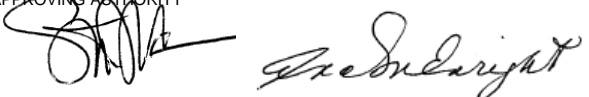
 <p>Corrections and Community Supervision</p> <p>DIRECTIVE</p>	<p>TITLE</p> <p>Absconder Search</p>		<p>NO.</p> <p>9218</p>
			<p>DATE</p> <p>05/30/2019</p>
<p>SUPERSEDES</p> <p>DIR. #9218 Dtd. 11/13/18</p>	<p>DISTRIBUTION</p> <p>A</p>	<p>PAGES</p> <p>PAGE 1 OF 11</p>	<p>DATE LAST REVISED</p>
<p>REFERENCES (Include but are not limited to)</p> <p>NYS Mental Hygiene Law Article 10; ACA Expected Practice 4-APPFS-3B-10; Directives #0700, #4037, #4905, #9050, #9051, #9301, #9800</p>		<p>APPROVING AUTHORITY</p> 	

- I. **PURPOSE:** To instruct Department of Corrections and Community Supervision (DOCCS) employees, particularly Parole Officers (PO) and Office of Special Investigations (OSI) Investigators, in procedures relating to apprehending: (1) absconders from parole supervision, conditional release, post-release supervision, local conditional release, and Strict and Intensive Supervision and Treatment (SIST); (2) absconders from a temporary release program; and (3) inmates erroneously released from custody prior to the completion of sentence.
- II. **POLICY:** In order to enhance public safety, Peace Officers employed by DOCCS, pursuant to their duties as described below and any special assignments, will conduct diligent efforts in order to apprehend absconders from Community Supervision (CS), absconders from a temporary release program, and erroneously released inmates.
- III. **DEFINITIONS**
 - A. Abscond: Failure of a parolee to make an office report to the PO as directed, changing an approved residence, and the parolee's whereabouts is unknown; or the failure of an inmate, who is participating in a temporary release program, to return to the designated correctional facility at the appropriate time or as directed.
 - B. Return to Custody: When an inmate is released from custody and a subsequent determination is made that the inmate has not completed his or her period of incarceration. This may be the result of a procedural error, a modification to a factor in the legal date computation, or an incorrect legal date calculation.
 - C. Diligent Efforts: Diligent efforts include, but are not limited to, visits, surveillance, follow-up, and/or contacts made by the PO or OSI Investigator to develop any potential leads on a case.
 - D. UBER Cases: These are cases specific to Monroe County which have been identified by DOCCS to be in need of specialized supervision. These cases are supervised at 20:1 and are all immediately placed on active GPS monitoring following the parolee's release from prison.
 - E. Request for Transfer to OSI: A request for transfer of a parole absconder warrant case to OSI's Threats and Apprehension Division (TAD) involves the notification of an OSI TAD Deputy Chief Investigator or Assistant Deputy Chief Investigator (or other OSI Supervisor as deemed necessary) to request the transfer of the absconder case to OSI. Upon confirmation that the parole absconder case is to be transferred to OSI in accordance with this directive, the actual procedural transfer of the absconder case to OSI shall be completed by OSI.

NOTE: References to “parolee” in this directive are intended to refer to individuals released to CS and are presently under the jurisdiction of DOCCS. Also, references to “parolee,” for purposes of this directive, are intended to refer to any NYS Mental Hygiene Law (MHL) Article 10 identified respondents who are presently under the jurisdiction of DOCCS.

IV. PROCEDURES FOR ABSCONDERS FROM COMMUNITY SUPERVISION

A. Parole Absconders

1. If a parolee fails to report as directed, the PO will advise his or her Bureau Chief (BC)/Senior Parole Officer (SPO) by the end of the report day. The failure to report to the PO or other authorized representative of DOCCS shall be documented via a chronological entry in the Case Management System (CMS) record of the parolee.
2. The assigned PO has 48 hours following the failure to report to make contact with the parolee and provide new reporting instructions.
3. If the parolee does not make contact with the PO within 48 hours, the assigned PO will investigate all possible locations where the parolee may be found. This must include a home visit to the last known address, visits to other locations where the parolee has been known to reside or frequent, contact with the employer, and contact with programs the parolee may have been attending. Known friends and family must also be contacted.
4. After completing a thorough preliminary investigation and establishing that the parolee has absconded, the PO will conference the case with the SPO, prepare a Violation of Release Report, [Form #CS4003VORR](#), charging the parolee with all appropriate rule violations including Rule #2 (failure to report) and Rule #4 (leaving his or her approved residence), and continue investigative efforts. A parole violation warrant will be issued (see sample [Form #CS4054](#)) and the SPO or other authorized CS personnel will ensure that the parolee is posted as wanted via the New York State eJustice repository, as well as other affiliated criminal justice information repositories.
5. Except for those cases where there is an immediate transfer to OSI, the assigned PO will make efforts to locate the parolee within three business days of issuance of the parole violation warrant. All related activities and communication(s) shall be recorded in the CMS record of the parolee until such time as the case is deemed appropriate for transfer to the Department's OSI. The PO will enter detailed information in the CMS record regarding investigative and search efforts, case conferences, and possible next investigative steps.
6. The assigned PO and CS Bureau personnel will make efforts to apprehend the parolee prior to the request to transfer the absconder case to OSI TAD. As described below, CS may request to transfer the absconder case to OSI TAD and upon OSI's confirmation that the case should be transferred pursuant to this directive, OSI will procedurally transfer the absconder case to OSI.

B. Request for Transfer to OSI's Threats and Apprehension Division

1. Categories of Absconder Warrants: There are two categories of absconder warrant cases which determine the timing of a request for transfer of an absconder warrant to OSI TAD, "Immediate" and "Regular," as defined below.
 - a. Immediate Request for Transfer: A parole violation warrant for a parole absconder who is designated as SIST, UBER, OMH SMI-V, GPS monitored, Registered Sex Offender, or Discretionary Sex Offender, or an absconder warrant for a parolee who is wanted for any new violent felony offense, shall prompt an immediate request for transfer to OSI.
 - b. Regular Request for Transfer: Except those absconder warrants that require an immediate request for transfer to OSI, a parole violation warrant for (1) a parole absconder who is designated as COMPAS Level 1 or 2 shall result in a request for transfer to OSI after 45 days of issuance of the parole violation warrant and (2) a parole absconder who is designated as COMPAS Level 3 or 4 shall result in a request for transfer to OSI after one year of issuance of the parole violation warrant, if the new warrant remains active.
2. The assigned BC, Assistant Regional Director, or Regional Director may request a transfer of any case deemed appropriate for assignment to OSI, regardless of the category of absconder warrant as defined in this directive. Upon OSI's confirmation that the case is appropriate for transfer to OSI, the actual transfer of the absconder case to OSI shall be completed by OSI. Additionally, the BC, Assistant Regional Director, or Regional Director may request OSI's assistance as needed to aid in the apprehension of the absconder without requesting to transfer the absconder case to OSI.
3. Electronic Monitoring Program Enrollments: If a parolee absconds while actively enrolled in the Community Supervision Operation Center (CSOC) Electronic Monitoring Program, the CSOC electronic monitoring protocols shall be immediately executed by assigned staff.
4. The OSI TAD Deputy Chief Investigator or Assistant Deputy Chief Investigator (or other designated OSI Supervisor) is responsible for ensuring that the absconder warrant case is appropriate for transfer to OSI TAD pursuant to this directive. Upon OSI's confirmation that the absconder warrant case should be transferred to OSI per this directive, the transfer of an absconder warrant in the SOURCE system to OSI TAD is the responsibility of OSI. Depending upon the circumstances, OSI may dispatch OSI personnel to attempt to apprehend a parolee prior to the actual transfer of the absconder warrant in the SOURCE system.
 - a. Upon confirmation that the absconder warrant shall be transferred to OSI, regardless of whether a transfer in the SOURCE system has been completed, OSI Investigators will have the operational lead for coordinating the apprehension efforts and will be responsible for directing the ongoing absconder investigation activities post-warrant issuance. The CS Bureau will provide additional personnel as requested by the OSI Lead Investigator.
 - b. Communication between personnel in the CS Bureau and OSI regarding the absconder is essential to apprehending the absconder and should be ongoing after the transfer of the absconder warrant case to OSI.

- c. OSI will also be responsible for providing notification to the CS chain of command regarding investigative efforts and apprehension of the parole absconder.
- 5. The previously assigned CS Bureau will maintain authority to apprehend an absconder or develop intelligence information following the case transfer to OSI. However, any case intelligence developed or information received post-transfer must be communicated to assigned OSI personnel expeditiously and upon receipt so as not to delay any efforts to apprehend the absconder.
 - a. In the event the previously assigned PO or CS Bureau personnel receive emergent information, leads, and/or intelligence regarding the current whereabouts of the absconder, OSI TAD is to be notified immediately. All related case information and activities must be coordinated through OSI TAD.
 - b. In the interests of public safety and expediency, OSI TAD assigned staff may request that CS Bureau personnel respond to emergent circumstances, leads, and intelligence information that may lead to the apprehension of a parole absconder. All investigative efforts are to be documented in CMS and communicated to OSI.
- C. Protocols for Request for Transfer and Actual Transfer of Absconder Case to OSI
 - 1. Immediate Request for Transfer: An immediate request for transfer to OSI of an absconder case (types of parole violators: SIST, UBER, OMH SMI-V, GPS monitored, Registered Sex Offender, Discretionary Sex Offender, and parolee wanted for any new violent felony) shall be completed as follows:
 - a. *Call the OSI Supervisor.* Upon issuance of a warrant, CS staff shall immediately notify OSI by calling the OSI Supervisor at 518-457-6606. The OSI Supervisor shall advise the CS staff whether the case fits the criteria for an immediate transfer pursuant to this directive. The OSI Supervisor will send an email to the CS staff confirming OSI's confirmation of the immediate transfer.
 - b. *Email Available Documents to OSI:* Using [Form #CS9218OSITAD](#), "OSI TAD Absconder Transfer Checklist," any documents available at the time OSI confirms the transfer will be emailed to the assigned OSI Investigator with a copy (cc) to OSI at OSI.Absconders@doccs.ny.gov.
 - (1) Email Receipt and Confirmation: The CS staff shall utilize the "Request a Read Receipt" network email function to confirm receipt of the documentation by OSI.
 - (2) Case-Specific Email for Each Absconder: Each email communication shall contain information on a single absconder case only. CS staff shall not send single emails containing information on more than one absconder.
 - c. *Declaration of Delinquency:* The BC shall ensure that the parole absconder has been declared delinquent. The declaration of delinquency record shall be emailed to the OSI Investigator within 48 hours of OSI confirming the transfer to OSI.

- d. *Complete Chronological Entries:* The SPO shall ensure that all chronological entries, including all fugitive apprehension efforts, are entered into CMS.
 - e. *Sex Offender Registry Change of Address Form:* Whenever applicable, a Sex Offender Registry Change of Address Form shall be completed within 48 hours by the supervising PO or SPO.
 - f. *Complete the OSI TAD Absconder Transfer Checklist:* The Bureau Chief will ensure that the following documents are emailed to the assigned OSI Investigator with a copy (cc) to OSI at OSI.Absconders@doccs.ny.gov, when completed by CS staff, but no later than 72 hours of OSI confirmation of the request for transfer of the warrant to OSI, using [Form #CS9218OSITAD](#):
 - (1) Completed and signed Violation of Release Report, [Form #CS4003VORR](#) (with supporting documents);
 - (2) Conditions of Release Sheet;
 - (3) Certified copy of the warrant;
 - (4) Most recent identifying photo;
 - (5) Fingerprint card; and
 - (6) If applicable, a current Sex Offender Registry Change of Address Form.When completing [Form #CS9218OSITAD](#), as when emailing any available documents to OSI, the CS staff shall utilize the "Request a Read Receipt" network email function to confirm receipt of the documentation by OSI. Each email communication shall contain information on a single absconder case only. CS staff shall not send single emails containing information on more than one absconder.
 - g. *Source Transfer:* OSI will source transfer the case in the SOURCE system to an OSI Investigator's PON. CS staff shall not transfer the case to OSI in the SOURCE system. OSI must source transfer the case to an OSI Investigator's PON within 72 hours of OSI accepting the transfer to OSI. Given the circumstances, OSI may dispatch OSI Investigators to apprehend the individual prior to the completion of the source transfer.
 - h. *CS Case Folders:* The CS case folders should remain in the CS Bureau unless specifically requested by OSI.
2. *Regular Request for Transfer:* A regular request for transfer to OSI of an absconder case (1) after 45 days of issuance of the parole violation warrant (types of parole violators: COMPAS Level 1 and 2, except those warrants that require immediate notification and request for transfer to OSI), and (2) after one year of issuance of the parole violation warrant (types of parole violators: COMPAS Level 3 and 4, except those warrants that require an immediate request for transfer to OSI) shall be completed as follows:
- a. *Prepare Case for Transfer:* The SPO shall ensure that the parole absconder has been declared delinquent and that all chronological entries, including those relative to all fugitive apprehension efforts, are entered into CMS.

