



## Arkansas Community Correction

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### ADMINISTRATIVE DIRECTIVE: 19-07 Escapes

**TO:** Arkansas Community Correction Employees

**FROM:** Kevin Murphy, Director

**SUPERSEDES:** AD 16-11

**APPROVED:** \_\_\_\_\_ **Signature on File** \_\_\_\_\_ **EFFECTIVE:** April 15, 2019

- I. APPLICABILITY.** This policy applies to Arkansas Community Correction (ACC) employees.
- II. POLICY.** Plans and procedures for managing escapes must be readily available to appropriately trained persons. **(2-CO-4G-02; 4-ACRS-2A-12 and -7F-06)**
  - A. Overview.** Specific procedures that may be quickly used should an escape occur must be available and appropriate employees must be trained to use them.
  - B. Permitting Escape.** Pursuant to Arkansas law section 5-54-113, an employee responsible for the supervision of persons detained in correctional facilities or in custody who knowingly permits the escape of a person detained in a correctional facility or in custody pursuant to an arrest for, or a charge or conviction of, a felony of any class, commits the offense of permitting escape in the first degree.
- III. PROCEDURES.** The first twenty-four hours after the escape are the most critical to the capture effort.
  - A. Escape Process Checklist.** When an escape from a reentry facility or community correction center has been confirmed, actions must be taken as described in this policy to include the attached "Escape from a Facility or Reentry Facility Checklist."
  - B. Capture Efforts.** Capture efforts should be coordinated with the area parole officers and local law enforcement agencies responsible for public safety in the geographic location.

**C. After Apprehension.** After apprehending the escapee, the Center Supervisor or Assistant Director for Reentry responsible for the facility must:

- notify all individuals and agencies alerted at the time of the escape
- take action pursuant to the Resident Conduct policy
- take action to return judicial transfers and inmates at a reentry facility to the Arkansas Department of Correction, and
- take other appropriate actions such as recalling officers from escape posts, recovering equipment and updating eOMIS.

Note: A custody status change in eOMIS from “Escape” to “In Custody” will trigger an automatic telephonic notification to all Vine-registered victims that the escapee has been returned to custody.

#### **IV. ATTACHMENTS.**

Attachment 1 Escape from a Facility or Reentry Facility Checklist

AD 19-07 Form 1, Escaped Offender Information

**Arkansas Community Correction**  
**ESCAPE FROM A FACILITY OR REENTRY FACILITY CHECKLIST**

	<u>Who / Situation</u>	<u>What To Do / Action</u>
1	An ACC Facility or reentry facility official who has confirmed an escape	Notify the Center Supervisor or Reentry Officer Do not delay notification to gather information. Do provide known information such as the escapee's name, clothing, time/location last seen, mode and direction of travel.
2	Center Supervisor or Reentry Officer upon notification of an escape from an ACC Facility or reentry facility	<ol style="list-style-type: none"> <li>1. Get as much information as possible from the caller, filling in the Escape Information form</li> <li>2. Check GPS monitor for location history, if applicable</li> <li>3. Call the Deputy Dir. of Residential Services or Assistant Director of Reentry</li> <li>4. Call the Chief Deputy Director</li> <li>5. Call CACCC and report the escape; ask to have a temporary warrant and BOLO issued</li> <li>6. Complete incident report in eOMIS</li> <li>7. File charges for a felony escape with the prosecuting attorney for the jurisdiction where the escape occurred</li> </ol>
3	Deputy Director or Assistant Director of Reentry	<ol style="list-style-type: none"> <li>1. Notify Chief Deputy Director</li> <li>2. Respond to Incident</li> </ol>
4	Chief Deputy Director	<ol style="list-style-type: none"> <li>1. Assign an Incident Commander</li> <li>2. Call the Director</li> <li>3. Call Internal Affairs Administrator (IAA)</li> <li>4. Call Deputy Director of Communications and Public Affairs</li> </ol>
5	Incident Commander	Respond and Assign Staff
6	Director and appropriate Deputy/Assistant Director	Comply with the "Immediate Notification Process Within ACC" as described in the policy "Reporting and Investigating Incidents, Hazards and Maltreatment AD"
7	Central Arkansas Community Correction Center (CACCC)	<ol style="list-style-type: none"> <li>1. When informed of an escape, ask the reporting person for the information on the Escapes form.</li> <li>2. Issue a temporary escape warrant (this warrant is good for up to 48 hours).</li> <li>3. Issue a BOLO in the ACIC computer system</li> <li>4. Email a copy of the BOLO, a recent offender photo and the Escape Information form to the Arkansas State Fusion Center and follow up with a phone call to ensure receipt and to answer any additional questions.</li> <li>5. In eOMIS do an external movement to change status to "Escaped" [this will initiate VINE notifications]</li> <li>6. Check eOMIS to determine whether the escapee is a sex offender. If the offender is a sex offender, update the ACIC sex offender registration information.</li> </ol>

**Arkansas Community Correction  
ESCAPED OFFENDER INFORMATION**

Reporting Facility \_\_\_\_\_ Date \_\_\_\_\_

Reporting Facility Address \_\_\_\_\_ Time \_\_\_\_\_

Escapee's Full Name \_\_\_\_\_ Escapee's Known Aliases \_\_\_\_\_

PID Number \_\_\_\_\_

Last Seen \_\_\_\_\_ Place Last Seen: \_\_\_\_\_  
Date/Time: \_\_\_\_\_

Last Seen \_\_\_\_\_  
By Whom: \_\_\_\_\_  
Name Title Telephone

Possible \_\_\_\_\_  
Motive for \_\_\_\_\_  
Escape: \_\_\_\_\_

Probable Direction & \_\_\_\_\_  
Mode of Travel: \_\_\_\_\_

Vehicle (if \_\_\_\_\_  
applicable): \_\_\_\_\_  
Year Color Make Model

**ADDITIONAL PERTINENT INFORMATION**

Include number & description of accomplices, possible injuries, weapons, or suspected weapons.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Arkansas Community Correction - ESCAPED OFFENDER INFORMATION Continued**

- |  |  |
|--|--|
| <input type="checkbox"/> Parole/Probation Services Case Record<br><input type="checkbox"/> Telephone Card (Inst.)<br><input type="checkbox"/> Supervision File (if available)<br><input type="checkbox"/> *Inspect Escapee's Clothing & Property<br><input type="checkbox"/> Roommates/Friends Questioned<br><input type="checkbox"/> OTHER: _____<br>_____<br>_____ | <input type="checkbox"/> Visiting Card<br><input type="checkbox"/> Telephone Log<br><input type="checkbox"/> eOMIS<br><input type="checkbox"/> Pass Requests |
|--|--|

CONTACT THE PERSONS LISTED BELOW FOR POSSIBLE INFORMATION CONCERNING THE ESCAPEE'S LOCATION AND ASK THEM TO CONTACT YOUR FACILITY/LOCAL LAW ENFORCEMENT IF ESCAPEE IS SIGHTED.

Name	Relationship to Escapee	Address	Phone	**Date/Time	**Staff Initials

Checklist Completed By:

Name (Print)	Date	Time	Signature
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- \* Complete an inventory of escapee's personal property and secure it.  
 Look for useful clues and evidence during inventory.  
 Include escapee's living area in the search process.
  
- \*\* Indicate the individual making the contact and the date and time of the contact.