



DEPARTMENT OF CORRECTIONS
Inspections



Title: All Points Bulletins (APB's) and Arrest Warrants

DOC Policy: 70.1.2

Supersedes: 7/1/99

Applicability: Fugitive Apprehension Unit and Institutions

Directives Cross-Reference:

Rule: Short-Term Transitional Leave, Emergency Leaves and Supervised Trips - Div 063

I. PURPOSE

The purpose of this policy is to define an established process for requesting all points bulletins (APB's) and issuing, updating and clearing of Oregon Department of Corrections (ODOC) order for arrest of escape warrants.

[NOTE: ODOC does not issue arrest warrants per se; rather ODOC issues Order for Arrest of Escape Warrants that authorize another agency to arrest and detain our escapees.]

II. DEFINITIONS

- A. Administrative Message: An English language system message from one agency to another sent via LEDS.
- B. All Points Bulletin (APB): A LEDS message that is sent to all Oregon law enforcement agencies to alert them that 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. 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.
- D. Duty TPM/TPS: An experienced senior OISC technician designated to respond to sentencing issues of an urgent or complex nature. [TPM: Technical Program Manager / TPS: Technical Program Specialist.]
- D. Emergency Leave: A leave of ten days duration or less within the State of Oregon where the inmate is expected to return to the releasing facility for the specific purposes listed in the Oregon Department of Corrections rule on Short-Term Transitional Leave, Emergency Leaves and Supervised Trips OAR 291-63-025(2)(a).
- F. Escape: The unlawful departure of an inmate under ODOC custody from:
- 1. Within the secure perimeter of a facility;
 - 2. The immediate control of Oregon Department of Corrections staff; 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.
- G. Ghost Escapee: When an offender 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 Oregon sentences.
- H. 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.
- I. NCIC (National Crime Information Center): A nationwide message switching system created to provide interstate exchange of criminal justice information which is operated by the Federal Bureau of Investigation (FBI) in Washington D.C.
- J. Order for Arrest of Escape Warrants: An ODOC 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 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.
- K. Short-term Transitional Leave: A leave for a period not to exceed 90 days preceding an established discharge date, post-prison supervision, and/or parole release date which allows an inmate opportunity to secure appropriate transitional support when necessary for successful reintegration into the community, including inmates on transitional leave from the SUMMIT program.

- L. **Unauthorized Departure:** The failure to return to custody after any form of temporary release or transitional leave from a correctional facility.

II. **POLICY**

A. **General**

- 1. The Oregon Department of Corrections shall issue an APB and Order for Arrest of Escape warrant for any inmate who:
 - a. Escapes (walk-aways) from a facility, work crew or any other release program; or
 - b. Fails to return to a correctional facility from emergency leave or any other leave program; or
 - c. Fails to report as directed to a Community Corrections office for supervision of a short-term transitional leave, or any other leave program. (NOTE: This requires ONLY an Order for Arrest of Escape to be issued; an APB is not normally issued under this circumstance.)
- 2. The Department will use the LEDS system to transmit necessary information to criminal justice agencies used to identify, locate, and return to custody any inmate that escapes or otherwise unlawfully departs from the custody of the Oregon Department of Corrections.

B. **Issuing APB and Order for Arrest of Escape Warrant**

- 1. When an employee learns of an inmate's escape or unauthorized departure, the employee will immediately notify the institution control center.
- 2. Control Center staff will:
 - a. Immediately notify the functional unit manager or designee of the responsible facility and ODOC Fugitive Apprehension (FA). Institution functional unit manager will assure the inmate's institution file is delivered to FA by end of next business day.

DURING NORMAL BUSINESS HOURS:

- b. Contact local OISC Institution Records Office staff who shall:
 - i. Make initial LEDS system entry of escape; and
 - ii. Note escape on assignment log in the institution file; and
 - iii. Notify the appropriate OISC Central unit PTA to note the escape in the sentencing file.

- c. Should local OISC Institution Records Office staff be unavailable, staff should contact the OISC Central Unit at (503-373-1515) [Normal hours of operation are 8 a.m.-5 p.m. Pacific time zone] to speak directly with the Duty TPM/TPS informing them of the escape. Upon notification the Duty TPM/TPS will instruct the case load PTA to:
 - i. Make initial LEDS system entry of escape; and
 - ii. Notify the appropriate OISC Institution Records Office staff to note the escape on the assignment log in the institution file; and
 - iii. Note the escape on the assignment log in the sentencing file

AFTER NORMAL BUSINESS HOURS:

- d. After hours and holidays, the Control Center staff shall make the initial LEDS system entry and warrant subject to the following conditions:
 - i. If the facility where the escape occurred has no one with LEDS system authorization to enter the escape warrant and APB, the functional unit manager (or designee) will call the SCI Control Center (503-378-5807) for assistance.
 - ii. Control Center staff will assure that OISC Central is apprised of the event as soon as practicable following initial actions.
- 3. The inmate's housing site functional unit manager or designee will initiate an Unusual Incident Report pertaining and the required notifications. (See policy 70.1.1)
- 4. Nation-wide warrants will be issued for all felons.
- 5. The following information will be entered in the miscellaneous field of the warrant to indicate that 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 = SCI)."
- 6. 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.
- 7. Each order for arrest of escape warrant shall be verified by a second person to ensure the accuracy of the entry.
- 8. The functional unit where the escape occurred is responsible for the

accuracy and completeness of the information contained in the warrant and APB even though they may not have entered the information.

9. An Oregon Department of Corrections Order for Arrest of Escaped Prisoner Warrant Form (CD-892) will be prepared for the functional unit manager (or designee) signature by the facility where the escaped inmate was housed. A signed copy will be forwarded within 30 minutes after the escape is known via fax to SCI Control Center for warrant confirmation purposes. A copy will be faxed to the Fugitive Apprehension office as well.
10. All modifications to the original warrant will be made by staff of Fugitive Apprehension, SCI Control Center, or OISC Central Unit. A copy of any modification shall be sent to the SCI Control Center and to the facility where the escape occurred.
11. Immediately upon an inmate's escape, the officer-in-charge (or designee) shall fax to the Fugitive Apprehension office a copy of the escapee's pre-sentence report and photograph of the inmate.
12. As the signed escape warrant, a copy of the APB, an Unusual Incident Report, a misconduct report and memorandum of action taken by staff are completed they are to also be faxed to FA.

C. Confirmation of Order for Arrest of Escape Warrants

1. Upon notification, SCI Control Center will create a file for this escape or unauthorized departure. Copies of the administrative message, APB and signed escape warrant will be maintained in the file. A copy of the LEDS warrant will be added to this file.
2. When a law enforcement agency requests escape arrest warrant confirmation, SCI Control Center will respond within ten minutes to the requesting agency. In the case where a warrant has been served, Fugitive Apprehension will be contacted to coordinate extradition.
3. Confirmation of the warrant will be provided as well as the ORI for FA 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.

D. Clearing of Order for Arrest of Escape Warrants

1. Immediately after notification of apprehension by receiving a locate message, the Oregon Department of Corrections order for arrest of escape warrant will be cleared from LEDS by the SCI Control Center.
2. SCI Control Center will send all information contained in the warrant file to the Fugitive Apprehension office.
3. Upon completion of apprehension processing and extradition, the

Fugitive Apprehension office will forward the inmate's institution file to OISC Central Office.

4. If the warrant needs to be re-entered for any reason after it has been cleared, the Fugitive Apprehension office or OISC central office will re-enter the warrant.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified:

Approved:


