



Oklahoma Board of Corrections
REGULAR MEETING

November 29, 2018

Mack Alford Correctional Center
Stringtown, Oklahoma

OKLAHOMA BOARD OF CORRECTIONS
AMENDED REGULAR MEETING AGENDA

Mack Alford Correctional Center
1151 N Highway 69
Stringtown, Oklahoma 74569
1:00 p.m., November 29, 2018

Members of the Board of Corrections will be dining together before the Board meeting.
No business will be conducted during this time period.

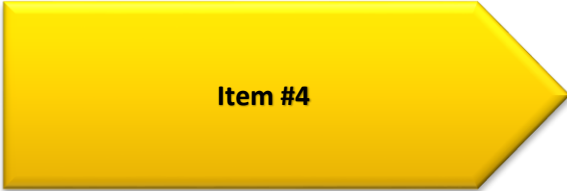
| ITEM | PRESENTER |
|---|---|
| 1. Call to Order | Frank X. Henke, IV, Chair |
| 2. Pledge of Allegiance | Michael W. Roach, Member |
| 3. Roll Call | Frank X. Henke, IV, Chair |
| 4. Introduction of Tommy Sharp, Acting Warden, Mack Alford Correctional Center | Millicent Newton-Embry, Director Region I |
| 5. Welcome | Tommy Sharp, Acting Warden Mack Alford Correctional Center |
| 6. Approval of Board of Corrections Regular Meeting Minutes for October 30, 2018 | Frank X. Henke, IV, Chair |
| 7. Approval of Michael D. Carpenter as Warden of the Oklahoma State Penitentiary | Millicent Newton-Embry, Director Region I |
| 8. Operations Update <ul style="list-style-type: none">▪ Mack Alford Correctional Center<ul style="list-style-type: none">○ Water Treatment Plant○ Stringtown Waterline▪ FY2019 Bond Report | Scott Crow, Chief of Operations |
| 9. Inmate/Offender Population Update | Laura Pitman, Ph.D., Director Population, Programs, and Strategic Planning |
| 10. Budget Update <ul style="list-style-type: none">▪ FY 2019 ODOC Budget Monthly Update | Ashlee Clemmons, Director Business Services |

- FY 2019 Canteen Operations Quarterly Update (July 1, 2018 – September 30, 2018)

- | | | |
|-----|---|--|
| 11. | Approval of Board of Corrections Policies and Procedures: <ul style="list-style-type: none"> ▪ P-010300, Mission and Organization of the Oklahoma Department of Corrections ▪ P-030100, Provisions of Services /Inmate Rights and Responsibilities ▪ P-030200, Inmate Housing, Job and Program Integration ▪ P-070100, Provision of Food Services | Penny Lewis, Director Auditing and Compliance |
| 12. | Legislative Update and Approval of Initiatives <ul style="list-style-type: none"> ▪ Update on CY 2019 Legislative Initiatives Approved by Board of Corrections in October 2018 ▪ Approval of Additional CY 2019 Legislative Initiatives | Jessica Brown, Director Communications |
| 13. | Committee Reports Standing Committees: <ul style="list-style-type: none"> ▪ Audit/Finance – Chair Todd Holder, Members Kevin Gross and Frazier Henke ▪ Criminal Justice Reform – Chair Adam Luck, Members Gene Haynes and Dianne Owens ▪ Population/Private Prisons – Chair Michael Roach, Members Todd Holder and Adam Luck ▪ Public Policy/Affairs – Chair Gene Haynes, Members Kevin Gross and Dianne Owens ▪ Executive – Chair Frazier Henke, Members Todd Holder and Michael Roach | Committee Chairs |
| 14. | New Business | Frank X. Henke, IV, Chair |
| 15. | Announcements | Frank X. Henke, IV, Chair |
| 16. | Approval to Adjourn Meeting | Frank X. Henke, IV, Chair |

The next regular meeting of the Board of Corrections will be held at 1:00 PM on Wednesday, January 16, 2019, at the Lexington Assessment & Reception Center in Lexington, Oklahoma.

Updated on 11/27/2018 4:32 PM



Item #4

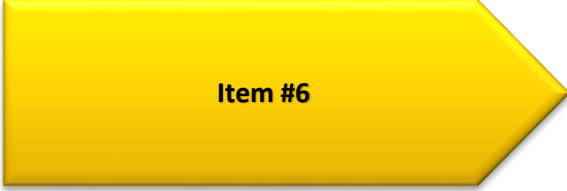
TOMMY SHARP, WARDEN

Howard McLeod Correctional Center

Tommy Sharp began his career with the Oklahoma Department of Corrections in 1993 as correctional officer at the Mack Alford Correctional Center where he also held the positions of correctional counselor, procedures officer, wardens assistant, unit manager, and deputy warden.

In February 2015, he was appointed warden at the Howard McLeod Correctional Center.

Warden Sharp received his Bachelors of Science in Criminal Justice from Southeastern Oklahoma State University.



Item #6

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES**

Northeast Oklahoma Correctional Center
442586 E 250 Rd
Vinita, Oklahoma 74301
1:00 PM, October 30, 2018

- | ITEM | PRESENTER |
|------------------|---------------------------|
| 1. Call to Order | Frank X. Henke, IV, Chair |
- Chair Henke called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 PM on Tuesday, October 30, 2018, at the Northeast Oklahoma Correctional Center (JBCC) in McAlester, Oklahoma.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on November 14, 2017. An announcement was also given at least twenty-four (24) hours in advance by posting notice of the date, time, place, and agenda of the meeting at 2:30 PM on Thursday, October 25, 2018, at the principal office of the Oklahoma Department of Corrections, located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma. An amended agenda was posted at 12:53 PM on October 30, 2018 at the principal office of the Oklahoma Department of Corrections, located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma.

- | | |
|-------------------------|-------------------|
| 2. Pledge of Allegiance | Adam Luck, Member |
|-------------------------|-------------------|
- Mr. Luck led the meeting attendees in reciting the pledge of allegiance to the United States Flag.
- | | |
|--------------|---------------------------|
| 3. Roll Call | Frank X. Henke, IV, Chair |
|--------------|---------------------------|
- Chair Henke asked the clerk to call the roll:

| | | | |
|--------------------|---------|------------------|---------|
| Kevin J. Gross | Present | Adam Luck | Present |
| Gene Haynes | Present | Dianne Owens | Present |
| Frank X. Henke, IV | Present | Michael W. Roach | Absent |
| John T. Holder | Present | | |

Calling of the roll reflected a quorum was present.

- | | |
|--|--|
| 4. Introduction of Casey Hamilton, Warden, Northeast Oklahoma Correctional Center | Millicent Newton-Embry, Director Region I |
|--|--|
- Ms. Newton-Embry introduced Mr. Breslin to the BOC members and Director Allbaugh, providing his biographical information to the meeting attendees. A copy of his biography was included in the BOC Packet for October 30, 2018. There was no further discussion.
- | | |
|------------|------------------------|
| 5. Welcome | Casey Hamilton, Warden |
|------------|------------------------|

Northeast Oklahoma Correctional Center
Warden Hamilton greeted the BOC members and Director Allbaugh, welcoming them and other attendees to the facility. He provided information on the facility's history as well as data on the current inmate population.

6. Approval of Board of Corrections Regular Meeting Minutes for September 20, 2018 Frank X. Henke, IV, Chair

Chair Henke stated the BOC had previously received the regular meeting minutes from September 20, 2018, and he would entertain a motion to approve. A copy of the meeting minutes was included in the BOC Packet for October 30, 2018.

Motion: Mr. Holder made a motion to approve the minutes and Mr. Haynes seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – abstain; Ms. Owens – yes.

The minutes were approved by majority vote. There was no further discussion.

7. Inmate/Offender Population Update Laura Pitman, Ph.D., Director
Population, Programs, and Strategic Planning

Dr. Pitman provided the agency's population update as of September 28, 2018. A copy of the update was included in the BOC Packet for October 30, 2018. BOC members inquired if number of secure versus unsecure beds was changing to which Dr. Pitman replied no. There was no further discussion.

8. FY 2019 ODOC Budget Update Ashlee Clemmons, Director
Business Services

Ms. Clemmons provided the agency's FY 2019 budget update as of August 31, 2018. According to Ms. Clemmons, significant increases between July and August reflect bills/invoices from July being received in August for payment. A copy of the update was included in the BOC Packet for October 30, 2018. There was no further discussion.

9. Approval of FY 2020 Oklahoma Department of Corrections Budget Request Ashlee Clemmons, Director
Business Services

Ms. Clemmons presented for BOC approval the FY 2020 Budget Request, noting justification for each of the priority items. Chair Henke stated the BOC had previously received a copy of the budget request and he would entertain a motion to approve. A copy of the budget request was included in the BOC Packet for October 30, 2018.

Motion: Mr. Holder made a motion to approve the FY 2020 Budget Request and Mr. Gross seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes.

The budget request was approved by majority vote. There was no further discussion.

10. FY 2018 Oklahoma Correctional Industries Quarterly Budget Update (April 1, 2018 – June 30, 2018) Justin Farris, Director
Oklahoma Correctional Industries

Mr. Farris provided the FY 2018 Oklahoma Correctional Industries quarterly budget update as of June 30, 2018, explaining increases and decreases over the fiscal year. A copy of the update was included in the BOC Packet for October 30, 2018. There was no further discussion.

11. FY 2018 Agri-Services Quarterly Budget Update (April 1, 2018 – June 30, 2018) Brad Bailey, Director Agri-Services
Mr. Bailey provided the FY 2018 Agri-Services quarterly budget update as of June 30, 2018, explaining increases and decreases over the fiscal year. A copy of the update was included in the BOC Packet for October 30, 2018. There was no further discussion.

12. Discussion and approval of the delegation of authority to Joe M. Allbaugh, Director
Joe M. Allbaugh, Director, to purchase, for an amount not to exceed \$2,500,000.00, real property located at 1903 Southeast 29th Street, Oklahoma City, Oklahoma, 73129, which is necessary or convenient to foster the prison industries program. The legal description of said real property is reportedly as follows:

The East Half (E/2) of Lots One (1) and Four (4), in Block Thirty-one (31) and the West 100 feet of Lots Two (2) and Three (3), in Block Thirty-two (32), and the vacated Nebraska Street between Blocks Thirty-one (31) and Thirty-two (32), of Trospers Addition to Oklahoma City, Oklahoma County, Oklahoma

Director Allbaugh presented and requested approval to purchase a warehouse-type facility to house the Oklahoma Correctional Industries and Agri-Services units. He noted the property will allow the two units to have a centralized location for shipping and receiving their products as well as allow for more efficient inventory management.

Motion: Mr. Holder made a motion to approve Director Allbaugh the authority to purchase price the real property described above, and Ms. Owens seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes.

The purchase authority for Director Allbaugh was approved by majority vote. There was no further discussion.

13. Approval of Board of Corrections Policies and Procedures: Penny Lewis, Director Auditing and Compliance
- P-110100, Uniform Personnel Standards
- Ms. Lewis presented and requested approval from the BOC for the policy as presented this date. The policy contained minor wording changes that did not affect the intent of the policy. Chair Henke stated the BOC had previously received the recommended policy revisions for review and he would entertain a motion to approve. A copy of the final version of the policy was included in the BOC Packet for October 30, 2018.

Motion: Mr. Holder made a motion to approve the policy and Mr. Haynes seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes.

The policy was approved by majority vote. There was no further discussion.

14. Approval of CY 2019 Legislative Initiatives Marilyn Davidson, Legislative Liaison
Ms. Davidson presented and requested approval from the BOC for the CY 2019 legislative initiatives. Chair Henke stated the BOC had previously received the recommended initiatives for review and he would entertain a motion to approve. A copy of the proposed initiatives was included in the BOC Packet for October 30, 2018.

Mr. Haynes noted the Public Policy/Affairs Committee had met twice to review and discuss the initiatives presented this date. He stated the committee supported these initiatives for approval by the BOC.

Motion: Mr. Haynes made a motion to approve the CY 2019 Legislative Initiatives and Mr. Luck seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes.

The initiatives were approved by majority vote. Mr. Luck announced that Ms. Davidson would be leaving the ODOC and thanked her for the assistance she had provided as the legislative liaison over the last couple of years. There was no further discussion.

15. Committee Reports Committee Chairs
Standing Committees:

- Audit/Finance – Chair Todd Holder, Members Kevin Gross and Frazier Henke
The committee met on October 29, 2018, to discuss the items presented for the meeting this date. There was no further discussion.
- Criminal Justice Reform – Chair Adam Luck, Members Gene Haynes and Dianne Owens
The committee did not meet; there was nothing further to discuss.
- Public Policy/Affairs – Chair Gene Haynes, Members Kevin Gross and Dianne Owens
The committee met on October 8, 2018 to discuss the proposed legislative package for CY 2019. There was no further discussion.
- Population/Private Prisons – Chair Michael Roach, Members Todd Holder and Adam Luck
The committee met on October 29, 2018, to discuss the items presented for the meeting this date. There was no further discussion.
- Executive – Chair Frazier Henke, Members Todd Holder and Michael Roach
The committee met on October 9, 2018, to review and set the agenda for the meeting this date. There was nothing further to report.

16. New Business Frank X. Henke, IV, Chair
The members inquired about the bond issue with Director Allbaugh noting it closed on October 8, 2018. He noted the agency will meet with staff from the Office of Management and Enterprise Services on November 1, 2018, to discuss the bond. There was no further discussion.

17. Announcements Frank X. Henke, IV, Chair
There were no announcements.

18. Approval to Enter into Executive Session David Cincotta, General Counsel

Pursuant to 25 O.S. § 307.B.4. for confidential communications between a public body and its attorney concerning the pending investigation and litigation of the items listed below if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to conduct a pending investigation, litigation, or proceeding in the public interest.

- Death of inmate Bobby Bailey #152203 at the Oklahoma State Penitentiary on September 17, 2018 (case number IG 18-0175)
- Death of Andre Lester #233150 at the North Fork Correctional Center on September 24, 2018 (case number IG 18-0181)

Mr. Cincotta advised the items listed on the agenda would require adjournment to Executive Session for engaging in confidential communications between the BOC and its attorney. He recommended Chair Henke entertain a motion to enter into executive session.

Motion: Mr. Haynes made a motion to enter into Executive Session and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes.

By majority vote, the BOC entered into Executive Session at 1:40 PM.

19. Approval to Return from Executive Session David Cincotta, General Counsel

The BOC returned to the meeting room at 1:53 PM and Mr. Cincotta advised the BOC of the approval needed to return from Executive Session.

Motion: Mr. Holder made a motion to return from Executive Session and Mr. Gross seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes.

The return from Executive Session was approved by majority vote and the meeting resumed at 1:53 PM.

20. Approval to Adjourn Meeting Frank X. Henke, IV, Chair
There being no further business to come before the BOC, Chair Henke requested a motion to adjourn the meeting.

Motion: Mr. Gross made a motion to adjourn and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Owens – yes.

The adjournment was approved by majority vote and the meeting ended at 1:54 PM.

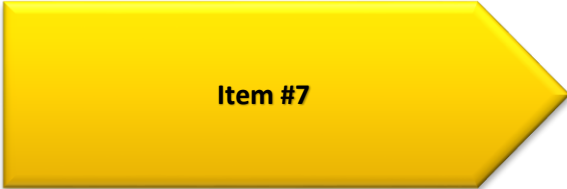
Submitted to the Board of Corrections by:

Kimberley Owen, Minutes Clerk

Date

I hereby certify that these minutes were duly approved by the Board of Corrections on the twenty-ninth day of November 2018 in which a quorum was present and voting.

Adam Luck, Secretary
Board of Corrections



Item #7

Mike David Carpenter

Professional Profile

Results-focused professional with strong leadership and interpersonal skills, dedicated to achieving established goals and objectives.

Core Skill Areas

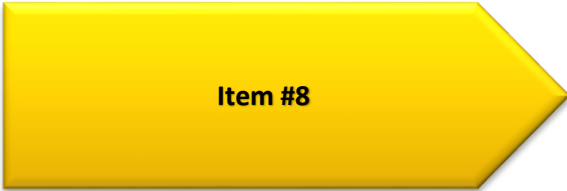
- Skilled professional with a focus in Physical Security, Continuity of Operations, and administrative oversight.
- Organized large-scale emergency operations activities evaluating incident command systems.
- Detail-oriented with exceptional communication and interpersonal skills.
- Proven record in leadership and team motivation.
- Dedicated to meeting and exceeding goals.
- Experienced in managing multiple tasks concurrently, providing motivation and interactive in goal accomplishment.
- Supervising and staff scheduling.

Employment Experience

- | | |
|---|-------------------------|
| ➤ Interim Warden, Oklahoma State Penitentiary | 7/2018 – Present |
| ➤ Deputy Chief of Operations | 6/2018 – Present |
| ➤ Director of Technology and Emergency Operations | 9/2017 – 6/2018 |
| ➤ Director of Special Operations | 11/2016 – 9/2017 |
| ➤ Compliance Manager, Auditing and Compliance | 6/2014 – 11/2017 |
| ➤ Security and Facility Operations Manager, Division III | 2/2012 – 6/2014 |
| ➤ Chief of Security III, Lexington Assessment and Reception Center | 10/2007 – 2/2012 |
| ➤ Chief of Security III, Joseph Harp Correctional Center | 8/2003 – 10/2007 |

Education, Training, Honors and Certifications

- **Education**
 - General Education
 - Administration of Correctional Institutions, on-line course at Redlands Community College
 - Introduction to Criminal Justice, on-line course at Redlands Community College
- **National Institute of Corrections**
 - Managing High Risk Offenders
 - Classification of High Risk and Special Management Offenders
 - Prison Staffing Analysis
 - Prison Security
 - Jail Standards and Inspections
 - Jail Emergencies
 - Preparing for and Responding to Prison Emergencies
 - Prisons and Disasters
 - Tools for Managing Inmate Behavior
 - Guide to Meeting Basic Needs in Inmate Behavior Management
 - Prison Security Program
- **FEMA**
 - Continuity of Operations Awareness
 - Continuity of Operations Planning
 - Continuity of Operations Program Manager
- **Self-Paced Study Programs**
 - Training for Strategic Planning NAVAA/VOCA
 - Incident Command Systems 100, 200, 700, 800