Whenever applicable, a Sex Offender Registry Change of Address Form shall be completed by the supervising PO or SPO prior to transfer. The SPO shall assemble the following documents and a packet with a completed [Form #CS9218OSITAD](#):

- (1) Completed and signed Violation of Release Report, [Form #CS4003VORR](#) (with supporting documents);
- (2) Conditions of Release Sheet;
- (3) Certified copy of the warrant;
- (4) Most recent identifying photo;
- (5) Fingerprint card; and
- (6) If applicable, a current Sex Offender Registry Change of Address Form.

b. *Email Documents to OSI:* [Form #CS9218OSITAD](#) and accompanying documents listed above shall be emailed by a CS Supervisor to OSI at the following email address: OSI.Absconders@doccs.ny.gov.

- (1) The CS supervisor should add a "Request a Read Receipt" from the options menu on the email to verify the receipt of the email by OSI.
- (2) One email for each absconder case shall be submitted for transfer.
- (3) If the packet is received incomplete, it will be referred back to the CS BC by the OSI Supervisor with an explanation of required corrective action.

c. *OSI will complete the Source Transfer.* After OSI receives [Form #CS9218OSITAD](#) and all required documents, an OSI Supervisor will source transfer the case in the SOURCE system to an OSI Investigator within five business days. The CS staff shall not transfer the case to OSI in the SOURCE system.

d. *CS Case Folders:* The CS case folders should remain in the CS Bureau unless specifically requested by OSI.

D. OSI's Duties and Responsibilities for Parole Absconders

1. Following assignment of the transferred absconder and receipt of the information packet, the OSI TAD Investigator will make every effort to apprehend the parole absconder.
2. OSI TAD personnel will make requests for CS Bureau assistance via communication with the BC. Requests for assistance received from OSI personnel should generally be approved by the BC as the previously assigned PO may be in a position to readily identify the absconder and/or act as an apprehension liaison for communicating with family members and be able to provide assistance with accessing and navigating the last known residence(s) and locations frequented by the parolee.
3. OSI TAD will use its personnel resources, allocated assets and equipment, data systems, and partnerships with law enforcement agencies in the search for parole absconders. OSI will make every effort to locate and return parole absconders to custody.

4. OSI TAD may work collaboratively with outside law enforcement agencies to apprehend absconders (e.g., NYPD Joint Apprehension Warrant Squad [JAWS], etc.) and/or during a DOCCS absconder sweep operation, where the targets may include parolees that may have absconded within the regular 45-day or one-year transfer period. In such events, prior to attempting to execute a parole violation warrant, OSI TAD Investigators working with outside law enforcement agencies (e.g., OSI Investigators assigned to JAWS) and/or conducting a DOCCS absconder sweep shall promptly notify CSOC through an email or phone call of the identity of the parole absconder, as well as the date/time and the location where an OSI Investigator will attempt to execute the parole violation warrant. CSOC will then provide similar notice to the pertinent CS Bureau personnel. OSI TAD Investigators are to document such activities regarding the absconder in CMS.
5. Parole absconders apprehended will be debriefed and then lodged at the appropriate county correctional facility. The parolee must be served with all appropriate violation of release documents within three days of the lodging of the parole violation warrant. For absconders apprehended out of state being held exclusively on the NYS parole violation warrant, the parolee must be served within five days of availability for return on the warrant. The apprehending (or arresting) officer or other appropriate designee shall enter the details of the apprehension (arrest) via the CMS F20 screen. The case-specific entry is to include statements made by the parolee regarding the reason(s) for absconding.

E. Apprehension by DOCCS Staff

1. The DOCCS staff member who serves the "Notice of Violation," [Form #CS9011](#), will contact the Parole Violation Unit (PVU) to schedule Preliminary and Final Revocation Hearings, and notify the last assigned SPO/PO.
2. The PO or Parole Revocation Specialist will prepare a Supplementary Violation of Release Report, [Form #CS4003SVOR](#), detailing the circumstances of custody and any additional charges as may be necessary. The assigned PO is responsible for ensuring that all the necessary evidence/exhibits and witnesses are made available for the revocation hearings.
3. If the parolee requests a Preliminary Hearing, the staff member who served [Form #CS9011](#) and scheduled the hearing will ensure that the appropriate CS Bureau receives the case file and violation documents in a timely manner.
4. If the parolee waives the Preliminary Hearing, the staff member who served [Form #CS9011](#) will ensure that the case file and violation documents are sent to the PVU responsible for prosecuting the violation.
5. Any Peace Officer involved in the apprehension of an absconder must make themselves available to testify at the Preliminary and Final Hearing(s), if so required.

F. Protocols for Service of the "Notice of Violation" and the "Violation of Release Report"

1. If OSI is assigned to the case on PARMIS/CMS and responsible for the apprehension, and in possession of the violation of release documents, OSI shall serve the alleged violator with [Form #CS9011](#) and [Form #CS4003VORR](#).

2. If OSI is assigned to the case on PARMIS/CMS and responsible for the apprehension but has NOT been provided with the violation of release documents by the supervising CS Bureau, OSI shall refer the case back to the Bureau for service of [Form #CS9011](#) and [Form #CS4003VORR](#).

NOTE: OSI will attempt to contact the PO/SPO by phone and follow-up with an email to the BC, SPO, and PO from the supervising CS Bureau with a copy to the CSOC BC and CSOC SPOs.

3. If OSI is assigned to the case on PARMIS/CMS and NOT present at the time of an arrest involving new criminal charges, and OSI is in possession of the violation of release documents, CSOC personnel shall be responsible for serving the alleged violator with [Form #CS9011](#) and [Form #CS4003VORR](#).

NOTE: If CSOC does not have personnel available to complete service by the third day, CSOC will notify the supervising CS Bureau staff (BC, SPO, PO), who will then be responsible for ensuring that service of the violation documents is completed.

4. In those circumstances where CSOC would normally serve the violation documents on behalf of OSI but the alleged violator is temporarily unavailable (e.g., hospitalized or out to court), CSOC shall refer the case back to the supervising CS Bureau for service of the violation documents. Program Aides shall not be allowed to perform service of the violation documents when the alleged violator is temporarily unavailable due to the circumstances noted in this section.

NOTE: CSOC will notify the supervising CS Bureau staff (BC, SPO, PO) of the need for the CS Bureau to perform service of the violation documents.

G. Senior Parole Officer Responsibilities

1. SPOs shall case conference all cases with the PO before signing and issuing an absconder warrant.
2. SPOs shall conference all cases with the PO before signing and issuing a parole violation warrant.
3. SPOs shall ensure that POs make diligent and ongoing efforts to apprehend absconders.
4. SPOs will assist POs in preparing and planning apprehension efforts.
5. SPOs will cooperate with OSI in the apprehension of the absconder.

H. Bureau Chief Responsibilities

1. BCs will ensure that all cases are declared delinquent in a timely manner and in accord with established requirements.
2. BCs will ensure that staff are trained in preparing violation of release reports, investigation techniques, officer safety protocols during an absconder search, and providing testimony at the revocation hearings.
3. BCs will prepare and plan a monthly absconder search day.
4. BCs will coordinate, liaison, and share information with OSI as necessary and assist with apprehension activities as appropriate.

I. Regional Director Responsibilities

1. Regional Directors will remain informed on statutory requirements, legal decisions, and changes in policy and procedure as they relate to absconder search, investigations, and the revocation process. Regional Directors will provide guidance to staff and keep all affected staff informed with respect to any changes in the operating requirements.
2. Regional Directors will develop strategies to assist staff in an effort to increase apprehensions of absconders.
3. Regional Directors will maintain a leadership role in the development of policies and procedures under the direction of the Deputy Commissioner for Community Supervision and will be responsible for compiling and reporting data to members of the Executive Team and to subordinate staff.
4. Regional Directors will liaison with OSI and support apprehension activities.

V. **PROCEDURES FOR ABSCONDERS FROM TEMPORARY RELEASE PROGRAM**

A. Notification

1. The Superintendent or designee shall notify the Communications Control Center (CCC) Central Office, which in turn shall notify OSI and the Director of Temporary Release.
2. The Superintendent or designee shall ensure that the Inmate Records Coordinator and the Chairperson of the Temporary Release Committee are aware of the incident.
3. The Director of Temporary Release shall make the absconder entry in the DCJS "Wanted/Missing Persons System."

- B. Detainer: The Superintendent shall sign and issue an "Authorization for Detention and Return of Temporarily Released Inmate to a Correctional Facility or Other Correctional Institution," [Form #4116](#).

- C. Preparation and Distribution of Information Packets (Absconders): Information packets shall be prepared and contain clear and legible copies of the following:

<u>Detainer</u> Form #4116 , "Authorization for Detention and Return of Temporarily Released Inmate to a Correctional Facility or Other Correctional Institution."	Certified copy. All Work Release facilities should keep a copy of Form #4116 in the Watch Commander's office in order to fax copies to local police agencies if the inmate is arrested.
Fingerprint Card Form #2034	Fingerprint copy should be made from original (no facsimiles or copies of copies).

Photographs	Photographs shall include the most recent identification photographs, the reception photographs, and any others which show the absconder with a different appearance (if the photographs are in black and white, copies shall be duplicate originals; if the photographs are in color, copies shall be color copies or color printouts).
Memorandum of Agreement and Contract "Temporary Release - Memo of Agreement" Form #41821E	This form is either a printout from the KWRC system or a bond form – depending on the type of release and the facility.
"Rules & Regulations Governing Temporary Release" Form #4180E	
"Crime and Sentence" (computerized printout)	Reference to alcohol and drug use, sex offender status, and victim notification must be deleted. The Office of Special Investigations will pull computerized crime and sentence material for New York City-based Work Release facilities.
Pre-sentence and/or Probation Report	
Correspondence, Visiting, Telephone Lists	Lists are computerized.
Commitment Papers	Certified copy.

The information packets described above shall be distributed to:

1. Office of Special Investigations;
2. The Community Supervision Bureau covering the area in which the absconder was on temporary release, excluding New York City-based facilities; and
3. The Director of Temporary Release.

NOTE: New York City-based work release facilities do not need to make distribution to the Director of Temporary Release.

D. Temporary Release Apprehension and Return

1. When the absconder is apprehended, the staff lodging the detainer shall notify the facility from which the inmate absconded. Alternatively, OSI shall notify the CCC which in turn shall notify the facility. At the facility, the Superintendent, Inmate Records Coordinator, and the Chairperson of the Temporary Release Committee shall be notified.

2. Upon return to DOCCS custody, the Director of Temporary Release shall make the cancellation entry in the DCJS "Wanted/Missing Persons System."
3. If the absconder is located out of state, OSI shall:
 - a. In cooperation with the Director of Temporary Release, maintain contact with the arresting agency, ensure that the detainer continues on file, and arrange for the absconder's return to the Department's custody;
 - b. If the absconder is confined out of state, maintain contact with the holding agency, and initiate extradition proceedings if required;
 - c. As required, advise the inmate's assigned facility to send, via overnight mail, certified copies of specific documents and/or material; and
 - d. Arrange for the absconder's return to the Department's custody.
4. Returned male absconders/new arrests in New York City Department of Corrections custody will be scheduled into a reception facility by the Office of Classification and Movement, but later sent to Fishkill Correctional Facility Processing Unit to complete the Disciplinary and Temporary Release Committee hearings.
5. Returned female absconders/new arrests in New York City Department of Corrections custody will be scheduled into Bedford Hills Correctional Facility by the Office of Classification and Movement to complete Disciplinary and Temporary Release Committee hearings.
6. A returnee must be positively identified at a facility with a Digiscan fingerprinting machine (see Directive #4037, "Fingerprinting Inmates," Section III-E).
7. Placement of inmates returned from escape/absconding: All inmates returned to DOCCS custody following an escape or absconding will be placed on a suicide watch by DOCCS staff until OMH staff can evaluate the inmate.
8. The Facility Superintendent shall designate staff to prepare the Inmate Misbehavior Report.

VI. RETURN TO CUSTODY PROCEDURE

- A. The CCC Central Office shall notify OSI of the release of an inmate prior to the completion of his or her sentence, as defined above, requiring the inmate to be returned to custody of the Department. Upon such notification, OSI Investigators will interact with law enforcement agencies and the State Police as necessary to return the inmate to custody.
- B. If the released inmate who is sought for return to custody is reporting to a NYS DOCCS PO, OSI will immediately coordinate with the assigned BC in CS to coordinate an apprehension plan to ensure officer safety.
- C. All leads will be generated from the facility and OSI.
- D. The OSI Deputy Chief Investigator will dispatch OSI Investigators accordingly to cover all leads and to return the released inmate back into custody.

NOTE: This case is handled as a high priority and the only paperwork showing custody of said inmate are commitment papers and the Unusual Incident Report.