Return of Prisoner, and a copy of the wanted person warrant entry will be maintained in the file at the SCI Control Center.
  - (4) SCI Control Center staff will assure SCI records staff are apprised of the event as soon as practicable following initial actions.
  - (5) The following documents shall be forwarded to SIU: Signed Order of Arrest and Return of Prisoner (form CD1644), wanted person warrant, APB, Unusual Incident Report, Misconduct Report, and any memorandum of action taken by staff.
2. The inmate's housing institution's functional unit manager or designee will initiate an Unusual Incident Report regarding the escape, the required notifications, and a Misconduct Report.

**C. LEDS/NCIC Warrant Entry:**

1. Warrants will be issued for all felons, including constructive escapes, with time remaining to be served in DOC; however, extradition limits may vary by crime class and the length of the remaining sentence. Staff shall refer to the attached Extradition Parameters for Warrant Entries (CD1645) to identify the extradition limits and determine whether to enter a nationwide or Oregon-only warrant.

2. The following information will be entered in the miscellaneous field of the warrant to indicate warrant confirmation will be available only through the SCI Control Center: "Escapee confirm 24 hours SCI Control Center via phone (503-378-5807), or teletype (SCI ORI: OR024135C or SCI)."
3. A caution notation should be entered if information exists that indicates the escapee is armed or if other information exists that would otherwise substantiate a caution entry.
4. Each wanted person/escape warrant entry shall be verified by a second person to ensure the accuracy of the entry prior to its submission into LEADS/NCIC, or as soon as possible after the entry of the warrant if a second person is not immediately available.
5. The institution where the escape or unlawfully departed occurred is responsible for the accuracy and completeness of the information contained in the wanted person warrant and APB entries even though they may not have entered the information.
6. All modifications to the original wanted person warrant will be made by the staff from the same ORI as the warrant was entered. A copy of any modification shall be sent to the SCI Control Center and to facility where the escape occurred.

**D. Confirmation of Wanted Person Escape Warrants:**

1. When a law enforcement agency requests a wanted person warrant confirmation, SCI Control Center will respond within ten minutes to the requesting agency. In a case where a warrant has been served, SIU will be contacted to coordinate extradition and Interstate Compact when the arrest occurs outside of Oregon.
2. Confirmation of the warrant will be provided by SCI Control Center to the arresting agency as well as the ORI for SIU (ORI: OR024175C / FNN) so extradition and transportation arrangements may be made. Hit confirmation of a valid warrant will be given only when a signed warrant is found in the warrant file.

**E. Clearing of Order for Arrest of Escape Warrants:**

1. Immediately after notification of arrest via receipt of a locate message, the wanted person warrant shall be cleared from LEADS/NCIC by the SCI Control Center.
2. SCI Control Center will make immediate notification to the SIU's 24-hour phone at 503-569-0734, and/or the SIU Fugitive Inspector at 503-302-4228 when an escapee who escaped from physical custody is arrested. Contact with an Inspector must be made. Leaving messages will not suffice. Constructive escapee arrest notification can be made via e-mail.
3. SCI Control Center will send all information contained in the warrant file to the SCI records office staff. SCI records staff will forward copies to SIU.

#### **IV. IMPLEMENTATION**

This policy will be adopted immediately without further modification.

Certified: signature on file  
Birdie Worley, Rules Coordinator

Approved: signature on file  
Elizabeth Craig, Administrator