Item #8

FY19 Capital Improvement Projects



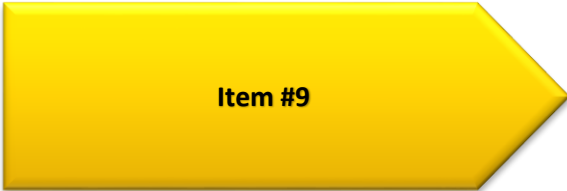
| Phases | Project Name | Contractor | Quoted Cost | Expenditures to Date | Start Date | % Complete |
|--------|--------------|--|-------------------|----------------------|------------|------------|
| 31 | 1 | DCCC - Emergency Generator Replacement | | \$19,313.50 | 11/08/18 | 28% |
| 34 | 1 | DCCC - Perimeter Road & Parking Renovation | | \$0.00 | | |
| 36 | 1 | DCCC - Replace underground waste water piping for the waste water treatment system | | \$5,075.00 | 11/08/18 | 23% |
| 37 | 1 | DCCC - Upgrade HVAC system | | \$0.00 | | |
| 38 | 1 | DCCC - Remove and Replace Multiple Roofs | Oklahoma Roofing | \$1,640,726.23 | 11/08/18 | 0% |
| 40 | 1 | DCCC - VOIP Infrastructure Upgrade | | \$0.00 | 11/08/18 | |
| 42 | 1 | EWCC - Dorm 4 Floor Repair/Replacement | | \$0.00 | | |
| 43 | 1 | EWCC - Emergency Generator Installations. | | \$42,586.00 | 11/08/18 | 31% |
| 45 | 1 | EWCC - Remove and Replace Multiple Roofs | | \$0.00 | | |
| 46 | 1 | EWCC - Upgrade HVAC system | | \$0.00 | | |
| 47 | 1 | EWCC - VOIP Infrastructure Upgrade | | \$0.00 | 11/08/18 | |
| 50 | 1 | HMCC - Emergency Generator Installations | | \$31,993.00 | 11/08/18 | 13% |
| 52 | 1 | HMCC - Upgrade HVAC system | | \$0.00 | | |
| 53 | 1 | HMCC - Upgrade Lagoon Infrastructure to Accommodate Sanitation needs | | \$0.00 | | |
| 54 | 1 | HMCC - Water Tower and Valves Reconditioning | | \$30,495.00 | 11/08/18 | 12% |
| 59 | 1 | JBCC - Construction of Laundry Building | | \$0.00 | 11/21/18 | |
| 61 | 1 | JBCC - Perimeter Road & Parking Renovation | | \$0.00 | 11/27/18 | |
| 62 | 1 | JBCC - Upgrade HVAC system | | \$0.00 | | |
| 63 | 1 | JBCC - Remove and Replace Multiple Roofs | Universal Roofing | \$544,246.68 | 11/08/18 | |
| 65 | 1 | JBCC - Upgrade to a Waste Water Lift Station and Upgrade Lagoon Infrastructure to Accommodate Sanitation needs | | \$0.00 | | |
| 69 | 1 | JDCC - Perimeter Road & Parking Renovation | | \$0.00 | | |
| 71 | 1 | JDCC - Upgrade HVAC system | | \$0.00 | | |

| | Phases | Project Name | Contractor | Quoted Cost | Expenditures to Date | Start Date | % Complete |
|-----|--------|---|------------|-------------|----------------------|------------|------------|
| 72 | 1 | JDCC - Shower Replacement (Install stainless steel showers) | | | \$0.00 | | |
| 73 | 1 | JDCC - Water Tower Reconditioning | | | \$0.00 | | |
| 74 | 1 | JDCC - Window Replacement | | | \$0.00 | | |
| 78 | 1 | JEHCC - VOIP Infrastructure Upgrade | | | \$0.00 | 11/08/18 | |
| 80 | 1 | JEHCC - Remove and Replace Roofs | | | \$0.00 | | |
| 81 | 1 | JEHCC - Upgrade HVAC system | | | \$0.00 | | |
| 83 | 1 | MACC - Install a New Waste Water Irrigation System | | | \$69,112.00 | 06/13/17 | 45% |
| 85 | 1 | MACC - Perimeter Road & Parking Renovation | | | \$0.00 | | |
| 86 | 1 | MACC - Replace Doors and Upgrade Locking System | | | \$150.00 | | 10% |
| 87 | 1 | MACC - Remove and Replace Multiple Roofs | | | \$0.00 | | |
| 89 | 1 | MACC - Upgrade HVAC system | | | \$0.00 | | |
| 93 | 1 | NEOCC - Remove and Replace Multiple Roofs | | | \$0.00 | | |
| 94 | 1 | NEOCC - Upgrade HVAC system | | | \$0.00 | | |
| 96 | 1 | OSP - LED Lighting System Installation | | | \$0.00 | | |
| 97 | 1 | OSP - Perimeter Road & Parking Lot Renovation | | | \$0.00 | 11/27/18 | |
| 98 | 1 | OSP - Remove and Replace Multiple Roofs | | | \$0.00 | | |
| 99 | 1 | OSP - Replace Doors and Upgrade Locking System | | | \$240,500.00 | 12/11/17 | 29% |
| 101 | 1 | OSP - Upgrade Electrical Infrastructure | | | \$0.00 | 11/08/18 | 18% |
| 102 | 1 | OSP - Upgrade HVAC System | | | \$5,600.00 | 11/08/18 | 2% |
| 107 | 1 | BJCC - Upgrade Electrical Infrastructure | | | \$0.00 | 11/08/18 | 3% |
| 108 | 1 | BJCC - Upgrade HVAC system | | | \$0.00 | | |
| 111 | 1 | JCCC - Emergency Generators Replacement | | | \$3,334.80 | 11/08/18 | 20% |
| 113 | 1 | JCCC - Remove and Replace Multiple Roofs | | | \$0.00 | | |
| 114 | 1 | JCCC - Upgrade HVAC system | | | \$0.00 | | |
| 115 | 1 | JCCC - Upgrade Kitchen Sewer System | | | \$0.00 | | |
| 117 | 1 | JCCC - VOIP Infrastructure Upgrade | | | \$0.00 | 11/08/18 | |

| | Phases | Project Name | Contractor | Quoted Cost | Expenditures to Date | Start Date | % Complete |
|-----|--------|--|------------|-------------|----------------------|------------|------------|
| 120 | 1 | JLCC - Upgrade Lagoon Infrastructure to Accommodate Sanitation needs | | | \$0.00 | | |
| 121 | 1 | JLCC - Remove and Replace Multiple Roofs | | | \$0.00 | | |
| 122 | 1 | JLCC - Water Tower Reconditioning | | | \$0.00 | | |
| 124 | 1 | JLCC - Parking & Perimeter Road Renovation | | | \$0.00 | | |
| 125 | 1 | JLCC - Upgrade HVAC system | | | \$0.00 | | |
| 127 | 1 | JHCC - Electrical Infrastructure Upgrade | | | \$0.00 | 11/08/18 | 38% |
| 129 | 1 | JHCC - Mechanical Room Repair/Replacement of Valves, Piping,Electrical Controls and Ventilation System | | | \$0.00 | 11/08/18 | |
| 130 | 1 | JHCC - Perimeter Road & Parking Renovation | | | \$0.00 | 11/14/18 | |
| 131 | 1 | JHCC - Remove and Replace Multiple Roofs | | | \$0.00 | | |
| 134 | 1 | JHCC - VOIP Infrastructure Upgrade | | | \$0.00 | 11/08/18 | |
| 135 | 1 | JHCC - Replace Domestic Underground Hot Water Lines, Heating and Cooling Pipes | | | \$88,917.00 | 11/08/18 | 27% |
| 137 | 1 | JHCC - Upgrade HVAC system | | | \$0.00 | | |
| 139 | 1 | KBCC - Electrical Infrastructure Upgrade | | | \$0.00 | 11/08/18 | 5% |
| 141 | 1 | KBCC - Remove and Replace Multiple Roofs | | | \$0.00 | | |
| 142 | 1 | KBCC - Upgrade HVAC System | | | \$0.00 | | |
| 144 | 1 | LARC - Access Control Panels Upgrade (upgrade secure locking system) | | | \$0.00 | | |
| 146 | 1 | LARC - Electrical Infrastructure Upgrade | | | \$0.00 | 11/08/18 | 6% |
| 147 | 1 | LARC - Emergency Generator Replacements | | | \$31,351.00 | 11/08/18 | 36% |
| 148 | 1 | LARC - Install Water Softener on Well 6 to Extend Life Expectancy of Mechanical Infrastructure | | | \$0.00 | | |
| 149 | 1 | LARC - Replace Domestic Underground Hot Water Lines, Heating and Cooling Pipes | | | \$39,590.00 | 11/08/18 | 23% |
| 150 | 1 | LARC - Upgrade HVAC system | | | \$0.00 | | |
| 152 | 1 | LARC - VOIP Infrastructure Upgrade | | | \$0.00 | 11/08/18 | |

| | Phases | Project Name | Contractor | Quoted Cost | Expenditures to Date | Start Date | % Complete |
|-----|--------|---|------------------|----------------|----------------------|------------|------------|
| 154 | 1 | LARC - Mechanical Room Repair/Replacement of Valves, Piping, Electrical Controls Ventilation System | | | \$0.00 | 11/08/18 | |
| 155 | 1 | LARC - Perimeter Road & Parking Renovation | | | \$0.00 | 11/14/18 | |
| 156 | 1 | LARC - Recondition Water Tower and Install Waterline to Rural Water District | | | \$91,953.66 | 11/08/18 | 34% |
| 161 | 1 | MBCC - Upgrade HVAC System | | | \$0.00 | | |
| 162 | 1 | MBCC - Remove and Replace Multiple Roofs | Oklahoma Roofing | \$1,188,056.60 | \$0.00 | 11/08/18 | |
| 164 | 1 | WSKCC - Remove and Replace Multiple Roofs | | | \$0.00 | | |
| 170 | 1 | WSKCC - Upgrade HVAC system | | | \$0.00 | | |
| 174 | 1 | CWCCC - Upgrade HVAC system | | | \$0.00 | | |
| 177 | 1 | ECCC - Remove and Replace Multiple Roofs | | | \$0.00 | | |
| 179 | 1 | LCCC - Upgrade HVAC system | | | \$0.00 | | |
| 180 | 1 | LCCC - Remove and Replace Multiple Roofs | Ford Roofing | \$138,721.60 | \$0.00 | 11/09/18 | |
| 181 | 1 | LCCC - Install Stainless Steel Showers | | | \$0.00 | | |
| 183 | 1 | OKCCC - Remove and Repair Administration Building Soffit & Roof | | | \$0.00 | | |
| 184 | 1 | OKCCC - Upgrade HVAC system | | | \$0.00 | | |
| 188 | 1 | OSR - Upgrade Lagoon Infrastructure to Accommodate Sanatation needs | | | \$0.00 | | |
| 190 | 1 | OSR - Upgrade HVAC system | | | \$0.00 | | |
| 191 | 1 | OSR - Recondition Water Tower | | | \$4,410.00 | 11/08/18 | 17% |
| 192 | 1 | OSR - Replace Underground Gas Lines | | | \$0.00 | | |
| 193 | 1 | OSR - Remove and Replace Multiple Roofs | Ford Roofing | \$369,279.60 | \$0.00 | 11/08/18 | |
| 194 | 1 | OSR - Storm Drain Replacement | | | \$0.00 | | |
| 196 | 1 | UCCCC - Upgrade HVAC system | | | \$0.00 | | |
| 197 | 1 | UCCCC - Remove and Replace Multiple Roofs | Oklahoma Roofing | \$502,590.93 | \$0.00 | 11/08/18 | |
| 200 | 1 | LMH - Access Control Panels Upgrade (upgrade secure locking system) | | | \$0.00 | | |
| 202 | 1 | Refurbish and Rebuild Washita Valley Complex Infrastructure to Accommodate Space needs | | | \$0.00 | 11/19/18 | |

| | Phases | Project Name | Contractor | Quoted Cost | Expenditures to Date | Start Date | % Complete |
|-----|--------|--|------------|----------------|----------------------|------------|------------|
| 208 | 1 | Administration - Upgrade HVAC system | | | \$0.00 | | |
| 209 | 1 | Administration - Upgrade Electrical infrastructure | | | \$0.00 | 11/08/18 | 5% |
| 212 | 1 | TOTAL | | \$4,383,621.64 | \$704,380.96 | | |



Item #9

Population Update
Population Information as of 10/31/2018
Compared to 10/31/2017

| Incarcerated Inmate Grand Total | Females | Males | Total |
|---------------------------------|-----------|------------|------------|
| Current Population | 3,179 | 24,066 | 27,245 |
| Population Last Year | 3,136 | 23,897 | 27,033 |
| Change from last year | 43 | 169 | 212 |

| State Facilities | Females | Males | Total |
|----------------------|-----------|------------|------------|
| Current Population | 2,906 | 16,922 | 19,828 |
| Population Last Year | 2,842 | 16,653 | 19,495 |
| Change | 64 | 269 | 333 |

| Private Prisons | Females | Males | Total |
|----------------------|----------|-----------|-----------|
| Current Population | 0 | 5,914 | 5,914 |
| Population Last Year | 0 | 5,887 | 5,887 |
| Change | 0 | 27 | 27 |

| County Jail Contracts | Females | Males | Total |
|-----------------------|----------|------------|------------|
| Current Population | 0 | 12 | 12 |
| Population Last Year | 0 | 15 | 15 |
| Change | 0 | (3) | (3) |

| Halfway Houses | Females | Males | Total |
|----------------------|-------------|--------------|--------------|
| Current Population | 236 | 907 | 1,143 |
| Population Last Year | 258 | 1,031 | 1,289 |
| Change | (22) | (124) | (146) |

| Out Count | Females | Males | Total |
|----------------------|----------|----------|----------|
| Current Population | 37 | 311 | 348 |
| Population Last Year | 36 | 311 | 347 |
| Change | 1 | 0 | 1 |

| Community Supervision Offender Population Grand Total | Females | Males | Total |
|---|--------------|----------------|----------------|
| Current Population | 8,191 | 25,237 | 33,428 |
| Population Last Year | 8,616 | 26,394 | 35,010 |
| Change from last year | (425) | (1,157) | (1,582) |

| Probation Supervision | Females | Males | Total |
|-----------------------|--------------|--------------|--------------|
| Current Population | 6,594 | 20,418 | 27,012 |
| Population Last Year | 6,844 | 20,844 | 27,688 |
| Change | (250) | (426) | (676) |

| Parole Supervision | Females | Males | Total |
|----------------------|------------|-------------|-------------|
| Current Population | 409 | 1,991 | 2,400 |
| Population Last Year | 387 | 2,062 | 2,449 |
| Change | 403 | (71) | (49) |

| GPS | Females | Males | Total |
|----------------------|-----------|-----------|-----------|
| Current Population | 234 | 363 | 597 |
| Population Last Year | 198 | 319 | 517 |
| Change | 36 | 44 | 80 |

| Community Sentencing | Females | Males | Total |
|----------------------|--------------|--------------|--------------|
| Current Population | 952 | 2,450 | 3,402 |
| Population Last Year | 1,187 | 3,152 | 4,339 |
| Change | (235) | (702) | (937) |

| EMP | Females | Males | Total |
|----------------------|----------|------------|------------|
| Current Population | 0 | 2 | 2 |
| Population Last Year | 0 | 10 | 10 |
| Change | 0 | (8) | (8) |

| PPCS | Females | Males | Total |
|----------------------|----------|----------|----------|
| Current Population | 0 | 1 | 1 |
| Population Last Year | 0 | 1 | 1 |
| Change | 0 | 0 | 0 |

| CSP | Females | Males | Total |
|----------------------|----------|----------|----------|
| Current Population | 1 | 6 | 7 |
| Population Last Year | 0 | 0 | 0 |
| Change | 1 | 6 | 7 |

| Community Program Failures | Females | Males | Total |
|----------------------------|----------|----------|----------|
| Current Population | 1 | 6 | 7 |
| Population Last Year | 0 | 6 | 6 |
| Change | 1 | 0 | 1 |

| Total System Population | Females | Males | Total |
|---------------------------|--------------|--------------|----------------|
| Current System Population | 11,371 | 49,309 | 60,680 |
| Population Last Year | 11,752 | 50,291 | 62,043 |
| Change | (381) | (982) | (1,363) |

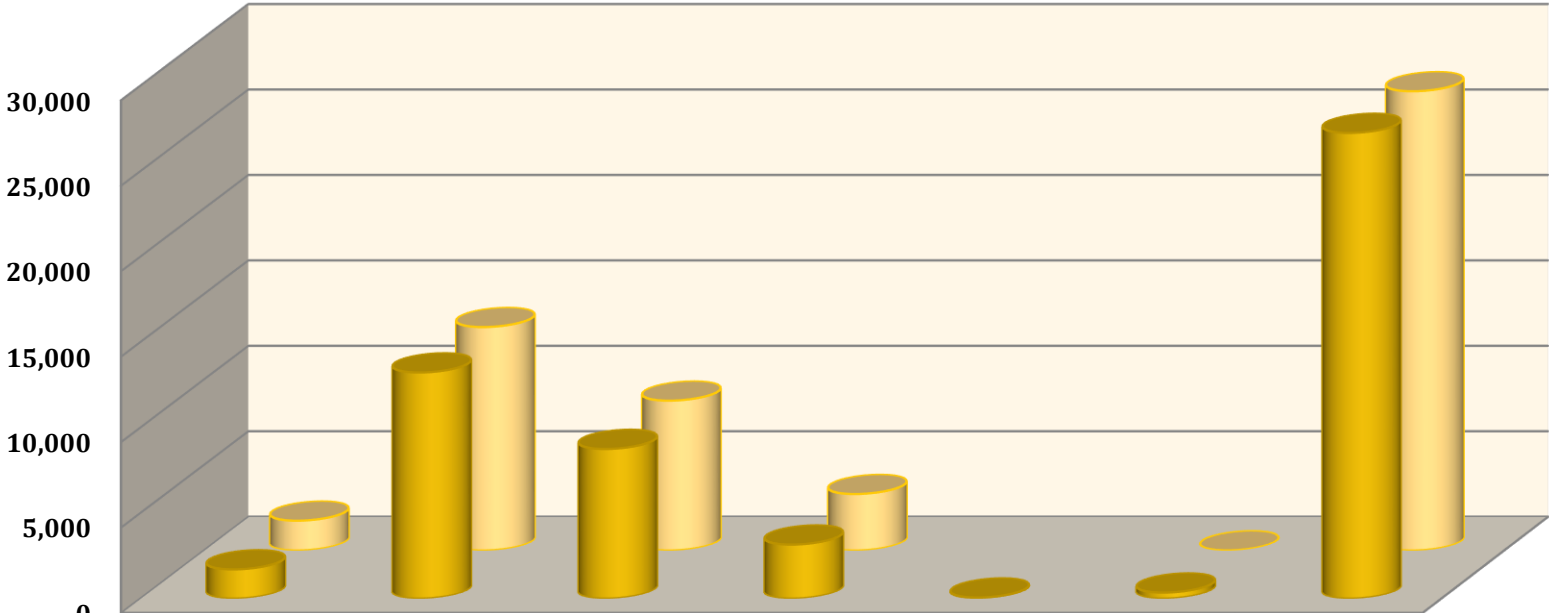
| County Jail Transfers Pending | Females | Males | Total |
|-------------------------------|-------------|--------------|--------------|
| October 31, 2018 | 50 | 902 | 952 |
| Population Last Year | 94 | 1,280 | 1,374 |
| Change | (44) | (378) | (422) |

| Facility Type | Rated Operating Capacity | Inside Total Incarcerated Inmate Population | Inside Total as a Percent of Rated Operating Capacity |
|--------------------------------|--------------------------|---|---|
| Assessment & Reception Centers | 620 | 576 | 93% |
| In Transit | N/A | 58 | N/A |
| Institutions | 14,967 | 17,181 | 115% |
| Community Corrections Centers | 1,962 | 2,013 | 103% |
| TOTAL STATE | 17,549 | 19,828 | 113% |
| Private Prisons | 5,950 | 5,914 | 99% |
| Contracted County Jails | 18 | 12 | 67% |
| Halfway Houses | 1,281 | 1,143 | 89% |
| TOTAL CONTRACT | 7,249 | 7,069 | 98% |
| SYSTEM TOTAL | 24,798 | 26,897 | 108% |

| Pardon & Parole Board Results | Females | Males | Total |
|-------------------------------|---------------|---------------|---------------|
| October 2018 | | | |
| Considered | 20 | 191 | 211 |
| Denied | 8 | 140 | 148 |
| Recommended | 12 | 51 | 63 |
| Percentage Recommended | 60.00% | 26.70% | 29.86% |

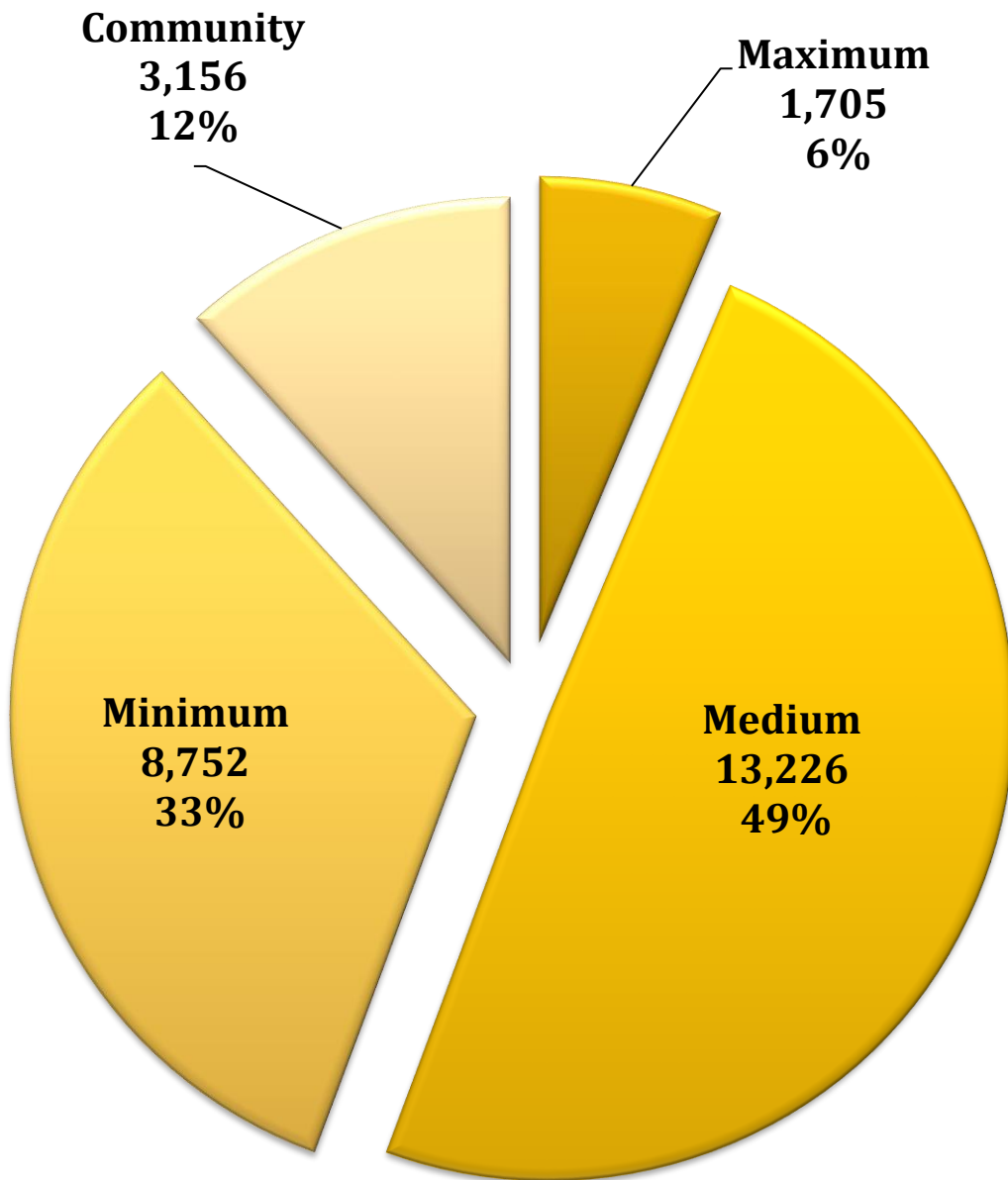
| Governor's Actions | Females | Males | Total |
|----------------------------|--------------|---------------|---------------|
| October 2018 | | | |
| Reviewed | 0 | 8 | 8 |
| Approved | 0 | 4 | 4 |
| Denied | 0 | 4 | 4 |
| Percentage Approved | 0.00% | 50.00% | 50.00% |

Inmate and Bed Distribution October 31, 2018

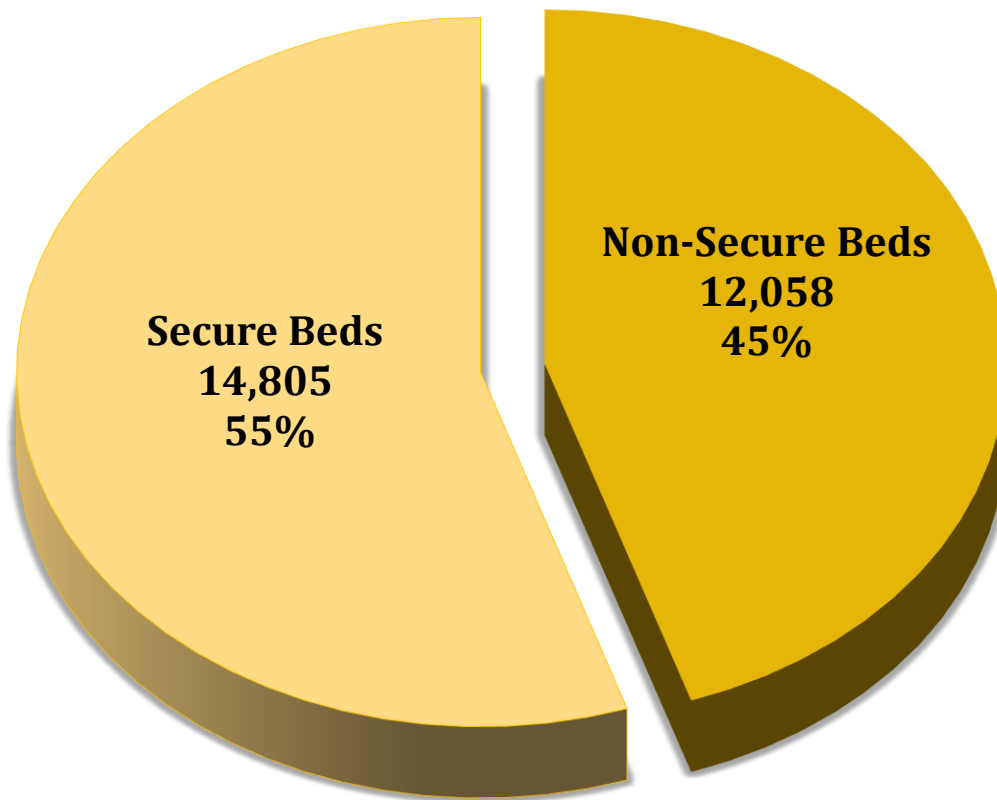


| | Maximum | Medium | Minimum | Community | In-Transit | Outside Total | Total |
|--------------------------|---------|--------|---------|-----------|------------|---------------|--------|
| ■ Inmates | 1,705 | 13,226 | 8,752 | 3,156 | 58 | 348 | 27,245 |
| ■ Rated + Temporary Beds | 1,738 | 13,067 | 8,761 | 3,297 | | 0 | 26,863 |

Inmate Distribution by Security Level October 31, 2018



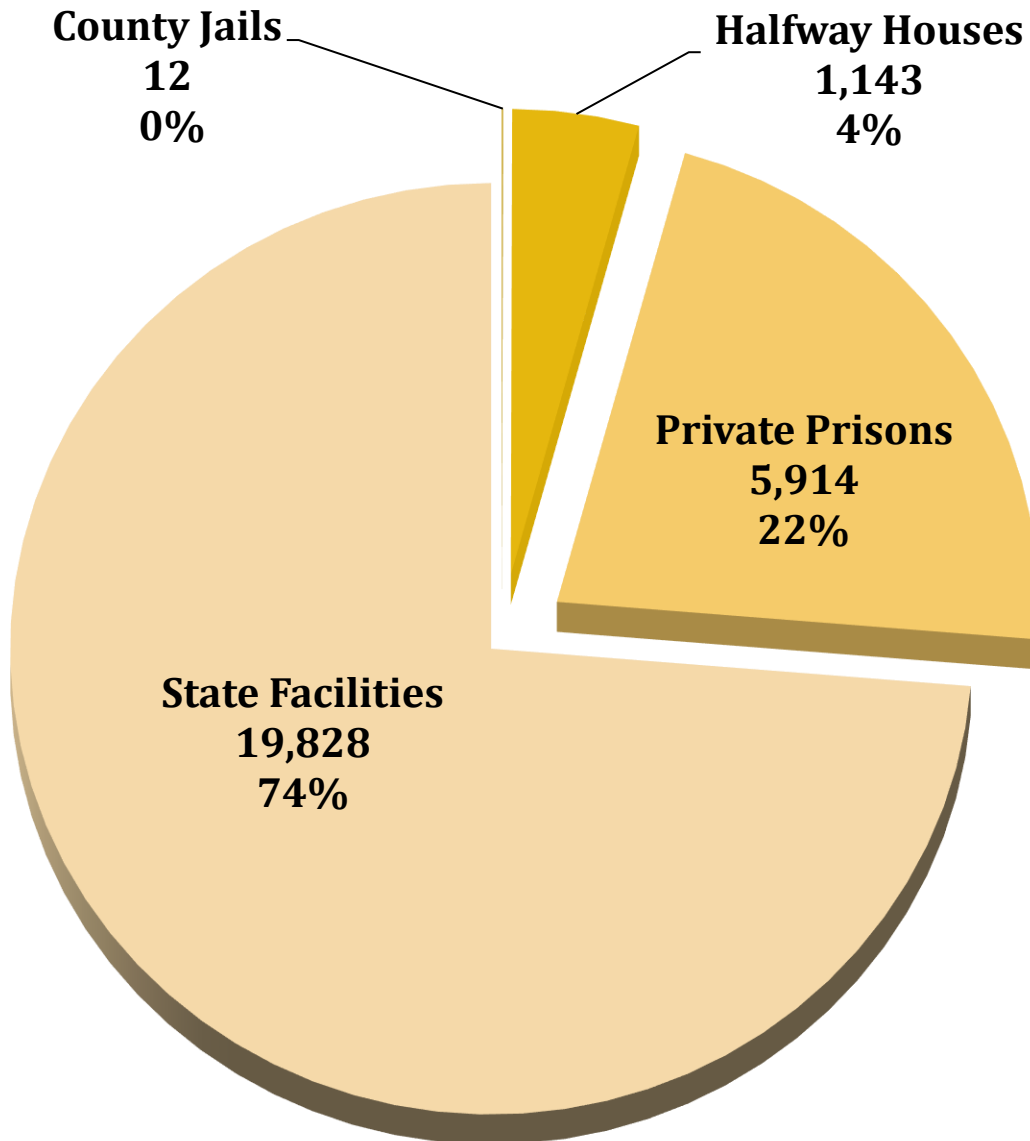
Percentage of Inmates in Secure and Non-Secure Beds October 31, 2018



Secure beds include beds in maximum and medium state and contract facilities.

Non-Secure beds include beds in minimum state and contract facilities, community corrections centers and halfway houses.

Inmates in State Facilities vs. Contract Facilities October 31, 2018





Item #10

Three Year Expenditure Comparison

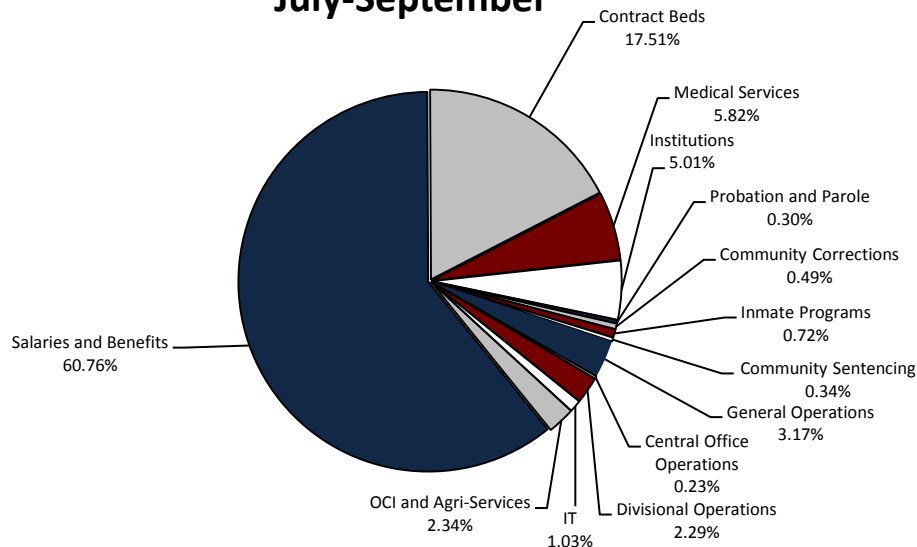
| | FY 19 July-September | % Change from FY 18 | FY 18 July-September | % Change from FY 17 | FY 17 July-September |
|---------------------------|-------------------------|------------------------|-------------------------|------------------------|-------------------------|
| Salaries and Benefits | \$ 69,720,787 | 4.71% | \$ 66,584,910 | 4.24% | \$ 63,878,394 |
| Contract Beds | 20,091,492 | -2.86% | 20,682,351 | -1.39% | 20,973,666 |
| Medical Services | 6,677,014 | 45.67% | 4,583,520 | 0.00% | 4,583,678 |
| Institutions | 5,749,292 | 9.65% | 5,243,486 | 9.33% | 4,796,017 |
| Probation and Parole | 342,543 | 2.29% | 334,881 | 9.61% | 305,531 |
| Community Corrections | 559,058 | 4.94% | 532,763 | -13.28% | 614,379 |
| Inmate Programs | 824,906 | 300.70% | 205,866 | 19.34% | 172,501 |
| Community Sentencing | 385,529 | -18.44% | 472,689 | 36.01% | 347,533 |
| General Operations | 3,636,744 | 65.28% | 2,200,364 | 58.26% | 1,390,306 |
| Central Office Operations | 268,983 | 24.79% | 215,553 | -4.03% | 224,593 |
| Divisional Operations | 2,622,169 | 1.45% | 2,584,796 | 7.07% | 2,414,189 |
| IT | 1,184,014 | 71.64% | 689,819 | -33.54% | 1,037,872 |
| OCI and Agri-Services | 2,687,054 | 20.73% | 2,225,686 | 4.86% | 2,122,624 |
| | <u>\$ 114,749,585</u> | | <u>\$ 106,556,684</u> | | <u>\$ 102,861,283</u> |

Average FTE July-September 4,194

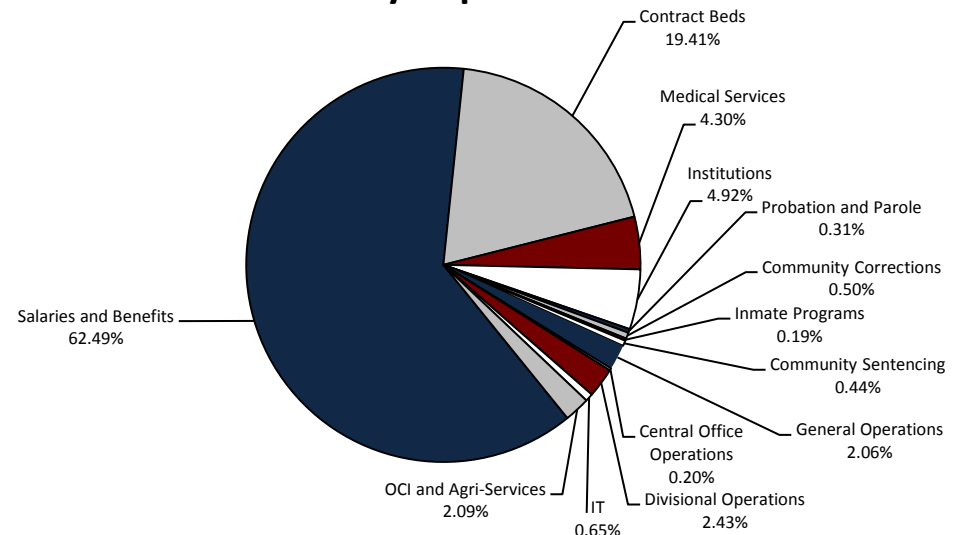
4,218

3,972

**FY 19 Expenditures
July-September**



**FY 18 Expenditures
July-September**



September/August Expenditure Comparison

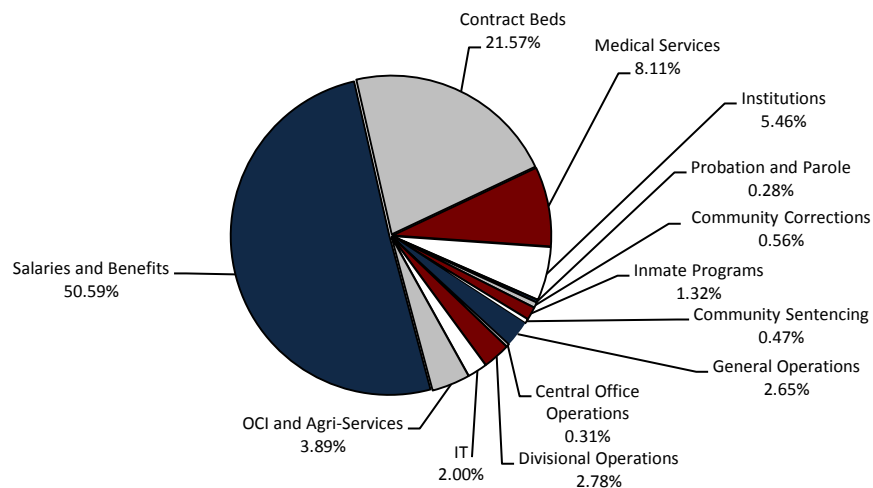
| | FY 19 September | FY 19 August | \$ Net Change |
|---------------------------|----------------------|----------------------|---------------------|
| Salaries and Benefits | \$ 23,836,703 | \$ 24,632,619 | \$ (795,916) |
| Contract Beds | 10,165,155 | 9,926,337 | 238,818 |
| Medical Services | 3,820,045 | 2,856,969 | 963,076 |
| Institutions | 2,573,690 | 3,171,990 | (598,300) |
| Probation and Parole | 130,673 | 209,810 | (79,137) |
| Community Corrections | 262,212 | 296,346 | (34,134) |
| Inmate Programs | 621,446 | 203,248 | 418,198 |
| Community Sentencing | 223,178 | 162,351 | 60,827 |
| General Operations | 1,250,699 | 1,250,499 | 201 |
| Central Office Operations | 148,400 | 120,417 | 27,983 |
| Divisional Operations | 1,309,005 | 1,312,755 | (3,750) |
| IT | 944,582 | 239,114 | 705,468 |
| OCI and Agri-Services | 1,834,375 | 850,673 | 983,702 |
| | \$ 47,120,163 | \$ 45,233,128 | \$ 1,887,035 |

FTE

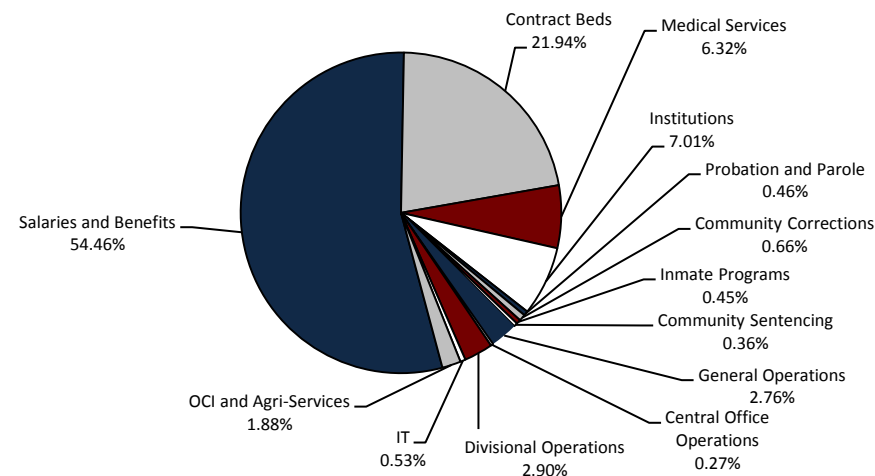
4,215

4,175

September Expenditures

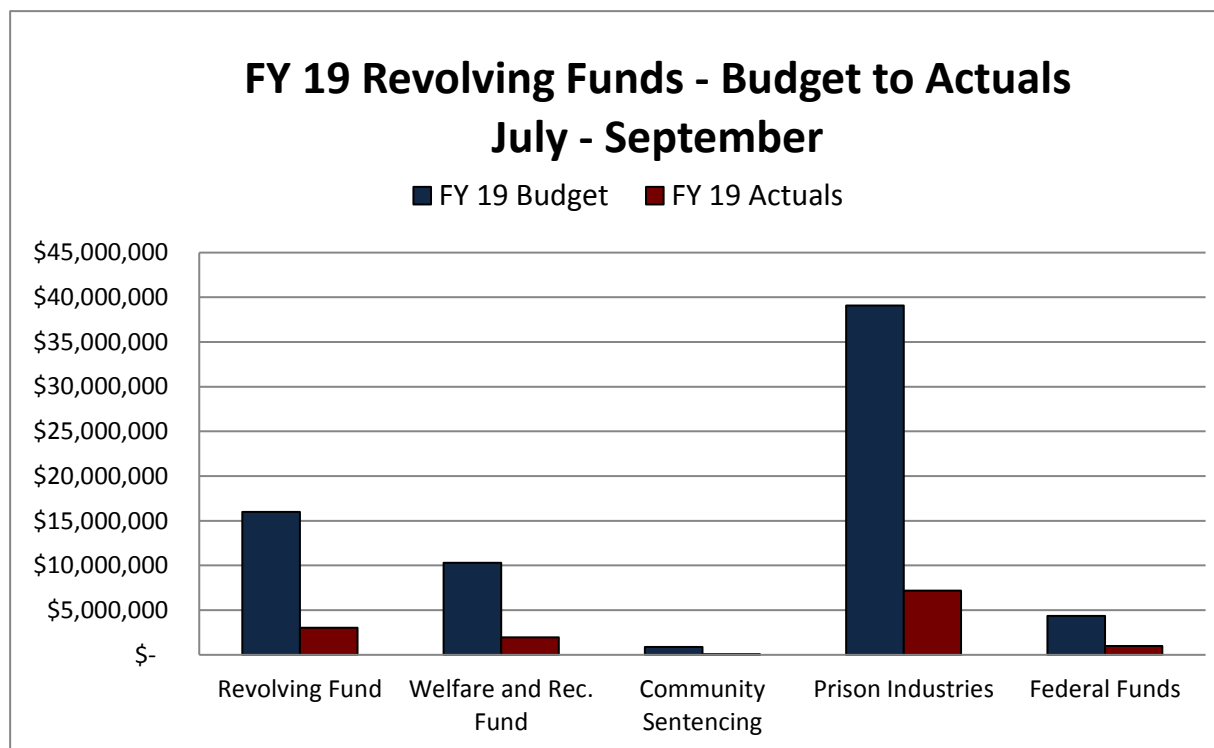


August Expenditures



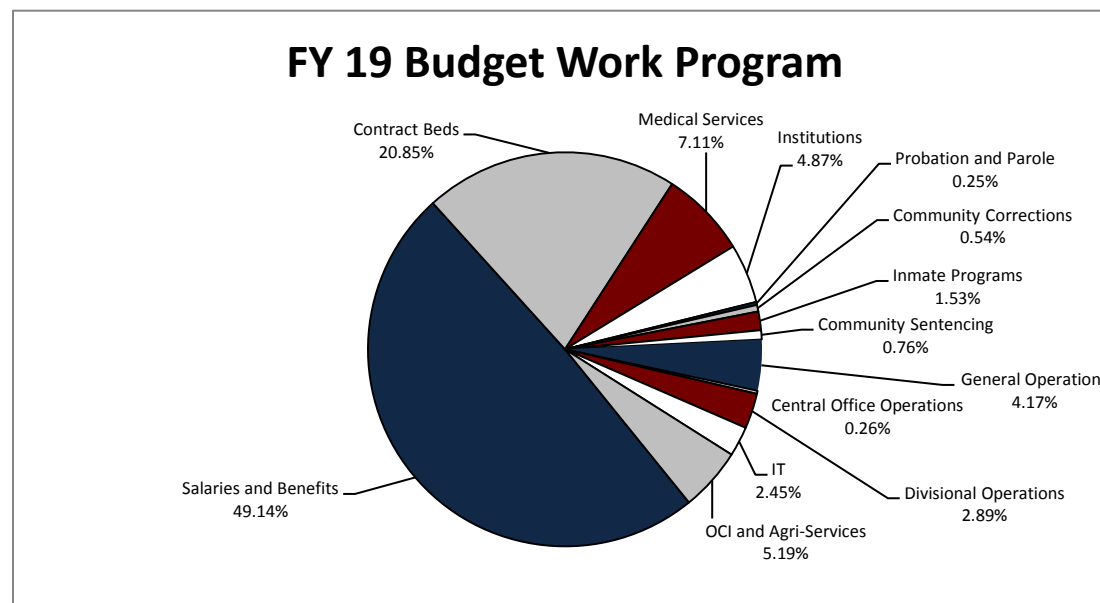
Three Year Revolving Fund Comparison

| | FY 2019 Budget | FY 19 July-September | % Change from FY 18 | FY 18 July-September | % Change from FY 17 | FY 17 July-September |
|---------------------------|----------------------|-------------------------|------------------------|-------------------------|------------------------|-------------------------|
| 200 Revolving Fund | \$ 16,000,000 | \$ 3,019,173 | -11.97% | \$ 3,429,600 | 17.78% | \$ 2,911,752 |
| 205 Welfare and Rec. Fund | 10,283,327 | 1,948,865 | 2.66% | 1,898,301 | 141.20% | 787,013 |
| 210 Community Sentencing | 890,628 | 46,018 | 47.46% | 31,207 | -9.45% | 34,465 |
| 280 Prison Industries | 39,077,150 | 7,183,777 | 23.36% | 5,823,527 | -12.22% | 6,634,431 |
| 410 & 430 Federal Funds | 4,362,130 | 991,381 | 96.80% | 503,738 | -18.86% | 620,800 |
| | \$ 70,613,235 | \$ 13,189,214 | | \$ 11,686,373 | | \$ 10,988,461 |



FY 19 Budget Work Program

| | Current Budget | Expenditures | Forecasted Expenditures | Balance |
|---------------------------|-----------------------|-----------------------|-------------------------|----------------------|
| Salaries and Benefits | \$ 288,857,402 | \$ 69,720,787 | \$ 219,136,615 | \$ - |
| Contract Beds | 122,565,065 | 20,091,492 | 102,370,866 | 102,707 |
| Medical Services | 41,824,733 | 6,677,014 | 35,911,380 | (763,661) |
| Institutions | 28,609,244 | 5,749,292 | 22,846,460 | 13,492 |
| Probation and Parole | 1,456,293 | 342,543 | 1,112,715 | 1,035 |
| Community Corrections | 3,183,565 | 559,058 | 2,545,290 | 79,217 |
| Inmate Programs | 8,987,229 | 824,906 | 4,124,530 | 4,037,793 |
| Community Sentencing | 4,448,786 | 385,529 | 1,927,645 | 2,135,612 |
| General Operations | 24,500,517 | 3,636,744 | 18,183,720 | 2,680,053 |
| Central Office Operations | 1,518,819 | 268,983 | 1,244,915 | 4,921 |
| Divisional Operations | 16,989,024 | 2,622,169 | 13,110,845 | 1,256,010 |
| IT | 14,408,912 | 1,184,014 | 5,920,070 | 7,304,828 |
| OCI and Agri-Services | 30,519,149 | 2,687,054 | 17,604,507 | 10,227,588 |
| Grand Total | \$ 587,868,738 | \$ 114,749,585 | \$ 446,039,558 | \$ 27,079,595 |



Oklahoma Department of Corrections
 FY 2019 Appropriated Operating Budget through September 2018

| Account Code | Budgeted | Expenditures | Encumbered | Pre-Encumbered | Committed | Total Balance |
|--|-------------------|-------------------|-------------------|----------------|-------------------|-------------------|
| 11,12,13 Payroll, Insurance, FICA and Retirement | \$ 280,969,449.00 | \$ 67,843,477.42 | \$ 3,220,204.00 | \$ - | \$ 71,063,681.42 | \$ 209,905,767.58 |
| 15 Professional Services | 126,180,730.00 | 21,411,718.09 | 101,989,389.91 | 165,690.00 | 123,566,798.00 | 2,613,932.00 |
| 17 Moving Expenses | 3,000.00 | - | - | - | - | 3,000.00 |
| 19 Flexible Benefits | 270,000.00 | 57,685.87 | 212,314.13 | - | 270,000.00 | - |
| 21, 22 Travel | 351,680.00 | 87,491.64 | 73,878.66 | - | 161,370.30 | 190,309.70 |
| 31 Miscellaneous Administrative Expenses | 15,204,530.00 | 2,385,804.00 | 12,637,322.28 | - | 15,023,126.28 | 181,403.72 |
| 32 Rent Expense | 13,703,519.00 | 3,185,204.96 | 9,327,294.83 | - | 12,512,499.79 | 1,191,019.21 |
| 33 Maintenance & Repair Expense | 9,526,995.00 | 988,084.73 | 1,698,825.28 | - | 2,686,910.01 | 6,840,084.99 |
| 34 Specialized Supplies and Materials | 36,499,323.00 | 7,059,501.50 | 26,289,947.61 | - | 33,349,449.11 | 3,149,873.89 |
| 35 Production, Safety and Security | 1,329,263.00 | 181,140.51 | 816,250.94 | - | 997,391.45 | 331,871.55 |
| 36 General Operating Expenses | 531,301.00 | 76,472.71 | 25,377.06 | - | 101,849.77 | 429,451.23 |
| 37 Shop Supplies | 1,727,373.00 | 302,229.12 | 1,107,691.90 | - | 1,409,921.02 | 317,451.98 |
| 41 Property Furniture and Equipment | 1,596,457.00 | 120,900.60 | 72,788.44 | - | 193,689.04 | 1,402,767.96 |
| 42 Library Equipment and Resources | 1,650.00 | 522.31 | - | - | 522.31 | 1,127.69 |
| 43 Lease Purchase - OCIA bond payments | 697,789.00 | 231,148.55 | 442,751.89 | - | 673,900.44 | 23,888.56 |
| 44 Live Stock - Poultry | - | - | - | - | - | - |
| 45,46,47 Building Construction and Renovation | 8,609.00 | - | 117,397.75 | - | 117,397.75 | (108,788.75) |
| 48 Bond Payment - ODFA Bonds | 9,045,711.00 | 738,164.40 | 2,236,993.08 | - | 2,975,157.48 | 6,070,553.52 |
| 49 Inter-Agency Payments | - | - | - | - | - | - |
| 51 Inmate Pay and Health Services | 701,799.00 | 1,817.13 | 605,660.90 | - | 607,478.03 | 94,320.97 |
| 52 Scholarships, Tuition and other incentives | 5,600.00 | - | - | - | - | 5,600.00 |
| 53 Refunds, Indemnities, and Restitution | 204,155.00 | 959.00 | - | - | 959.00 | 203,196.00 |
| 54 Jail Back Up and others | 8,721,213.00 | 1,321,919.02 | 7,085,080.98 | - | 8,407,000.00 | 314,213.00 |
| 55,59 Assistance Payments to Agencies | - | - | - | - | - | - |
| 60 Authority Orders | - | - | 6,566,115.49 | - | 6,566,115.49 | (6,566,115.49) |
| 61 Loans, Taxes, and other Disbursements | 8,938.00 | 596.26 | - | - | 596.26 | 8,341.74 |
| 62 Transfers - Inmate Medical Payments | 9,966,419.00 | 1,851,956.42 | 7,148,043.58 | - | 9,000,000.00 | 966,419.00 |
| 64 Merchandise for Resale | - | - | - | - | - | - |
| | \$ 517,255,503.00 | \$ 107,846,794.24 | \$ 181,673,328.71 | \$ 165,690.00 | \$ 289,685,812.95 | \$ 227,569,690.05 |

| Funding | Budgeted | Expenditures | Encumbered | Pre-Encumbered | Committed | Total Balance |
|--------------------|-------------------|-------------------|-------------------|----------------|-------------------|-------------------|
| 19901 GRF - Duties | 512,875,542.00 | 107,846,794.24 | 177,293,367.71 | 165,690.00 | 285,305,851.95 | 227,569,690.05 |
| 19802 Duties | 4,379,961.00 | - | 4,379,961.00 | - | 4,379,961.00 | - |
| TOTAL | \$ 517,255,503.00 | \$ 107,846,794.24 | \$ 181,673,328.71 | \$ 165,690.00 | \$ 289,685,812.95 | \$ 227,569,690.05 |
| | | | | | Remaining Payroll | 209,881,566.79 |
| | | | | | | \$ 17,688,123.26 |

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non- Appropriated Funds
July 1, 2018 through September 30, 2018

| Revenue Code | Revenues | 200 Fund | 205 Fund | 280 Fund | Funds |
|--------------|---|------------------------|----------------------|-------------------------|-------------------------|
| 331 | Other Fines, Forfeits, Penalties | \$ 101,758.20 | \$ - | \$ - | \$101,758.20 |
| 431 | Rent from Land | 15,478.76 | - | - | 15,478.76 |
| 511 | Insurance and Other Reimbursement for Damages | - | - | - | - |
| 520 | Reimbursement for Administrative Expense | 113,677.39 | - | - | 113,677.39 |
| 521 | Reimbursement for Data Processing Expense | - | - | - | - |
| 522 | Reimbursement for Telecommunication Exp. | - | - | - | - |
| 530 | Reimbursement for Travel Expense | - | - | - | - |
| 541 | Reimbursement of Funds Spent | - | - | - | - |
| 552 | Reimbursement of Federal Funds | - | - | - | - |
| 556 | Federal Funds from Other State Agency | - | - | - | - |
| 581 | Reimbursement for Funds Expended | 92,122.88 | - | - | 92,122.88 |
| 591 | Other Grants, Refunds and Reimbursements | 352,250.00 | - | - | 352,250.00 |
| 711 | Farm Products General | - | - | 2,761,840.46 | 2,761,840.46 |
| 731 | Laboratory and Medical Services | 68,120.62 | - | - | 68,120.62 |
| 741 | Canteen and Concession Income | 5,323.68 | 1,948,865.47 | 4,388,275.51 | 6,342,464.66 |
| 791 | Other Sales and Services | 4,410.38 | - | - | 4,410.38 |
| 811 | Inmate Medical Co-pays and Judgments | 826,446.19 | - | - | 826,446.19 |
| 821 | Deposits by Patients and Offenders | 1,431,039.24 | - | 33,660.56 | 1,464,699.80 |
| 836 | Sale of Salvage | 8,546.06 | - | - | 8,546.06 |
| 881 | Purchase Card Payments | - | - | - | - |
| | Total Revenues | 3,019,173.40 | 1,948,865.47 | 7,183,776.53 | 12,151,815.40 |
| Account Code | Expenditures | | | | |
| 11,12,13 | Payroll | 5,592.18 | - | 1,788,825.08 | 1,794,417.26 |
| 15 | Professional Services | 2,854,533.04 | 800,905.51 | 143,063.76 | 3,798,502.31 |
| 21, 22 | Travel | 43,979.42 | 3,867.55 | 29,058.70 | 76,905.67 |
| 31 | Misc. Admin. Expenses | 384,342.44 | 103,752.66 | 216,196.47 | 704,291.57 |
| 32 | Rent | 24,838.01 | 26,325.46 | 11,124.17 | 62,287.64 |
| 33 | Maintenance and Repair | 126,112.63 | 305,725.25 | 233,025.68 | 664,863.56 |
| 34 | Specialized Supplies and Materials | 52,898.95 | 34,381.11 | 255,142.16 | 342,422.22 |
| 35 | Production, Safety and Security | 70,759.62 | 9,296.79 | 288,500.09 | 368,556.50 |
| 36 | General Operating Expenses | 2,636.60 | 62,968.78 | 16,144.60 | 81,749.98 |
| 37 | Shop Expense | 43,252.87 | 14,989.20 | 331,283.73 | 389,525.80 |
| 41 | Furniture and Equipment | 256,626.59 | 117,702.22 | 46,170.52 | 420,499.33 |
| 42 | Library Equipment and Resources | - | 1,787.89 | - | 1,787.89 |
| 43 | Lease Purchases | - | - | - | - |
| 44 | Livestock and Poultry | - | - | - | - |
| 45 | Land and Right-of-way | 10,154.35 | - | - | 10,154.35 |
| 46, 47 | Building, Construction and Renovation | - | 5,045.00 | 1,394.34 | 6,439.34 |
| 48 | Debt Service | - | - | - | - |
| 51 | Inmate Pay and Health Services | 2,676.78 | 714,896.68 | 504,889.37 | 1,222,462.83 |
| 52 | Tuitions, Awards and Incentives | 0.01 | 104.40 | - | 104.41 |
| 53 | Refunds and Restitutions | 6,805.20 | 193.03 | 21,408.91 | 28,407.14 |
| 54 | Jail Backup, County Jails and Other | 13,635.98 | - | - | 13,635.98 |
| 55 | Payment to Gov. Sub-Division | - | - | - | - |
| 59 | Assistance Payments to Agencies | - | - | - | - |
| 61 | Loans, Taxes and other Disbursements | - | - | - | - |
| 62 | Transfers - Out Sourced Health Care | 38,915.69 | - | - | 38,915.69 |
| 64 | Merchandise for Resale | 1,136.06 | - | 2,935,604.79 | 2,936,740.85 |
| | Total Expenditures | 3,938,896.42 | 2,201,941.53 | 6,821,832.37 | 12,962,670.32 |
| | <i>Excess of Revenues Over (Under) Expenditures</i> | (919,723.02) | (253,076.06) | 361,944.16 | (810,854.92) |
| | Special and Extraordinary Items | | | | |
| | Carried Over Cash | - | - | - | - |
| | Total Special and Extraordinary Items | - | - | - | - |
| | Net Change in Fund Balances | (919,723.02) | (253,076.06) | 361,944.16 | (810,854.92) |
| | Cash | | | | |
| | Beginning Cash Balance | 7,248,949.51 | 1,219,052.91 | 9,726,221.87 | 18,194,224.29 |
| | Revenue Received this Year | 3,019,173.40 | 1,948,865.47 | 7,183,776.53 | 12,151,815.40 |
| | Expenditures made this Year | (3,938,896.42) | (2,201,941.53) | (6,821,832.37) | (12,962,670.32) |
| | Beginning Change in Liabilities | (94.75) | 31,822.70 | - | 31,727.95 |
| | Transfers | - | - | - | - |
| | Adjustments | - | - | - | - |
| | Ending Cash Balance | \$ 6,329,131.74 | \$ 997,799.55 | \$ 10,088,166.03 | \$ 17,415,097.32 |

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non-Appropriated Funds
For the Month of September 2018

| | 200 Fund | 205 Fund | 280 Fund | Funds |
|---|------------------------|----------------------|-------------------------|-------------------------|
| Revenue Revenues | | | | |
| <u>Code</u> Current: | | | | |
| 331 Other Fines, Forfeits, Penalties | \$ 24,988.27 | \$ - | \$ - | \$ 24,988.27 |
| 431 Rent from Land | 4,764.23 | - | - | 4,764.23 |
| 511 Insurance and Other Reimbursement for Damages | - | - | - | - |
| 520 Reimbursement for Administrative Expense | 47,504.87 | - | - | 47,504.87 |
| 521 Reimbursement for Data Processing Expense | - | - | - | - |
| 522 Reimbursement for Telecommunication Exp. | - | - | - | - |
| 530 Reimbursement for Travel Expense | - | - | - | - |
| 541 Reimbursement of Funds Spent | - | - | - | - |
| 552 Reimbursement of Federal Funds | - | - | - | - |
| 556 Federal Funds from Other State Agency | - | - | - | - |
| 581 Reimbursement for Funds Expended | 51,059.19 | - | - | 51,059.19 |
| 591 Other Grants, Refunds and Reimbursements | - | - | - | - |
| 711 Farm Products General | - | - | 1,224,434.60 | 1,224,434.60 |
| 731 Laboratory and Medical Services | 18,067.32 | - | - | 18,067.32 |
| 741 Canteen and Concession Income | 1,219.87 | 812,304.32 | 1,443,396.03 | 2,256,920.22 |
| 791 Other Sales and Services | 3,450.47 | - | - | 3,450.47 |
| 811 Inmate Medical Co-pays and Judgments | 248,072.46 | - | - | 248,072.46 |
| 821 Deposits by Patients and Offenders | 464,294.17 | - | 12,440.01 | 476,734.18 |
| 836 Sale of Salvage | 2,182.31 | - | - | 2,182.31 |
| 881 Purchase Card Payments | - | - | - | - |
| Total Revenues | 865,603.16 | 812,304.32 | 2,680,270.64 | 4,358,178.12 |
| Account Expenditures | | | | |
| <u>Code</u> Current: | | | | |
| 11,12,13 Payroll | 21.62 | - | 579,385.81 | 579,407.43 |
| 15 Professional Services | 358,180.31 | 388,608.00 | 81,317.16 | 828,105.47 |
| 21, 22 Travel | 27,423.29 | 1,443.94 | 15,527.78 | 44,395.01 |
| 31 Misc. Admin. Expenses | 2,595.83 | 14,261.24 | 83,709.73 | 100,566.80 |
| 32 Rent | 14,456.32 | 8,430.90 | 6,234.42 | 29,121.64 |
| 33 Maintenance and Repair | 42,307.44 | 19,910.35 | 78,749.07 | 140,966.86 |
| 34 Specialized Supplies and Materials | 15,152.00 | 24,615.78 | 129,881.85 | 169,649.63 |
| 35 Production, Safety and Security | 23,491.26 | 3,974.34 | 112,120.09 | 139,585.69 |
| 36 General Operating Expenses | 427.15 | 25,958.66 | 4,276.68 | 30,662.49 |
| 37 Shop Expense | 7,050.84 | 4,358.28 | 208,947.34 | 220,356.46 |
| 41 Furniture and Equipment | 47,688.63 | 55,538.50 | 16,912.81 | 120,139.94 |
| 42 Library Equipment and Resources | - | 366.05 | - | 366.05 |
| 43 Lease Purchases | - | - | - | - |
| 44 Livestock and Poultry | - | - | - | - |
| 45 Land and Right-of-way | - | - | - | - |
| 46, 47 Building, Construction and Renovation | - | 5,045.00 | - | 5,045.00 |
| 48 Debt Service | - | - | - | - |
| 51 Inmate Pay and Health Services | 2,302.56 | 249,441.62 | 168,070.14 | 419,814.32 |
| 52 Tuitions, Awards and Incentives | - | - | - | - |
| 53 Refunds and Restitutions | 40,404.00 | 193.03 | - | 40,597.03 |
| 54 Jail Backup, County Jails and Other | 51.05 | - | - | 51.05 |
| 55 Payment to Gov. Sub-Division | - | - | - | - |
| 59 Assistance Payments to Agencies | - | - | - | - |
| 61 Loans, Taxes and other Disbursements | - | - | - | - |
| 62 Transfers - Out Sourced Health Care | - | - | - | - |
| 64 Merchandise for Resale | - | - | 1,327,049.92 | 1,327,049.92 |
| Total Expenditures | 581,552.30 | 802,145.69 | 2,812,182.80 | 4,195,880.79 |
| Excess of Revenues Over (Under) Expenditures | 284,050.86 | 10,158.63 | (131,912.16) | 162,297.33 |
| Special and Extraordinary Items | | | | |
| Carried Over Cash | - | - | - | - |
| Total Special and Extraordinary Items | - | - | - | - |
| Net Change in Fund Balances | 284,050.86 | 10,158.63 | (131,912.16) | 162,297.33 |
| Cash | | | | |
| Beginning Cash Balance | 6,045,711.80 | 998,866.92 | 10,234,290.40 | 17,278,869.12 |
| Revenue Received this Year | 865,603.16 | 812,304.32 | 2,680,270.64 | 4,358,178.12 |
| Expenditures made this Year | (581,552.30) | (802,145.69) | (2,812,182.80) | (4,195,880.79) |
| Beginning Change in Liabilities | - | - | - | - |
| Transfers | - | - | - | - |
| Adjustments | (630.92) | (11,226.00) | (14,212.21) | (26,069.13) |
| Ending Cash Balance | \$ 6,329,131.74 | \$ 997,799.55 | \$ 10,088,166.03 | \$ 17,415,097.32 |

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
July 1, 2018 through September 30, 2018

| Revenue Code | Revenues | 410 Fund | 430 Fund | Funds |
|--------------|---|----------------------|----------------------|----------------------|
| 556 | Federal Funds Rec'd from Non-Gov. Ag. | \$ - | \$ - | \$ - |
| 561 | Private Grants and Donations for Opns. | 459,478.29 | 531,902.84 | 991,381.13 |
| 581 | Reimbursements | - | - | - |
| | <i>Total Revenues</i> | <u>459,478.29</u> | <u>531,902.84</u> | <u>991,381.13</u> |
| Account Code | Expenditures | | | |
| 11,12,13 | Payroll | 61,332.01 | 62,764.80 | 124,096.81 |
| 15 | Professional Services | - | 365,622.16 | 365,622.16 |
| 21, 22 | Travel | 23,566.51 | 6,199.44 | 29,765.95 |
| 31 | Misc. Admin. Expenses | - | - | - |
| 32 | Rent | 5,483.98 | - | 5,483.98 |
| 33 | Maintenance and Repair | 6,735.30 | - | 6,735.30 |
| 34 | Specialized Supplies and Materials | - | - | - |
| 35 | Production, Safety and Security | - | - | - |
| 36 | General Operating Expenses | 42,990.24 | - | 42,990.24 |
| 37 | Shop Expense | - | 7,429.00 | 7,429.00 |
| 41 | Furniture and Equipment | 330,261.79 | 8,497.14 | 338,758.93 |
| 42 | Library Equipment and Resources | - | - | - |
| 43 | Lease Purchases | - | - | - |
| 44 | Livestock and Poultry | - | - | - |
| 45 | Land and Right-of-way | - | - | - |
| 46 | Building, Construction and Renovation | - | - | - |
| 48 | Debt Service | - | - | - |
| 51 | Inmate Pay and Health Services | - | - | - |
| 52 | Tuitions, Awards and Incentives | - | - | - |
| 53 | Refunds and Restitutions | - | - | - |
| 54 | Jail Backup, County Jails and Other | - | - | - |
| 55 | Payment to Gov. Sub-Division | - | - | - |
| 59 | Assistance Payments to Agencies | - | - | - |
| 61 | Loans, Taxes and Other Disbursements | - | - | - |
| 62 | Transfers - Out Sourced Health Care | - | - | - |
| 64 | Merchandise for Resale | - | - | - |
| | <i>Total Expenditures</i> | <u>470,369.83</u> | <u>450,512.54</u> | <u>920,882.37</u> |
| | <i>Excess of Revenues Over (Under) Expenditures</i> | <u>(10,891.54)</u> | <u>81,390.30</u> | <u>70,498.76</u> |
| | Special and Extraordinary Items | | | |
| | Carried Over Cash | - | - | - |
| | <i>Total Special and Extraordinary Items</i> | <u>-</u> | <u>-</u> | <u>-</u> |
| | <i>Net Change in Fund Balances</i> | <u>(10,891.54)</u> | <u>81,390.30</u> | <u>70,498.76</u> |
| | Cash | | | |
| | Beginning Cash Balance | 124,233.68 | 140,670.18 | 264,903.86 |
| | Revenue Received this Year | 459,478.29 | 531,902.84 | 991,381.13 |
| | Expenditures made this Year | (470,369.83) | (450,512.54) | (920,882.37) |
| | Beginning Change in Liabilities | - | - | - |
| | Transfers | - | - | - |
| | Adjustments | - | - | - |
| | <i>Ending Cash Balance</i> | <u>\$ 113,342.14</u> | <u>\$ 222,060.48</u> | <u>\$ 335,402.62</u> |

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
For the Month of September 2018

| | | 410 Fund | 430 Fund | Funds |
|--|---|----------------------|----------------------|----------------------|
| Revenue Revenues | | | | |
| <u>Code</u> | <u>Current:</u> | | | |
| 556 | Federal Funds Rec'd from Non-Gov. Ag. | \$ - | \$ - | \$ - |
| 561 | Private Grants and Donations for Opns. | - | 253,804.12 | 253,804.12 |
| 581 | Reimbursements | - | - | - |
| | <i>Total Revenues</i> | <u>-</u> | <u>253,804.12</u> | <u>253,804.12</u> |
| Account Expenditures | | | | |
| <u>Code</u> | <u>Current:</u> | | | |
| 11,12,13 | Payroll | 21,208.19 | 20,926.87 | 42,135.06 |
| 15 | Professional Services | - | 134,285.75 | 134,285.75 |
| 21, 22 | Travel | 19,438.91 | 3,765.20 | 23,204.11 |
| 31 | Misc. Admin. Expenses | - | - | - |
| 32 | Rent | - | - | - |
| 33 | Maintenance and Repair | 477.75 | - | 477.75 |
| 34 | Specialized Supplies and Materials | - | - | - |
| 35 | Production, Safety and Security | - | - | - |
| 36 | General Operating Expenses | 41,120.05 | - | 41,120.05 |
| 37 | Shop Expense | - | 145.00 | 145.00 |
| 41 | Furniture and Equipment | 315,868.58 | - | 315,868.58 |
| 42 | Library Equipment and Resources | - | - | - |
| 43 | Lease Purchases | - | - | - |
| 44 | Livestock and Poultry | - | - | - |
| 45 | Land and Right-of-way | - | - | - |
| 46 | Building, Construction and Renovation | - | - | - |
| 48 | Debt Service | - | - | - |
| 51 | Inmate Pay and Health Services | - | - | - |
| 52 | Tuitions, Awards and Incentives | - | - | - |
| 53 | Refunds and Restitutions | - | - | - |
| 54 | Jail Backup, County Jails and Other | - | - | - |
| 55 | Payment to Gov. Sub-Division | - | - | - |
| 59 | Assistance Payments to Agencies | - | - | - |
| 61 | Loans, Taxes and Other Disbursements | - | - | - |
| 62 | Transfers - Out Sourced Health Care | - | - | - |
| 64 | Merchandise for Resale | - | - | - |
| | <i>Total Expenditures</i> | <u>398,113.48</u> | <u>159,122.82</u> | <u>557,236.30</u> |
| | <i>Excess of Revenues Over (Under) Expenditures</i> | <u>(398,113.48)</u> | <u>94,681.30</u> | <u>(303,432.18)</u> |
| Special and Extraordinary Items | | | | |
| | Carried Over Cash | - | - | - |
| | <i>Total Special and Extraordinary Items</i> | <u>-</u> | <u>-</u> | <u>-</u> |
| | <i>Net Change in Fund Balances</i> | <u>(398,113.48)</u> | <u>94,681.30</u> | <u>(303,432.18)</u> |
| Cash | | | | |
| | Beginning Cash Balance | 511,455.62 | 159,837.07 | 671,292.69 |
| | Revenue Received this Month | - | 253,804.12 | 253,804.12 |
| | Expenditures made this Month | (398,113.48) | (159,122.82) | (557,236.30) |
| | Beginning Change in Liabilities | - | - | - |
| | Transfers | - | - | - |
| | Adjustments | - | (32,457.89) | (32,457.89) |
| | <i>Ending Cash Balance</i> | <u>\$ 113,342.14</u> | <u>\$ 222,060.48</u> | <u>\$ 335,402.62</u> |

Statement of Canteen Operating Income

For the Period 7/1/2018 to 9/30/2018

| | | |
|---|--------------------|-----------------------|
| Sales Revenue | | \$4,381,336.17 |
| Canteen Operating Expenses | | |
| Cost of Goods Sold | \$2,985,212.15 | |
| Inventory Adjustments | | |
| DISPOSABLE ITEMS | \$1,689.59 | |
| INVENTORY ERROR CORRECTION | \$9,080.32 | |
| SHRINKAGE | \$5,256.30 | |
| SPOILAGE | \$6,426.12 | |
| TRANSFER BETWEEN PRISONS | \$0.00 | |
| VENDER RETURN | \$10,536.52 | |
| Total Inventory Adjustments | <u>\$32,988.84</u> | |
| Total Operating Expenses | | <u>\$3,018,200.99</u> |
| Gross Income from Canteen Operations - Before Sales Tax | | \$1,363,135.18 |
| Plus Vendor Discount | | \$9,863.69 |
| Less Freight | | \$1,980.98 |
| Less Sales Taxes Expense (net of discount) | | <u>\$319,455.28</u> |
| Net Income | | \$1,051,562.61 |

Canteen Balance Sheet

| Month: | September | Year: | 2018 | | |
|---------------------|--------------------------------|-------------------|-----------------|--------------|-------------------|
| Account | Account Name | Current Balance | Totals | Grand Totals | |
| Assets | | | | | |
| Cash | | | | | |
| 140000 | CASH - CANTEEN | \$9,047,989.41 DR | | | |
| 140001 | INVENTORY | \$342,798.80 DR | | | |
| | Total Cash | | \$9,390,788. DR | | |
| | | | 21 | | |
| Accounts Receivable | | | | | |
| 140002 | ACCOUNTS RECEIVABLE - CANTEEN | \$15.95 DR | | | |
| | Total Accounts Receivable | | \$15.95 DR | | |
| | Total Assets | | | | \$9,390,804.16 DR |
| Liabilities | | | | | |
| Accounts Payable | | | | | |
| 202021 | ACCOUNTS PAYABLE - INVENTORY | \$466,951.65 CR | | | |
| 202029 | ACCOUNTS PAYABLE - SALES TAXES | \$88,394.28 CR | | | |
| | Total Accounts Payable | | \$555,345.93 CR | | |
| | Total Liabilities | | | | \$555,345.93 CR |
| Equity | | | | | |
| | Canteen Equity | | | | \$8,835,458.23 |

Oklahoma Department of Corrections

Canteen Sales Tax Report

FY 2019 July through September

| Facility | Sales Tax Total | Taxable Sales | State Sales Tax - 4.5% | County Sales Tax | | City Sales Tax | | | |
|----------------------------------|-------------------|---------------------|------------------------|------------------|-------|------------------|---------------|-------|------------------|
| 17 - Bill Johnson C C | 5,475.84 | 109,516.61 | 4,928.25 | Woods | 0.50% | 547.59 | Alva | 0.00% | - |
| 08 - Dick Conner C C | 27,971.46 | 302,393.95 | 13,607.73 | Osage | 1.25% | 3,779.93 | Hominy | 3.50% | 10,583.80 |
| 16 - Eddie Warrior C C | 24,470.58 | 267,438.01 | 12,034.72 | Muskogee | 0.65% | 1,738.35 | Taft | 4.00% | 10,697.51 |
| 04 - Howard McLeod C C | 9,310.87 | 148,973.95 | 6,703.83 | Atoka | 1.75% | 2,607.04 | N/A | 0.00% | - |
| 13 - Jackie Brannon C C | 14,148.25 | 148,928.84 | 6,701.79 | Pittsburg | 1.50% | 2,233.94 | McAlester | 3.50% | 5,212.52 |
| 11 - James Crabtree C C | 25,377.35 | 267,129.96 | 12,020.85 | Alfalfa | 2.00% | 5,342.60 | Helena | 3.00% | 8,013.90 |
| 01 - Jess Dunn C C | 20,497.01 | 224,010.67 | 10,080.49 | Muskogee | 0.65% | 1,456.07 | Taft | 4.00% | 8,960.45 |
| 02 - Jim E Hamilton C C | 9,380.53 | 144,315.62 | 6,494.21 | Leflore | 2.00% | 2,886.32 | N/A | 0.00% | - |
| 07 - Joseph Harp C C | 12,828.27 | 270,068.63 | 12,153.10 | Cleveland | 0.25% | 675.17 | N/A | 0.00% | - |
| 12 - John Lilley C C | 19,827.23 | 172,409.85 | 7,758.51 | Okfuskee | 2.00% | 3,448.20 | Boley | 3.00% | 8,620.52 |
| 19 - Kate Barnard C C | 5,492.86 | 63,685.22 | 2,865.84 | Oklahoma | 0.00% | - | Oklahoma City | 3.88% | 2,627.02 |
| 06 - Lexington A&R Center | 10,353.99 | 217,978.70 | 9,809.04 | Cleveland | 0.25% | 544.95 | N/A | 0.00% | - |
| 03 - Mack Alford C C | 11,167.04 | 178,672.47 | 8,040.26 | Atoka | 1.75% | 3,126.78 | N/A | 0.00% | - |
| 09 - Mabel Bassett C C | 33,716.13 | 337,329.69 | 15,179.84 | Pottawatomie | 1.50% | 5,043.09 | McLoud | 4.00% | 13,493.20 |
| 15 - Northeastern Ok C C | 6,642.96 | 102,199.04 | 4,598.96 | Craig | 2.00% | 2,044.00 | Vinita | 0.00% | - |
| 18 - North Fork C C | 37,578.80 | 429,471.98 | 19,326.24 | Beckham | 0.25% | 1,073.68 | Sayre | 4.00% | 17,178.88 |
| 05 - Oklahoma State Penitentiary | 15,722.99 | 165,504.89 | 7,447.73 | Pittsburg | 1.50% | 2,482.58 | McAlester | 3.50% | 5,792.68 |
| 10 - Oklahoma State Reformatory | 17,313.84 | 182,250.85 | 8,201.29 | Greer | 2.00% | 3,645.02 | Granite | 3.00% | 5,467.53 |
| 14 - William S. Key C C | 12,153.14 | 225,058.20 | 10,127.62 | Woodward | 0.90% | 2,025.52 | N/A | 0.00% | - |
| Total | 319,429.12 | 3,957,337.13 | 178,080.28 | | | 44,700.83 | | | 96,648.01 |

Oklahoma Department of Corrections

Canteen Sales Tax Report

For the Month of July 2018

| Facility | Sales Tax Total | Taxable Sales | State Sales Tax - 4.5% | County Sales Tax | | City Sales Tax | | | |
|----------------------------------|--------------------------|----------------------------|-------------------------|------------------|-------|-------------------------|---------------|-------|-------------------------|
| 17 - Bill Johnson C C | 1,831.75 | 36,634.95 | 1,648.57 | Woods | 0.50% | 183.18 | Alva | 0.00% | - |
| 08 - Dick Conner C C | 9,118.57 | 98,579.15 | 4,436.06 | Osage | 1.25% | 1,232.24 | Hominy | 3.50% | 3,450.27 |
| 16 - Eddie Warrior C C | 8,248.62 | 90,148.79 | 4,056.70 | Muskogee | 0.65% | 585.97 | Taft | 4.00% | 3,605.95 |
| 04 - Howard McLeod C C | 3,276.54 | 52,424.71 | 2,359.11 | Atoka | 1.75% | 917.43 | N/A | 0.00% | - |
| 13 - Jackie Brannon C C | 4,799.32 | 50,519.09 | 2,273.36 | Pittsburg | 1.50% | 757.79 | McAlester | 3.50% | 1,768.17 |
| 11 - James Crabtree C C | 8,591.60 | 90,437.73 | 4,069.70 | Alfalfa | 2.00% | 1,808.76 | Helena | 3.00% | 2,713.14 |
| 01 - Jess Dunn C C | 6,844.03 | 74,797.89 | 3,365.91 | Muskogee | 0.65% | 486.19 | Taft | 4.00% | 2,991.93 |
| 02 - Jim E Hamilton C C | 3,317.06 | 51,031.50 | 2,296.42 | Leflore | 2.00% | 1,020.64 | N/A | 0.00% | - |
| 07 - Joseph Harp C C | 4,600.34 | 96,849.30 | 4,358.22 | Cleveland | 0.25% | 242.12 | N/A | 0.00% | - |
| 12 - John Lilley C C | 6,709.73 | 58,344.80 | 2,625.58 | Okfuskee | 2.00% | 1,166.90 | Boley | 5.00% | 2,917.25 |
| 19 - Kate Barnard C C | 1,922.01 | 22,284.14 | 1,002.79 | Oklahoma | 0.00% | - | Oklahoma City | 4.13% | 919.22 |
| 06 - Lexington A&R Center | 3,466.64 | 72,981.84 | 3,284.18 | Cleveland | 0.25% | 182.46 | N/A | 0.00% | - |
| 03 - Mack Alford C C | 3,900.87 | 62,413.67 | 2,808.62 | Atoka | 1.75% | 1,092.25 | N/A | 0.00% | - |
| 09 - Mabel Bassett C C | 11,433.67 | 114,393.79 | 5,147.72 | Pottawatomie | 1.50% | 1,710.19 | McLoud | 4.00% | 4,575.76 |
| 15 - Northeastern Ok C C | 2,344.81 | 36,073.94 | 1,623.33 | Craig | 2.00% | 721.48 | Vinita | 0.00% | - |
| 18 - North Fork C C | 13,414.54 | 153,309.08 | 6,898.91 | Beckham | 0.25% | 383.27 | Sayre | 4.00% | 6,132.36 |
| 05 - Oklahoma State Penitentiary | 6,029.07 | 63,463.73 | 2,855.87 | Pittsburg | 1.50% | 951.96 | McAlester | 3.50% | 2,221.24 |
| 10 - Oklahoma State Reformatory | 6,159.23 | 64,834.10 | 2,917.53 | Greer | 2.00% | 1,296.68 | Granite | 3.00% | 1,945.02 |
| 14 - William S. Key C C | 4,335.52 | 80,287.46 | 3,612.94 | Woodward | 0.90% | 722.58 | N/A | 0.00% | - |
| Total | <u>110,343.90</u> | <u>1,369,809.66</u> | <u>61,641.50</u> | | | <u>15,462.09</u> | | | <u>33,240.31</u> |

Oklahoma Department of Corrections

Canteen Sales Tax Report

For the Month of August 2018

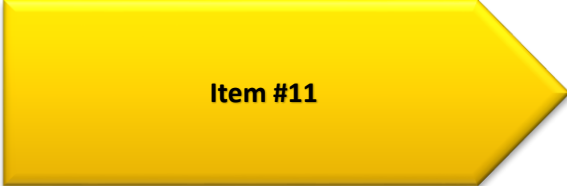
| Facility | Sales Tax Total | Taxable Sales | State Sales Tax - 4.5% | County Sales Tax | | City Sales Tax | | | |
|----------------------------------|-------------------|---------------------|------------------------|------------------|-------|------------------|---------------|-------|------------------|
| 17 - Bill Johnson C C | 2,074.98 | 41,499.62 | 1,867.48 | Woods | 0.50% | 207.50 | Alva | 0.00% | - |
| 08 - Dick Conner C C | 9,964.37 | 107,722.70 | 4,847.52 | Osage | 1.25% | 1,346.54 | Hominy | 3.50% | 3,770.31 |
| 16 - Eddie Warrior C C | 9,156.03 | 100,065.86 | 4,502.96 | Muskogee | 0.65% | 650.43 | Taft | 4.00% | 4,002.64 |
| 04 - Howard McLeod C C | 3,169.94 | 50,719.11 | 2,282.36 | Atoka | 1.75% | 887.58 | N/A | 0.00% | - |
| 13 - Jackie Brannon C C | 4,840.64 | 50,954.16 | 2,292.93 | Pittsburg | 1.50% | 764.31 | McAlester | 3.50% | 1,783.40 |
| 11 - James Crabtree C C | 9,025.19 | 95,002.11 | 4,275.09 | Alfalfa | 2.00% | 1,900.04 | Helena | 3.00% | 2,850.06 |
| 01 - Jess Dunn C C | 7,378.82 | 80,642.67 | 3,628.92 | Muskogee | 0.65% | 524.18 | Taft | 4.00% | 3,225.72 |
| 02 - Jim E Hamilton C C | 3,284.71 | 50,533.95 | 2,274.03 | Leflore | 2.00% | 1,010.68 | N/A | 0.00% | - |
| 07 - Joseph Harp C C | 4,346.83 | 91,512.17 | 4,118.05 | Cleveland | 0.25% | 228.78 | N/A | 0.00% | - |
| 12 - John Lilley C C | 6,836.79 | 59,450.34 | 2,675.27 | Okfuskee | 2.00% | 1,189.00 | Boley | 5.00% | 2,972.52 |
| 19 - Kate Barnard C C | 1,912.44 | 22,173.37 | 997.80 | Oklahoma | 0.00% | - | Oklahoma City | 4.13% | 914.64 |
| 06 - Lexington A&R Center | 3,765.09 | 79,265.15 | 3,566.93 | Cleveland | 0.25% | 198.16 | N/A | 0.00% | - |
| 03 - Mack Alford C C | 3,906.00 | 62,495.94 | 2,812.32 | Atoka | 1.75% | 1,093.68 | N/A | 0.00% | - |
| 09 - Mabel Bassett C C | 11,532.26 | 115,380.35 | 5,192.12 | Pottawatomie | 1.50% | 1,724.94 | McLoud | 4.00% | 4,615.20 |
| 15 - Northeastern Ok C C | 2,290.84 | 35,243.55 | 1,585.96 | Craig | 2.00% | 704.88 | Vinita | 0.00% | - |
| 18 - North Fork C C | 12,804.48 | 146,336.91 | 6,585.16 | Beckham | 0.25% | 365.84 | Sayre | 4.00% | 5,853.48 |
| 05 - Oklahoma State Penitentiary | 5,051.90 | 53,177.95 | 2,393.01 | Pittsburg | 1.50% | 797.67 | McAlester | 3.50% | 1,861.22 |
| 10 - Oklahoma State Reformatory | 5,650.69 | 59,480.85 | 2,676.64 | Greer | 2.00% | 1,189.62 | Granite | 3.00% | 1,784.43 |
| 14 - William S. Key C C | 4,204.70 | 77,864.69 | 3,503.91 | Woodward | 0.90% | 700.79 | N/A | 0.00% | - |
| Total | 111,196.70 | 1,379,521.45 | 62,078.46 | | | 15,484.62 | | | 33,633.62 |

Oklahoma Department of Corrections

Canteen Sales Tax Report

For the Month of September 2018

| Facility | Sales Tax Total | Taxable Sales | State Sales Tax - 4.5% | County Sales Tax | | City Sales Tax | | | |
|----------------------------------|------------------|---------------------|------------------------|------------------|-------|------------------|---------------|-------|------------------|
| 17 - Bill Johnson C C | 1,569.10 | 31,382.04 | 1,412.19 | Woods | 0.50% | 156.91 | Alva | 0.00% | - |
| 08 - Dick Conner C C | 8,888.52 | 96,092.10 | 4,324.15 | Osage | 1.25% | 1,201.15 | Hominy | 3.50% | 3,363.22 |
| 16 - Eddie Warrior C C | 7,065.93 | 77,223.36 | 3,475.06 | Muskogee | 0.65% | 501.95 | Taft | 4.00% | 3,088.92 |
| 04 - Howard McLeod C C | 2,864.39 | 45,830.13 | 2,062.36 | Atoka | 1.75% | 802.03 | N/A | 0.00% | - |
| 13 - Jackie Brannon C C | 4,508.29 | 47,455.59 | 2,135.50 | Pittsburg | 1.50% | 711.84 | McAlester | 3.50% | 1,660.95 |
| 11 - James Crabtree C C | 7,760.56 | 81,690.12 | 3,676.06 | Alfalfa | 2.00% | 1,633.80 | Helena | 3.00% | 2,450.70 |
| 01 - Jess Dunn C C | 6,274.16 | 68,570.11 | 3,085.66 | Muskogee | 0.65% | 445.70 | Taft | 4.00% | 2,742.80 |
| 02 - Jim E Hamilton C C | 2,778.76 | 42,750.17 | 1,923.76 | Leflore | 2.00% | 855.00 | N/A | 0.00% | - |
| 07 - Joseph Harp C C | 3,881.10 | 81,707.16 | 3,676.83 | Cleveland | 0.25% | 204.27 | N/A | 0.00% | - |
| 12 - John Lilley C C | 6,280.71 | 54,614.71 | 2,457.66 | Okfuskee | 2.00% | 1,092.30 | Boley | 5.00% | 2,730.75 |
| 19 - Kate Barnard C C | 1,658.41 | 19,227.71 | 865.25 | Oklahoma | 0.00% | - | Oklahoma City | 4.13% | 793.16 |
| 06 - Lexington A&R Center | 3,122.26 | 65,731.71 | 2,957.93 | Cleveland | 0.25% | 164.33 | N/A | 0.00% | - |
| 03 - Mack Alford C C | 3,360.18 | 53,762.86 | 2,419.33 | Atoka | 1.75% | 940.85 | N/A | 0.00% | - |
| 09 - Mabel Bassett C C | 10,750.20 | 107,555.55 | 4,840.00 | Pottawatomie | 1.50% | 1,607.96 | McLoud | 4.00% | 4,302.24 |
| 15 - Northeastern Ok C C | 2,007.31 | 30,881.55 | 1,389.67 | Craig | 2.00% | 617.64 | Vinita | 0.00% | - |
| 18 - North Fork C C | 11,359.78 | 129,825.99 | 5,842.17 | Beckham | 0.25% | 324.57 | Sayre | 4.00% | 5,193.04 |
| 05 - Oklahoma State Penitentiary | 4,642.02 | 48,863.21 | 2,198.85 | Pittsburg | 1.50% | 732.95 | McAlester | 3.50% | 1,710.22 |
| 10 - Oklahoma State Reformatory | 5,503.92 | 57,935.90 | 2,607.12 | Greer | 2.00% | 1,158.72 | Granite | 3.00% | 1,738.08 |
| 14 - William S. Key C C | 3,612.92 | 66,906.05 | 3,010.77 | Woodward | 0.90% | 602.15 | N/A | 0.00% | - |
| Total | 97,888.52 | 1,208,006.02 | 54,360.32 | | | 13,754.12 | | | 29,774.08 |



Item #11

| | | | |
|--|---|----------------|-----------------------------------|
| Section-01 Organization | P-010300 | Page: 1 | Effective Date: 12/12/2018 |
| Mission and Organization | ACA Standards:2-CO-1A-02, 2-CO-1A-04, 2-CO-1A-06, 2-CO-1A-07, 2-CO-1A-08, 2-CO-1A-12, 2-CO-1A-13, 2-CO-1A-19, 2-CO-1A-20, 2-CO-1A-21, 4-4001, 4-4002, 4-4003, 4-4010, 4-4015, 4-ACRS-7D-01, 4-ACRS-7D-02, 4-ACRS-7D-03, 4-ACRS-7D-34, 4-ACRS-7D-35, 4-APPFS-2A-01, 4-APPFS-2A-07, 4-APPFS-3A-29, 4-APPFS-3D-01, 4-APPFS-3D-03, 4-APPFS-3D-05, 4-APPFS-3D-07 | | |
| Frank X. Henke, IV, Chair Oklahoma Board of Corrections | | | |

Mission and Organization of the Oklahoma Department of Corrections

The Oklahoma Department of Corrections (ODOC) is established in accordance with applicable statutes and regulations with the goal of ensuring public safety through the provision of professionally managed correctional services pursuant to orders of the court, the Pardon and Parole Board, applicable statutes and Board of Corrections (BOC) policy. (2-CO-1A-02, 2-CO-1A-04, 4-4001, 4-APPFS-2A-01, 4-APPFS-3D-01)

I. Mission Statements

It is the overall mission of the ODOC to protect the public, the employees and the inmates and offenders. (22 § 1514.6)

A. Incarceration

It is the mission of the ODOC to provide housing, clothing, food and medical care to its inmates, to maintain a safe and secure prison system, to keep accurate records, to offer job training, education, counseling, work and treatment programs deemed appropriate to monitor and advance the rehabilitative progress of its inmates, to provide a fair and orderly progression through custody levels, and to make data and recommendations regarding parole available to the Pardon and Parole Board. As an inmate demonstrates that he is no longer a threat to society, that the punishment has been effective and that a program of rehabilitation is showing progress, the inmate's level of custody may be commensurately reduced in an orderly progression through custody levels to probation and parole and release.

B. Mission Statement - Community Supervision

It is the mission of the ODOC to receive convicted offenders selected by the courts and the Pardon and Parole Board and to protect society through a coordinated program of community supervision which provides realistic opportunities for probationers and parolees to develop skills necessary to adjust to free society. As a probationer or parolee demonstrates that the supervision has been effective and that a community treatment program is showing progress, the level of supervision may be commensurately reduced in an orderly progression to prepare for release from supervision.

The agency and its subdivisions will develop written mission statements that establish desired outcomes. These statements will be reviewed annually and updated as needed. (2-CO-1A-04, 2-CO-1A-06, 2-CO-1A-08, 2-CO-1A-21, 4-4002, 4-ACRS-7D-01, 4-ACRS-7D-02, 4-APPFS-3D-04, 4-APPFS-3D-07)

II. Goals and Objectives

A. Development of Goals and Management Strategy

The goals of the ODOC include:

1. Provide adequate prison space to ensure that those sentenced to prison will remain incarcerated until such time as they can be safely released, or until their active sentences are completed.
2. Provide community-based supervision for those offenders selected for supervised probation and parole by the courts and the Pardon and Parole Board.
3. Maintain safe and humane operation of a professional correctional system that provides secure confinement and supervision of inmates/offenders.
4. Reduce recidivism by offering programs and services that afford inmates/offenders opportunities for positive change and successful reentry.

The agency's primary goals include the safe and humane operation of a professional correctional system providing secure confinement and supervision of inmates/offenders and the reduction of recidivism by offering programs and services that afford inmates/offenders opportunities for positive change and successful reentry. The goals, management strategy and agency operational procedures will be defined and be consistent with the guiding goals and principles of the agency. (2-CO-1A-06, 2-CO-1A-07, 2-CO-1A-20, 4-4003, 4-ACRS-7D-01, 4-APPFS-3D-05)

B. Resources

Within available resources, the agency will offer a range of evidenced based correctional operations. These operations will include institutionalization, community programs, community supervision, treatment and other rehabilitation programs that will best serve the needs of the State of Oklahoma and the individual inmate/offender. These evidence based programs will enhance the inmate's and offender's ability to establish a productive and law-abiding lifestyle. (4-APPFS-2A-07) The agency will administer its programs in an equitable manner in the least restrictive environment consistent with public safety.

C. Operations

The director will ensure policy and procedures governing the management and operations of the agency are established and implemented. (2-CO-1A-06) Regular meetings with the BOC will provide opportunity to review and evaluate established policies and agency operations. (4-ACRS-7D- 34)

III. Organization

A. Organizational Charts

The director will ensure organizational charts and FTE matrices of every staff position within the agency are developed and maintained. These charts reflect the grouping of functions, the area of control, define the lines of authority, and outline a specific channel of communication. (2-CO-1A-12, 4-4010, 4- ACRS-7D-03, 4-APPFS-3D-03)

B. Communications

The ODOC will maintain an effective communication system through regular meetings between facility heads and department heads and between department heads and their key staff members at least once each month. The agency will also utilize the latest technology to enhance communications. (2-CO-1A-18, 2-CO-1A- 19, 4-4015, 4-ACRS-7D-35, 4-APPFS-3A-29, 4-APPFS-3D-07)

IV. References

22 O.S. § 1514.6

57 O.S. § 504 (b) (I), 507, and 508.1

74 O.S. § 18c

V. Action

The agency director is responsible for this policy.

The agency director is responsible for the annual review and revisions.

Any exceptions to this policy statement will require prior written approval from the Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-010300 entitled "Mission and Organization of the Oklahoma Department of Corrections" dated October 4, 2017

| | | | |
|--------------------------------|-----------------|----------------|-----------------------------------|
| Section-01 Organization | P-010300 | Page: 4 | Effective Date: 12/12/2018 |
|--------------------------------|-----------------|----------------|-----------------------------------|

Distribution: Policy and Operations Manual
Agency Website

| | | | |
|---|--|---------|----------------------------|
| Section-03 Facility Operations | P-030100 | Page: 1 | Effective Date: 12/12/2018 |
| Provisions of Services/Inmate Rights and Responsibilities | ACA Standards: 2-CO-3C-01, 2-CO-4E-01, 2-CO-5C-01, 2-CO-5D-01, 2-CO-5E-01, 2-CO-5F-01, 4-4182, 4-4274, 4-4275, 4-4276, 4-4277, 4-4280, 4-4281M, 4-4292, 4-4293, 4-4294, 4-4429, 4-4481, 4-4487, 4-4497, 4-4498, 4-4505, 4-4517, 4-ACRS-5A-17, 4-ACRS-5A-19, 4-ACRS-5A-21, 4-ACRS-5A-22, 4-ACRS-6A-01, 4-ACRS-6A-02, 4-ACRS-6A-03, 4-ACRS-6A-07, 4-ACRS-6B-01, 4-ACRS-7D-13, 4-ACRS-7D-14 | | |
| Frank X. Henke, IV, Chair Oklahoma Board of Correction | | | |

Provisions of Services/Inmate Rights and Responsibilities

The Oklahoma Department of Corrections (ODOC) will provide services and define inmate rights and responsibilities. (2-CO-3C-01)

I. Services

Inmates will be provided opportunities for services in the areas of: correspondence, visiting and telephone privileges, control of personal and state property, health care, libraries, religion, recreation/programs and access to courts.

A. Correspondence

Internal management procedures will govern the sending and receiving of correspondence by inmates. (2-CO-5D-01, 4-4487, 4-ACRS-6A-07)

B. Visiting Privileges

Internal management procedures will govern the visiting program for inmates. Limitations on the number of visitors an inmate may have and the times for such visitation will be established, taking into account the safety and security needs of the facility and in accordance with guidelines established by the director. (2-CO-5D-01, 4-4498, 4-ACRS-5A-17)

C. Telephone Privileges

The use of telephones by inmates is a privilege, not a right. Inmates may communicate with persons or organizations subject to the limitations necessary to maintain the facility's order and security. (2-CO-5D-01, 4-4497, 4-ACRS-5A-19)

D. Personal Property

1. The possession of private property is a privilege and inmates may possess only that property authorized by the director. Inmates possessing personal private property assume any risk of potential loss or damage.
2. Inmates' property, personal and state issued, will be managed according to written system-wide procedures that coincide with applicable procedures. (4-4292, 4-4293, 4-4294, 4-ACRS-7D-13, 4-

ACRS-7D-14)

E. Health Care

The ODOC will provide medical, dental, and mental health services that address the known serious health care needs of each inmate. (2-CO-4E-01)

F. Libraries

Facilities will provide access to comprehensive library services that include both general and specialized materials to meet the reasonable educational, informational and recreational needs of inmates. (2-CO-5F-01, 4-4505)

G. Programs and Recreation

Facilities will provide appropriate programmatic and recreational activities designed to facilitate acceptable social activities and behavior as well as promote a healthy lifestyle. Programmatic and leisure time activities will provide all inmates with equal opportunity for participation. (2-CO-5C-01, 4-4481, 4-ACRS-5A-21)

H. Religious Activities

Religious activities will be available to inmates of all faith groups. Reasonable access and accommodation to the exercise of the religion by the inmate will be made, ensuring that the practice does not compromise the safety, security, sanitation and resources of the facility or the inmate. (2-CO-5E-01, 4-4517, 4-ACRS-5A-22)

I. Access to Courts

Procedures will be established to ensure all inmates in the ODOC are allowed reasonable access to courts. (4-4274, 4-4275, 4-4276, 4-ACRS-6A-01, 4-ACRS-6A-02)

II. Rights and Responsibilities

A. Inmates will be informed, in writing, of their rights, responsibilities and rules of conduct.

B. No inmates under the jurisdiction of the agency will be subject to discrimination based on age, race, religion, national origin, gender, political belief, or disability. (4-4277, 4-4429, 4-ACRS-6B-01)

C. The ODOC will make best efforts to protect inmates from personal abuse, corporal punishment, personal injury, disease, property damage and harassment. (4-4281M, 4-ACRS-6A-03)

D. No inmate or group of inmates will be given authority or control over any other inmate or facility security functions. (4-4182)

- E. Inmates who are foreign nationals will have access to the diplomatic representative of their country. (4-4280)
- F. Inmates will receive equitable treatment and the appropriate level of due process when alleged to have violated the rules of conduct.

III. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

Any exceptions to this policy statement will require prior written approval of the Board of Corrections.

This policy statement is effective as indicated.

Replaced: Policy Statement No. P-030100 entitled "Provisions of Services/ Inmate Rights and Responsibilities" dated December 5, 2017

Distribution: Policy and Operations Manual
Agency Website

| | | | |
|--|---|---------|----------------------------|
| Section-03 Facility Operations | P-030200 | Page: 1 | Effective Date: 12/12/2018 |
| Inmate Housing/Jobs/Programs | ACA Standards: 2-CO-3C-01, 4-4142, 4-4429, 4-4450, 4-ACRS-6B-01 | | |
| Frank X. Henke, IV, Chair Oklahoma Board of Corrections | | | |

Inmate Housing, Job and Program Integration

It is the policy of the Board of Corrections that the Oklahoma Department of Corrections (ODOC) establish guidelines utilized for the assignment of inmates in the general population are consistent with the mission of the agency, meet the treatment and rehabilitative needs of inmates and ensure equal opportunity is available for all inmates committed to its custody and care. (2-CO-3C-01, 4-4142, 4-4429, 4-4450, 4-ACRS-6B-01)

I. Rational and Objective Criteria for Housing and Living Areas Assignments

A. Housing Integration

All decisions regarding assignment of inmates to housing are based on legitimate safety and security criteria. This will provide for discretion by the appropriate staff to maximize the integration of housing. The policy for housing integration will not apply to inmates in special management status.

B. Assignment to Housing or Living Areas

Inmates assigned to a housing unit will be eligible for an integrated living area until the inmate is determined, according to applicable policy and procedures, as requiring reassignment to another housing area.

C. Identification and Reassignment Documentation

The identification of inmates who require reassignment is based on defined rational and objective criteria. Such identification will be determined through initial assessment and reception or by facility classification committee action.

II. Rational and Objective Criteria for Jobs and Programs Assignments

The assignment of inmates to jobs and programs is determined utilizing criteria specified in agency policy and procedure ensuring the following:

- A. Identified treatment and rehabilitative needs of inmates are being met;
- B. Safety and security of staff and the facility are maintained; and
- C. Assignment to jobs and programs are based on legitimate needs of the individual inmate.

III. Compliance Monitoring

The agency's policies and procedures will establish the process for monitoring compliance for inmate housing, job and program integration.

IV. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

Any exceptions to this policy statement will require prior written approval of the Board of Corrections.

This policy statement is effective as indicated.

Replaced: Operations Memorandum No. P-030200 entitled "Inmate Housing, Job and Program Integration" dated December 5, 2017

Distribution: Policy and Operations Manuals
Agency Website

| | | | |
|--|---|---------|----------------------------|
| Section-07 Food Service | P-070100 | Page: 1 | Effective Date: 12/12/2018 |
| Provision of Food Services | ACA Standards: 2-CO-4C-01, 4-4314, 4-4315, 4-4316M, 4-4320, 4-4321-1, 4-4324M, 4-4325, 4-4326, 4-4328 | | |
| Frank X. Henke, IV, Chair Oklahoma Board of Corrections | | | |

Provision of Food Services

In order to provide a healthy environment for incarcerated inmates, the Oklahoma Department of Corrections (ODOC) has established a food service system that meets the standards of the Oklahoma State Department of Health (OSDH). Standardized diets will meet or exceed the recommended dietary allowance as approved by a qualified nutritionist or dietitian. (4-4316M, 2-CO-4C-01)

I. Food Service Standards

Written procedures will be developed for the implementation of the following standards pertaining to food services.

A. Dietary Standards

Recommended dietary standards will be followed regarding the provision of nutritionally adequate, properly prepared, and appropriately delivered meals. (4-4316M)

B. Safety and Sanitation

Safety and sanitation standards will be enforced through inspections and continual monitoring to ensure adequate health protection for staff and inmates. (4-4324M, 4-4325)

C. Supplies and Equipment

A system for procurement and budgeting practices will be established to assure the availability of adequate food supplies and equipment. (4-4314)

D. Records Management

Record keeping and reporting procedures will be implemented to continually evaluate the delivery of services. (4-4315)

E. Delivery of Meal Service

Meals will be provided at least three times a day (including two hot meals) during regular meal times each 24 hour period, ensuring no more than 14 hours between the evening meal and breakfast. Meals will be served under conditions to minimize regimentation and provide for direct supervision by staff members. (4-4326, 4-4328)

F. Diet Modification, Variations and Alternate Meal Service

Diet modifications, meal variations and alternate meal service require adherence to basic nutritional requirements. Meal service for those in segregated housing will not be withheld nor will the standard diet be varied as a disciplinary measure. (4-4320, 4-4328)

G. Training

Staff and inmates who work in food service will be trained in the appropriate use of equipment and safety procedures. (4-4321-1)

II. References

57 O.S. § 533

III. Action

The agency director is responsible for compliance with this policy.

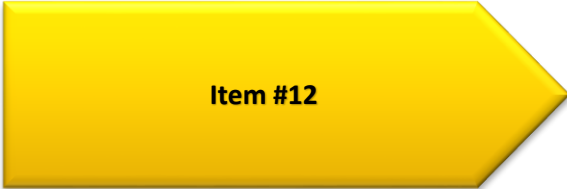
The agency director is responsible for the annual review and revisions.

Any exceptions to this policy statement will require prior written approval of the Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-070100 entitled "Provision of Food Services" dated November 8, 2017

Distribution: Policy and Operations Manuals
Agency Website



Item #12

§22-988.2v2. Definitions - Duties of Chief Judge.

A. For purposes of the Oklahoma Community Sentencing Act:

1. "Local community sentencing system" means the use of public and private entities to deliver services to the sentencing court for punishment of eligible felony offenders under the authority of a community sentence;
2. "Community sentence" or "community punishment" means a punishment imposed by the court as a condition of a deferred or suspended sentence for an eligible offender;
3. "Continuum of sanctions" means a variety of coercive measures and treatment options ranked by degrees of public safety, punitive effect, and cost benefit which are available to the sentencing judge as punishment for criminal conduct;
4. "Community sentencing system planning council" or "planning council" means a group of citizens and elected officials specified by law or appointed by the Chief Judge of the Judicial District which plans the local community sentencing system and with the assistance of the Community Sentencing Division of the Department of Corrections locates treatment providers and resources to support the local community sentencing system;
5. "Incentive" means a court-ordered reduction in the terms or conditions of a community sentence which is given for exceptional performance or progress by the offender;
6. "Disciplinary sanction" means a court-ordered punishment in response to a technical or noncompliance violation of a community sentence which increases in intensity or duration with each successive violation;
7. "Division" means the Community Sentencing Division within the Department of Corrections which is the state administration agency for the Oklahoma Community Sentencing Act, the statewide community sentencing system, and all local community sentencing systems;
8. "Eligible offender" means a felony offender who has been convicted of or who has entered a plea other than not guilty to a felony offense and who upon completion of a Level of Services Inventory or another assessment instrument has been found to be in a range other than the low range, who has been convicted of at least one prior felony, and who is not otherwise prohibited by law, or is a person who has had an assessment authorized by Section 3-704 of Title 43A of the Oklahoma Statutes and the assessment recommends community sentencing. Provided, however, that no person who has been convicted of or who has entered a plea other than not guilty to an offense enumerated in paragraph 2 of Section 571 of Title 57 of the Oklahoma Statutes, as an exception to the definition of "nonviolent offense" shall be eligible for a community sentence or community punishment unless

the district attorney or an assistant district attorney for the district in which the offender's conviction was obtained consents thereto. The district attorney may consent to eligibility for an offender who has a mental illness or a developmental disability or a co-occurring mental illness and substance abuse disorder and who scores in the low range on the LSI or has an assessment authorized by Section 3-704 of Title 43A of the Oklahoma Statutes or another assessment instrument if the offender is not otherwise prohibited by law. Any consent by a district attorney shall be made a part of the record of the case; and

9. "Statewide community sentencing system" means a network of all counties through their respective local community sentencing systems serving the state judicial system and offering support services to each other through reciprocal and interlocal agreements and interagency cooperation; and

B. For the purposes of the Oklahoma Community Sentencing Act, if a judicial district does not have a Chief Judge or if a judicial district has more than one Chief Judge, the duties of the Chief Judge provided for in the Oklahoma Community Sentencing Act shall be performed by the Presiding Judge of the Judicial Administrative District.

Added by Laws 1999, 1st Ex. Sess., c. 4, § 2, eff. July 1, 1999. Amended by Laws 2004, c. 251, § 1, eff. July 1, 2004; Laws 2011, c. 218, § 1, eff. Nov. 1, 2011; Laws 2015, c. 331, § 1, eff. Nov. 1, 2015; Laws 2016, c. 222, § 3, eff. Nov. 1, 2016.

NOTE: Laws 2015, c. 397, § 3 repealed by Laws 2016, c. 210, § 10, emerg. eff. April 26, 2016.

§22-988.3. Purpose of act.

The purposes of the Oklahoma Community Sentencing Act are to:

1. Protect the public;
2. Establish a statewide community sentencing system;
3. Adequately supervise felony offenders punished under a court-ordered community sentence;
4. Provide a series of sanctions to the court for eligible felony offenders sentenced to a community sentence within the community sentencing system;
5. Increase the availability of punishment and treatment programs to eligible felony offenders;
6. Improve the criminal justice system within this state through public/private partnerships, reciprocal and interlocal governmental agreements, and interagency cooperation and collaboration; and
7. Operate effectively within the allocation of state and local resources for the criminal justice system.

Added by Laws 1999, 1st Ex.Sess., c. 4, § 3, eff. July 1, 1999.
Amended by Laws 2003, c. 341, § 2, eff. Nov. 1, 2003.

§22-988.4. Mandatory local system.

In jurisdictions where a community sentencing system has not been established prior to the effective date of this act, the Chief Judge of the Judicial District shall establish the geographic boundaries of a community sentencing system which shall be the boundaries of each county, unless the Chief Judge establishes one or more multicounty community sentencing systems consisting of two or more contiguous counties within the judicial district; provided, however, the consent of the sheriff of each affected county and each district attorney operating within each of the subject counties must be obtained before a county may join a proposed multicounty community sentencing system. Multicounty community sentencing systems may be established by the Chief Judge of a Judicial District with the consent of each local council affected in such manner as provided by rules promulgated by the Community Sentencing Division within the Department of Corrections.

Added by Laws 1999, 1st Ex.Sess., c. 4, § 4, eff. July 1, 1999.

§22-988.5. Community sentencing system planning councils.

A. A community sentencing system planning council shall be established for each jurisdiction defined by the judge as provided in Section 4 of this act.

B. Single county planning councils shall have membership as follows:

1. The Chief Judge of the Judicial District or a judge having duties within the county appointed by the Chief Judge of the Judicial District;

2. The district attorney for the county or an assistant district attorney appointed by the district attorney;

3. The county sheriff or a deputy sheriff appointed by the sheriff;

4. A county commissioner appointed by the board of county commissioners for the county; and

5. Three or more citizens elected by the other designated members.

C. Multicounty planning councils shall have membership consisting of at least the following:

1. The Chief Judge of the Judicial District, or a judge having duties within the jurisdiction appointed by the Chief Judge of the Judicial District;

2. A district attorney or an assistant district attorney appointed by a majority vote of all district attorneys participating in the multicounty system;

3. A county sheriff or a deputy sheriff appointed by a majority vote of all sheriffs participating in the multicounty system;

4. A county commissioner appointed by a majority vote of all county commissioners of the counties participating in the multicounty system; and

5. Three or more citizens from each of the counties participating in the multicounty system elected by the other designated members.

Nothing in this subsection shall preclude a multicounty system from adding members from each of the participating offices of the sheriff, district attorney, and board of county commissioners, provided the number of citizen members equals or is greater than the number of sheriffs, district attorneys, and county commissioners serving on the multicounty planning council.

D. In the event the required planning council has not been established as provided by subsection A of this section for any county or as provided in Section 4 of this act or should a council cease to actively function as determined by the Community Sentencing Division of the Department of Corrections, the Chief Judge of the Judicial District upon notification by the Division shall appoint five or more persons to serve as the planning council in addition to a designated judge. All membership appointments required by this subsection shall be made on or before the first day of October of each year. Every planning council shall have a judge who shall be either the Chief Judge of the Judicial District or a judge having duties within the jurisdiction appointed by the Chief Judge. The Chief Judge making the appointments of a planning council pursuant to the provisions of this subsection shall decide whether the planning council shall be a single county planning council or a multicounty planning council. If a Chief Judge of a Judicial District will not serve as a member of a planning council or make any of the required appointments, the Chief Justice of the Supreme Court shall direct another judge of the jurisdiction to make the appointments or serve as the designated judge.

E. Once a planning council has been established, it shall notify the Community Sentencing Division within the Department of Corrections of its membership, and thereafter the jurisdiction shall be eligible to receive technical assistance from the state in establishing the required local community sentencing system.

F. Each member of a planning council shall reside in or have employment duties in the jurisdiction to be served by the council. Members serving on a planning council who are elected officials shall have a term of office on the planning council

concurrent with the term of the elected office, except when the person resigns or is otherwise removed as provided by the rules promulgated for the council or as authorized by law. All other members of the planning council shall have staggered terms of office not exceeding a three-year term. Planning council members may be reappointed upon the expiration of their terms. The Chief Judge of the Judicial District shall have the authority to remove any planning council member within the jurisdiction of the court district at any time for violation of the rules governing the local planning council.

G. Each planning council member shall have one vote, and a majority of voting members shall constitute a quorum. No vacancy shall impair the right of the remaining members to exercise all the duties of the planning council. Any vacancy occurring in the membership of a planning council shall be filled for the unexpired term of office in the same manner as the original selection.

H. The designated judge shall convene the initial meeting of the planning council within fifteen (15) days following the establishment of the council. At the initial meeting of the planning council, the membership shall elect a chair from its members who shall preside at all meetings of the council and perform such other duties as may be required by law. The planning council may elect another member as vice-chair who shall perform duties of the chair during any period of absence or upon the refusal or inability of the chair to act, a secretary who shall keep minutes of all meetings, and other officers as necessary.

I. Each planning council shall adopt written rules concerning meeting times, places, dates, conduct for disclosing and handling conflicts of interest, procedures for recommending service providers, procedures for removal and replacement of members for failure to attend a required number of meetings, procedures and timing for election of officers and any other provision necessary to implement the planning of a local system pursuant to the provisions of the Oklahoma Community Sentencing Act. The written rules promulgated by a planning council shall not be subject to the Administrative Procedures Act; provided, however, the rules shall be filed with the clerk of the district court or courts of the jurisdiction to be served by the community sentencing system. The rules may be amended by a majority vote of the planning council members after a thirty-day written notice detailing the change or addition has been filed with the court clerk where the original rules are filed.

J. Each planning council shall be subject to the provisions of the Oklahoma Open Meeting Act and the Oklahoma Open Records Act.

Added by Laws 1999, 1st Ex.Sess., c. 4, § 5, eff. July 1, 1999.

§22-988.6. Planning council duties.

A. Each community sentencing planning council shall:

1. Plan the local community sentencing system within allocated funds and other available resources according to the provisions of the law and with the assistance of the Community Sentencing Division of the Department of Corrections;
2. Promulgate rules for functioning of the planning council which are consistent with the provisions of this act;
3. Prepare a detailed plan within the provisions of law and rule each fiscal year with an accompanying budget for the local community sentencing system;
4. Identify local resources by type, cost and location which are available to serve the court for eligible felony offenders sentenced to the community;
5. Identify qualified service providers to deliver services to the court for eligible felony offenders sentenced to the community;
6. Assist in monitoring the sentencing practices of the court to ensure the local community sentencing system functions within the allocation of resources and according to the provisions of this act;
7. Assist in preparing information necessary for qualified services to support the local community sentencing system plan as provided in Section 988.7 of this title;
8. Identify and advocate the use of interlocal governmental agreements for qualified services where services are not available within the jurisdiction or where services may be delivered in a more cost-effective manner by another jurisdiction;
9. Form multicounty systems as may be necessary to conserve state or local resources or to implement an appropriate range of services to the court;
10. Review and recommend services for cost-effectiveness and performance-based evaluation;
11. Identify various sources of funding and resources for the local community sentencing system including a variety of free services available to the court;
12. Assist in developing public/private partnerships in the local jurisdiction, reciprocal agreements, and interagency cooperation and collaboration to provide appropriate services and support to the system; and
13. Assist in promoting local involvement and support for the provisions of the Oklahoma Community Sentencing Act.

§22-988.7. Local system plan.

A. A detailed plan for each local community sentencing system seeking state funds shall be submitted each fiscal year to the Community Sentencing Division within the Department of Corrections pursuant to the rules promulgated for such purpose. The designated judge of the planning council shall review the range of services proposed in the plan and declare in writing whether the proposed services meet the needs of the court for purposes of sentencing pursuant to the authority of the Oklahoma Community Sentencing Act. The judge shall forward the plan to the Division for state review and appropriate funding. A plan that conforms with the purposes and goals of the Oklahoma Community Sentencing Act shall not be modified or disapproved except when the plan requires more funding than is available to the local system. Each local community sentencing system plan shall include, but not be limited to, the following goals:

1. Identification of existing resources, including cash, professional services, in-kind resources, property, or other sources of resources;
2. Identification of additional resources needed, identified by type and amount;
3. Projected number of offenders to be served by each provider and the projected total number of offenders to be served by the local system;
4. Types and priority groups of offenders to be served for purposes of budgeting and targeting specific use of selected service providers;
5. Identification of sentencing practices used for disciplinary sanctions for noncriminal conduct against participating offenders and applicable costs;
6. Identification of local policy statements;
7. Methods for allocating resources to support the services included in the plan;
8. Identification and evaluation of local record keeping and needs for audits or reviews;
9. Identification of any special administrative structure of the local system and list of specific service providers participating in the system, including detailed qualifications of staff and program administrators; and
10. Description and evaluation of the extent of community participation and support for the local system.

B. A community sentencing system shall be operational when the plan is accepted by the Community Sentencing Division or is receiving funding. The Division, upon receipt of a proposed local system plan for conformance with the purpose and goals of the Oklahoma Community Sentencing Act, shall have not more than forty-five (45) days to evaluate the plan and to notify the planning council of any recommended modification. The Division

shall notify the chair of each local community sentencing system of its allocated budget by June 15. Based on the funding allocation, the local community sentencing system shall submit its budget to the Division prior to finalizing provider service agreements for the fiscal year. The Division shall not restrict by rule or practice the plan of any local system or determine what constitutes treatment or necessary services if the treatment or services comply with the purposes and goals of the Oklahoma Community Sentencing Act, unless there is a demonstrated deficiency or poor program evaluation.

C. A local administrator as provided in Section 988.13 of this title shall assist the local planning council in gathering and keeping accurate information about the jurisdiction to support the planning process. For the previous two (2) years, the information pertaining to the jurisdiction may include, but not be limited to:

1. The number and rate of arrests, number of felony convictions, admissions to probation, number of offenders sentenced to post-imprisonment supervision, number of offenders sentenced to county jail, average length of sentence served in county jail, number of offenders sentenced to the custody of the Department of Corrections, and average length of sentence served in the custody of the Department of Corrections;

2. Current jail capacity, and jail population data by offender-type including, but not limited to, misdemeanor, felony, trusty, post-trial detainee, pretrial detainee, disciplinary sanction or juvenile;

3. A listing of services and programs available in the community, including costs, space availability, the number of offenders participating, the average length of participation and performance-based data;

4. Range of community punishments previously used by the courts for offenders within the jurisdiction, including methods and use of disciplinary sanctions for noncriminal behavior of offenders sentenced to community punishment and use of incentives;

5. A listing of educational, vocational-technical, health, mental health, substance abuse treatment, medical, and social services available to offenders or to be made available within a twelve-month period;

6. Restrictive residential facilities or other restrictive housing options available or to be made available within a twelve-month period; and

7. Approved local system plans and budgets.

Added by Laws 1999, 1st Ex.Sess., c. 4, § 7, eff. July 1, 1999.
Amended by Laws 2002, c. 165, § 1, eff. July 1, 2002.

§22-988.8. Community services and sentencing options.

A. A community sentencing system established pursuant to the provisions of the Oklahoma Community Sentencing Act shall include those community punishments and programs and services enumerated and funded in the annual plan submitted to the Community Sentencing Division within the Department of Corrections and any other services or punishments subsequently added and funded during a plan year. The options may not be utilized for offenders not meeting the eligibility criteria of programs and score requirements for the Level of Services Inventory (LSI) or other approved assessment. Each local system shall strive to have available to the court all of the following services for eligible offenders:

1. Community service with or without compensation to the offender;
2. Substance abuse treatment and availability for periodic drug testing of offenders following treatment;
3. Varying levels of supervision by the Department of Corrections probation officers or another qualified supervision source;
4. Education and literacy provided by the State Department of Education, the county library system, the local school board, or another qualified source;
5. Employment opportunities and job skills training provided by the Oklahoma Department of Career and Technology Education or another qualified source;
6. Enforced collections provided by the local court clerk, or another state agency; and
7. The availability of county jail or another restrictive housing facility for limited disciplinary sanctions.

B. The court may order as a community punishment for an eligible offender any condition listed as a condition available for a suspended sentence.

C. In all cases in which an offender is sentenced to a community punishment, the offender shall be ordered as part of the terms and conditions of the sentence to pay for the court ordered sanction, based upon ability to pay. Payments may be as provided by court order or pursuant to periodic payment schedules established by the service provider. If the offender does not have the financial ability to pay for the court ordered sanction, payment shall be made from funds budgeted for the local community sentencing system.

Added by Laws 1999, 1st Ex.Sess., c. 4, § 8, eff. July 1, 1999.
Amended by Laws 2001, c. 33, § 22, eff. July 1, 2001; Laws 2002, c. 165, § 2, eff. July 1, 2002.

§22-988.9. Fees and costs.

A. Any offender sentenced to a community sentence pursuant to the Oklahoma Community Sentencing Act which requires supervision shall be required to pay a supervision fee. The supervising agency shall establish the fee amount, not to exceed Forty Dollars (\$40.00) per month, based upon the offender's ability to pay. In hardship cases the supervising agency may expressly waive all or part of the fee. No supervising agency participating in a local community sentencing system shall deny any offender supervision services for the sole reason that the offender is indigent. Fees collected for supervision services performed by the Department of Corrections shall be paid directly to the Department to be deposited in the Department of Corrections Revolving Fund. Supervision services performed by ~~agencies~~ contracted providers other than the Department shall be paid directly to that ~~agency~~ contracted provider.

B. In addition to any supervision fee, ~~offenders scoring in a range other than the low range of the Level of Services Inventory (LSI) and~~ eligible offenders participating in a local community sentencing system under a court-ordered community punishment shall be required to pay an administrative fee to support the local system which shall not exceed Twenty Dollars (\$20.00) per month to be set by the court. Administrative fees when collected shall be deposited with the Community Sentencing Division within the Department of Corrections and credited to the local community sentencing system for support and expansion of the local community corrections system. In the event the court fails to order the amount of the administrative fee, the fee shall be Twenty Dollars (\$20.00) per month.

C. In addition to any supervision fee and administrative fee authorized by this section, the court shall assess court costs, and may assess program reimbursement costs, restitution, and fines to be paid by the offender. With the exception of supervision fees, other fees, costs, fines, restitution, or monetary obligations ordered to be paid by the offender shall not cease with the termination of active supervision and such obligations shall continue until fully paid and may be collected in the same manner as court costs.

Added by Laws 1999, 1st Ex. Sess., c. 4, § 9, eff. July 1, 1999.
Amended by Laws 2002, c. 165, § 3, eff. July 1, 2002; Laws 2011, c. 218, § 2, eff. Nov. 1, 2011.

§22-988.10. Resource-limited system.

A. It is the responsibility of the planning council, the sentencing judge, and the local administrator to ensure that the expenditure of funds within the local community sentencing system is appropriately made only for eligible offenders within the range of services offered to the court. It is further the

responsibility of the local system, the prosecutor, the defense attorney, and sentencing court to keep an awareness of the local correctional resources and to utilize those resources in the most efficient manner when punishing eligible offenders with community punishments.

