

Oklahoma Board of Corrections REGULAR MEETING

June 30, 2021

Northeast Oklahoma Correctional Center *Chapel* Vinita, Oklahoma

OKLAHOMA BOARD OF CORRECTIONS REGULAR MEETING AGENDA NORTHEAST OKLAHOMA CORRECTIONAL CENTER 442586 East 250 Road Vinita, Oklahoma 74301 1:00 PM on June 30, 2021

ITEM

Call to Order: T. Hastings Siegfried 1. A. Pledge of Allegiance Chair B. Roll Call Approval of Board of Corrections Regular Meeting Minutes for: T. Hastings Siegfried Chair A. May 19, 2021

James Rudek Chief Administrator of **Community Corrections**

> Scott Crow Director

PRESENTER

Jason Bryant Chief Administrator of Institutions

Travis Grav Administrator of **Classification and Population**

> Ashlee Clemmons **Chief Financial Officer**

Penny Lewis **Chief Compliance Officer**

Penny Lewis **Chief Compliance Officer**

- 2.
- 3. **Facility Welcome**
- 4. Director's Comments:
 - A. Probation and Parole Employee Recognition
 - B. WKCC Closure
- 5. Warden Appointment A. MACC Interim Warden David Louthan
- 6. Inmate/Offender Population Update
- 7. Agency Budget Update:
 - A. FY2021 BOC Budget Reports
 - B. FY2022 Budget Work Program
 - C. FY2023 Capital Outlay Request
- 8. FY2021 – Third Quarter Internal Financial Audit Report
- 9. Approval of Board of Corrections Policy:
 - A. P-020100 "Management of Oklahoma Department of Corrections Information"
 - B. P-060100 "Classification and Case Management of Inmates/Offenders"
 - C. P-090100 "Provisions of Programs"
 - D. P-120100 "Management of State Funds and Assets"
 - E. P-170100 "Community Sentencing"

- 10. Unit Spotlight:
 - A. Technical Services
- 11. Committee Reports – Standing Committees:
 - A. Executive Chair Hastings Siegfried, Members Lynn Haueter and Dr. Kathryn LaFortune
 - B. Population/Security/Private Prison Chair Calvin Prince, Members Hastings Siegfried, and Lynn Haueter
 - C. Public Policy/Affairs/Criminal Justice Chair Betty Gesell, Members Joe Griffin, Dr. Kathryn LaFortune, and Stephan Moore
 - D. Audit/Finance/Technology Chair Randy Chandler, Members Hastings Siegfried, Lynn Haueter, and Daryl Woodard
 - E. FY22 Focus Chair Hastings Siegfried, Members Calvin Prince, and Randy Chandler
- 12. **New Business**

T. Hastings Siegfried Chair

All Members

- Election of Officers: 13.
 - A. Chair
 - B. Vice-Chair
 - C. Secretary
- Adjournment 14.

T. Hastings Siegfried Chair

The next regular meeting of the Board of Corrections will be held at 1:00 PM on Wednesday, July 28, 2021, at the James Crabtree Correctional Center, Helena, Oklahoma.

Updated on 6/28/2021 4:03:40 PM

Mike Carpenter Chief of Technical Services

Committee Chairs

OKLAHOMA BOARD OF CORRECTIONS REGULAR MEETING MINUTES

May 19, 2021

1. Call to Order

Secretary Kathryn LaFortune called the Regular meeting of the Oklahoma Board of Corrections (BOC) to order at 12:59 PM, on Wednesday, May 19, 2021, Lexington Assessment and Reception Center (LARC), 15151 State Highway 39, Lexington, Oklahoma 73051.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on Wednesday, October 21, 2020. 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 4:00 PM, on Monday, May 17, 2021, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in Oklahoma 73051.

A. Pledge of Allegiance

Secretary LaFortune led the meeting attendees in reciting the pledge of allegiance to the United States Flag.

B. Roll Call

Secretary LaFortune asked the clerk to call roll:

Randy Chandler	Present	Stephan Moore	Present
Betty Gesell	Present	Calvin Prince	Present
Joseph Griffin	Absent	T. Hastings Siegfried	Absent
Lynn Haueter	Absent	Daryl Woodard	Absent
Dr. Kathryn LaFortune	Present		

Calling of the roll reflected a quorum was present.

2. Approval of Board of Corrections Meeting Minutes

Secretary LaFortune requested approval of the meeting minutes as presented to members in the BOC packet for May 19, 2021.

A. March 17, 2021

Motion: Mr. Prince made the motion to approve the minutes. Mr. Chandler seconded the motion.

Randy Chandler	Approve	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Absent
Lynn Haueter	Absent	Daryl Woodard	Absent
Dr. Kathryn LaFortune	Approve		

Meeting minutes for March 17, 2021, were approved by majority vote.

There was no further discussion.

3. Facility Warden Welcome

LARC Acting Warden Kameron Harvanek welcomed everyone to the meeting and provided the following overview:

Acting Warden Harvanek indicated he has been at LARC since the first of March. He went on to state LARC's capacity is 1,462 and has a variety of programs to include: Career Tech, Trailer Factory, Oklahoma Correctional Industries, Agri-Services livestock operations with 100 head of cattle. Acting Warden Harvanek recognized his staff and their dedication.

Acting Warden Harvanek then introduced Dr. Perkins to provide an overview of the Prison Divinity Program.

Dr. Perkins indicated it was a blessing to stand up before the Board and say they are on the ground and running. Dr. Perkins stated the program has been on the hearts of many Oklahomans; it has taken a lot of prayer, fundraising, and organizing. The program orientation began two months ago, and they are in their next to last week of school. The students are extremely busy right now finishing up assignments. The Prison Divinity Program is sponsored by the Oklahoma Baptist University and full 128 credit hour, four-year, Bachelor Liberal Arts Degree. The students will not only be taking course specific classes, but they will also be taking core curriculum classes such as mathematics, psychology, English, etc. All classes are in-person instructor led classes. Another part of the program is an internship with the LARC Chaplin. Upon the completion of the program the students will have a Bachelor of Arts degree, two years of internship, and will be equipped academically and spiritually. Dr. Perkins indicated he is grateful for the partnership with the agency and for LARC for hosting the program. Dr. Perkins also thanked Director Crow for the signed memorandum of understanding, allowing graduates to be sent to other facilities across the state to mentor others. Dr. Perkins indicated the class currently has 40 students and hopes to have another 40 in the near future. Dr. Perkins went on to state they had an Enewsletter to keep individuals informed about their progress and if anyone had any interest in receiving the newsletter to reach out to him.

There was no further discussion.

4. Director's Comments

Director Crow welcomed everyone and provided the following updates:

A. Emergency Purchase

I. On March 8, 2021, Director Crow indicated he declared an emergency at Jim E. Hamilton Correctional Center due to the State Fire Marshal requiring electrical repairs and upgrades in two of the housing units. The State Fire Marshal authorized the agency to temporarily house inmates in the gymnasium for 48 hours while repairs were made. The work was completed, and inmates were returned to their housing units. Costs incurred as a result of the emergency totaled \$35,750.00 as follows:

- \$29,250.00 replaced light fixtures and receptacles, added switches, changed junction boxes, secured conduits, and troubleshot circuits that were tripping.
- \$6,500.00 cleaned return air ducts to remove dust and debris.
- II. On March 19, 2021, Director Crow indicated he declared an emergency at Lexington Assessment Reception Center due to a gas leak at the facility. The gas leak was located underneath the front entry driveway; due to the leak being in the open and not around buildings, ONG did not shut down the facility. Contractors began work immediately and, during the course of the repairs, a 200 pair phone cable was inadvertently cut. The emergency purchase consisted of repairs to the gas line and phone cable.

Costs incurred as a result of the emergency totaled \$119,678.87 as follows:

- \$115,430.00 repair of gas line
- \$4,248.87 repair of phone cable
- III. On May 4, 2021, Director Crow indicated he declared an emergency at Mack Alford Correctional Center. On May 3, 2021, severe weather caused extensive damage to the education building roof. A temporary roof was installed, and the facility is working with Risk Management for permanent repairs.

Costs incurred as a result of the emergency totaled \$59,295.03 as follows:

• \$59,295.03 - temporary roof

B. Transition to COVID-19 Phase IV

On May 3, 2021, the agency transitioned to COVID-19 Phase IV protocols. The protocols maintained social distancing and mask wearing while allowing:

- Facilities to utilize the dining halls, by unit, during mealtimes.
- Volunteers to return to facilities.
- Programs and church services to resume at normal operations.
- Community Corrections inmates to return to work assignments and approved escorted activities.

Phase IV is in addition to the Phase III protocols which allowed:

- Unit access including daily access to the outside unit yard.
- Scheduled access to other areas outside of the unit.
- Jobs, programs, and Education to resume with limited operations.
- Visitation to resume with restrictions.

C. COVID-19 Vaccine Status

Director Crow provided the following update on COVID-19 Vaccine Status. Director Crow also mentioned the agency was reviewing the mask mandate and masks could become voluntary beginning June 1, 2021.

- I. Inmate Numbers
 - 3,998 inmates have received the Johnson and Johnson vaccine.

- 7,263 inmates have received the first and second dose of Moderna or Phizer Vaccine.
- 476 inmates are awaiting their second dose, and all should receive their second dose by June 7, 2021.
- 11,737 inmates will be fully vaccinated by the end of June.

The agency is providing the Johnson and Johnson vaccine to all new arrivals who have not received the vaccination and request it.

- II. <u>Staff Numbers</u>
 - The agency worked with the Oklahoma State Department of Health (OSDH) to provide all staff who wanted the vaccine an opportunity to receive it. The agency and OSDH was able to provide 1,085 staff members with the vaccine.

D. Introduction of Chief Medical Officer and Administrator of Programs

Director Crow introduced and welcomed the new Chief Medical Officer and Administrator of Programs.

I. <u>Chief Medical Officer – Dr. Ross Fisher</u>

Dr. Fisher began his career with the Oklahoma Department of Corrections (ODOC) in 2007 at Lexington Correctional Center where he served as the chronic care clinic physician.

During his career with ODOC, he has been the lead physician at Lexington Correctional Center, regional supervising physician, and has served on multiple committees for Medical Services. Dr. Fisher has also provided clinical consultation and guidance to ODOC providers across the state.

From 2014-2015, he worked with SSM Health as an outpatient geriatric internal medicine physician and served as a liaison between the medical staff and administration staff.

Dr. Fisher comes from an extensive medical background, including local private practice from 1988-2006. He served as chair of the Department of Medicine and chief of medical staff at Edmond Regional Hospital where he was involved in many hospital committees during his tenure.

Dr. Fisher is a graduate of the University of Oklahoma College of Medicine with residency training in Internal Medicine at the University of Oklahoma Medical Center. He is board certified in Internal Medicine and has been a member of the American College of Physicians since 1998.

II. Administrator of Programs – Clint Castleberry

Mr. Castleberry began his career with the Oklahoma Department of Corrections (ODOC) in November 1999 as a psychological clinician at Lexington Assessment and Reception Center. During his career, Mr. Castleberry served in many positions such as clinical services coordinator, administrator of programs, administrator of intervention/re-entry, chief administrator and division manager over programs and education, director of health services, and chief of staff. As chief of staff, he was instrumental in developing strategic long-term and short-term. In addition, he played a critical role in planning and executing the nation's largest single-day commutation.

In 2020, Mr. Castleberry was recruited by Oklahomans for Criminal Justice Reform, a coalition of diverse business and community leaders, law enforcement experts, service providers, and advocates committed to research, education, and advocacy for criminal justice reforms that improve public safety.

Mr. Castleberry earned a Bachelor of Science degree in Psychology and a Master of Science degree in Applied Psychology from Southwestern Oklahoma State University in Weatherford.

Director Crow stated both staff members hit the ground running and congratulated both on their positions.

Board Members welcomed both individuals and wished them the best.

E. Organizational Changes

Director Crow indicated the first Phase of ICON was going live in days. As the agency continues to move forward with this initiative it has become apparent that in order to manage the progress of ICON efficiently a lot of time must focus solely on ICON. Director Crow indicated that not too long ago he learned that Chief of Operations (COO) Mike Carpenter was focusing his daytime hours on operational responsibilities and then spending his evening hours working on ICON. COO Carpenter was working long hours therefore, on Monday, Mike Carpenter assumed the role of Chief Technical Operation Services. This position oversees the following units:

- Systems Quality Management
- Application Management
- Information Technology

At this time the Chief of Operations pin will not be filled, and Chief of Staff Justin Farris will assume the role of Chief of Operations. The following units have been added to his current responsibilities:

- Division of Institutions
- Community Corrections
- Construction and
 - Maintenance

The Canine Unit will report to the Inspector General. The Chief Administrator of Training will now oversee the Cadet Training Academy.

There was no further discussion.

5. Legislative Update

Justin Wolf welcomed everyone and provided the following update:

- Fleet Management
- Quartermaster

The agency had a very successful year. The agency had three bills that failed to move forward. House Bill 1645 failed; this was the pay increase for probation and parole officers. House Bill 2332 failed; this was the peace officer status to allow the agency to retain the commission of commissioned staff when they transfer to other positions within the agency and the new positions no longer require commission status, the language was amended and placed into another bill; that bill also failed. House Bill 2332 failed; this bill was cleanup language pertaining to who appoints and affixes the salary of the director. The agency will request for this language to be reheard next year.

All other agency request bills were approved by legislature and signed into law by the Governor. The big wins are as follows:

- Eliminated post-incarceration supervision; the recent Attorney General Opinion indicated the post-incarceration supervision process was unconstitutional and the agency requested the statute governing this process be eliminated.
- Eliminated the notice of Judgement and Sentence Document; this document was an informal document that was redundant and unnecessary.
- Increased the age range for the RID program. Previously the age range was 18-21 years and was extended to 25 years of age. State Question 780 reduced the population eligible to take advantage of the RID program. The program is a successful program and the agency is hopeful that increasing the age range will increase the number of inmates eligible to take part and benefit from the program.
- Streamlined the agency take-home vehicle process.
- Cleaned up medical reimbursement standards.
- Obtained forfeiture authority over seized contraband.
- Cleaned up community sentencing language to eliminate confusion on who was responsible for reporting to the District Court when sentencing was successful.

Other Bills that significantly affect the agency that were approved by legislature and signed into law by the Governor are as follows:

- Increased GPS monitoring eligibility. This increased the years remaining from two years to three years.
- More definitions on medical parole. This clearly defined near death or dying. This assists the agency by providing better guidelines and statutory backing for our policy and procedures.
- Merit Protection Changes. Staff is currently reviewing to determine the specific affect it will have on the agency.
- Sarah Stitt Act This act requires the agency to ensure all inmates discharging receive an identification card. The agency had previously been working with the Department of Public Safety (DPS) to provide identification cards to assist with successful reentry. This will become a more robust process and the agency has been meeting with DPS to ensure this process is successful.
- Community Sentencing reporting requirements are becoming more robust to assist with successful reentry.
- State employee leave limits will be increased for health emergencies similar to the COVID-19 pandemic. Currently, the increase amount is unknown.

There was no further discussion.

6. Inmate/Offender Population Update

Administrator of Classification and Population Travis Gray provided an overview of the inmate/offender population as of April 30, 2021. A copy of the overview was included in the BOC packet for May 19, 2021.

There was no further discussion.

7. Agency Budget Update

Chief Financial Officer (CFO) Ashlee Clemmons welcomed everyone and provided the following overview:

A. FY 2021 BOC Budget Overview

CFO Clemmons provided an overview of the FY 2021 BOC Budget. A copy of the overview was included in the BOC packet for May 19, 2021.

CFO Clemmons brought attention to the digital signage board on display in the meeting room and indicated the boards have been implemented statewide to provide communication to staff and inmates. The boards were purchased using CARES funding.

CFO Clemmons indicated the agency had a conservative budget this year; the agency was amidst the pandemic and were uncertain of what they year would bring. CFO Clemmons indicated the agency ended with a surplus, not necessarily as savings, within the budget. The surplus allowed the agency to complete a few requests from the previous budget request. These funds allowed the agency to purchase new vehicles, replace dental chairs, replace kitchen equipment, and currently have a purchase request moving through the approval process for security cameras and radios.

CFO Clemmons indicated she believes there will be enough of the county jail transport appropriations to support next fiscal year's expenditures.

CFO Clemmons indicated the agency is still on target with the Offender Management System. The proposed legislation this year that came from the appropriations chair is to create a revolving fund for the allocations of the Offender Management System. This assists the agency and legislatures with identifying expenditures.

CFO Clemmons indicated the Construction and Maintenance team has done an outstanding job with this process. The Bond was for \$116.5 million and as of March 2021 there is only approximately \$1.3 million that has not been encumbered or expended. The agency has until November 8, 2021 to encumber the remaining bond funds. CFO Clemmons is not aware of any obstacles that will prevent the agency from meeting the November deadline.

CFO Clemmons indicated overall the state's appropriations increased. Most state agencies received an increase in their allocations. The agency received a 2.48% increase.

CFO Clemmons indicated next month (June) the budget work program would be submitted to the Board Members as a voting item.

There was no further discussion.

8. Unit Spotlight

A. Hepatitis C Overview

Physician Assistant Bethany Wagner thanked everyone and provided an overview of Hepatitis C. A copy of the overview was included in the BOC packet for May 19, 2021.

PA Wagner indicated on page 34 it states as of March 30, 2021, approximately 2000 inmates were identified as having chronic hepatitis C virus infection, indicating an approximate 15% prevalence rate. This is inaccurate, it is 7% due to the treatment funds.

Board Members asked general questions pertaining to the Hepatitis C overview and PA Wagner responded.

There was no further discussion.

9. Approval of Contracts

General Counsel Gary Elliott requested approval of the following contracts as presented to members in the BOC packet for May 19, 2021.

A. North Fork Correctional Center (NFCC) Lease Contract

Motion: Mr. Prince made the motion to approve the NFCC Lease Contract. Mr. Chandler seconded the motion.

Randy Chandler	Approve	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Absent
Lynn Haueter	Absent	Daryl Woodard	Absent
Dr. Kathryn LaFortune	Approve		

NFCC Lease Contract was approved by majority vote.

B. Davis Correctional Facility (DCF) Contract

Motion: Mr. Prince made the motion to approve the DCF Contract. Mr. Chandler seconded the motion.

Randy Chandler	Approve	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Absent
Lynn Haueter	Absent	Daryl Woodard	Absent
Dr. Kathryn LaFortune	Approve		

DCF Contract was approved by majority vote.

There was no further discussion.

10. Approval of Board of Corrections Committee

Board Member Chandler requested approval to implement a FY22 Focus Committee. The committee would focus on identifying fiscal year goals and assisting with solutions to ensure the goals were achieved.

A. FY22 Focus Committee

Motion: Mr. Prince made the motion to approve the FY22 Focus Committee. Mr. Chandler seconded the motion.

Randy Chandler	Approve	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Absent
Lynn Haueter	Absent	Daryl Woodard	Absent
Dr. Kathryn LaFortune	Approve		

FY22 Focus Committee was approved by majority vote.

11. Committee Reports – Standing Committees

B. Executive

Chairman Hastings Siegfried

Members Lynn Haueter and Dr. Kathryn LaFortune

Members in this committee discussed the proposed agenda for the board meeting, moving the BOC meetings to the last week of the month, and organizational changes. There was no further discussion.

C. Population/ Security/ Private Prisons

Chairman Calvin Prince

Members Hastings Siegfried and Lynn Haueter

Members in this committee discussed population updates, the private prison contracts, OIG statistics, and McGirt updates. There was no further discussion.

D. Public Policy/ Affairs/ Criminal Justice

Chairwoman Betty Gesell

Members Joe Griffin, Dr. Kathryn LaFortune, and Stephan Moore Members in this committee discussed the legislative updates, Organizational Changes and the vision for Programs, and COVID-19's impact on programs and medical. There was no further discussion.

E. Audit and Finance

Chairman Randy Chandler

Members Hastings Siegfried, Lynn Haueter, and Daryl Woodard Members in this meeting discussed the budget overview, NFCC and DCF Contract, and organizational changes. There was no further discussion.

12. New Business

There was no new business.

13. Adjournment

Motion: Mr. Prince the motion.	made a motion t	o adjourn the mee	eting. Mr. Chandler seconded
Randy Chandler	Approve	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Absent
Lynn Haueter	Absent	Daryl Woodard	Absent
Dr. Kathryn LaFortune	Approve		

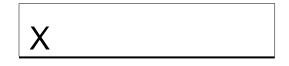
There being no further business to discuss, adjournment of the meeting was approved by majority vote at 2:56PM.

Submitted to the Board of Corrections By:

Tasha Parker, Minutes Clerk

Date

I hereby certify that these minutes were duly approved by the Board of Corrections on June 30, 2021 in which a quorum was present and voting.



Dr. Kathryn LaFortune, Secretary Board of Corrections

NORTHEAST OKLAHOMA CORRECTIONAL CENTER

Northeast Oklahoma Correctional Center is a community corrections center for more than 500 adult male inmates. The facility is located on the property formerly known as Eastern State Hospital.



NOCC's Agri-Service division is a tremendous asset to the agency as it is hosts the only inmate-operated sawmill in the state of Oklahoma. Inmates use the sawmill to refurbish all stock, flatbed, and OCI semi-trailers for every facility statewide. In addition to the trailers, inmates also build mineral feeders for Agri-Services departments across the state, and produce more than 175 ricks of wood annually to be sold, generating revenue for the agency.







EDUCATION

Many inmates lack education, a key component in avoiding re-incarceration. NOCC offers literacy courses as well as Pre-High School Equivalency and High School Equivalency diplomas.

SUBSTANCE ABUSE TREATMENT

For those inmates who need substance abuse treatment, NOCC teaches them how to avoid drug and alcohol use, while also helping them develop cognitive, social, emotional, and coping skills needed to avoid using.

CRIMINAL THINKING

NOCC offers Thinking for a Change, Moral Reconation Therapy, and Associates 4 Success programs to address thinking, judgment errors, and relationships linked with criminal thinking/behavior.

COMMUNITY CORRECTIONS

Oklahoma has a long history of community corrections, which began in 1970 through a grant to open community treatment centers and provide inmates greater opportunities to learn new, responsible behaviors.

In 1987, the Department of Corrections' Agri-Services division began leasing the farmland at Eastern State Hospital. After several years, the legislature passed laws in 1994 transferring three large buildings at Eastern State Hospital to the Department of Corrections to expand prison bed space. In December 1994, DOC transferred the first offenders to the newly-established facility. In 2020, the minimum-security facility was converted to a community corrections center.





NORTHEAST OKLAHOMA CORRECTIONAL CENTER - 442586 E. 250 ROAD - VINITA, OK 74301 - (918) 256-3392 OKLAHOMA DEPARTMENT OF CORRECTIONS - 3400 MLK AVENUE - OKC, OK 73111-4298 - (405) 425-2500 OKLAHOMA.GOV/DOC • PUBLISHED BY THE OFFICE OF COMMUNICATIONS • MARCH 2021









WHEREAS, July 18-24, 2021, is the American Probation and Parole Association's Pretrial, Probation and Parole Week honoring the men and women who serve as probation officers, assistant probation officers, corrections program workers, and support staff at all levels within Community Corrections; and

WHEREAS, The national mission of probation and parole is to protect the community and enhance public safety by reducing the incidence and impact of crime by clients who are supervised by community corrections agencies, and

WHEREAS, the Oklahoma Department of Corrections is privileged to have a group of men and women who are trained professionals and who serve valiantly to ensure supervision and accountability of probation and parole offenders in communities across the state of Oklahoma; and

WHEREAS, the Oklahoma Department of Corrections is fortunate to have over 400 probation and parole officers who are dedicated and committed to carrying out the agency's mission in a professional manner; and

BE IT THEREFORE RESOLVED, that the Oklahoma Board of Corrections hereby acknowledges the outstanding service of all Probation and Parole Officers to the Oklahoma Department of Corrections and the state of Oklahoma and declares July 18 - July 24, 2021, as Probation and Parole Supervision Week.

ADOPTED this 30th day of June, 2021.

T. Hastings Siegfried Chairman Scott Crow Director



OKILAHOMA Corrections

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William S Key Correctional Center Evaluation

Table of Contents	1	Operating Costs of William S Key Correctional Center
Cont	2	Johnson W HVAC System Evaluation
	3	Power Plant
al Center Evaluation	4	Roofing Failures Chapel
al Center	5	Roofing Failures Career Tech
<u> </u>	6	Roofing Failures A & AW Unit, C Unit, & D Unit
William S Key Correctio	7	Roofing Failures Administration & Education Buildings
Willia		

INTRODUCTION

This center is located next to the Historic Fort Supply dating back to the late 1800's. Prior to William S. Key Correctional Center (WSKCC), most of the buildings were used by the Western State Hospital and were adapted for use as a correctional center. In 1988, WSKCC opened as a minimum-security center. Based on the asbestos reports, the buildings were constructed with friable and non-friable asbestos materials.

Year Established	Location
1800s	Fort Supply Buildings
1947	Buildings Constructed to Become Western State Hospital
1947	Hill and Day Buildings (Future Housing Units A, B, and C)
1948	Dining Hall
1951	Burdick Hall (Future Housing Unit D)
1988	Buildings Re-Purposed to Become William S. Key Correctional Center

Current Capacity: 1,087 Inmates

Minimum Security

Staffing: 139

*As necessary the agency will develop plans that manages staff through attrition and transfers as available.

The following information is provided to bring William S. Key Correctional Center back to operating standards based on a total upgrade of all systems.

ROOF REPLACEMENT

The following roofs have outlived their life expectancy, are leaking beyond repair, and are not cost effective to maintain. There are 2 rooms in D Housing unit that have been condemned already due to extensive rain damage from roof leaks in the areas. These areas have been closed off with expanded metal doors. The following estimates are provided by Universal Roofing.

Location	Repair Cost
Housing Unit A	\$ 552,226.51
Housing Unit C	\$ 525,148.43
Housing Unit D	\$ 553,734.44
Taylor/Chapel	\$ 400,000.00
CareerTech/Old Admin Bldg.	\$ 8,000.00
Total	\$2,039,109.38

*Due to the structural failure of the buildings, the roofing contractor will not be able to perform the roofing replacements without the foundation being repaired and the walls being lifted back into place. However, the structural repair cannot be completed due to the fragile state of the brick walls. Thus, the buildings require asbestos abatement and demolition followed by construction of new buildings, thereby making the associated costs unknown.

Generator Replacement

With the severe weather of Oklahoma, it is imperative that facilities have a backup generator to provide enhanced security and essential services in the event of a power outage. In addition, it is required to meet the life safety code to provide a safe and secure environment for Staff and Inmates.

Medical Generator	\$ 150,000.00
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Electrical Infrastructure

The electrical service needs to be upgraded and the transformers replaced as they were installed with the construction of the original buildings. The underground transformers contain PCBs. The manufacture of PCBs (synthetic chemicals) was halted in the U.S. in 1977 because of evidence that they build up in the environment and can cause harmful health effects. If either of these systems fail, the impacts on both staff and the security infrastructure of the facility is significant. Therefore, it is essential that the electrical service be upgraded throughout the facility.

Electrical Upgrade	\$6,600,000.00
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Johnson Controls HVAC Assessment

On November 18th and 19th, 2020, Johnson Controls conducted an on-site survey to investigate the condition of the Heating, Ventilation, and Air Conditioning (HVAC) systems at William S Key Correctional Center. Upgrading the existing infrastructure at William S Key Correctional Center is a capital-intensive endeavor. These estimates are based on a like for like replacement.

System	Repair Cost
Heating System	\$12,200,000
Chilled Water System	\$ 6,000,000
Air Handling Units	\$ 5,200,000
HVAC Controls	\$ 2,000,000
Total	\$25,400,000

The heating and cooling upgrade cannot be completed without the electrical upgrade. The electrical system is currently overloaded and will not accommodate any additional load.

It should be noted that the electrical and plumbing systems were not part of this analysis. Given that they are the same age as the system evaluated, they more than likely need to be replaced as well.

Fire Alarm & Suppression System

The fire alarm and suppression system will need to be upgraded. We are legally required by the Department of Labor to have a fire alarm system. It is required to meet the life safety code to provide a safe and secure environment for Staff and Inmates. This estimate is provided by Firetrol Protection Systems.

Fire Alarm	\$207,900.00
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William S Key Correctional Center Evaluation

Lagoon Upgrade

Proper maintenance of lagoons requires for the periodic removal of sludge from the bottom of the lagoon system. If the sludge is not removed and applied on the ground through proper land applications, the lagoon system can go septic which creates multiples issues, including violation of DEQ regulatory standards. The upgrade of the WKCC lagoon infrastructure to accommodate sanitation needs is based upon other like projects.

Lagoon Infrastructure	\$416,667.00
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LED Lighting

The design of new LED security lighting to include new pole bases, poles, and fixtures. New circuits will be connected to available circuits fed by an emergency generator. This would make some areas more visible and the facility more secure. This is required to meet the life safety code to provide a safe and secure environment for Staff and Inmates.

LED Lighting	\$384,615.00
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Conclusion

The total amount of upgrades to bring William S. Key Correctional Center back to operating standards is estimated at \$35,198,291.38.

Upgrade Estimate Grand Total \$35,198,291.38.

These estimated costs are subject to change due to rising labor and material costs.

If we were to depopulate WKCCC, the steps below would be necessary.

- As necessary the agency will develop plans that manages staff through attrition and transfers as available.
- Transfer appropriate minimum security inmates located throughout the agency to community security. Estimated time frame with COVID testing is 4 weeks.
- Lateral remaining WSKCC inmates to the minimum beds available in the agency. Estimated time frame with COVID testing is 4 weeks. <u>This would leave approximately 300 minimum beds in the agency.</u>

William S Key Correctional Center FY 2020 Actuals			
Payroll	FY 2020 Actuals	Staffing	
Facility	8,143,700.39	112.00	
Education/Programs	1,139,285.19	14.00	
Medical	1,324,282.50	13.00	
Total Payroll	10,607,268.08		
	Operating		
Facility	2,488,768.28		
Education/Programs	77,828.68		
Medical	2,356,430.88		
Total Operating	4,923,027.84		
Grand Total	\$15,530,295.92	\$155,302,959.20	
		(10 Year Cost)	
Estimated Costs of Capital	\$35,198,291.38	\$35,198,291.38	
Improvements	\$55,190,291.30	(1 time cost)	
10 Year Total		\$190,501,250.58	



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William S Key Correctional Center HVAC System Evaluation



Page 23 of 190

On November 18 and 19, 2020, Johnson Controls conducted an on-site survey to investigate the condition of the Heating, Ventilating, and Air Conditioning (HVAC) systems at William S Key Correctional Center (WSK). This report is a summary of those findings.

Heating Systems

WSK primarily relies on steam for comfort heating and domestic hot water. There are a few buildings that have gas fired unit heaters and electric heat strips for heating. The steam system is anchored by three (3) steam boilers located in the boiler plant. The boilers are in poor condition and past their useful life. In the boiler plant, there is a large steam to hot water heat exchanger that produces domestic hot water that is distributed to several buildings on site. The steam distribution system is in poor condition, with many leaks and needs to be replaced. The loss of steam in the distribution line further compounds the problem by reducing the amount of the condensate return which increases utility and water treatment costs. The steam traps in the distribution have failed and need to be replaced. The Kitchen, Chiller Plant, and the D and D North Cell Housing Unit have their own steam to hot water heat exchangers for hot water production, and the piping distribution for the hot water heating system is in poor condition piping is missing insulation, which causes unnecessary heat loss, increased energy consumption, and presents a safety issue for staff and offenders near the piping.

Boiler	Size	Age	Expected Useful Life	Remaining Life Expectancy
Boiler 1	250 hp	39 years	25 years	-14 years
Boiler 2	500 hp	43 years	25 years	-18 year
Boiler 2	750 hp	43 years	25 years	-18 years



Chilled Water System

The majority of the site utilizes chilled water for cooling. Chilled water is provided by two (2) Carrier chillers located in the Chiller Building that serves the A-A West Cell Housing, the Administration Building, the Education/Library Building, and the Medical Building. One chiller is 211 tons and is 21 years old, and the second chiller is 177 tons and 19 years old. A key component to this chilled water system is the cooling tower. There is a two-cell cooling tower that is in poor condition and needs to be replaced. Chilled water is distributed throughout the site via underground piping. The piping is in poor condition and needs to be replaced. Where the piping has failed were observed. Piping problems have caused the maintenance team to operate the system as a two-pipe system instead of a four-pipe system due to continuing failure of air handler coils. There is an air-cooled Carrier chiller that serves the D-D North Cell Housing Unit. This air-

cooled chiller is 57 tons and 15 years old. Smaller buildings on site utilize direct expansion units for cooling. These units range from package units to window units.

Equipment	Size	Age	Expected Useful Life ⁽¹⁾	Remaining Life Expectancy
Chiller 1	211 tons	21 years	23 years	2 years
Chiller 2	177 tons	19 years	23 years	4 years
Cooling Tower	Estimate 225 tons	Estimate 30 years	20 years	-10 years
Chilled Water Pump	25 HP	Estimate 20 years	18 years	-2 years
Air Cooled Chiller	57 tons	15 Years	20 years	5 years

Note 1: The expected life expectancy for these chillers is most likely several years less than the ASHRAE Median Life Expectancy due to the harsh mineral conditions of the domestic water and the effect of the leakages that result in extra addition of water to the system to makeup for the water leakages.



Air Handling Units

The buildings that are connected to the chilled water and hot water systems provide conditioned air to occupants via built up Air Handling Units (AHUs). It is estimated that the AHUs are typically 20 to 30 years old and are past their useful life expectancy of 20 years. The AHUs have a cooling coil and heating coil to condition the air and a fan that distributes the conditioned air to the occupants via ductwork. The heating and cooling coils for many of the AHUs are developing leaks due to the age of the units and the added harsh water conditions that has the maintenance staff often repairing these coils. The coil failures have led to mostly operating these as a two-pipe system instead of the original design of a four-pipe system. There are two types of AHUs on site, single zone and multizone. The single zone units are controlled from single thermostats and all areas connected to that unit rely on the that single thermostat for each of the unit's zones for temperature control. Buildings that are not served by chilled water and hot water distribute air via the direct expansion units and window units. The table below is an inventory of the "built up" air handing units that utilize chilled water, hot water, and/or steam.

Building	Unit	Area Served	
A-A West	AHU 1 Single Zone	West 1 st and 2 nd Floor	
A-A West	AHU 2 Multizone (3 zones)	1 st floor North	
A-A West	AHU 3 Multizone (3 Zones)	1 st floor South	
A-A West	AHU 4 Multizone (2 zones)	2 nd Floor North	
A-A West	AHU 5 Multizone (2 zones) 3 rd Floor North		
A-A West	/est AHU 6 Multizone (2 zones) 3 rd Floor South		
A-A West AHU 7 Multizone (2 zones) 2 nd Floor South		2 nd Floor South	
Administration	AHU 1 Single Zone	1 st Floor	

Administration	AHU 2 Single Zone	2 nd Floor
C Unit	AHU 1 Single Zone Heating only	1 st Floor
C Unit	AHU 2 Single Zone Heating only	2 nd Floor Office Area
C Unit	AHU 3 Single Zone Heating only	1 st Floor
C Unit	AHU 4 Single Zone Heating only	1 st Floor
C Unit	AHU 5 Single Zone Heating only	2 nd Floor
C Unit	AHU 6 Single Zone Heating only	2 nd Floor
C Unit	AHU 7 Single Zone Heating only	Basement
D-D Unit	Unit Ventilators	Entire Unit
Education	AHU 1 Single Zone	Library
Education	AHU 2 Single Zone	Library
Education	Unit Ventilators	1 st and 2 nd Floors
Kitchen	AHU 1 Multizone (5 zones)	East Half of Dining Room
Kitchen	AHU 2 Multizone (5 zones	West Half of Dining Room
Medical	AHU 1 Multizone (5 zones)	1 st Floor
Medical	Unit Ventilators	Dental Area
Medical	AHU 2	2 nd Floor
Medical	AHU 3	2 nd Floor



HVAC Controls

The HVAC Controls for the Air Handling Units are old, obsolete pneumatic controls that have failed and are no longer operational. The air compressors needed for the pneumatic controls to operate have failed and no longer physically in place reportedly for at least ten (10) years. The failure of these controls require that the AHUs are being operated manually as needed based on the occupants' comfort "feelings" for heating or cooling. All of the HVAC Controls for these AHUs need to be replaced with a complete and comprehensive control system for each of the units, including valves, dampers, temperature controllers, etc.

Replacement Costs

Upgrading the existing infrastructure at William S Key Correctional Center is a capital-intensive endeavor. A budgetary cost was developed for each of the system types discussed in this report to provide an order of magnitude of investment needed to upgrade the systems. The budget for each system was established independently. There is the possibility for economies of scale by implementing more than one of the projects simultaneously. The budget was based on a like for like replacement. It should be noted that the electrical and plumbing systems were not part of this analysis. Given they are the same age as the system evaluated, they more than likely need to be replaced as well.

System Type	Budgetary Replacement Cost	
Heating System	\$12,200,000	
Chilled Water System	\$6,000,000	
Air Handling Units	\$5,200,000	
HVAC Controls	\$2,000,000	
Total	\$25,400,000	



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Married Contraction Statistics (Statistics of Statistics)



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Deaerator System



Expansion Tanks & Piping



Generator

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Switchgear





prevent further failure of piping and boilers



Outdated Fuse Breaker Panel









Outdated Switchgear Outdated Transformer





Outdated Transformer







Chapel Flashing Deteriorated. Bricks Separating.



Chapel Roofing missing to decking Chapel Downspout missing from side of building Chapel Roof completely gone. Flashing deteriorated

P





Chapel Looking down the missing vent into the interior Chapel Flashing deteriorated. Roof cap separating

22

Chapel Roofing down to decking. Growth of plants

Chapel Roof cap separating

6

Chapel Bricks falling from above to lower roof.

S STATE

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2

Chapel Missing bricks Chapel Flashing completely deteriorated

10

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Career Tech Roof alligatored and grass growing Contractory of



Career Tech Brick missing from upper edging

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Career Tech Ceiling falling due to water damage 11

Career Tech Mold due to water damage

Career Tech Building and foundation separating

150

Career Tech Building crumbling due to foundation failure

Career Tech Width of building crack

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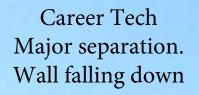
01 = 0.01200 = 1.0 = 0.0

Career Tech Brick missing on top of columns and wall Career Tech Bricks crumbling. No seals. Held together with tar

Career Tech Flashing is bad. Roof penetrated to decking Career Tech Mortar missing between bricks.



Career Tech Building and foundation separating



Career Tech Bricks missing from ledge

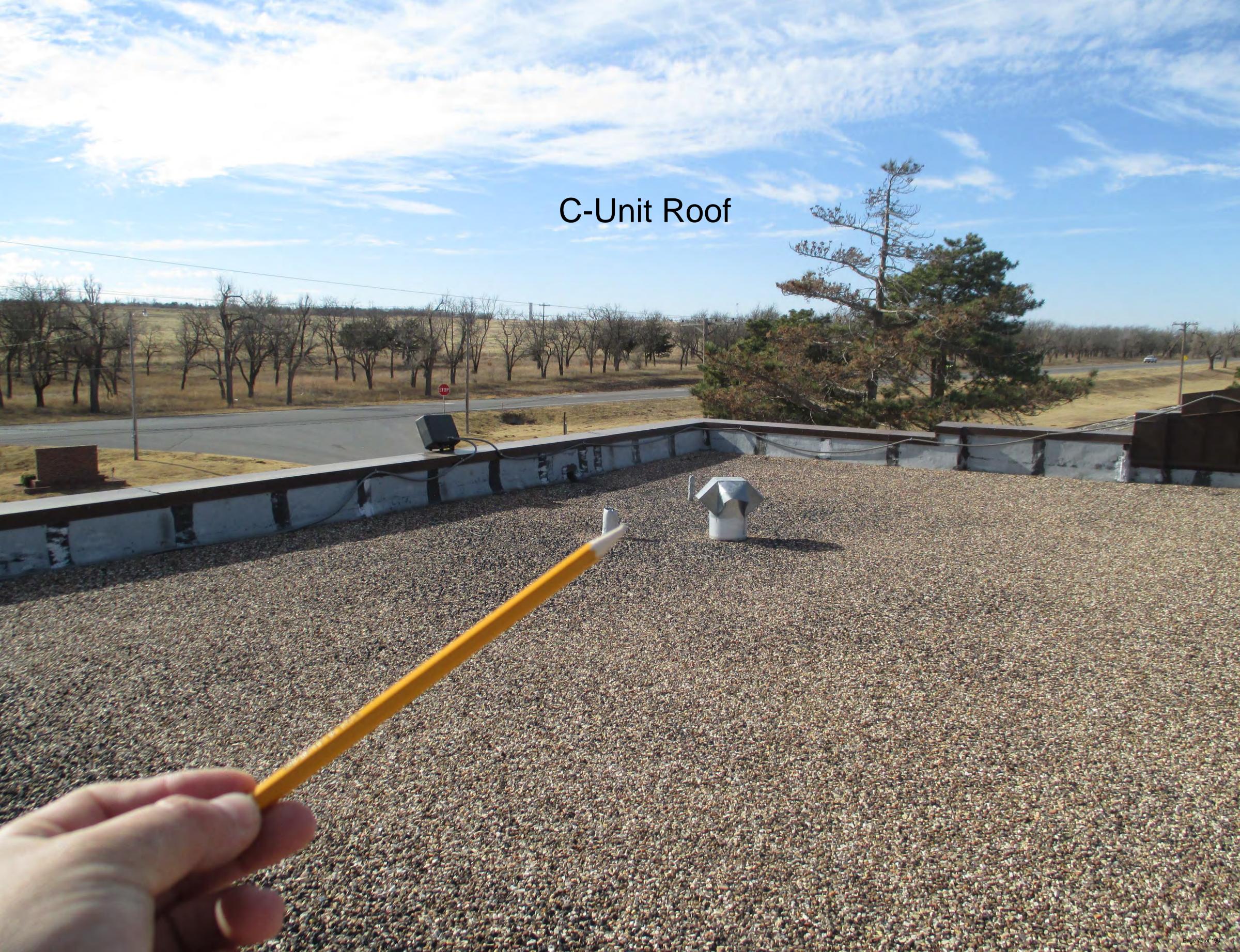
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A&AW-Units

6 6





C-Unit Interior Roof Damage with replacing ceiling tiles after each rain



C-Unit Interior Roof Damage with replacing ceiling tiles after each rain



C-Unit Interior Roof Damage with replacing ceiling tiles after each rain

C-Unit Interior Damage from Roof

1

C-Unit Interior Damage from Roof Leaks





C-Unit Interior Damage from Roof Leak

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State -







D-Unit Interior Damage from Roof Leak



D-Unit interior roof leak Damage



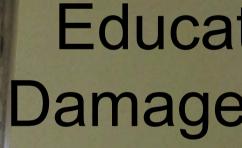
Administration Bldg. Interior Damage from Roof leaking





Administration Bldg. Interior Damage from Roof leaking





Education Bldg. Interior Damage from Roof leaking



Education Bldg. Interior Damage from Roof leaking



Education Bldg. Interior Damage from Roof leaking









Education Bldg. Interior Damage from Roof leaking







David Louthan

Mack Alford Correctional Center – Interim Warden

David Louthan began his career as a correctional officer with the Oklahoma Department of Corrections in June of 1996 at Bill Johnson Correctional Center in Alva Oklahoma. During his career at Bill Johnson he was assigned to the regimented unit as a drill instructor for eleven years and was a member of the facilities CERT team for fourteen years. David progressed through the security ranks and was promoted to Chief of Security in October of 2014 for Bill Johnson Correctional Center. He was appointed to Deputy Warden at James Crabtree Correctional Center in November of 2016 and lateralled back to Bill Johnson Correctional Center as Deputy Warden in 2017. David received his Bachelor of Science degree in Criminal Justice from Northwestern Oklahoma State University in May of 1995.

Incarcerated Inmate Grand Total	Females	Males	Total	Offender Grand Total		Males	Total
Current Population	2,138	19,520	21,658	Current Population	6,188	22,009	28,197
Population Last Year	2,322	20,915	23,237	Population Last Year	7,331	24,145	31,476
Change from last year	(184)	(1395)	(1579)	Change from last year	(1,143)	(2136)	(3,279)
State Facilities	Females	Males	Total	Probation Supervision	Females	Males	Total
Current Population	2,016	14,811	16,827	Current Population	4,972	17,807	22,779
Population Last Year	2,307	14,825	17,132	Population Last Year	5,760	18,996	24,756
Change	(291)	(14)	(305)	Change	(788)	(1189)	(1,977)

Private Prisons	Females	Males	Total	Parole Supervision	Females	Males	Total
Current Population	0	4,254	4,254	Current Population	553	2,418	2,971
Population Last Year	0	5,454	5,454	Population Last Year	472	2,206	2,678
Change	0	(1200)	(1200)	Change	81	212	293

County Jail Contracts	Females	Males	Total	GPS	Females	Males	Total
Current Population	0	16	16	Current Population	96	172	268
Population Last Year	0	13	13	Population Last Year	167	450	617
Change	0	3	3	Change	(71)	(278)	(349)

Halfway Houses	Females	Males	Total	Community Sentencing	Females	Males	Total
Current Population	77	102	179	Current Population	567	1,612	2,179
Population Last Year	0	411	411	Population Last Year	932	2,490	3,422
Change	77	(309)	(232)	Change	(365)	(878)	(1,243)
	Famalas	Malas	Total	County Jail Transfers			
Out Count	Females	Males	Total	County Jail Transfers Pending	Females	Males	Total
Out Count Current Population	Females	Males 337	Total 382	·	Females	Males 791	Total 842

Change

(53)

(199)

(252)

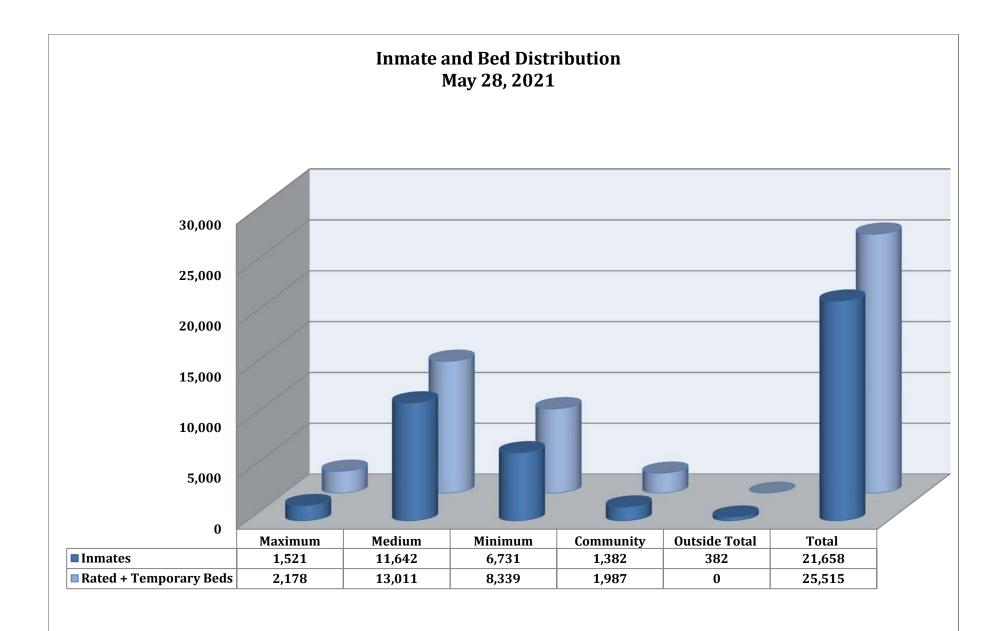
Total System Population	Females	Males	Total
Current System Population	8,377	42,320	50,697
Population Last Year	9,757	46,050	55,807
Change	(1,380)	(3,730)	(5,110)

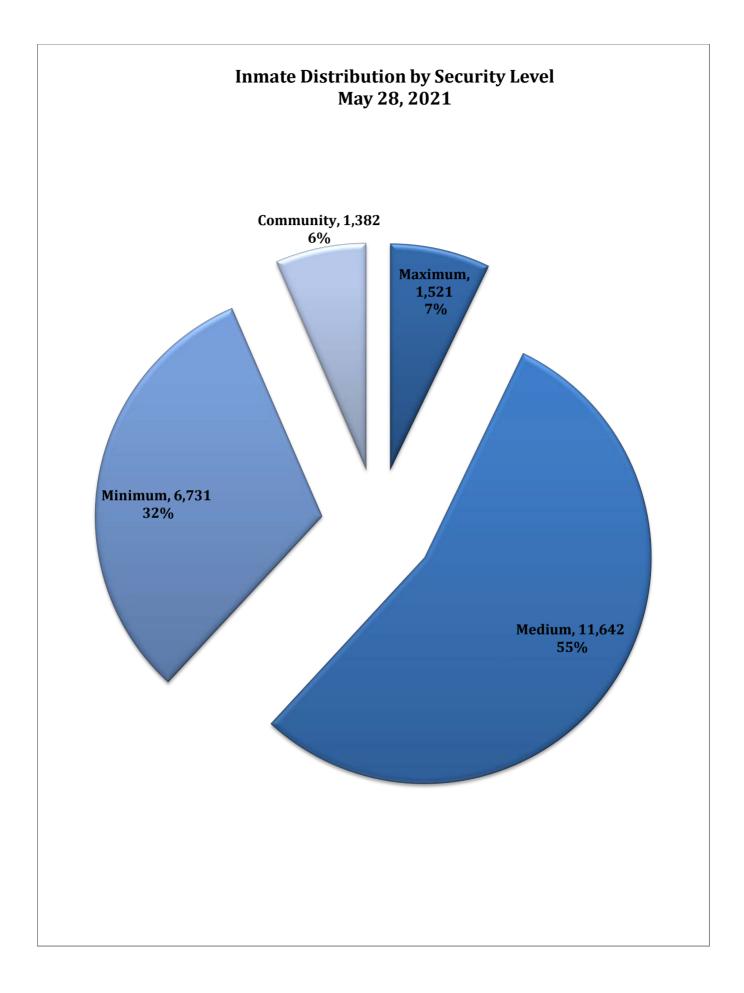
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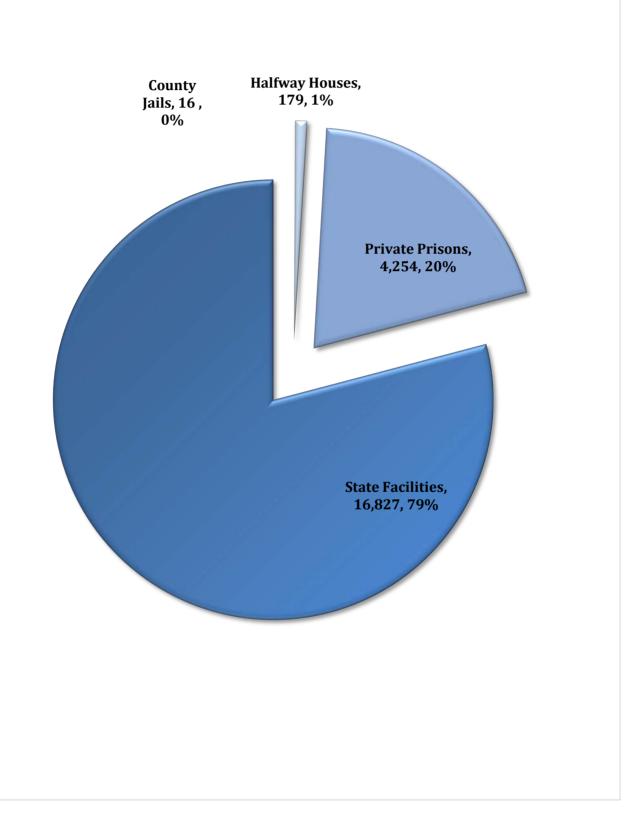
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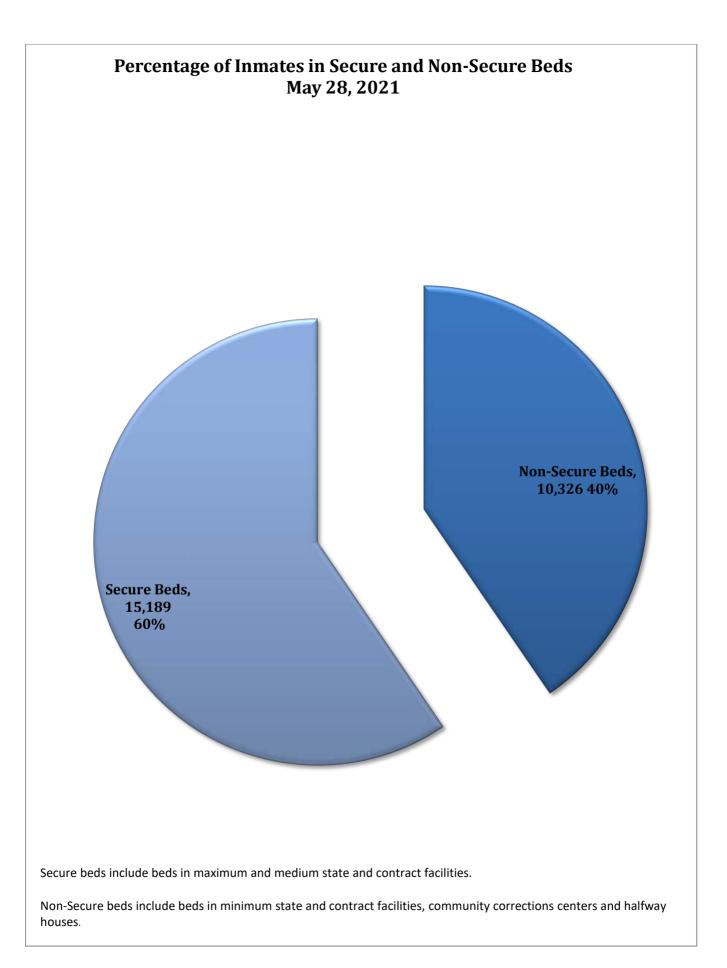
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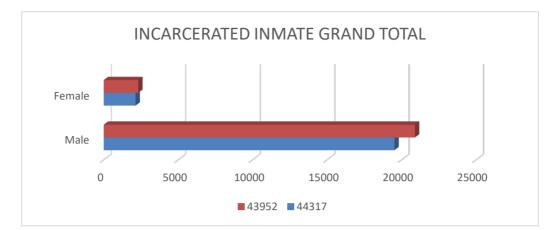


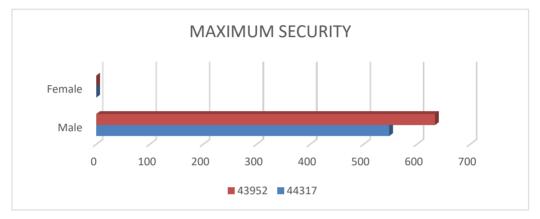


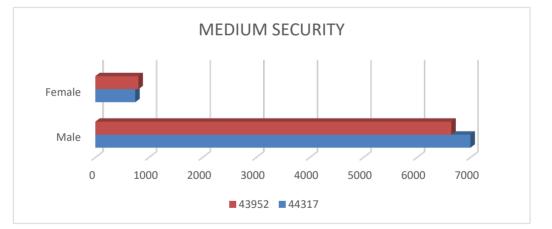
INMATES IN STATE FACILITIES VS. CONTRACT FACILITIES MAY 28, 2021

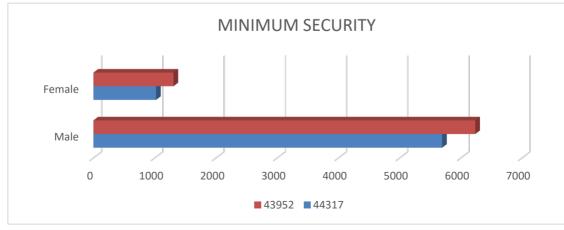












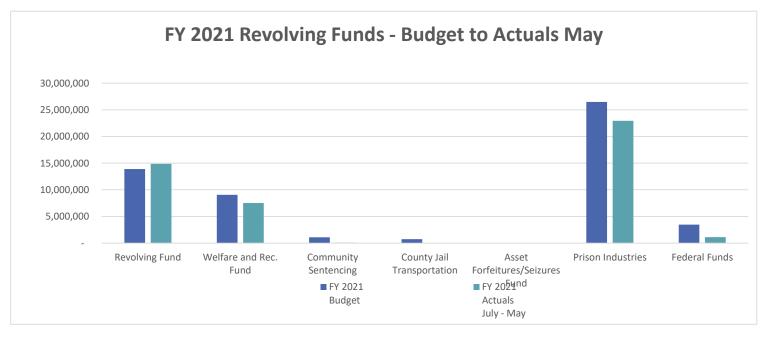
		BUD	GET OVER	RVIEW						EXPEN	DITURES		
Department	Budge	t E	Payroll xpenditures	Operating Expenditures	Total Expenditur	es Av	ailable Budget Balance		ite Prisons, 62,217, 15%	\$36	Medical, 5,802,435, 8%	OCI/Agri Services, \$11,015,613, 3%	
Institutions	\$188,834	4,026 \$13	32,358,464	\$23,602,750	\$155,961,21	5 \$3	32,872,811				/	_ , , , ,	
Probation & Parole	\$30,452	,599 \$2	26,012,978	\$1,339,629	\$27,352,608	3 \$	3,099,991					Food, \$14,82	4,022, 3%
Community Corrections	\$24,708	,018 \$1	8,498,312	\$2,110,189	\$20,608,501	1 \$	4,099,517						
Inmate Programs – GPS	\$29,845	,876 \$1	7,022,189	\$3,039,759	\$20,061,947	7 \$	9,783,929					Admin/Lease	-
Community Sentencing	\$4,273,	535 Ş	\$849,407	\$1,650,303	\$2,499,710	\$	51,773,825					Safety, \$18,3	339,276, 4%
Contracted Services	\$89,804	,939 \$:	1,021,354	\$71,183,613	\$72,204,966	5 \$:	17,599,973					Professiona	
General Operations	\$34,258	,508 \$،	4,032,704	\$27,599,713	\$31,632,416	5 \$	2,626,092	Salaries and Benefits,				Contracts, \$8,3	95,438, 2%
Central Office Operations	\$35,204	,803 \$2	9,448,696	\$1,047,378	\$30,496,074	4 \$	4,708,729	\$250,065,811					200 20/
Divisional Operations	\$25,293	,720 \$	6,330,920	\$11,049,727	\$17,380,647	7 \$	7,913,073	57%				Utilities, \$7,888	,298,270
Health Services	\$94,269	,096 \$3	31,999,528	\$41,723,973	\$73,723,501	1 \$2	20,545,595					Maint/Repairs	& Building
Information Technology	\$20,704	,938		\$13,358,183	\$13,358,183	3 \$	57,346,755					Cost, \$5,489	-
Prison Industries	\$25,559	,747 \$	7,475,167	\$12,135,268	\$19,610,435	5 \$	5,949,312		Del	at Comico		Equipme	ent,
TOTAL	\$603,209	9,805 \$2	75,049,719	\$209,840,484	\$484,890,20	3 \$1	.18,319,601	Other, \$5,542,544, 19	0 /	ot Service 745,375, 3		\$5,687,01	3, 1%
Prior Year Expenditu \$ 7 , 0 0 0 , 0 0 (Current Budget	\$12,440,167 \$24 Prior Year Expenditures Prior Year \$7,000,000 \$75 Current Budget Curre \$3,613,922 \$18 Expenditures Expenditures 51.63% 25		MBURSEN 2 4 2 , 4 9 /ear Exper 7 5 0 , 0 0 urrent Bud 1 8 7 , 9 9 Expenditur 2 5 . 0 7 9 Expended	90 nditures 00 lget 97 res	\$ 4 , 3 Expe 6 2	63,3 r Exper 00,0 ent Buc	3 6 6 nditures 0 0 0 dget 7 2 7 res	MAINTENANCE BO \$ 1 1 6, 5 0 0, 0 Bond Proceeds \$ (6, 7 5 6, 2 3 Pre-Encumbrance \$ (2 8, 9 5 6, 0 1 Encumbrance \$ (7 9, 7 9 7, 6 8 Expenditures \$ 9 9 0, 0 7 1 Balance	00		UP	OKLAHOMA Correction	
TRENDED SURPLUS	S / (DEI	FICIT)		STAF	FING LEVEL	S		APPROPRIATIONS SUMMARY			RY		
Payroll	\$12	743,875			Budget N	May	Over/(Under)		FY 2	2021	FY 2022	\$ Change	% Change
Medical		648,736	Correction	al Officers	1,806 1,	,462	(344)						
Contract Beds Private Prisons	\$2	706,835	Probation	Officers	327 2	275	(52)	State Appropriations	\$7,703,	568,396	\$8,290,645,372	\$587,076,976	7.62%
Halfway Houses	\$1,	838,703	Medical		397 3	379	(18)	Public Safety Judiciary	¢8//5 1	.25,233	\$891,232,290	\$46,107,057	5.46%
Contract County Jails Jail Backup		\$60,676	Other		1,864 1,	,830	(34)	r ubile sarety sudicially	,0+J,1	-5,255	<i>4031,232,23</i> 0	÷+0,±07,037	5.4070
GRAND TOTAL		920,395) 978,430		Total Staff	4,394 3,	,946	(448)	Department of Corrections	\$531,1	.12,247	\$544,278,904	\$13,166,657	2.48%

Three Year Expenditure Comparison

	FY 21	% Change from FY 20	FY 20	% Change from FY 19	FY 19
Salaries and Benefits	July - May	FT 20	July - May	FT 19	July - May
Salaries	\$ 168,637,199	-3.65%	\$ 175,018,468	10.08%	\$ 158,995,223
Overtime	17,334,515	-9.71%	19,199,518	13.94%	16,850,210
Insurance	47,621,229	-3.40%	49,297,406	1.40%	48,618,757
Retirement	41,456,777	-4.06%	43,212,714	9.87%	39,329,645
Contract Beds	17,078	-28.83%	23,994	-59.19%	58,793
Private Prisons	60,974,111	-28.63%	85,430,833	-0.61%	85,953,550
Halfway Houses	1,850,157	-75.72%	7,618,667	-38.59%	12,406,120
Contracted County Jails	95,742	26.28%	75,816	-24.90%	100,953
Jail Backup	8,058,528	78.90%	4,504,572	-31.90%	6,614,246
Jail Backup Transportation Reim	187,997	-19.76%	234,292	0.00%	-
Medical Services	38,110,051	-14.93%	44,798,675	10.15%	40,668,839
Hep C Treatment	3,613,922	1.0070	8,932,728	1011070	-
Institutions	23,602,750	-14.45%	27,590,363	2.56%	26,900,639
Probation and Parole	1,339,629	-1.46%	1,359,460	-2.39%	1,392,736
Community Corrections	2,110,189	-27.33%	2,903,727	-0.41%	2,915,703
Inmate Programs	3,039,759	-45.71%	5,599,415	-2.14%	5,721,688
Community Sentencing	1,650,303	-38.27%	2,673,267	0.58%	2,657,900
General Operations	15,599,713	17.40%	13,287,514	74.23%	7,626,609
NFCC Lease	12,000,000	19.01%	10,083,333	10.00%	9,166,667
Central Office Operations	1,047,378	-34.19%	1,591,437	16.20%	1,369,595
Divisional Operations	11,049,727	-22.68%	14,291,260	-24.89%	19,026,622
IT	8,978,456	-2.78%	9,234,939	3.64%	8,910,819
Offender Management System	4,379,727		1,143,970		-,,0_0
OCI / Agri-Services	12,135,268	-33.66%	18,292,318	-3.71%	18,996,294
	\$ 484,890,203	-11.26%	\$ 546,398,688	6.25%	\$ 514,281,608

Three Year Revolving Fund Comparison

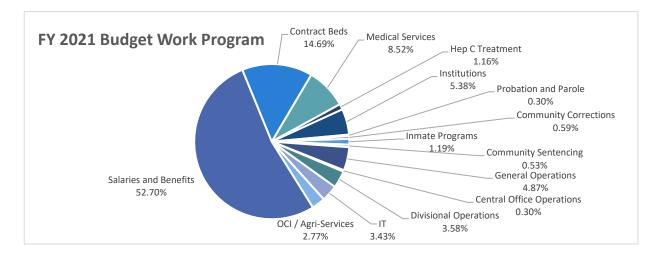
		FY 2021 Budget	FY 2021 Actuals July - May	% Change from FY 20	FY 2020 Actuals July -May	% Change from FY 19	FY 2019 Actuals July - May
200	Revolving Fund	13,905,613	14,867,085	21.64%	12,222,290	7.10%	11,412,020
205	Welfare and Rec. Fund	9,066,289	7,512,934	7.14%	7,012,283	-5.90%	7,452,074
210	Community Sentencing	1,100,725	84,776	-22.28%	109,073	-36.73%	172,394
225	County Jail Transportation	750,000	-	-100.00%	1,000,000	0.00%	-
230	Asset Forfeitures/Seizures Fund	-	171	0.00%	-	0.00%	-
280	Prison Industries	26,473,847	22,940,018	-8.95%	25,195,575	0.59%	25,047,129
410 & 430	Federal Funds	3,479,769	1,121,853	-40.24%	1,877,155	-26.32%	2,547,856
		\$ 54,776,243	\$ 46,526,837		\$ 47,416,376		\$ 46,631,473



FY 2021 Budget Work Program

						Projected		
	Cı	urrent Budget	E	Expenditures	E	xpenditures	Tre	nded Balance
Salaries and Benefits	\$	317,879,848	\$	275,049,719	\$	30,086,254	\$	12,743,875
Contract Beds		88,587,957		71,183,613		16,718,525	\$	685,819
Medical Services		51,381,383		38,110,051		12,622,596	\$	648,736
Hep C Treatment		7,000,000		3,613,922		3,386,078	\$	-
Institutions		32,460,239		23,602,750		8,024,553	\$	832,936
Probation and Parole		1,789,531		1,339,629		411,096	\$	38,806
Community Corrections		3,537,458		2,110,189		1,382,244	\$	45,025
Inmate Programs		7,165,213		3,039,759		3,143,664	\$	981,790
Community Sentencing		3,192,915		1,650,303		607,112	\$	935,500
General Operations		29,371,008		27,599,713		1,271,295	\$	500,000
Central Office Operations		1,816,617		1,047,378		480,346	\$	288,893
Divisional Operations		21,591,448		11,049,727		9,854,767	\$	686,954
IT		20,704,938		13,358,183		3,810,653	\$	3,536,102
OCI / Agri-Services		16,731,250		12,135,268		4,142,982	\$	453,000
Grand Total	\$	603,209,805	\$	484,890,203	\$	95,942,166	\$	22,377,436

FY 2021 Budget Work Programs inlcudes all funding sources.



Oklahoma Department of Corrections FY 2021 Appropriaton as of May 2021

Account							
Code		Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Balance
11,12,13	Payroll, Insurance, FICA and Retirement	\$ 308,190,005.00	\$ 267,198,857.45	\$ 132,394.47	\$-	\$ 267,331,251.92	\$ 40,858,753.08
15	Professional Services	102,158,878.00	81,094,014.62	17,523,457.04	-	98,617,471.66	3,541,406.34
17	Moving Expenses	-	5,218.60	-	-	5,218.60	(5,218.60)
19	Flexible Benefits	310,000.00	268,958.57	94,041.43	-	363,000.00	(53,000.00)
21, 22	Travel	501,757.00	299,689.06	79,104.12		378,793.18	122,963.82
31	Miscellaneous Administrative Expenses	16,689,692.00	12,255,488.12	4,063,692.26	-	16,319,180.38	370,511.62
32	Rent Expense	16,405,083.00	14,810,519.67	710,397.29	1,002.80	15,521,919.76	883,163.24
33	Maintenance & Repair Expense	10,333,258.90	4,800,413.27	1,144,622.10	72,170.22	6,017,205.59	4,316,053.31
34	Specialized Supplies and Materials	46,515,659.21	34,606,237.95	8,053,345.41	-	42,659,583.36	3,856,075.85
35	Production, Safety and Security	3,828,498.00	867,602.20	1,208,973.54	-	2,076,575.74	1,751,922.26
36	General Operating Expenses	625,707.00	436,104.81	42,744.52	245,970.84	724,820.17	(99,113.17)
37	Shop Supplies	5,256,743.50	1,491,021.17	1,292,493.04	-	2,783,514.21	2,473,229.29
41	Property Furniture and Equipment	7,040,003.00	5,909,516.63	5,127,322.25	-	11,036,838.88	(3,996,835.88)
42	Library Equipment and Resources	3,330.00	297.40	-	-	297.40	3,032.60
43	Lease Purchase	112,500.00	110,122.53	-	-	110,122.53	2,377.47
44	Live Stock – Poultry	-	-	-	-	-	-
45,46,47	Building Construction and Renovation	1,000.00	-	-	-	-	1,000.00
48	Bond Payment	12,106,252.00	11,619,774.47	223,867.86	-	11,843,642.33	262,609.67
49	Inter-Agency Payments	-	-	-	-	-	-
51	Inmate Pay and Health Services	1,200,000.00	791,521.57	288,930.46	-	1,080,452.03	119,547.97
52	Scholarships, Tuition and other incentives	2,500.00	-	-	-	-	2,500.00
53	Refunds, Indemnities, and Restitution	50,000.00	330,739.77	-	-	330,739.77	(280,739.77)
54	Jail Back Up and others	3,804,000.00	8,170,645.14	712,862.84	-	8,883,507.98	(5,079,507.98)
55,59	Assistance Payments to Agencies	-	-	-	-	-	-
60	Authority Orders	-	-	3,743,117.51	-	3,743,117.51	(3,743,117.51)
61	Loans, Taxes, and other Disbursements	2,670.00	2,312.92	176.38	-	2,489.30	180.70
62	Transfers – Inmate Medical Payments	12,889,000.00	9,100,284.09	762,992.97	-	9,863,277.06	3,025,722.94
64	Merchandise for Resale	-	-	-	-	-	-
	TOTAL	\$ 548,026,536.61	\$ 454,169,340.01	\$ 45,204,535.49	\$ 319,143.86	\$ 499,693,019.36	\$ 48,333,517.25
Funding							
10501	Duties	50,052,383.00	49,114,972.69	786,134.70	-	49,901,107.39	151,275.61
	Duties	3,052,677.00	3,052,677.00		-	3,052,677.00	-
19011	FY20 Carryover	16,914,289.61	15,716,977.74	1,197,311.87	-	16,914,289.61	-
19101	Duties	476,427,473.00	384,704,998.58	43,221,088.92	319,143.86	428,245,231.36	48,182,241.64
38301	Opioid Lawsuit Settlement Fund	1,579,714.00	1,579,714.00	-	-	1,579,714.00	-

454,169,340.01 \$

45,204,535.49 \$

319,143.86 \$

TOTAL

\$

548,026,536.61 \$

499,693,019.36 \$ 48,333,517.25 Remaining Payroll 40,858,753.08

\$ 7,474,764.17

Oklahoma Department of Corrections

Statement of Revenues, Expenditures and Changes in Fund Balances

Federal Funding

July 1, 2020 through May 31, 2021

		410 Fund	430 Fund	Funds
Revenue	Revenues			
Code	Current:			
556	Federal Funds Rec'd from Non-Gov. Ag.	\$ 425,453.29	\$-	\$ 425,453.29
561	Private Grants and Donations for Opns.	-	696,400.01	696,400.02
581	Reimbursements	-		
	Total Revenues	425,453.29	696,400.01	1,121,853.30
Account	Expenditures			
Code	Current:			
11,12,13	Payroll	203,148.59	114,071.74	317,220.3
15	Professional Services	18,518.66	321,633.65	340,152.3
21, 22	Travel	7,955.00	-	7,955.0
31	Misc. Admin. Expenses	2,335.79	-	2,335.7
32	Rent	13,880.15	-	13,880.1
33	Maintenance and Repair	11,612.27	25,080.00	36,692.2
34	Specialized Supplies and Materials			
35	Production, Safety and Security	-	-	-
36	General Operating Expenses	146,135.82	-	146,135.82
37	Shop Expense	-	4,177.50	4,177.5
41	Furniture and Equipment	51,580.67	194,926.80	246,507.4
42	Library Equipment and Resources	51,580.07	194,920.80	240,507.4
42	Lease Purchases	-	-	-
45 44		-	-	-
	Livestock and Poultry	-	-	-
	Land and Right-of-way	-	-	-
46	Building, Construction and Renovation	-	-	-
48	Debt Service	-	-	-
	Inmate Pay and Health Services	-	-	-
	Tuitions, Awards and Incentives	-	-	-
53	Refunds and Restitutions	-	-	-
	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			
	Total Expenditures	455,166.95	659,889.69	1,115,056.64
	Excess of Revenues Over			
	(Under) Expenditures	(29,713.66)	36,510.32	6,796.6
	Cash			
	Beginning Cash Balance	209,851.66	161,922.57	371,774.2
	Revenue Received this Year	425,453.29	696,400.01	1,121,853.3
	Expenditures made this Year	(455,166.95)	(659,889.69)	(1,115,056.6
	Beginning Change in Liabilities	-	-	
	Transfers	-	-	-
	Adjustments			
	Ending Cash Balance	\$ 180,138.00	\$ 198,432.89	\$ 378,570.89

Oklahoma Department of Corrections

Statement of Revenues, Expenditures and Changes in Fund Balances

Federal Funding

July 1, 2020 through May 31, 2021

		410) Fund	4	130 Fund		Funds
Revenue	e Revenues						
Code	Current:						
556	Federal Funds Rec'd from Non-Gov. Ag.	\$	-	\$	-	\$	-
561	Private Grants and Donations for Opns.		-		4,487.01		4,487.01
581	Reimbursements		-		-		-
	Total Revenues				4,487.01		4,487.01
Account	: Expenditures						
	Current:						
11,12,13	_ 3 Payroll		17,483.56		(2,447.61)		15,035.95
15	Professional Services						-
21, 22	Travel						-
31	Misc. Admin. Expenses						-
32	Rent		1,180.49				1,180.49
33	Maintenance and Repair		593.48				593.48
34	Specialized Supplies and Materials						-
35	Production, Safety and Security						-
36	General Operating Expenses		4,942.75				4,942.75
37	Shop Expense		.,				
41	Furniture and Equipment						-
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						
-0 51	Inmate Pay and Health Services						_
52	Tuitions, Awards and Incentives						-
53	Refunds and Restitutions						_
55	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						-
	Total Expenditures		24,200.28		(2,447.61)		21,752.67
	5 (5)						
	Excess of Revenues Over		(24 200 20)		6 02 4 62		117 205 00
	(Under) Expenditures		(24,200.28)		6,934.62		(17,265.66
	Cash						
	Beginning Cash Balance	2	204,338.28		191,498.27		395,836.55
	Revenue Received this Month		-		4,487.01		4,487.01
	Expenditures made this Month		(24,200.28)		2,447.61		(21,752.67
	Change in Liabilities		-		-		,: 02.0/
	Transfers		-		-		-
	Adjustments		-		-		-
	Ending Cash Balance	ć 1	80,138.00	ć	198,432.89	ć	378,570.89

Oklahoma Department of Corrections Statement of Revenues, Expenditures and Changes in Fund Balances Non- Appropriated Funds July 1, 2020 through May 31, 2021

0.00	Percenter	200 Fund	205 Fund	210 Fund	225 Fund	230 Fund	280 Fund	Funds
Code	Revenues Current:							
28199	Disbursement Fees	\$ 13,998.32	\$ -	\$ - \$	- \$		\$ -	\$ 13,998.3
33107	Sale of Contraband	37,405.65	-			-	· .	37,405.0
433147	Bank Charge Back / Returned Check Fee	-	-		-	-		-
433199	Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	127,189.00	-	84,776.16	-	-	-	211,965.:
441105	Interest on Investments	109,423.14	5,742.62	-	-	-	40,272.41	155,438.
143103	Rent from Land & Buildings	26,560.79	-	-	-	-	-	26,560.
	Insurance and Other Reimbursement for Damages	58,842.69	-	-	-	-	-	58,842.0
52005	Reimbursement for Administrative Expense (PPWP)	61,086.13	-	-	-	-	-	61,086.
52117	Reimbursement of Data Processing Fees	-	-	-	-	-	-	-
153003	Reimbursement for Travel Expense	-	-	-	-	-	-	- 21,995.:
	Federal Reimbursements Federal Funds Rec'd from Non-Gov. Ag.	21,824.71 15,000.00	-	-	-	170.60	-	21,995. 15,000.
	Refunded Money Previously Disbursed - Goods & Services	16,554.54	-					16,554.
58105	Reimbursement for Funds Expended (Refunds - Payroll Reim.)	556,918.66	-		-	-		556,918
	Program Income (Dog Programs)	4,161.71	-	-	-	-	-	4,161
59199	Other Grants, Refunds and Reimbursements (P-card Rebate)	32,637.37	-	-		-	-	32,637
	Farm Products General	-	-	-	-	-	10,597,138.67	10,597,138
73105	Charge for Service - (Water Treatment Plant)	42,082.70	-	-	-	-	-	42,082
73176	Laboratory and Medical Services	158,872.70	-	-	-	-	-	158,872
74105	Sale of Documents (Copies)	18,258.59	-	-	-	-	-	18,258
74131	Sale of Merchandise	-	-	-	-	-	12,236,279.31	12,236,279
74124	Canteen and Concession Income	-	7,507,190.92	-	-	-	-	7,507,190
78105	Registration Fees	-	-	-	-	-	-	
	Paper & Other Recyclable Materials	-	-	-	-	-	-	
	Notification of Confinement - Social Security Admin	54,598.03	-	-	-	-	-	54,598
	Contributions - Patients & Inmates	21,010.88	-		-	-	-	21,010
31121	Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	2,933,487.80	-	-	-	-	-	2,933,48
82101	Deposits by Patients and Offenders (Program Fees - Work Release)	1,731,553.38	-	-	-	-	66,327.51	1,797,88
83607	Sale of Salvage	12,107.59	-	-	-	-	-	12,107
88191	Purchase Card Refunds		-	-	-	-		
	Total Revenues	6,053,574.38	7,512,933.54	84,776.16	-	170.60	22,940,017.90	36,591,47
	Expenditures							
Code	_Current:							
	Payroll	164,545.37	-	-	-	-	7,480,075.49	7,644,62
15	Professional Services	3,798,066.32	2,333,838.16	3,757.00	-	-	399,986.62	6,535,64
	Travel	65,331.61	111,834.89	3,877.99	-	-	27,190.97	208,235
31	Misc. Admin. Expenses	29,602.46	483,746.01	217.87	-	-	666,000.64	1,179,56
32 33	Rent Maintenance and Banain	103,219.53	149,444.16	-	-	-	164,256.96	416,92
33 34	Maintenance and Repair	1,123,428.91	742,902.79	- E 000 8E	-	-	1,000,205.92	2,866,53
34 35	Specialized Supplies and Materials	1,140,975.69	614,951.35	5,099.85	-	-	275,165.06	2,036,19
35 36	Production, Safety and Security	38,126.93 13,985.26	13,674.40	1,507.50	-	-	296,005.02	349,31
30 37	General Operating Expenses		165,807.27	-	-	-	65,497.11	245,28
	Shop Expense	69,469.99	97,691.86	-	-	-	920,364.80	1,087,52
41	Furniture and Equipment	289,152.58	355,067.59	-	-	-	389,259.85	1,033,48
42	Library Equipment and Resources	-	39,173.72	-	-	-	839.43	40,01
43	Lease Purchases	-	-	-	-	-	-	95.40
44	Livestock and Poultry	-	-	-	-	-	85,400.00	85,40
45	Land and Right-of-way	-	-	-	-	-	-	20.27
6, 47 49	Building, Construction and Renovation	21,356.34	-	-	-	-	9,018.60	30,37
48	Debt Service	-	-	-	-	-	-	2 077 25
51	Inmate Pay and Health Services	35,922.97	2,363,249.29	-	-	-	1,478,085.64	3,877,25
52 53	Tuitions, Awards and Incentives	-	1,175.36	-	-	-	115.00	1,29
	Refunds and Restitutions	20,205.08	-	29,695.36	-	-	118.77	50,01
54	Jail Backup, County Jails and Other	103,786.00	-	-	196,195.00	-	-	299,98
55	Payment to Gov. Sub-Division	-	-	-	-	-	-	
59	Assistance Payments to Agencies	-	-	-	-	-		
61	Loans, Taxes and other Disbursements	-	-	-	-	-	125.51	(200.24)
62 64	Transfers - Out Sourced Health Care Merchandise for Resale	(280,243.83) 3,095.17	-	-	-	-	- 9,652,791.32	(280,24) 9,655,88
	Total Expenditures	6,740,026.38	7,472,556.85	44,155.57	196,195.00	-	22,910,502.71	37,363,43
	Excess of Revenues Over							
	(Under) Expenditures	(686,452.00)	40,376.69	40,620.59	(196,195.00)	170.60	29,515.19	(771,96
	Cash							
	Beginning Cash Balance	9,626,488.59	1,047,461.43	1,121,504.27	765,707.66	-	6,866,701.62	19,427,86
	Revenue Received this Year	6,053,574.38	7,512,933.54	84,776.16		- 170.60	22,940,017.90	36,591,47
	Expenditures made this Year	(6,740,026.38)	(7,472,556.85)	(44,155.57)	(196,195.00)	-	(22,910,502.71)	
	Beginning Change in Liabilities	(188,180.58)	(7,472,556.85) (1,974.51)	(44,100.07)	(150,195.00)	-	(22,910,502.71) (69,768.08)	
	Transfers (Cares Act Funds)	(188,180.58) 8,813,510.97	(1,974.51)	-	-	-	(69,768.08)	(259,92 8,813,51
	Adjustments	8,813,510.97	-	-	-	-	-	0,013,310

Oklahoma Department of Corrections Statement of Revenues, Expenditures and Changes in Fund Balances Non- Appropriated Funds For the Month of May 2021

-		200 Fund	205 Fund	210 Fund	225 Fund	230 Fund	280 Fund	Funds
evenue Reven Code Currer								
		\$ 2,562.58 \$	- \$	- \$	- Ś		5 - 5	2,562
	of Contraband	4,198.00	-	-	-	- ''	·	4,198
	Charge Back / Returned Check Fee	-		_		_		4,150
	Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	24,934.60	-	11.431.91	-	-	-	36,366
	est on Investments	19,628.96	2,001.18	-	-	-	6,791.35	28,421
	from Land & Buildings	2,004.00	-	-	-	-	-	2,004
	ance and Other Reimbursement for Damages	3,498.02	-	-	-	-	-	3,498
	oursement for Administrative Expense (PPWP)	1,784.80	-	-	-	-	-	1,784
	oursement of Data Processing Fees	· -	-	-	-	-	-	
453003 Reimb	oursement for Travel Expense	-	-	-	-	-	-	
155201 Federa	al Reimbursements	2,200.10	-	-	-	-	-	2,20
456101 Federa	al Funds Rec'd from Non-Gov. Ag.	-	-	-	-	-	-	
158101 Refun	ded Money Previously Disbursed - Goods & Services	28.16	-	-	-	-	-	2
158105 Reimb	oursement for Funds Expended (Refunds - Payroll Reim.)	-	-	-	-	-	-	
59171 Progra	am Income (Dog Programs)	50.00	-	-	-	-	-	5
59199 Other	Grants, Refunds and Reimbursements (P-card Rebate)	12,595.66	-	-	-	-	-	12,59
71122 Farm I	Products General	-	-	-	-	-	963,138.14	963,13
73105 Charge	e for Service - (Water Treatment Plant)	4,125.00	-	-	-	-	-	4,12
73176 Labora	atory and Medical Services	17,093.47	-	-	-	-	-	17,09
74105 Sale of	f Documents (Copies)	2,247.30	-	-	-	-	-	2,24
74131 Sale of	f Merchandise	-	-	-	-	-	1,275,065.58	1,275,06
	en and Concession Income	-	787,855.84	-	-	-	-	787,85
78105 Regist	tration Fees	-	-	-	-	-	-	
	& Other Recyclable Materials	-	-	-	-	-	-	
	cation of Confinement - Social Security Admin	9,600.00	-	-	-	-	-	9,60
	ibutions - Patients & Inmates	3,598.46	-	-	-	-	-	3,59
	ition & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	305,890.53	-	-	-	-	-	305,89
82101 Depos	sits by Patients and Offenders (Program Fees - Work Release)	201,845.05	-	-	-	-	15,046.26	216,89
83607 Sale oj	f Salvage	111.09	-	-	-	-	-	11
88191 Purcha	ase Card Refunds	-	-	-	-	-	-	
Total I	Revenues	617,995.78	789,857.02	11,431.91	-	-	2,260,041.33	3,679,32
	-		,				_,,	0,010,01
	nditures							
Code Currer								
1,12,13 Payrol		8,237.33	-		-	-	730,824.88	739,06
	ssional Services	144,867.82	63,160.00	192.50		-	30,300.77	238,52
21, 22 Travel		10,105.00	-	-	-	-	1,341.00	11,44
	Admin. Expenses	678.12	92,878.39		-	-	53,421.07	146,97
32 Rent		6,768.82	9,595.14		-	-	7,513.79	23,87
	tenance and Repair	53,675.38	37,845.51		-	-	92,272.05	183,79
	alized Supplies and Materials	22,117.58	48,868.07	1,475.00	-	-	46,339.79	118,80
	iction, Safety and Security	642.02	362.37	585.00	-	-	10,661.33	12,25
	ral Operating Expenses	724.17	4,318.30		-	-	7,178.52	12,22
37 Shop E	Expense	13,451.47	644.85		-	-	144,833.69	158,93
	ture and Equipment		22,643.78		-	-	1,540.95	24,18
42 Librar	y Equipment and Resources		96.52		-	-	-	9
43 Lease	Purchases	-	-	-	-	-	-	
44 Livesto	ock and Poultry	-	-	-	-	-	-	
45 Land a	and Right-of-way	-	-	-	-	-	-	
6, 47 Buildir	ng, Construction and Renovation	-	-	-	-	-	-	
48 Debt S	Service	-	-	-	-	-	-	
51 Inmate	e Pay and Health Services	7,812.45	214,681.18	-	-	-	113,736.05	336,22
	ns, Awards and Incentives	-	-	-	-	-	-	
53 Refun	ds and Restitutions	-	-	-	-	-	-	
	ackup, County Jails and Other	-	-	-	16,195.90	-	-	16,19
	ent to Gov. Sub-Division	-	-	-	-	-	-	
	ance Payments to Agencies	-	-	-	-	-	-	
	, Taxes and other Disbursements	-	-	-	-	-	-	
	fers - Out Sourced Health Care	13,493.09	-	-	-	-	-	13,49
	handise for Resale	-	-	-	-	-	652,428.86	652,42
Total I	Expenditures	282,573.25	495,094.11	2,252.50	16,195.90	-	1,892,392.75	2,688,50
	-	. ,		,	.,		,,	,,.
	s of Revenues Over	225 122 52	204 752 01	0.170.11	(16 165 20)		267.642.50	
(Und	ler) Expenditures	335,422.53	294,762.91	9,179.41	(16,195.90)	-	367,648.58	990,81
Cash								
	ning Cash Balance	17,286,967.20	808,211.74	1,153,223.45	588,820.95	170.60	6,525,043.98	26,362,43
	nue Received this Month	617,995.78	789,857.02	11,431.91	-	-	2,260,041.33	3,679,32
	ditures made this Month	(282,573.25)	(495,094.11)	(2,252.50)	(16,195.90)	-	(1,892,392.75)	(2,688,50
	ning Change in Liabilities	(57,022.75)	(17,111.04)	(278.00)	(3,112.39)	-	(66,243.83)	(143,76
Transf		-	-		(-,-12:00)			(1.0,7)
	tments	-	-	-	-	-	-	
.,	-							

Oklahoma Department of Corrections

FY 2022 BUDGET WORK PROGRAM

JULY 1, 2021 - JUNE 30, 2022

Department		CO's/PO's	Other	Total FTE	Operating	Payroll	Total
00 - Institutions		1,465	939	2,404	28,653,688	156,334,515	184,988,203
21 - Probation and Parole		327	105	432	1,766,456	30,531,504	32,297,960
31 - Community Corrections		165	118	283	2,749,199	17,903,457	20,652,656
51 - Inmate Programs		-	260	260	5,813,249	19,470,176	25,283,425
52 - Community Sentencing		-	14	14	2,947,975	990,800	3,938,775
56 - Contracted Services		-	13	13	90,507,139	1,052,865	91,560,004
60 - General Operations		-	-	-	31,354,447	12,224,000	43,578,447
61 - Central Office Operations		110	320	430	2,015,267	33,288,334	35,303,601
62 - Divisional Operations		19	82	101	16,735,648	8,560,596	25,296,244
63 - Health Services		-	398	398	56,381,383	35,558,541	91,939,924
88 - Information Technology		-	-	-	23,612,411	-	23,612,411
42 - Prison Industries		-	119	119	16,731,250	8,558,223	25,289,473
	Total	2,086	2,367	4,453	279,268,112	324,473,011	603,741,123

FY 2022 BUDGET WORK PROGRAM

Department	CO's/PO's	Other	Total FTE	Operating	Payroll	Total
00 - Institutions	1,465	939	2,404	28,653,688	156,334,515	184,988,203
01 - Jess Dunn C C	77	51	128	1,802,569	8,368,971	10,171,540
02 - Jim E Hamilton C C	68	46	114	1,268,334	6,832,556	8,100,890
03 - Mack Alford C C	77	50	127	1,506,613	8,336,155	9,842,768
04 - Howard McLeod C C	50	39	89	1,144,484	5,821,680	6,966,164
05 - Oklahoma State Penitentiary	171	65	236	1,739,650	16,054,091	17,793,741
06 - Lexington A&R Center	126	64	190	2,614,353	12,305,945	14,920,298
06 - Friends for Folks	-	-	-	5,050	-	5,050
07 - Joseph Harp C C	105	63	168	2,278,616	11,419,304	13,697,920
08 - Dick Conner C C	85	63	148	1,927,261	10,139,875	12,067,136
09 - Mabel Bassett C C	99	60	159	1,724,027	10,051,605	11,775,632
10 - Oklahoma State Reformatory	84	68	152	1,611,059	9,584,179	11,195,238
11 - James Crabtree C C	77	58	135	1,898,401	9,198,000	11,096,401
12 - John Lilley C C	67	47	114	1,263,219	7,136,755	8,399,974
13 - Jackie Brannon C C	59	42	101	1,296,614	6,617,286	7,913,900
14 - William S. Key C C	61	53	114	985,720	7,662,790	8,648,510
16 - Eddie Warrior C C	58	47	105	1,164,339	6,649,563	7,813,902
16 - Frame Shop	-	-	-	3,700	-	3,700
17 - Bill Johnson C C	57	46	103	877,464	6,438,151	7,315,615
18 - North Fork C C	144	77	221	3,542,215	13,717,609	17,259,824

FY 2022 BUDGET WORK PROGRAM

Department	CO's/PO's	Other	Total FTE	Operating	Payroll	Total
21 - Probation and Parole	327	105	432	1,766,456	30,531,504	32,297,960
Region I Probation & Parole	168	48	216	799,637	15,332,401	16,132,038
Region II Probation & Parole	151	42	193	795,294	13,412,345	14,207,639
Probation and Parole Administration	8	15	23	171,525	1,786,758	1,958,283
31 - Community Corrections	165	118	283	2,749,199	17,903,457	20,652,656
Enid C C C	19	11	30	191,701	1,939,539	2,131,240
Lawton C C C	21	12	33	318,763	2,214,759	2,533,522
Oklahoma City C C C	24	17	41	398,305	2,689,391	3,087,696
Union City C C C	20	18	38	395,663	2,477,449	2,873,112
Clara Water C C C	22	15	37	512,471	2,514,732	3,027,203
Northeast Oklahoma C C C	59	45	104	932,296	6,067,587	6,999,883
51 - Inmate Programs	-	260	260	5,813,249	19,470,176	25,283,425
Program Services	-	69	69	2,513,600	4,688,709	7,202,309
Sentence Administration and Records	-	24	24	266,000	1,568,454	1,834,454
Classification and Population	-	67	67	30,000	4,481,170	4,511,170
Electronic Monitoring	-	-	-	500,000	-	500,000
Bullet Proof Vests	-	-	-	61,644	-	61,644
Substance Abuse BJCC	-	-	-	406,025	-	406,025
OSR JAG RSAT	-	1	1	-	123,613	123,613
RSAT	-	-	-	465,000	-	465,000
Swift Certain Fair 17	-	1	1	307,350	77,341	384,691
The Last Mile	-	1	1	-	76,969	76,969
Sex Offender Registry Modernization, SMART	-	4	4	38,877	116,675	155,552
Combatting Contraband Cellphone Program	-	-	-	434,053	-	434,053
Pay For Success	-	-	-	169,412	-	169,412
Inmate Education and Administration Units	-	87	87	-	7,770,192	7,770,192
ABE CFDA # 84.002	-	5	5	286,834	430,584	717,418
Chapter I CFDA # 84.013	-	2	2	316,484	136,469	452,953
Special Education	-	-	-	17,970	-	17,970

FY 2022 BUDGET WORK PROGRAM

Department	CO's/PO's	Other	Total FTE	Operating	Payroll	Total
52 - Community Sentencing	-	14	14	2,947,975	990,800	3,938,775
Community Sentencing	-	14	14	2,947,975	990,800	3,938,775
56 - Contracted Services	-	13	13	90,507,139	1,052,865	91,560,004
Halfway Houses	-	-	-	2,500,000	-	2,500,000
Contracted County Jails	-	-	-	177,390	-	177,390
Jail Backup	-	-	-	11,000,000	-	11,000,000
Jail Backup Offender Transport Reimbursement	-	-	-	500,000	-	500,000
Private Prisons	-	-	-	76,304,749	-	76,304,749
Private Prisons and Jails - Region III	-	13	13	25,000	1,052,865	1,077,865
60 - General Operations	-	-	-	31,354,447	12,224,000	43,578,447
General Administration - Workers Comp, Debt Service	-	-	-	29,761,328	12,224,000	41,985,328
Parent Canteen	-	-	-	1,593,119	-	1,593,119
61 - Central Office Operations	110	320	430	2,015,267	33,288,334	35,303,601
Directors Office	-	4	4	43,250	652,245	695,495
Strategic Engagement	-	9	9	10,000	889,781	899,781
Office of General Counsel	-	13	13	10,000	1,191,299	1,201,299
Employee Development	12	12	24	173,284	1,710,612	1,883,896
Audit and Compliance	-	16	16	366,301	1,307,299	1,673,600
Human Resources	-	35	35	251,960	2,545,869	2,797,829
Professional Development	-	5	5	20,000	417,009	437,009
Cirriculum Development	-	12	12	85,196	914,414	999,610
Central Transportation	98	1	99	388,736	6,556,408	6,945,144
Office of Inspector General	-	31	31	300,000	2,752,994	3,052,994
Business Services	-	100	100	142,133	7,437,916	7,580,049
Internal Audit	-	2	2	-	157,821	157,821
Analytics and Systems Quality Services	-	16	16	101,607	1,423,513	1,525,120
Employee Rights & Relations	-	6	6	-	439,278	439,278
Office of Security Threats & Intelligence	-	21	21	-	1,660,029	1,660,029
Contraband Interdiction Unit	-	16	16	-	1,343,892	1,343,892

FY 2022 BUDGET WORK PROGRAM

Department	CO's/PO's	Other	Total FTE	Operating	Payroll	Total
Staffing Analysis	-	7	7	103,000	624,957	727,957
Quality Assurance	-	7	7	19,800	673,976	693,776
Food Service Operations	-	7	7	-	589,022	589,022
62 - Divisional Operations	19	82	101	16,735,648	8,560,596	25,296,244
Region I Institutions	-	9	9	-	927,702	927,702
PREA Administration	-	-	-	25,000	-	25,000
Institutions Security-Technical Services	-	19	19	60,000	1,771,546	1,831,546
Region II Institutions	-	-	-	-	-	-
Community Operations	-	4	4	-	411,470	411,470
Quartermaster	-	1	1	515,000	66,258	581,258
Construction and Maintenance	-	25	25	1,733,500	2,076,809	3,810,309
Safety Administration	-	12	12	-	911,730	911,730
Canine Program	19	1	20	125,000	1,347,744	1,472,744
Consolidated Utilities	-	-	-	12,593,648	-	12,593,648
Consolidated Vehicle Fleet	-	7	7	1,171,500	561,961	1,733,461
Office of Chief of Operations	-	4	4	512,000	485,376	997,376
63 - Health Services	-	398	398	56,381,383	35,558,541	91,939,924
Health Services	-	336	336	47,141,383	29,811,870	76,953,253
Mental Health	-	62	62	-	5,746,671	5,746,671
Hepatitis C Treatment	-	-	-	9,240,000	-	9,240,000
88 - Information Technology	-	-	-	23,612,411	-	23,612,411
Information Technology	-	-	-	11,608,229	-	11,608,229
ICON	-	-	-	9,235,258	-	9,235,258
Information Technology - ARGI Services	-	-	-	134,000	-	134,000
Information Technology - OCI	-	-	-	730,100	-	730,100
Administrative Services	-	-	-	1,128,500	-	1,128,500
IT - Swift, Certain, & Fair 17	-	-	-	5,000	-	5,000
IT-Sex Offender Registry Modernization, SMART	-	-	-	247,946	-	247,946
IT-National Criminal History Improvement Program, NCHIP	-	-	-	104,598	-	104,598

FY 2022 BUDGET WORK PROGRAM

Department		CO's/PO's	Other	Total FTE	Operating	Payroll	Total
IT-NICS Act Record Improvement Program, NARIP		-	-	-	48,594	-	48,594
IT-Combatting Contraband Cellphone Program		-	-	-	-	-	-
IT - ABE CFDA # 84.002		-	-	-	196,800	-	196,800
IT - Chapter I CFDA # 84.013		-	-	-	60,000	-	60,000
IT - Special Ed IDEA CFDA # 84.027		-	-	-	13,386	-	13,386
Safety and Security		-	-	-	100,000	-	100,000
42 - Prison Industries		-	119	119	16,731,250	8,558,223	25,289,473
Agri-Services		-	51	51	6,757,210	3,592,563	10,349,773
Oklahoma Correctional Industries		-	68	68	9,974,040	4,965,660	14,939,700
	Total	2,086	2,367	4,453	279,268,112	324,473,011	603,741,123

Budget Work Program

Funding Sources	
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	FY 2022	FY 2021	\$	%
Budget Work Program Total	603,741,123	584,924,628	18,816,495	3.0%
Appropriation				
Legislatively approved appropriations from the general revenue fund and sources	544,278,904	531,112,247	13,166,657	2.48%
D.O.C Revolving 200 Fund	19,446,978	13,893,991	5,552,987	39.97%
Program Support				
Inmates on work release give up to 50% of their net pay to supplement the cost of their incarceration.				
Probation & Parole Fees				
Probationers and parolees pay a court ordered supervision				
fee of up to \$40.00 per month.				
Medical Co pays				
Inmates are required to pay a co pay of \$4.00 each for medical treatment and prescriptions.				
Prisoner Public Work Crews				
Facilities receive payment from federal, state, and local government entities for inmate labor.				
State Criminal Alien Assistance Funding				
Federal Funds for the reimbursement of expenses for incarcerated				
aliens.				
Other Reimbursed Amounts				
Funds from overpayments, returns, copies, FEMA, GPS, Private Prison				
monitoring, notary, rent, sales, refunds and other miscellaneous				
reimbursements.				

Budget Work Program

Fundin	g Sources
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	FY 2022	FY 2021	\$	%
Inmate and Employees Welfare 205 Revolving Fund	9,066,289	9,066,289	-	0.00%
Funds are generated through Canteen sales and a portion of telephone revenues, along with other miscellaneous sources (i.e. vending machines and crafts). This revenue provides funding for inmate and employee needs, maintains the canteens, and Offender Banking System.				
Community Sentencing 210 Revolving Fund	1,147,325	1,100,725	46,600	4.23%
A participation fee of \$20.00 per month is collected from community sentencing clients and deposited by the agency. These funds are used by the collecting council to support the program. The agency by statute cannot use these funds.				
Jail Backup Offender Transport Reimbursement 225 Revolving Fund	500,000	750,000	(250,000)	-33.33%
A reimbursement fund to counties for offender transportation and officer wages.				
Prison Industries 280 Revolving Fund	26,153,573	26,473,847	(320,274)	-1.21%
OCI and Agri-Services produce goods and services for use by the department and for sale to other not-for-profit entities. Funds received from sale of products are used for labor costs and materials.				

Budget Work Program Funding Sources

	FY 2022	FY 2021	\$	%
Federal Funds 410 and 430	3,148,054	2,527,529	620,525	24.55%
The agency receives numerous grants to help support inmate programs such as education and substance abuse treatment.				
These funds are usually given with a specified use and can not be used at the agency's discretion.				
Agency Special Accounts	49,020,000	49,020,000	-	0.00%
700 Fund				
Established for inmate trust, restitution, and canteen operations.				
Canteen				
Inmate Trust/Restitution 705 Fund				
Established for Petty Cash transactions (discharge funds, bus tickets, cattle buys, and executions).				

FY 2023 Capital Outlay Request

Priority	Project	Co	ost Estimate
1	Jim E. Hamilton Correctional Center - Waste Water Treatment Plant	\$	1,072,600
2	Oklahoma State Reformatory - Rotunda and Administration Restoration	\$	1,500,000
3	Statewide - Upgrades to Facility Fire Alarms and Suppression System	\$	5,130,000
4	Statewide Upgrade to Surveillance Equipment	\$	500,000
5	Dick Conner Correctional Center – Sally Port door and gate replacement	\$	373,000
6	BJCC, DCCC, LARC, JHCC, JCCC , MACC, MBCC, OSP, OSR, - Micro-Net Replacement	\$	750,000
7	James Crabtree Correctional Center - High Mast Lighting and Cameras	\$	418,000
8	John Lilley Correctional Center -Relocate Central Control/Main Entrance	\$	450,000
9	James Crabtree Correctional Center - Generators	\$	300,000
10	Northeast Oklahoma Correctional Center - Programs/Office Building	\$	225,000
11	Jess Dunn Correctional Center – Install one In-Line Generator	\$	200,000
12	Joseph Harp Correctional Center - Replace Doors, Frames, Access Control Panels, & Locking System	\$	13,800,000
13	James Crabtree Correctional Center - Minimum Unit Perimeter Road Repair	\$	200,000
14	Multiple Minimum Facilities Fencing - DCCC, JBCC, JEHCC, LARC & NOCC	\$	4,391,125
15	James Crabtree Correctional Center - Kitchen Expansion	\$	4,278,000
16	James Crabtree Correctional Center - Roof Repairs or Replacement	\$	900,000
17	Northeast Oklahoma Correctional Center - Roof Repairs or Replacement	\$	41,895
	Total FY 2023 Capital Project Request	\$	34,529,620

NOTE: Cost estimates are based on completed projects that are similar or like in nature. Many of the projects will require engineering and/or architectural bids/proposals.

Oklahoma Department of Corrections Internal Audit Summary Report Third Quarter FY 21

Reporting Period: 3rd Quarter of FY 21

The Fiscal Management compliance and Internal Controls over the following financial activities were examined, to include: Accounts Payables, Accounts Receivables (Prisoners Public Works Project, and OCI Partnership Contractors and Factory Sales), Purchasing, Receiving, Purchase Cards, Express Checks, Debit Cards, Canteen (OBS and Inventory), Trust Fund, Warehouse Inventory, Oklahoma Correctional Industries Factory Inventory (Raw Materials, Work in Process and Finished Goods) and Fixed Assets Management System.

In this reporting period, the financial internal audit unit closed and submitted the below noted compliance audit reports to the Board of Corrections and to the State Auditor and Inspector's Office.

Audited Facilities/Units -

1.	Health Services*	01/04/2021
2.	Oklahoma State Penitentiary *	01/29/2021
3.	North Fork Correctional Center *	02/04/2021
4.	Oklahoma State Reformatory *	02/18/2021
5.	Jackie Brannon Correctional Center *	02/18/2021
6.	Classification, Population and Transportation	03/15,2021
7.	Construction Maintenance and Physical Securities *	03/22/2021
8.	Program Services, Grants and Education *	03/22/2021

Of the eight (8) facilities/units audited in the 3rd quarter of FY21, had seven (7) reportable noncompliance or internal control finding.

Summary of Noncompliance Findings in accordance with Fiscal Management Policy

TRUST FUND

• Oklahoma State Penitentiary

Summary of Finding:

• Inmate club "run against child abuse" was still active after OP stated as of 6/19/20 to end all inmate clubs all are against policy.

Summary of Action Taken:

• Central trust fund is performing action to ensure the inmate clubs/charitable activities/group accounts are all closed and funds are disbursed according.

Date of Audit

Follow Up: As each preliminary audit begins, all inmate statement reports are examined by location to determine if the accounts are still active or not. Starting in February 2021, there is no recent activity to report.

CANTEEN:

- Oklahoma State Penitentiary
- North Fork Correctional Center
- Oklahoma State Reformatory

Summary of Finding:

- No board meeting minutes or documentation. (OSP)
- Checks leaving ODOC administration finance without signatures.
- items sampled not in agreement with closing inventory balance. (OSR)

Summary of Action Taken:

- Effective February 2021 OSP will begin conducting and documenting canteen board meetings.
- A double checking verification system has been put into place to prevent checks being sent without proper signatures or no signatures.

Follow Up:

OSP: Board meetings were restarted on March 10, 2021 with an additional note of future scheduled meeting.

NFCC: Canteen and other checks leaving the HQ facility for payments that are associated with facilities are monitored as each audit during each audit as HQ pays the bills from there. HQ pays most bills and there are times when one check may cover several locations payables. (i.e. canteen)

OSR: Corrective action was initiated in February, 2021 by the acting warden and follow-up spot checks with deputy warden and canteen supervisor on March 4, 15, 19, April 16, and May 21.

ACCOUNTS PAYABLE

- Program Services
- Health Services

Summary of Findings:

- 16.16% of invoices were paid 45 days after invoices received for payment
- 8% of invoices sampled were paid forty-five (45) days beginning from the date of the invoices received in the business office

Summary of Action Taken:

- Procedures put in place to ensure follow weekly.
- Received invoices will be date stamped, invoices ready for payment will be sent to accounts payable on a weekly basis and will be followed for payment.

Follow Up: Both Program and Health Services - The accountant has put into the process and procedures outlined in the plan of corrective action the day of the audit (January 4, 2021). A follow conversation confirmed the dates and procedure.

FOOD SERVICE

• Jackie Brannon Correctional Center

Summary of Findings:

• Weekly inventory updates were unavailable as a result of poor documentation on a weekly basis

Summary of Action Taken:

• A weekly inventory spreadsheet will be updated to reflect current on hand inventory, and mailed weekly to the warden and the warden's secretary.

Follow Up: As of March 1, 2021 a monthly spreadsheet of the weekly orders was implemented and food service staff have been directed to advise the Warden and Deputy Warden on a weekly basis.

PURCHASING

• Constructing and Maintenance

Summary of Findings:

• C & M entered into a contract for goods or services without an approved purchase order.

Summary of Action Taken:

• Provide better communication prior to purchase process.

Follow Up: There have been no delinquent, or services provided without authorization during the three-month period from the audit date (March 22, 2021) the accountant, from the date of the audit, has established a tracking system to avoid ordering goods and services without a purchase order being in place. A spreadsheet has also been put in place to tract pending invoices for payment.

Internal Audit Report

Health Services

January 4, 2021

FOR THE PERIODS

FY 20, November 1, 2019 to June 30, 2020 FY 21, July 1, 2020 to November 30, 2020

Internal Audit Report

Medical Services

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INTERNAL AUDIT REPORT

Medical Services

January 4, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Medical Services a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, November 1,2019 to June 30, 2020 and FY 21, July 1, 2020 to November 30, 2020. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, and Fixed Asset Inventory.

The audit was conducted following department policy and state laws. Those standards and laws require that we plan and perform the audit to obtain reasonable assurance about whether Medical Services is materially in compliance with state law and department directives. (" OS Title § 74 -228, §74 -229 and OP-120101 entitledFiscal Management Responsibilities")

Compliance with laws, regulations, and contracts applicable to Medical Services is the responsibility of the Medical Services management. As part of obtaining reasonable assurance about whether at Medical Services is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests as listed on Schedule A – Compliance disclosed certain instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards. An internal audit follow-upwill be performed within three months to insure corrective actions is being implemented.

Sincerely,

Patrick Donnelly

Patrick Donnelly Internal Audit

INTERNAL AUDIT REPORT

Schedule A: COMPLIANCE

Health Services

Payables:

Criteria: Title 62 OS 34.71, entitled Expediting Payment for Goods and Services states:

"The Director of the Office of Management and Enterprise Services shall establish a procedure to issue payment of a proper invoice for goods or services within no more than forty-five (45) days from the date on which the invoice was received in the office designated by the agency to which the goods or services were sold and delivered."

Finding 1

Eight percent (7.78 %) of the invoices sampled (13 of 167) from the six-digit expenditure report were paid after forty-five (45) days beginning from the date the invoices were received in the business office.

Vendor	Amount	Voucher Number	Rec'd Facility	Paid Date	Days Late
OCI Staples U. of OK Health Science LocumTenens.com LLC Medical Waste Services Cross Country Staffing Supplemental Health GEO Group OK Health Care Robison Med Resource Staples	<pre>\$ 1,950.00 \$ 187.08 \$ 2,838.62 \$ 1,680.00 \$ 338.00 \$ 4,701.53 \$ 981.00 \$ 11,516.16 \$354,809.78 \$ 2,567.35 \$ 65.11</pre>	Number 1292929 1323275 1265237 1265268 1267682 1269889 1277683 1276739 1276762 1288003 1304727	Facility 01/02/20 07/15/20 08/15/19 09/05/19 09/03/19 09/30/19 11/22/19 11/15/19 09/30/19 01/16/20 04/24/20	Date 04/09/20 10/07/20 11/08/19 11/08/19 11/26/19 12/05/19 01/15/20 01/15/20 01/10/20 01/10/20 03/11/20 06/17/20	Late 53 39 40 19 39 21 9 11 57 10 9
CoreCivic	\$ 16,858.87	1314581	06/16/20	08/21/20	22
Airgas Inc.	\$ 2,164.90	1330693	09/08/20	11/24/20	32

<u>Effect</u>

The department was not in compliance with state law as stated in the quotedcriteria above.

- <u>**Risk</u>** (1) The department may expose itself to reactions from the vendor for Untimely payments.</u>
 - (2) Delaying the payment of invoices may result in additional cost of Interest charges by the vendor.

Plan of Corrective Action

Once invoices are received for payment they will be date stamped and posted. If any corrections are needed, the invoice will be noted of the correction needed and when the corrected invoice was requested.

- Any invoices that are ready to be paid will be sent to Accounts Payable on a weekly basis.
- Corrected invoice requests will also be followed up on a weekly basis.
- Once the corrected invoices have been received, they will be date stamped and uploaded to the invoice file and posted for payment.

Follow Up on Corrective Action

On June 7, 2021, a follow up for Health Service was conducted, with the following results:

The accountant has put into the process and procedures outlined in the plan of corrective action the day of the audit (January 4, 2021). A follow conversation confirmed the dates and procedure.

Internal Audit Report

Oklahoma State Penitentiary

January 29, 2021

FOR THE PERIODS

FY 20, September 1, 2019 to June 30, 2020 FY 21, July 1, 2020 to December 31, 2020

Internal Audit Report

Oklahoma State Penitentiary

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OKLAHOMA DEPARTMENT OF CORRECTIONS INTERNAL AUDIT REPORT

Oklahoma State Penitentiary

January 29, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Oklahoma State Penitentiary a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, December 31, 2019 to June 30, 2020, FY 21, July 1, 2020 to November 30, 2020. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Canteen, Debit Cards, Trust Fund, Security Items, Warehouse and Fixed Asset Inventory.

The audit was conducted following department policy and state laws. Those standards and laws require that we plan and perform the audit to obtain reasonable assurance about whether Oklahoma State Penitentiary is materially in compliance with state law and department directives.(" OS Title §74 -228, §74 -229 and OP-120101 entitled Fiscal Management Responsibilities')

Compliance with laws, regulations, and contracts applicable to Oklahoma State Penitentiary is the responsibility of the Oklahoma State Penitentiary management. As part of obtaining reasonable assurance about whether at Oklahoma State Penitentiary is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests as listed on Schedule A – Compliance, disclosed certain conditions that are required to be reported herein under department policy or Government Auditing Standards. An internal audit follow -up will be performed within three months to insure corrective actions is being implemented.

Sincerely,

Patrick Donnelly

Patrick Donnelly Internal Audit

INTERNAL AUDIT REPORT

Schedule A:

COMPLIANCE Oklahoma

State Penitentiary

January 29, 2021

<u>Trust Fund</u>

Criteria: OP-120230 entitled "Offender Banking System" Section I.L.1. item b. "Inmate Clubs/Charitable Activities/Group Accounts" states: Inmate clubs and charitable activities are not authorized to have funds in OBS 90 days after the effective date of this policy. (Policy dated 6/19/2020)

(b) Funds left in inmate club accounts past 90 days after the effective date of this policy (6/19/2020) will be considered abandoned and will be transferred to the Agency Welfare and Recreation Fund for the benefit of all inmates

Finding 1

Inmate Statement Report dated 6/19/2020 to present, funds belonging to the group "Run against Child Abuse" showed an outstanding balance of \$401.56 still in active status.

Effect

The unit may be in violation of the above stated policy.

Plan of Corrective Action

The cause of the issue was the facility did not know that they had an outstanding balance to be donated so that the account could be closed. Once the facility was notified they immediately began working on the donation. The Central Trust Fund is preforming an audit to ensure that there are not any remaining inmate club accounts open at any facility.

<u>Canteen</u>

<u>**Criteria</u>:** In accordance with OP-120230 entitled "Offender Banking System" section II.A.2.c. 'Facility Canteen Boards' states: The facility Canteen Board will meet at least quarterly with documentation of any approved board action.</u>

Finding 2:

There were no board meeting minutes or documentation to attest that meetings were being held during the audit period of September 1, 2019 to November 30, 2020.

<u>Effect</u>

The facility head may be in violation of the above quoted section policy.

<u>Risk:</u> (1) The canteen operations may not be benefitting from management oversight.

RECOMMENDATION: The facility head constitute a board in accordance with policy guidelines.

Plan of Corrective Action

Due to Covid-19, many meetings that included more than two personnel were put on hold. Meetings will begin as normal this quarter but still involve social distancing guidelines. In the future the Deputy Warden, Business Office Accountant, Canteen Supervisor, Correctional Health Services Administrator and all of the Unit Managers will be members of the Canteen Board.

The Deputy Warden and the Canteen Supervisor will ensure that meetings are held each quarterly in accordance with policy.

Follow Up for Plans of Corrective Action

On June 7, 2021, a follow up was conducted on the Plans of Corrective Action:

Canteen: Board meetings were restarted on March 10, 2021 with an additional note of future scheduled meeting.

Trust: As each preliminary audit begins, all inmate statement reports are examined by location to determine if the accounts are active or not. Starting in February 2021, there is no recent activity to report.

Internal Audit Report

North Fork Correctional Center

February 4, 2021

FOR THE PERIODS

FY 20, December 1, 2019 to June 30, 2020 FY 21, July 1, 2020 to December 31, 2020

Internal Audit Report

North Fork Correctional Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS INTERNAL AUDIT REPORT

North Fork Correctional Center

February 4, 2021

Chairman, Oklahoma Board of Corrections

We have conducted a compliance audit of North Fork Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, December 1, 2020 to June 30, 2020, and FY 21, July 1, 2020 to December 31, 2020. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Canteen, Debit Cards, Trust Fund, Security Items, Warehouse Food Service and Fixed Asset Inventory.

The audit was conducted following department policy and state laws. Those standards and laws require that we plan and perform the audit to obtain reasonable assurance about whether North Fork Correctional Center is materially in compliance with state law and department directives. (OS Title §74 -228, §74 - 229, and OP-120101 entitled "Fiscal Management Responsibilities").

Compliance with laws, regulations, and contracts applicable to North Fork Correctional Center is the responsibility of the North Fork Correctional Center management. As part of obtaining reasonable assurance about whether at North Fork Correctional Center is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests as listed on Schedule A – Internal Control, disclosed certain conditions that are required to be reported herein under department policy or Government Auditing Standards. An internal audit follow -up will be performed within three months to insure corrective actions is being implemented.

Sincerely Patrick Donnslly

Patrick Donnelly Internal Audit

OKLAHOMA DEPARTMENT OF CORRECTIONS

INTERNAL AUDIT REPORT

Schedule A: INTERNAL CONTROL

North Fork Correctional Center

February 4, 2021

<u>Canteen</u>

Criteria: OP-120230 entitled "Offender Banking System" Section I c.. 'OBS Disbursements' states: All disbursements from the OBS accounts will be printed voucher signed by two authorized signatures or through electronic funds transfer. Under no circumstances will trust fund officers, cashiers, unit managers, or case managers be one of the authorized signatures for any check written against an OBS account. Business managers and accountants are authorized to be one of the two signatures but cannot sign together on onecheck.

Finding : Four (4) of 309 warrants sampled (1.3%) did not have any signatures when they were presented for payment:

Payee	Check Date	Amount
US Postal Services	11/09/2020	\$ 5,500.00
Keefe Frozen Main	11/09/2020	\$ 64,243.78
Keefe Property	11/09/2020	\$ 64, 516.25
Keefe/Crawford/Access	11/09/2020	\$479,733.67
	, US Postal Services Keefe Frozen Main Keefe Property	US Postal Services 11/09/2020 Keefe Frozen Main 11/09/2020 Keefe Property 11/09/2020

Auditors Note: Even though the auditor reviews several hundred checks to verify compliance, it needs to be noted that <u>no</u> business checks should leave any facility without any signatures. Also noted, that checks generated do not come from the facility, as headquarters accounting initiate and distribute the checks.

Effect

The internal controls check review system at the accounting unit failed todetect this breach in policy. Additionally, disbursing checks with no signatures circumvent the internal controls and may result in opportunities for unauthorized expenditures.

PLAN OF CORRECTIVE ACTION

The current procedure has been adjusted to add additional reviews prior to mailing checks. When checks are printed, checks that require signature are separated from other documents. Those checks are then sent for signature. When the checks return from getting signatures, a second check is done to ensure that the two signatures appear on each check before they are mailed.

Follow Up for the Plan of Corrective Action

Canteen and other checks leaving the HQ facility for payments that are associated with facilities are monitored as each audit during each audit as headquarters (HQ) pays the bills from there. HQ pays most bills and there are times when one check may cover several locations payables. (i.e. canteen)

Internal Audit Report

Oklahoma State Reformatory

February 18, 2021

FOR THE PERIODS

FY 20 December 1, 2019 to June 30, 2020 FY 21 July 1, 2020 to December 31, 2020

Internal Audit Report

Oklahoma State Reformatory

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OKLAHOMA DEPARTMENT OF CORRECTIONS INTERNAL AUDIT REPORT

Oklahoma State Reformatory

February 18, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Oklahoma State Reformatory a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, December 1, 2019 to June 30, 2020 and FY 21, July 1, 2020 to December 31, 2020. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Prison Public Works Projects, Express Checks, Debit Cards, Trust Fund, Canteen, Food Service Inventory and Fixed Assets Inventory.

The audit was conducted following department policy and state laws. Those standards and laws require that we plan and perform the audit to obtain reasonable assurance about whether Oklahoma State Reformatory is materially in compliance with state law and department directives. OS Title §57 -510 A.14, Title §74 -228 and §74 -229 and OP 120101 entitled Fiscal Management Responsibilities.

Compliance with laws, regulations, and contracts applicable to Oklahoma State Reformatory is the responsibility of the Oklahoma State Reformatory management. As part of obtaining reasonable assurance about whether Oklahoma State Reformatory is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests as I isted on the Schedule A – Compliance disclosed certain conditions that are required to be reported herein under department policy or Government Auditing Standards. An internal audit follow-up will be performed within three months to insure corrective actions is being implemented.

Sincerely

Teressa Davenport

Teressa Davenport Internal Audit

OKLAHOMA DEPARTMENT OF CORRECTIONS

INTERNAL AUDIT REPORT

Schedule A: COMPLIANCE

Oklahoma State Reformatory

February 18 , 2021

<u>Canteen</u>

Criteria: Generally Accepted Accounting Principles dictates that inventory must be accurately recorded and disclosed on the Financial Statements to comply with reporting and accountability standards, in accordance with FASB 330 - entitled Inventory.

Finding

Twenty seven percent (27.27%) of the items sampled (18 of 66), on the day of the audit (01/27/21) were not in agreement with the closing inventory balance.

Auditors Note: There has been a finding in this area for the prior three (3) audits. The previous plans of corrective action need to be reviewed, updated and adhered to:

FY18 June 12, 2018	60.90 %	28 of 46
FY19 February 13, 2019	43.86 %	100 % audit
FY20 January 28, 2020	58.62 %	51 of 87

Effect

Inaccurate inventory records may result in over or understated inventory valuations as disclosed on the Departments Balance Sheet. Additionally, errors in inventory records may result in shortages or spoilage and may impede the detection of the unauthorized issuance or theft of inventory items.

- **Risk:** (1) Theft of Inventory may go undetected.
 - (2) Loss of revenue.
- (3) Inadequate supplies to meet demand.(4) Inaccurate disclosed Balance Sheet valuation.

Plan of Corrective Action

Adjustments to inventory will be completed the same day or before the opening of business. An adjustment report will be submitted daily to the Deputy Warden

to ensure adjustments are completed daily.

Follow Up for Plans of Corrective Action

Corrective action was initiated in February of 2021 by the acting Warden and follow-up spot checks with deputy warden and canteen supervisor on March 4, 15, 19, April 16, and May 21.

- 1. Unannounced spot checks will be conducted by the canteen supervisor weekly and results submitted to the Deputy Warden weekly to ensure shelf count is accurate.
- 2. The Deputy Warden will complete unannounced spot checks of canteen inventory and the results will be submitted to the Warden for review.
- 3. All vendor returns will be documented with reference and invoice numbers. Records will be maintained in a file for review by the Deputy Warden.
- 4. Adjustments should be accurately detailed with full explanations on the inventory adjustment screen.
- 5. Inmates working in the canteen will continue to be pat searched at the west gate before entering or leaving the canteen.
- 6. 100% inventory reconciliations will continue to be completed monthly. The dates for 2021 have already been established. Results of the reconciliation will be submitted to the Deputy Warden for review.
- 7. Canteen staff will continue to work on the accuracy of inventory keyed into the Offender Banking System (OBS).
- 8. Bomber Exterminator Service/pest control has been enlisted to help with the control of the mice in the canteen warehouse, which has caused spoilage and loss.

Follow Up for Plans of Corrective Action

Corrective action was initiated in February, 2021 by the acting warden and follow-up spot checks with Deputy Warden and Canteen Supervisor were completed on March 4, 15, 19, April 16, and May 21 of 2021.

Internal Audit Report

Jackie Brannon Correctional Center

February 18, 2021

FOR THE PERIODS

FY 20, October 1, 2019 to June 30, 2020 FY 21, July 1, 2020 to December 31, 2020

Internal Audit Report

Jackie Brannon Correctional Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS INTERNAL AUDIT REPORT

Jackie Brannon Correctional Center

February 18, 2021

Chairman, Oklahoma Board of Corrections

We have conducted a compliance audit of Jackie Brannon Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, October 1, 2019 to June 30, 2020 and FY 21, July 1, 2020 to December 31, 2020. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Debit Cards, Trust Fund, PPWP, Food Services, Warehouse Inventory, and Fixed Assets Inventory System.

The audit was conducted following agency policy and state laws. Those standards and laws require that we plan and perform the audit to obtain reasonable assurance about whether Jackie Brannon Correctional Center is materially in compliance with state law and department directives, (OS Title §57-510 A.14, Title §74-228, §74-229 and OP-120101 entitled "Fiscal Management Responsibilities").

Compliance with laws, regulations, and contracts applicable to Jackie Brannon Correctional Center is the responsibility of the Jackie Brannon Correctional Center management. As part of obtaining reasonable assurance about whether Jackie Brannon Correctional Center is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests as listed on the Schedule A – Compliance disclosed certain conditions that are required to be reported herein under department policy or Government Auditing Standards. An internal audit follow-up will be performed within three months to insure corrective actions is being implemented.

Sincerely,

Teressa Davenport

Teressa Davenport Internal Audit

OKLAHOMA DEPARTMENT OF CORRECTIONS

INTERNAL AUDIT REPORT

Schedule A: Internal Controls

Jackie Brannon Correctional Center

February 18, 2021

Food Service

Criteria: Generally Accepted Accounting Principles dictates that inventory must be accurately recorded and disclosed on the financial statements to comply with reporting and accountability standard s, per FASB 330 – entitled inventory.

Finding: The food service supervisor does not use a spreadsheet that updates the food service inventory on a weekly basis. As a result of not completing a weekly update, the auditor could not complete the inventory audit with any accuracy.

Effect: Inaccurate inventory records may result in over or understated inventory valuations as disclosed the department's balance sheet. Additionally, errors in inventory records may result in shortages or spoilages and may impede the detection of the unauthorized issuance or theft of inventory items.

Recommendations: The food service supervisor update inventory at least weekly if not more often. There should be at least one person available to access the spreadsheet at any given time, for an auditor or warden, etc.

PLAN OF CORRECTIVE ACTION

The JBCC food service inventory spreadsheet will be updated weekly as the food service order is received. The inventory will be placed on Office 365 One Drive with shared access to all food service personnel. The inventory will be emailed weekly to the warden and deputy warden secretaries.

Follow Up for Corrective Action

As of June 7, 2021 the following is provided:

As of March 1, 2021 a monthly spreadsheet of the weekly orders was implemented and food service staff have been directed to advise the Warden and Deputy Warden on a weekly basis.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Classification, Population and Central Transportation Unit

March 15, 2021

FOR THE PERIODS

FY 20, March 1, 2020 to June 30, 2020 FY 21, July 1, 2020 to January 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Classification, Population and Central Transportation Unit

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OKLAHOMA DEPARTMENT OF CORRECTIONS INTERNAL AUDIT REPORT

Classification, Population and Central Transportation Unit

March 15, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Classification, Population and Central Transportation Unit a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, March 1, 2020 to June 30, 2020 and FY 21, July 31, 2020 to January 31, 2021. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, and Fixed Asset Inventory System.

The audit was conducted following department policy and state laws. Those standards and laws require that we plan and perform the audit to obtain reasonable assurance about whether Classification, Population and Central Transportation Unit is materially in compliance with state law and department directives. OS Title §74-228, §74-229 and OP-120101 entitled Fiscal Management Responsibilities.

Compliance with laws, regulations, and contracts applicable to Classification, Population and Central Transportation Unit is the responsibility of the Classification, Population and Central Transportation Unit management. As part of obtaining reasonable assurance about whether Classification, Population and Central Transportation Unit is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests disclosed no instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

Sincerely

Teressa Davenport

Teressa Davenport Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Construction and Maintenance and Physical Securities

March 22, 2021

FOR THE PERIODS

FY 20, March 1, 2020 to June 30, 2020 FY 21, July 1, 2020 to January 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Construction and Maintenance and Physical Securities

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OKLAHOMA DEPARTMENT OF CORRECTIONS INTERNAL AUDIT REPORT

Construction and Maintenance and Physical Securities

March 22, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Construction and Maintenance and Physical Securities a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, March 1, 2020 to June 30, 2020 and FY 20, July 31, 2020 to January 31, 2021. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, and Fixed Asset Inventory System.

The audit was conducted following department policy and state laws. Those standards and laws require that we plan and perform the audit to obtain reasonable assurance about whether Construction and Maintenance and Physical Securities is materially in compliance with state law and department directives. OS Title §74-228, §74-229 and OP-120101 entitled Fiscal Management Responsibilities.

Compliance with laws, regulations, and contracts applicable to Construction and Maintenance and Physical Securities is the responsibility of the Construction and Maintenance and Physical Securities management. As part of obtaining reasonable assurance about whether Construction and Maintenance and Physical Securities is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests as listed on the Schedule A – Compliance disclosed certain conditions that are required to be reported herein under department policy or Government Auditing Standards. An internal audit follow -up will be performed within three months to insure corrective actions is being implemented.

Sincerely

Teressa Davenport

Teressa Davenport Internal Audit

OKLAHOMA DEPARTMENT OF CORRECTIONS

INTERNAL AUDIT REPORT

Schedule A: COMPLIANCE

Construction and Maintenance and Physical Securities

March 22, 2021

Construction and Maintenance

PURCHASING

Criteria: Per Title 62 OS 34.62 entitled "Encumbrance requirements forpayment of state funds."

"Encumbrance requirements for payments from funds of the state shall include the following:

Whenever agencies of this state enter into contracts for, or on behalf of the state for the purchase of tangible or intangible property, or for services or labor, such agreement shall be evidenced by written contracts or purchase orders, and must be transmitted to the Director of the Office of Management and Enterprise Services within a reasonable time from the date of the awarding of the contract or purchase order, as determined by the Director."

Finding

Construction and Maintenance entered into a contract with Genesis Environmental Solutions, L. L. C. for goods or service without an approved purchase order in place. The department agreed to pay \$260.50, which represents the value of the service provided.

The Ratification Agreement was submitted to Department of Corrections on May 26, 2020 and paid July 20, 2020.

Effect

Internal controls over agency policy may be in violation of the statute mentioned above.

Plan of Corrective Action

Construction and Maintenance will have better communication between all parties so that invoices and contractual agreements are filed accordingly and

quotes are submitted for Purchase Orders before work has begun.

Follow Up for the Plan of Corrective Action

As of June 7, 2021 follow up, there have been no delinquent, or services provided without authorization during the three month period from the audit date (March 22, 2021) the accountant, from the date of the audit, has established a tracking system to avoid ordering goods and services without a purchase order being in place. A spreadsheet has also been put in place to tract pending invoices for payment.

Section-02 Information Management	P-020100	Page: 1	Effective Date: 07/08/2021
Management of Information	1A-27-1, 2-C(ACI-1A-06, 5- 05, 5-ACI-1F- 4-ACRS-7F-0 4-ACRS-7F-0	0-1E-07, 2-C0 -ACI-1A-18, 5 -02, 5-ACI-1F- 01, 4-ACRS-7 6, 4-APPFS-1	-25, 2-CO-1A-26, 2-CO-1A-27, 2-CO- D-1F-04, 2-CO-1F-06, 2-CO-1F-07, 5- -ACI-1A-21, 5-ACI-1A-22, 5-ACI-1E- -08, 4-ACRS-7D-05, 4-ACRS-7D-06, F-02, 4-ACRS-7F-04, 4-ACRS-7F-05, A-01, 4-APPFS-1A-02, 4-APPFS-1C- PFS-3D-32, 4-APPFS-3D-33
T. Hastings Siegfried , Chair Oklahoma Board of Corrections			

Management of Oklahoma Department of Corrections Information

I. Dissemination of Information

The Oklahoma Department of Corrections (ODOC) will ensure that the public is informed concerning the operations of the agency and has access to agency records in accordance with the Open Records Act.

A. <u>Release of Information</u> (2-CO-1A-27-1, 5-ACI-1A-22, 5-ACI-1F-02, 4-ACRS-7D-05, 4-APPFS-1C-01)

The public has a right to information concerning the operation of governmental agencies. Therefore, the agency will establish:

- 1. A public information office; (2-CO-1A-25, 2-CO-1A-27, 4-ACRS-7F-01, 4-ACRS-7F-02, 4-APPFS-1C-01)
- 2. Procedures for access to agency records and a process to specify materials which are confidential or have restricted access; (5-ACI-1A-22, 4-ACRS-7F-02)
- 3. Persons designated to release information from agency records;
- 4. Fees for the reproduction of agency records; and
- 5. Fees for the production of agency records that require the agency to search for records that are not readily available.
- B. <u>Release of Inmate Information</u> (5-ACI-1A-21, 5-ACI-1E-05, 4-ACRS-7F-04, 4-ACRS-7F-06)

The agency's procedures for distribution of information concerning inmates released to the community to appropriate law enforcement agencies will be in accordance with federal and state law and in the interest of public safety.

C. <u>Release of Records</u> (2-CO-1A-26)

The Oklahoma Board of Corrections (BOC) finds that the release of public records already in existence is in the best interest of the people of Oklahoma. Therefore:

- 1. The ODOC will fulfill all legitimate Open Records Act requests to the best of the agency's ability. The BOC finds that requests for reports requiring agency staff to do more than gather already existing records is disruptive to agency operations, as staffing shortages are a continuing problem.
 - a. Any request from the public for records or information that will require the agency to create a new record may be denied.
 - b. The agency will notify the requesting party of an existing record when such record closely matches the request and will determine whether the requesting party desires that existing record.
- 2. The BOC finds that any request for records requiring the agency staff to search files that are not readily available in current and active agency files is disruptive to agency operations.
 - a. Any request from the public for records or information that will require the agency to search old or archived files in any manner will require that the requesting party reimburse the agency for the search.
 - b. The agency will notify the requesting party whether a search will be necessary, provide an estimate of the cost of the search and notify the requesting party that pre-payment is required before the search is initiated.
 - c. Upon acknowledgement and pre-payment by the requesting party, the agency may begin to search for the records.
- D. <u>Privacy</u> (2-CO-1E-07, 2-CO-1F-06, 5-ACI-1E-05, 4-ACRS-7F-02, 4-APPFS-1C-01)

Requests for information or records regarding an inmate/offender that require the release of sensitive or personal information will not be fulfilled without a notarized release signed by the inmate/offender.

- 1. This information may include, but is not limited to social security numbers, medical records and/or the identification of the inmate/offender's relatives.
- 2. Where permissible, private information will be deleted before a document is released.
- 3. Requests for records that involve a misconduct report or grievance will not be fulfilled until the misconduct report and the appeal are complete or the grievance and appeal are complete.

4. If the grievance concerns a sensitive issue, such as medical care or the protection of the inmate/offender, the record request will not be fulfilled without a notarized release signed by the inmate/offender.

E. <u>Responding to Inquiries</u>

The BOC finds that the goal of a safe, effective and efficient management of agency operations is best accomplished when alleged problems are addressed and resolved at the level of the agency closest to where the issue arose and by those assigned to manage and supervise the agency. Further, this goal is subverted if the inmate/offender bypasses the chain of command within the agency through the agency grievance and disciplinary process. It is the policy of the BOC that inmates/offenders are to address their problems or requests with agency staff who directly supervise the inmate/offender. If unable to reach resolution, inmates/offenders are to utilize the agency grievance process and the agency disciplinary appeal process.

1. Requests to Board Members

Inquiries or requests for open records received by a member of the BOC from the public will be forwarded to the agency director. If there is a request on behalf of an inmate/offender that does not constitute a request for records, the agency director or his designee will notify the requesting party that the inmate/offender has been advised to file a grievance or file a proper appeal of misconduct. Request for records will be forwarded to the agency director for response.

2. Requests from Staff

The agency will develop procedures for responding to inquiries and open records that are requested from staff. The response will be consistent with the agency grievance and disciplinary process and will comply with the Open Records Act in accordance with OP-110205 entitled "Employee Grievance Resolution Procedures."

II. Management Reports

The agency will develop ongoing management reports to be used by the BOC and the agency as a basis for management decisions in order to ensure maximum efficiency and to provide accurate information for planning programs, services and security needs. Reports will be provided which convey accurate information at least quarterly to appropriate decision makers. (2-CO-1F-04, 5-ACI-1A-18, 4-APPFS-3D-02, 4-APPFS-3D-33)

III. <u>Standards for Inter-Agency Planning and Coordination</u>

The ODOC will participate with external agencies and organizations in mutual exchange of information and resources, coordinated planning, and inter-agency

consultation. (2-CO-1F-07, 5-ACI-1A-06, 5-ACI-1F-08, 4-ACRS-7D-06, 4-ACRS-7F-04, 4-APPFS-1A-02, 4-APPFS-3D-16, 4-APPFS-3D-33)

A. <u>Purpose</u>

Inter-agency planning and coordination will:

- 1. Promote increased interaction, coordination, and communication between the agency and external agencies and organizations;
- 2. Ensure agency actions do not duplicate or conflict with the efforts of other organizations and agencies; and
- 3. Ensure the agency has a voice in planning activities that will have impact upon corrections and the criminal justice system.
- B. <u>Procedure</u> (5-ACI-1A-06, 4-ACRS-7F-05, 4-APPFS-1A-01)
 - 1. The agency will seek to involve representatives from other agencies and organizations in policy development and will solicit their advice and assistance as needed in the development of new programs.
 - 2. The agency will actively participate with external agencies in advisory councils and committees, planning conferences, training seminars, task force projects and other planning and coordinating activities.

IV. <u>References</u>

51 O.S. § 24A.1. et. seq.

V. <u>Action</u>

The agency director is responsible for compliance of this policy.

The chief of Strategic Engagement is responsible for the annual review and revisions of this policy.

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

This policy statement is effective as indicated.

- Replaced: Policy Statement No. P-020100 entitled "Management of Oklahoma Department of Corrections Information" dated June 30, 2020
- Distribution: Policy and Operations Manuals Agency Website

Standards: 2-CO-1A-25, 2-CO-1A-26, 2-CO-1A-27, 2-CO- -1, 2-CO-1E-07, 2-CO-1F-04, 2-CO-1F-06, 2-CO-1F-07, 5- A-06, 5-ACI-1A-18, 5-ACI-1A-21, 5-ACI-1A-22, 5-ACI-1E- <u>ACI-1F-02,</u> 5-ACI-1F-08, 4-ACRS-7D-05, 4-ACRS-7D-06, CS-7D-08, 4-ACRS-7F-01, 4-ACRS-7F-02, 4-ACRS-7F-04, RS-7F-05, 4-ACRS-7F-06, 4-APPFS-1A-01, 4-APPFS-1A- -APPFS-1C-01, 4-APPFS-3D-16, 4-APPFS-3D-32, -4- S-3D-33

Management of Oklahoma Department of Corrections Information

I. <u>Dissemination of Information</u>

The Oklahoma Department of Corrections (ODOC) will ensure that the public is informed concerning the operations of the agency and has access to agency records in accordance with the Open Records Act.

A. <u>Release of Information</u> (2-CO-1A-27-1, 5-ACI-1A-22, <u>5-ACI-1F-02, 4-ACRS-7D-05, 4-APPFS-1C-01</u>)

The public has a right to information concerning the operation of governmental agencies. -Therefore, the agency will establish:

- 1. A public information office; (2-CO-1A-25, 2-CO-1A-27, 4-ACRS-7F-01, 4-ACRS-7F-02, 4-APPFS-1C-01)
- 2. Procedures for access to agency records and a process to specify materials which are confidential or have restricted access; (5-ACI-1A-22, 4-ACRS-7F-02)
- 3. Persons designated to release information from agency records;
- 4. Fees for the reproduction of agency records; and
- 5. Fees for the production of agency records that require the agency to search for records that are not readily available.
- B. <u>Release of Inmate Information</u> (5-ACI-1A-21, <u>5-ACI-1E-05,</u> 4-ACRS-7F-04, <u>4-ACRS-7F-06</u>)

The agency's procedures for distribution of information concerning inmates released to the community to appropriate law enforcement agencies will be in accordance with federal and state law and in the interest of public safety.

C. <u>Release of Records</u> (2-CO-1A-26)

The Oklahoma Board of Corrections (BOC) finds that the release of public

records already in existence is in the best interest of the people of Oklahoma. Therefore:

- 1. The ODOC will fulfill all legitimate Open Records Act requests to the best of the agency's ability. The BOC finds that requests for reports requiring agency staff to do more than gather already existing records is disruptive to agency operations, as staffing shortages are a continuing problem.
 - a. Any request from the public for records or information that will require the agency to create a new record may be denied.
 - b. The agency will notify the requesting party of an existing record when such record closely matches the request and will determine whether the requesting party desires that existing record.
- 2. The BOC finds that any request for records requiring the agency staff to search files that are not readily available in current and active agency files is disruptive to agency operations.
 - a. Any request from the public for records or information that will require the agency to search old or archived files in any manner will require that the requesting party reimburse the agency for the search.
 - b. The agency will notify the requesting party whether a search will be necessary, provide an estimate of the cost of the search and notify the requesting party that pre-payment is required before the search is initiated.
 - c. Upon acknowledgement and pre-payment by the requesting party, the agency may begin to search for the records.
- D. <u>Privacy</u> (2-CO-1E-07, 2-CO-1F-06, 5-ACI-1E-05, 4-ACRS-7F-02, 4-APPFS-1C-01)

Requests for information or records regarding an inmate/offender that require the release of sensitive or personal information will not be fulfilled without a notarized release signed by the inmate/offender.

- 1. This information may include, but is not limited to social security numbers, medical records and/or the identification of the inmate/offender's relatives.
- 2. Where permissible, private information will be deleted before a document is released.

- 3. Requests for records that involve a misconduct report or grievance will not be fulfilled until the misconduct report and the appeal are complete or the grievance and appeal are complete.
- 4. If the grievance concerns a sensitive issue, such as medical care or the protection of the inmate/offender, the record request will not be fulfilled without a notarized release signed by the inmate/offender.

E. <u>Responding to Inquiries</u>

The BOC finds that the goal of a safe, effective and efficient management of agency operations is best accomplished when alleged problems are addressed and resolved at the level of the agency closest to where the issue arose and by those assigned to manage and supervise the agency. -Further, this goal is subverted if the inmate/offender bypasses the chain of command within the agency through the agency grievance and disciplinary process. –It is the policy of the BOC that inmates/offenders are to address their problems or requests with agency staff who directly supervise the inmate/offender. If unable to reach resolution, inmates/offenders are to utilize the agency grievance process and the agency disciplinary appeal process.

1. Requests to Board Members

Inquiries or requests for open records received by a member of the BOC from the public will be forwarded to the <u>agency</u> director. If there is a request on behalf of an inmate/offender that does not constitute a request for records, the <u>agency</u> director or his designee will notify the requesting party that the inmate/offender has been advised to file a grievance or file a proper appeal of misconduct. -Request for records will be forwarded to the <u>agency</u> director for response.

2. Requests from Staff

II. Management Reports

The agency will develop ongoing management reports to be used by the BOC and the agency as a basis for management decisions in order to ensure maximum efficiency and to provide accurate information for planning programs, services and security needs. -Reports will be provided which convey accurate information at least quarterly to appropriate decision makers. (2-CO-1F-04, 5-ACI-1A-18, 4-APPFS-3D-02, <u>4-APPFS-3D-32</u>, 4-APPFS-3D-33)

III. Standards for Inter-Agency Planning and Coordination

The ODOC will participate with external agencies and organizations in mutual exchange of information and resources, coordinated planning, and inter-agency consultation. (2-CO-1F-07, 5-ACI-1A-06, 5-ACI-1F-08, 4-ACRS-7D-06, 4-ACRS-7F-04, 4-APPFS-1A-02, 4-APPFS-3D-16, 4-APPFS-3D-33)

A. <u>Purpose</u>

Inter-agency planning and coordination will:

- 1. Promote increased interaction, coordination, and communication between the agency and external agencies and organizations;
- 2. Ensure agency actions do not duplicate or conflict with the efforts of other organizations and agencies; and
- 3. Ensure the agency has a voice in planning activities that will have impact upon corrections and the criminal justice system.
- B. <u>Procedure</u> (5-ACI-1A-06, 4-ACRS-7F-05, 4-APPFS-1A-01)
 - 1. The agency will seek to involve representatives from other agencies and organizations in policy development and will solicit their advice and assistance as needed in the development of new programs.
 - 2. The agency will actively participate with external agencies in advisory councils and committees, planning conferences, training seminars, task force projects and other planning and coordinating activities.

IV. <u>References</u>

51 O.S. § 24<u>A.1.</u> et. seq.

V. <u>Action</u>

The agency director is responsible for compliance of this policy.

——The agency chief of Strategic Engagementdirector of communications and government relations is responsible for the annual _____review and revisions of this policy.

Any exceptions to this policy require prior written approval of the <u>Oklahoma</u> Board of Corrections.

This policy statement is effective as indicated.