B. The sentencing judge when imposing any punishment pursuant to the provisions of the Oklahoma Community Sentencing Act shall consider the most cost-effective treatment specifically targeted for the offender's needs as determined by the Level of Services Inventory (LSI) report or assessment instrument.

C. The statewide system and each local system is required to monitor sentencing practices and eligibility requirements, prioritize expenditures, and operate within available resources for eligible offenders.

D. The Community Sentencing Division within the Department of Corrections shall not fund any community sentencing system beyond the accepted budget amounts in any fiscal year.
Added by Laws 1999, 1st Ex.Sess., c. 4, § 10, eff. July 1, 1999.

§22-988.11. Performance-based evaluations.

Each service provider contracting with the state pursuant to the Oklahoma Community Sentencing Act shall be required to have a performance-based evaluation within two (2) years of participating in a local community sentencing system. The initial performance-based evaluation of a program or service shall be made two (2) years from the date a program or service is first designated in the local system plan and funded, provided the program or service continues to be included in the local system plan during a second or subsequent plan year. After an initial evaluation, the program or service shall be reviewed annually when the program or service continues to be designated as part of the local system plan. The Community Sentencing Division within the Department of Corrections may establish other criteria for evaluating programs and services, and shall establish procedures by rule for review of the evaluations prior to any renewal of service provider agreements or selection of new service providers. Evaluations shall apply to state agencies offering services pursuant to the provisions of the Oklahoma Community Sentencing Act.

Added by Laws 1999, 1st Ex.Sess., c. 4, § 11, eff. July 1, 1999.

§22-988.12. Custody of offenders - Medical expenditures.

A. Any person sentenced to a community punishment pursuant to the provisions of the Oklahoma Community Sentencing Act shall not be deemed an inmate, nor shall the person be considered to be in the custody of the Department of Corrections, nor shall

the person require processing through the Lexington Reception and Assessment Center. Persons sentenced to community punishment pursuant to the Oklahoma Community Sentencing Act shall be in community custody within the county.

B. Except as otherwise specifically provided by law, persons sentenced to a community punishment which does not include incarceration shall not have medical or dental expenses paid by the Department of Corrections or reimbursed by the Community Sentencing Division.

Added by Laws 1999, 1st Ex. Sess., c. 4, § 12, eff. July 1, 1999. Amended by Laws 2002, c. 165, § 4, eff. July 1, 2002; Laws 2008, c. 366, § 3, emerg. eff. June 3, 2008.

§22-988.13. Local administrator.

A. Each local community sentencing system shall collaborate with a local administrator who shall be employed by the Community Sentencing Division within the Department of Corrections. The local administrator shall have the duty to:

1. Assist in administering the day-to-day operation of the local community sentencing system within the approved budget and plan and according to the provisions of the Oklahoma Community Sentencing Act and any rules promulgated by the Division;

2. Assist the planning council in the jurisdiction in identifying resources, collecting data on sentencing practices, and preparing the annual plan and supporting budget;

3. Provide the court with a listing of available services within the local community sentencing system for purposes of imposing a community sentence;

4. Carry out court orders pursuant to the provisions of the Oklahoma Community Sentencing Act as provided in the offender's judgment and sentence;

5. Assist offenders in locating service providers who are participating in the local system according to the terms of the community sentence;

6. Report to the judge all completions and violations of court orders for community sentences or community punishments;

7. Keep accurate records for the local system and coordinate those records for monitoring by the Community Sentencing Division;

8. Monitor the local service providers to assure appropriate delivery of services to both the offender and the local system;

9. Coordinate support for the planning council and the sentencing court;

10. Ensure that restitution, reimbursements, fines, costs, and other payments and fees are paid to and deposited with the appropriate entity;

11. Report to the Community Sentencing Division within the Department of Corrections any complaints or service delivery problems;

12. Ensure criminal disposition reports on community sentences are made to appropriate state and federal agencies; and

13. Perform other functions as specified by the Community Sentencing Division within the Department of Corrections for purposes of implementing the provisions of the Oklahoma Community Sentencing Act.

B. The local administrator shall collaborate with and assist all existing county employees when a county has a preexisting community program operated at county expense. In the event state funding is to be provided for continuing an existing program, the Division shall promulgate rules for continuing an existing program.

C. When a service provider is selected to be part of the local community sentencing system, the employees of that service provider shall not become employees of the county, the local community sentencing system, or the state by virtue of any contractual agreement or payments from the state.

Added by Laws 1999, 1st Ex.Sess., c. 4, § 13, eff. July 1, 1999.

§22-988.14. State agency - Creation.

A. There is hereby created within the Department of Corrections the "Community Sentencing Division". The purpose of the Division shall be to implement and administer the Oklahoma Community Sentencing Act and any provisions of law relating to the operation and management of a statewide community sentencing system.

B. The Community Sentencing Division shall employ an executive management staff consisting of a deputy director and such other employees as authorized by the Legislature and subject to appropriations, who shall be unclassified state employees. In addition to the executive management staff, there shall be an appropriate number of local community sentencing system administrators as authorized by the Legislature and subject to appropriations, who shall be unclassified state employees of the Division. The deputy director of the Division shall report directly to the Director of the Department of Corrections or designee. The Legislature shall provide the Department of Corrections sufficient funds for administrative support to the Division, and the Division shall have a separate legislative appropriation for the implementation and operation of the statewide community sentencing system pursuant to the provisions of the Oklahoma Community Sentencing Act. The Director of the Department of Corrections or designee shall hire

and set the salary of the executive management staff. The deputy director of the Division shall hire the local administrators.

Added by Laws 1999, 1st Ex.Sess., c. 4, § 14, eff. July 1, 1999.

§22-988.15. Duties of state agency.

The Community Sentencing Division within the Department of Corrections shall have the duty to:

1. Administer a statewide community sentencing system pursuant to the provisions of the Oklahoma Community Sentencing Act and other provisions of law;
2. Establish goals and standards for the statewide community sentencing system and the local community sentencing systems;
3. Promulgate rules pursuant to the Administrative Procedures Act for the implementation and operation of the Oklahoma Community Sentencing Act;
4. Provide technical assistance and administrative support to each local community sentencing system. The technical assistance shall include, but not be limited to, information on:
 - a. corrections system design,
 - b. administration,
 - c. development, monitoring, and evaluating of programs and services,
 - d. program identification and specifications,
 - e. offender risk management,
 - f. supervision of offenders,
 - g. planning and budgeting,
 - h. grant applications, and
 - i. preparation and submission of documents, data, budgets, and system plans;
5. Coordinate and collaborate with other state agencies for services and technical assistance to each local community sentencing system;
6. Apply for and accept money and other assets to be utilized for support of a statewide community sentencing system and to allocate and disburse appropriated funds to local community sentencing systems through an appropriate funding method;
7. Review, analyze and fund local system plans within budgetary limitations;
8. Contract with local service providers and state agencies for services to the local system;
9. Identify and solicit other funding sources and resources to support the statewide community sentencing system;
10. Request post audits of state funds;
11. Monitor and coordinate local systems;

12. Provide performance-based evaluations for all service providers of the statewide system;

13. Report annually by January 15 to the Legislature and Governor on the statewide system. The report shall provide an evaluation of the effectiveness of the Oklahoma Community Sentencing Act in terms of public safety, appropriate range of community punishments, cost-effectiveness, performance-based effectiveness in reducing recidivism, utilization by the judiciary, resource allocation, and reduced state and local institutional receptions, if any; and

14. Disseminate information to local administrators and community sentencing systems concerning corrections issues including, but not limited to:

- a. punishment options,
- b. disciplinary sanctions,
- c. resource allocation,
- d. administration,
- e. legal issues,
- f. supervision and risk management,
- g. treatment methodology and services,
- h. education and vocational services,
- i. service and program monitoring and evaluation methods,
- j. grants and funding assistance,
- k. data and record keeping, and
- l. offender characteristics.

Added by Laws 1999, 1st Ex.Sess., c. 4, § 15, eff. July 1, 1999.

§22-988.16. Community sentencing system budgeting.

A. Each fiscal year the Division, in collaboration with the local planning councils, shall provide goals and funding priorities for community punishments as provided by law. The statewide community sentencing system shall be composed of local community sentencing system plans as approved by the Division. The Division shall promulgate rules for local community sentencing systems based upon objective criteria for allocation of state-appropriated funds to local systems for day-to-day operation during a fiscal year which may include identification of:

1. Fiscally responsible allocations of services and funds;
2. Innovative or effective programs of the local system;

and

3. Appropriate targeting of offenders for services.

The Division and each of the local community sentencing systems are required to operate within the appropriated funds. The state shall require each local community sentencing system to identify resources other than state funds as part of the funding

formula. The Division shall establish procedures for disbursement of state funds to service providers, and shall disburse state funds in a timely manner.

B. For a local community sentencing system to remain eligible for state funding, a local community sentencing system shall:

1. Demonstrate fiscal responsibility by operating the local system within the plan and budget allocation;

2. Require performance-based selection of service providers participating in the annual system plan;

3. Submit a plan which offers a continuum of sanctions for eligible offenders sentenced to the local community sentencing system and appropriately assign offenders for services; and

4. Comply with the rules promulgated by the Community Sentencing Division within the Department of Corrections and the provisions of the Oklahoma Community Sentencing Act.

C. When state funding is required to implement a local community sentencing system plan, the Community Sentencing Division shall approve the plan only to the extent that the jurisdiction's share of the total state appropriations will support the implementation of the local system plan. Modification to a local plan shall be for budgetary purposes, as provided in Section 988.7 of this title, and for compliance with law and rule.

D. State funds from the Community Sentencing Division disbursed to community sentencing systems shall be used for operation and administrative expenses and shall not be used to construct, renovate, remodel, expand or improve any jail, residential treatment facility, restrictive housing facility, or any other structure, nor shall these funds be used to replace funding or other resources from the federal, state, county or city government committed in support of the detailed system plan during the plan year.

E. Any funds accruing to the benefit of a community sentencing system shall be deposited in the Oklahoma Community Sentencing Revolving Fund created as provided in Section 557.1 of Title 57 of the Oklahoma Statutes, and shall be credited to the local jurisdiction making such deposit. The Community Sentencing Division within the Department of Corrections and every local planning council are authorized to apply for and accept grants, gifts, bequests and other lawful money from nonprofit private organizations, for-profit organizations, political subdivisions of this state, the United States, and private citizens to support or expand the community sentencing system.

Added by Laws 1999, 1st Ex.Sess., c. 4, § 16, eff. July 1, 1999.
Amended by Laws 2000, c. 39, § 1, emerg. eff. April 10, 2000;
Laws 2002, c. 165, § 5, eff. July 1, 2002.

§22-988.17. Development and use of community sentence assessment and evaluation tests.

A. The Department of Corrections shall utilize the Level of Services Inventory (LSI) assessment instrument, or another assessment that evaluates criminal risk to recidivate, to evaluate all eligible offenders sentenced to community punishments under the Oklahoma Community Sentencing Act. This assessment shall not be waived and is required for eligibility determination.

B. The Administrative Office of the Courts shall assist in promulgating instructions and forms necessary for the courts' use of the required assessment. In collaboration with the Department of Corrections, all state agencies shall provide technical assistance necessary to implement and monitor the Oklahoma Community Sentencing Act in the areas of their expertise and experience, and shall offer services to local community sentencing systems.

C. All participating state agencies and local planning councils are directed to promulgate rules necessary to implement the provisions of the Oklahoma Community Sentencing Act. When promulgating the rules, participating state agencies and local planning councils shall collaborate with the Division so their rules enhance the effectiveness of the statewide community sentencing system and statewide goals established for the criminal justice system.

Added by Laws 1999, 1st Ex.Sess., c. 4, § 17, eff. July 1, 1999.

§22-988.18. Assessment and evaluation of defendants.

A. On and after March 1, 2000, for each felony offender considered for any community punishment pursuant to the Oklahoma Community Sentencing Act, the judge shall, prior to sentencing, order an assessment and evaluation of the defendant as required by law.

B. The Level of Services Inventory (LSI), or another assessment and evaluation instrument designed to predict risk to recidivate approved by the Department of Corrections, shall be required to determine eligibility for any offender sentenced pursuant to the Oklahoma Community Sentencing Act. The completed assessment accompanied by a written supervision plan shall be presented to and reviewed by the court prior to determining any punishment for the offense. The purpose of the assessment shall be to identify the extent of the deficiencies and pro-social needs of the defendant, the potential risk to

commit additional offenses that threaten public safety, and the appropriateness of various community punishments.

C. Upon order of the court, the defendant shall be required to submit to the LSI or other approved assessment which shall be administered and scored by an appropriately trained person pursuant to a service agreement with the local community sentencing system. Any defendant lacking sufficient skills to comprehend or otherwise participate in the assessment and evaluation shall have appropriate assistance. If it is determined that the offender cannot be adequately evaluated using the LSI or another approved assessment, the offender shall be deemed ineligible for any community services pursuant to the Oklahoma Community Sentencing Act, and shall be sentenced as prescribed by law for the offense.

D. The willful failure or refusal of the defendant to be assessed and evaluated by using the LSI or another approved assessment shall preclude the defendant from eligibility for any community punishment.

E. The completed LSI, or other approved assessment, shall include a written supervision plan and identify an appropriate community punishment, if any, when the offender is considered eligible for community punishments based upon the completed risk/need score from the LSI assessment of the offender. Unless otherwise prohibited by law, only offenders scoring in a range other than the low range on the LSI assessment and having at least one prior felony conviction shall be eligible for any state-funded community punishments.

F. The court is not required to sentence any offender to a community punishment regardless of an eligible score on the LSI. Any felony offender scoring in the low risk/need levels on the LSI may be sentenced to a suspended sentence with minimal, if any, conditions of the sentence to be paid by the offender. If the LSI or another assessment has been conducted, the evaluation report shall accompany the judgment and sentence.

Added by Laws 1999, 1st Ex. Sess., c. 4, § 18, eff. July 1, 1999. Amended by Laws 2002, c. 165, § 6, eff. July 1, 2002; Laws 2011, c. 218, § 3, eff. Nov. 1, 2011.

§22-988.19. Sentencing.

A. When ordering a community sentence or community punishment, the court shall first impose a deferred or suspended sentence for the offense as prescribed by law, and shall then order the appropriate community punishment as a condition of that deferred or suspended sentence. The design of the community punishment shall be based upon the supervision and intervention report from the Level of Services Inventory (LSI), or other approved assessment. The local community sentencing

system administrator shall have authority for all offender placements within the local community sentencing system pursuant to the court-ordered community sentence.

B. Persons convicted of or pleading guilty or nolo contendere to a combination of misdemeanor and felony offenses may receive services from a local community sentencing system when the county agrees in writing to pay the Community Sentencing Division within the Department of Corrections for the actual costs of services used for misdemeanor cases. No state funds shall be used to pay for misdemeanor offenses.

C. Any time during the term of a community sentence, the court imposing the sentence may modify any previous provision as provided in this section.

D. Upon consideration of a properly filed motion to modify a community sentence pursuant to the provisions of this section, the staff of the community sentencing system in which the offender is ordered to participate, the sheriff, the district attorney, the service provider, or any agency or person providing supervision of the offender shall provide the court with any reports and other information available and relating to the offender, and to the reason for the motion to modify the sentence. The court shall consider any reports and information submitted prior to modifying the sentence.

E. If the court considers a motion to modify a community sentence, a hearing shall be held in open court. The notice of the hearing shall be given to the offender, the offender's legal counsel, and the district attorney of the county in which the offender was convicted not less than ten (10) days prior to the hearing. A copy of any reports to be presented to the court shall accompany the notice of hearing.

F. Following the hearing, the court shall enter the appropriate order authorized by law. The court may modify any community sentence by imposing any other punishment allowed by law for the offense and appropriate for the circumstances as determined by the discretion of the judge; provided, however, no punishment shall be imposed which is greater than the maximum punishment allowed by law for the original offense. The court shall give the offender day-for-day credit on any modified sentence for any term of incarceration imposed. The court may impose either a disciplinary sanction or an incentive as provided in Section 20 of this act in lieu of or together with any modification authorized by this section.

G. The court shall not be limited on the number of modifications a sentence may have within the term of the community sentence.

H. Any offender who files a meritless or frivolous motion to modify a community sentence shall pay the costs of the

proceeding and may be sanctioned as deemed appropriate by the court.

I. The court may revoke or accelerate a community punishment to the original sentence imposed during the term of the sentence. When a community sentence is revoked to state imprisonment, the court shall give a day-for-day credit for any term of incarceration actually served as community punishment. Added by Laws 1999, 1st Ex.Sess., c. 4, § 19, eff. July 1, 1999.

§22-988.20. Disciplinary sanctions or incentives.

A. Upon proper motion to the court to modify a community sentence as provided in Section 988.19 of this title, the judge shall have authority to impose disciplinary sanctions or incentives. An order for a disciplinary sanction shall not modify the terms of the original sentence and shall be imposed only to gain compliance with the terms of the court-ordered community punishment. The court may order any community punishment available and funded in the jurisdiction that is deemed appropriate by the judge for the circumstance including, but not limited to, a term of imprisonment not to exceed thirty (30) days per disciplinary order in either:

1. The county jail;
2. A residential treatment facility;
3. A restrictive housing facility; or
4. A halfway house.

When the offender is to be confined, the sheriff shall, upon order of the court, deliver the offender to the designated place of confinement, provided the place of confinement has an agreement for confinement services with the local community sentencing system or is the county jail. The sheriff shall be reimbursed by the local community sentencing system for transporting offenders pursuant to this subsection. The offender shall be given day-for-day credit for any terms of incarceration served in the county jail or other restrictive facility when the sentence is modified.

B. The court may, through a standing court order, provide for specific disciplinary sanctions and incentives which may be utilized by the local administrator upon notification to the court.

C. When a motion for modification has been filed pursuant to Section 988.19 of this title, the court shall have authority to offer incentives to offenders to encourage proper conduct in the community and for compliance with the community punishments. The court shall use its discretion in ordering appropriate incentives. Incentives shall be considered a reduction and modification to the community punishment and may be ordered after the motion to modify has been heard.

D. When any offender is disciplined by the court as authorized by this section and is to be imprisoned in the county jail or other restrictive facility, the sheriff or facility administrator shall receive compensation as provided by their agreement with the local community sentencing system, or the sheriff or facility administrator shall be paid directly for the services by the offender when ordered to pay for the confinement as part of the disciplinary sanction. In no event shall any compensation for disciplinary confinement exceed the maximum amount provided for county jail confinement in Section 38.1 of Title 57 of the Oklahoma Statutes.

E. The Department of Corrections is prohibited from accepting offenders into any state penitentiary for disciplinary sanctions.

Added by Laws 1999, 1st Ex.Sess., c. 4, § 20, eff. July 1, 1999.
Amended by Laws 2000, c. 39, § 2, emerg. eff. April 10, 2000.

§22-988.21. Earned credits.

Any law directing earned credits during periods of imprisonment or otherwise, including Sections 20, 58.3, 138, 138.1 and 224 of Title 57 of the Oklahoma Statutes and Section 615 of Title 69 of the Oklahoma Statutes, shall not be applicable to persons sentenced to a community sentence pursuant to the provisions of the Oklahoma Community Sentencing Act. Day-for-day credits for any term of incarceration served as part of a community punishment shall be given to offenders who have community sentences revoked to county jail or state prison and also shall be given when a community sentence is modified.
Added by Laws 1999, 1st Ex.Sess., c. 4, § 21, eff. July 1, 1999.

§22-988.22. Completion of community punishment.

A. Any offender ordered to participate in the local community sentencing system shall be advised of the conditions of the specific program or service to which he or she is assigned.

B. Upon completion of any court-ordered provision, pursuant to the Oklahoma Community Sentencing Act, ~~the administrator of the local system shall~~ the supervising agency or contracted provider shall file a statement with the court defining the provision which has been successfully completed. When all court-ordered provisions have been successfully completed the defendant shall be deemed to have completed the community punishment.

C. The provisions of the Oklahoma Community Sentencing Act shall not confer any rights upon the defendant to avoid a term of imprisonment prescribed by law for the offense, nor grant any

additional rights to appeal for failure to be offered any specific punishment or treatment option available to the court.

D. A community sentence pursuant to the Oklahoma Community Sentencing Act shall not require active supervision, programs or services for more than three (3) years, but may continue beyond the three-year limitation for purpose of completing court-ordered monetary obligations.

Added by Laws 1999, 1st Ex.Sess., c. 4, § 22, eff. July 1, 1999.
Amended by Laws 2002, c. 165, § 7, eff. July 1, 2002.