Replaced: Policy Statement No. P-020100 entitled "Management of Oklahoma

Department of Corrections Information" dated <u>June 30, 2020</u>October 4, 2017

Distribution: Policy and Operations Manuals Agency Website

AR 3-11-21 CLR FR 4-14-21 CLR not required SR 4-14-21 CLR CM 4-29-21 CLR

Section-06 Classification and Case Management	P-060100	Page: 1	Effective Date: 07/08/2021
Classification and Case Management of Inmates/Offenders	ACA Standards: 2-CO-1E-01, 2-CO-1E-02, 2-CO-1E-05, 2-CO-1E-06, 2-CO-IE-07, 2-CO-1E-08, 2-CO-1E-09, 2-CO-4B-01, 2-CO-4B-02, 5- ACI-1E-01, 5-ACI-1E-03, 5-ACI-1E-04, 5-ACI-5B-01, 5-ACI-5B-05, 5- ACI-5B-10, 5-ACI-5E-09, 5-ACI-5F-03, 4-ACRS-5A-01, 4-ACRS-5A-07, 4-ACRS-7D-08, 4-ACRS-7D-11, 4-APPFS-2A-03, 4-APPFS-2A-07, 4- APPFS-2A-16, 4-APPFS-2C-01, 4-APPFS-3D-28		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Classification and Case Management of Inmates/Offenders

The Oklahoma Department of Corrections (ODOC) properly classifies inmates/offenders, administers sentences and provides clemency consideration in accordance with the order of the courts and statutory requirements.

I. <u>Classification</u>

Written policy, procedure, and practice provide for a written inmate classification plan. The plan specifies the objectives of the classification system and methods for achieving them, and it provides a monitoring and evaluation mechanism to determine whether the objectives are being met. (5-ACI-5B-01)

- A. <u>Classification Standards</u> (2-CO-4B-01, 5-ACI-5B-01, 4-ACRS-5A-01, 4-APPFS-2A-03)
 - 1. The ODOC has established a comprehensive and uniform classification system, based on security and programmatic needs, for the supervision of incarcerated inmates and supervised offenders.
 - 2. Established procedures ensuring the classification system of the agency is an objective/descriptive system.
- B. <u>Parole Procedures</u> (4-APPFS-2C-01)

ODOC will comply with the procedures established by the Pardon and Parole Board to provide equitable clemency consideration for inmates. The agency has established procedures to ensure:

- 1. Information necessary to determine an appropriate docket date is provided to the staff members of the Pardon and Parole Board;
- 2. Information regarding an inmate's incarceration, which is required in determining clemency, is provided to the Pardon and Parole Board; (5-ACI-5B-10)
- 3. The preparation of parole programs; and (4-APPFS-2A-07)
- 4. Supervising parolees as ordered.

C. <u>Transfers</u> (5-ACI-5F-03, 4-ACRS-5A-06, 4-APPFS-2A-11)

In order to provide adequate security, supervision and programmatic opportunity compatible with each inmate's individualized needs, the agency has established uniform procedures for inmate transfers, including emergency transfers.

- II. <u>Case Management</u> (5-ACI-5B-05, 5-ACI-5E-09, 4-ACRS-5A-07)
 - A. The ODOC case management responsibilities include:
 - 1. Appropriate and timely classification of all inmates and offenders;
 - 2. Providing crisis intervention;
 - 3. Work assignments;
 - 4. Programmatic activities;
 - 5. Managing behavior;
 - 6. Developing open communication between staff and inmates;
 - 7. Appropriate assistance with reentry; and
 - 8. Assisting with facility operations and inmate development.
 - B. Other functions include documenting and communicating any behavior that may present a risk to the facility, staff, other inmates or the public in order to ensure appropriate action is taken to fulfill the agency's mission.

III. <u>Sentence Administration</u> (5-ACI-1E-03)

The ODOC ensures the length of confinement or supervision is calculated accurately, recorded and implemented in accordance with the order of the court and statutory requirements.

- 1. Standards for sentence administration are established to ensure inmates/offenders under the jurisdiction of the agency are incarcerated/supervised according to the order of the sentencing court.
- 2. Standards for sentence administration are established consistent with Gubernatorial Memorandum 2015-01.
- 3. Procedures for the foreign and domestic extradition process, the Interstate Agreement on Detainers, the application of statutory time credits and sentence sequencing are developed. (2-CO-4B-02, 4-

APPFS-2A-16)

IV. <u>Inmate/Offender Records</u> (2-CO-1E-01, 2-CO-1E-02, 5-ACI-1E-01, 4-ACRS-7D-08, 4-APPFS-3D-28)

Written policy and procedure govern case record management, including at a minimum the following areas: the establishment, use, and content of inmate records; right to privacy; secure placement and preservation of records; and schedule for retiring or destroying inactive records. (5-ACI-1E-01)

Procedures are established for:

- 1. The creation, organization, transfer, closure, review and preservation of inmate/offender records; (2-CO-1E-02, 2-CO-1E-09)
- 2. Inmate/offender access to records; (2-CO-1E-06, 5-ACI-1E-04, 4-ACRS-7D-11)
- 3. Assignment of a unique register number to all inmates/offenders; and
- 4. The appropriate release of inmate/offender information (<u>OP-060212</u> <u>Attachment F</u>.) (2-CO-1E-07, 2-CO-1E-08)
- V. <u>Action</u>

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 written approval of the Oklahoma Board of Corrections.

This policy is effective as indicated.

- Replaced: Policy Statement No. P-060100 entitled "Classification and Case Management of Inmates/Offenders" dated June 30, 2020
- Distribution: Policy and Operations Manual Agency Website

Section-06 Classification and Case Management	P-060100	Page: 1	Effective Date: draft 06/30/2020
Classification and Case Management of Inmates/Offenders	2-CO-IE-07, 2-CO ACI-1E-01, 5-AC ACI-5B-05, 5-AC 4-ACRS-5A-07, 4	D-1E-08, 2-ĆO-1 -1E-03, 5-ACI-1 -5B-10, 5-ACI-5 -ACRS-7D-08, 4	O-1E-02, 2-CO-1E-05, 2-CO-1E-06, E-09, 2-CO-4B-01, 2-CO-4B-02, 5- E-04, 5-ACI-1E-10, 5-ACI-5B-01, 5- E-09, 5-ACI-5F-03, 4-ACRS-5A-01, I-ACRS-7D-11, 4-APPFS-2A-03, 4- -APPFS-2C-01, 4-APPFS-3D-28
T. Hastings Siegfried, Chair			
Oklahoma Board of Corrections			

Classification and Case Management of Inmates/Offenders

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Written policy, procedure, and practice provide for a written inmate classification plan. The plan specifies the objectives of the classification system and methods for achieving them, and it provides a monitoring and evaluation mechanism to determine whether the objectives are being met. (5-ACI-5B-01)

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- 2. Information regarding an inmate's incarceration, which is required in determining clemency, is provided to the Pardon and Parole Board; (5-ACI-5B-10)
- 3. The preparation of parole programs; and (4-APPFS-2A-07)
- 4. <u>Supervising parolees as ordered</u>The release of eligible inmates to parole supervision.

C. <u>Transfers</u> (5-ACI-5F-03, 4-ACRS-5A-06, 4-APPFS-2A-11)

In order to provide adequate security, supervision and programmatic opportunity compatible with each inmate's individualized needs, the agency has established uniform procedures for inmate transfers, including emergency transfers.

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 - A. The ODOC case management responsibilities include:
 - 1. Appropriate and timely classification of all inmates and offenders;
 - 2. Providing crisis intervention;
 - 3. Work assignments;
 - 4. Programmatic activities;
 - 5. Managing behavior;
 - 6. Developing open communication between staff and inmates;
 - 7. Appropriate assistance with reentry; and
 - 8. Assisting with facility operations and inmate development.
 - B. Other functions include documenting and communicating any behavior that may present a risk to the facility, staff, other inmates or the public in order to ensure appropriate action is taken to fulfill the agency's mission.
- III. <u>Sentence Administration</u> (5-ACI-1E-03)

The ODOC ensures the length of confinement or supervision is calculated accurately, recorded and implemented in accordance with the order of the court and statutory requirements.

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- 2. Standards for sentence administration are established consistent with Gubernatorial Memorandum 2015-01.
- 3. Procedures for the foreign and domestic extradition process, the Interstate Agreement on Detainers, the application of statutory time

credits and sentence sequencing are developed. (2-CO-4B-02, 4-APPFS-2A-16)

IV. <u>Inmate/Offender Records</u> (2-CO-1E-01, 2-CO-1E-02, 5-ACI-1E-01, 4-ACRS-7D-08, 4-APPFS-3D-28)

Written policy and procedure govern case record management, including at a minimum the following areas: the establishment, use, and content of inmate records; right to privacy; secure placement and preservation of records; and schedule for retiring or destroying inactive records. (5-ACI-1E-01)

Procedures are established for:

- 1. The creation, organization, transfer, closure, review and preservation of inmate/offender records; (2-CO-1E-02, 2-CO-1E-09)
- 2. Inmate/offender access to records; (2-CO-1E-06, 5-ACI-1E-04, 4-ACRS-7D-11)
- 3. Assignment of a unique register number to all inmates/offenders; and
- 4. The appropriate release of inmate/offender information (<u>OP-060212</u> <u>Attachment F</u>.) (2-CO-1E-07, 2-CO-1E-08, <u>5-ACI-1E-10</u>)
- V. <u>Action</u>

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 written approval of the Oklahoma Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-060100 entitled "Classification and Case Management of Inmates/Offenders" dated <u>June 30, 2020</u>February 22, 2019

Distribution: Policy and Operations Manual Agency Website <u>AR 3-11-21 CLR</u> <u>FR 4-12-21 CLR Not required</u> <u>SR 4-12-21 CLR</u>

Section-09 Programs	P-090100	Page: 1	Effective Date: 07/08/2021		
Provisions of Programs	CO-5B-01, 5-ACI-3D-04, 4-ACRS-5A-				
T. Hasting Siegfried, Chair					

Provisions of Programs

The Oklahoma Department of Corrections (ODOC) has established a system of inmate programs that delivers services incorporating the best correctional practices and current correctional theory and technology. The goal of inmate programs is to reduce criminal risk through methods that demonstrate measurable change in inmate behavior, which may in turn reduce recidivism. The provision of programs prohibits discrimination based on an inmate's race, religion, national origin, sex, disability, or political views in making administrative decisions and in providing access to programs and ensures gender parity and a standardized continuum of treatment based upon assessed needs and risk assessment. (5-ACI-3D-04, 4-ACRS-6B-01)

I. Inmate Programs (2-CO-4F-01)

Core inmate programs consist of education, substance abuse treatment, cognitive behavioral programming, career and technical training and reentry. Inmates are to be placed in appropriate programs based upon assessed level of need, time to projected release and available resources. (4-ACRS-5A-02)

- II. <u>Objective Criteria for Programs</u> (2-CO-5B-01)
 - A. <u>Education</u>

ODOC will adhere to Title 57 § 510.7 which requires that inmates are given the opportunity to receive at least a high school equivalency education based upon available resources and in accordance with eligibility requirements. All inmates will have an educational assessment at the first facility placement post reception. Priority will be given to inmates lacking basic literacy skills.

B. <u>Substance Abuse Treatment (SAT)</u>

Inmates are assessed for substance abuse treatment needs at reception. Priority will be given to inmates having a moderate to high need for substance abuse treatment who have sufficient time to complete a program and who are projected to release upon or shortly after program completion.

C. <u>Cognitive Behavioral</u>

Cognitive behavioral programs address criminogenic factors that increase risk for re-incarceration. These programs are designed to promote positive

changes in thinking and behavior. Inmates are assessed at reception. Priority will be given to inmates assessed with a cognitive behavioral need. Placement of inmates into these programs is based upon available resources and sufficient time to complete the program.

D. <u>Vocational Programs</u>

In partnership with the Oklahoma Department of Career and Technology Education, and other vocational providers, ODOC will provide inmates the opportunities to learn a skill before returning to society and to the extent resources are available.

E. <u>Reentry</u>

Every inmate will have the opportunity to receive assistance with reentry resources through a well-developed pre-release plan prior to being released from custody.

III. <u>References</u>

57 O.S. § 504(2) and 510.6

57 § 510.7

IV. <u>Action</u>

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 from the Oklahoma Board of Corrections.

This policy is effective as indicated.

- Replaced: Policy Statement No. P-090100 entitled "Provisions of Programs" dated June 30, 2020
- Distribution: Policy and Operations Manual Agency Website

Section-09 Programs	P-090100	Page: 1	Effective Date: Draft 06/30/2020		
Provisions of Programs ACA Standards: 2-CO-4F-01, 2-CO-5B-01, 5-ACI-3D-04, 4-ACRS-5A 02, 4-ACRS-6B-01					
T. Hasting Siegfried, Chair Oklahoma Board of Corrections					

Provisions of Programs

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 - A. <u>Education</u>

ODOC will adhere to Title 57 § 510.7 which requires that inmates are given the opportunity to receive at least a high school equivalency education based upon available resources and in accordance with eligibility requirements. -All inmates will have an educational assessment at the first facility placement post reception. -Priority will be given to inmates lacking basic literacy skills.

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Inmates are assessed for substance abuse treatment needs at reception. Priority will be given to inmates having a moderate to high need for substance abuse treatment who have sufficient time to complete a program and who are projected to release upon or shortly after program completion.

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Cognitive behavioral programs address criminogenic factors that increase risk for re-incarceration. —These programs are designed to promote

positive changes in thinking and behavior. –Inmates are assessed at reception. <u>Priority will be given to inmates assessed with a cognitive behavioral need. (per C. Castleberry)</u> –Placement of inmates into these programs is based upon available resources and sufficient time to complete the program.

D. Vocational Programs

In partnership with the Oklahoma Department of Career and Technology Education, and other vocational providers, ODOC will provide inmates the opportunities to learn a skill before returning to society and to the extent resources are available.

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Every inmate will have the opportunity to receive assistance with reentry resources through a well-developed pre-release plan prior to being released from custody.

III. <u>References</u>

57 O.S. § 504(2) and 510.6

57 § 510.7

IV. Action

The agency director is responsible for compliance-with this policy.

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

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This policy is effective as indicated.

Replaced: Policy Statement No. P-090100 entitled "Provisions of Programs" dated <u>June 30, 2020</u>February 22, 2019

Distribution: Policy and Operations Manual Agency Website

<u>AR 3-11-21 CLR</u> <u>FR 4-13-21 CLR not required</u> <u>SR 4-13-21 CLR</u> <u>CM 4-29-21 CLR</u>

120100	Page: 1	Effective Date: 07/08/2021
ACA Standards: 2-CO-1B-01, 2-CO-1B-02, 2-CO-1B-03, 2-CO-1B-04 through 2-CO-1B-09, 2-CO-1B-12, 2-CO-1B-13, 2- CO-1B-14, 5-ACI-1B-07, 5-ACI-1B-11, 5-ACI-1B-12, 5-ACI-1B-13, 5-ACI-1B-21, 5-ACI-1B-22, 5-ACI-1B-23, 4-ACRS-7D-17, 4-ACRS- 7D-22, 4-ACRS-7D-24, 4-ACRS-7D-25, 4-ACRS-7D-30, 4-APPFS- 3D-25, 4-APPFS-3D-26		
	CO-1B-04 throu D-1B-14, 5-ACI- ACI-1B-21, 5-AC D-22, 4-ACRS-7I	CO-1B-04 through 2-CO-1E D-1B-14, 5-ACI-1B-07, 5-AC ACI-1B-21, 5-ACI-1B-22, 5-A D-22, 4-ACRS-7D-24, 4-ACR

Management of State Funds and Assets

Funds and other assets of the Oklahoma Department of Corrections (ODOC) will be properly managed and accounted for in accordance with state laws and procedures. (2-CO-1B-09)

I. <u>Fiscal Management</u>

A. <u>Regulatory Authority</u>

ODOC will follow state statutes, procedures of the Office of Management and Enterprise Services (OMES), the Division of Capital Assets Management (DCAM), the Office of the State Treasurer (OST), federal grantor agencies, and generally accepted accounting principles. (2-CO-1B-01, 2-CO-1B-04, 5-ACI-1B-07, 5-ACI-1B-21, 4-ACRS-7D-22)

B. <u>Financial System</u>

The agency will utilize, to the maximum extent practicable, state financial systems supported by the OMES, the OST, and the DCAM. Additional financial systems established and maintained by the ODOC will comply with the following standards in conjunction with state systems:

- 1. The schedule for budget preparation will allow for the timely preparation and submittal of the budget to the director of the OMES and the staff of the Joint Legislative Committee on Budget and Program Oversight as provided by law. (2-CO-1B-02)
- Procedures for purchasing, disbursing funds, depositing funds, and fiscal reporting will be established, maintained and monitored. The results are reported in writing at least quarterly and are forwarded to the agency director. (5-ACI-1B-11) The agency director will provide the Oklahoma Board of Corrections (BOC) with the current fiscal status of the agency at each regularly scheduled meeting. (2-CO-1B-03, 2-CO-1B-05, 2-CO-1B-06, 2-CO-1B-09, 5-ACI-1B-07, 4-ACRS-7D-22, 4-APPFS-3D-25)
- 3. By delegation of the BOC, the agency director's authority to declare an emergency for exemption to the provisions of the Public Competitive Bidding Act of 1974 (as amended by statute) with

reference to notice and bid will be equal to the maximum amount permitted in Title 61 §130.

- 4. Enterprise accounting reports on Agri-Services and Oklahoma Correctional Industries operations will be prepared by the directors of each unit for quarterly presentation to the BOC.
- 5. All accounts will be audited on a scheduled basis to ensure compliance with laws, policies, and procedures. (2-CO-1B-07, 2-CO-1B-13, 5-ACI-1B-12, 4-ACRS-7D-24, 4-ACRS-7D-25, 4-APPFS-3D-26)
- 6. Complete documentation of all financial transactions will be maintained in accordance with state law and the Consolidated General Records Disposition Schedule.
- 7. Procedures for grant applications, disbursing funds and monitoring grants will be established. The agency director will notify the BOC of all grant funds received by the agency either for use by the agency, or to pass-through to other entities, and the intended use of such grant funds.
- 8. Procedures for routine inspection and inventory of state property, supplies, and other assets will be established and maintained. (5-ACI-1B-13, 4-ACRS-7D-25)
- 9. A current inventory system will be maintained of equipment with a cost of \$2,500 or greater owned by the agency. (2-CO-1B-08) An Information and Technology (IT) inventory is maintained by IT for IT equipment with a cost of \$500 or greater.

II. <u>Canteen Services</u>

A board of directors will be established for all canteen services within the ODOC to provide general guidance to agency staff responsible for administering canteen operations. The Canteen Board of Directors will establish procedures for the budgeting of the Inmate and Employee Welfare and Canteen Support Revolving Fund.

Profits from canteen, inmate telephone and electronic mail operations will be utilized to support inmate/employee welfare activities and special projects. A report on income and expenditures and fund balance from canteen operations along with inmate/employee fund expenditures will be made at the end of each year to the BOC. (2-CO-1B-12)

A. <u>Board Creation</u>

The director of the ODOC will appoint the members of the board of directors for Canteen Operations.

B. <u>Board Responsibilities</u>

The board of directors for Canteen Operations will control canteen operations and establish written guidelines for canteen operations, inmate and employee welfare and canteen support fund disbursements.

- 1. The overall canteen operation will be self-supporting.
- 2. All profits from the canteen operations will be used for the benefit of the inmates of the various facilities and personnel of the ODOC.

III. Inmate Trust Funds (5-ACI-1B-21, 4-ACRS-7D-17)

A. <u>Trust Funds Account</u>

The agency will establish a trust fund account for each inmate under the care and custody of the ODOC.

B. Inmate Obligations

Wages earned by inmates will be available for apportionment to inmate mandatory savings; to the inmate for his or her personal use; to the lawful dependents of the inmate, if any; to the victim of the inmate's crime; for payment to creditors; for payment of costs and expenses for criminal actions against such inmate; and to the agency for costs of incarceration. (57. O.S. § 549) The percentages of such wages which will be available for apportionment are established in the "Inmate Obligation Deduction Matrix" (Attachment A, attached).

C. <u>Mandatory Savings</u>

A mandatory savings account will be established for each inmate sentenced to incarceration, except those inmates sentenced to life without parole, with 20 percent of all wages earned by the inmate deposited into a mandatory savings account with balances individually tracked for each inmate by an accounting system of the agency. (57 O.S. § 549)

D. <u>Distribution of Interest</u>

Trust fund accounts will be deposited with the OST in an account authorized for such purpose by the state Special Agency Account Board. The interest earned on these deposits in aggregate will be payable to the Victim's Compensation Fund as provided by law. An inmate will not have the right, use, or control of any interest derived from their mandatory savings trust fund account.

IV. Interest Bearing Savings Accounts (5-ACI-1B-22)

A. Inmate Savings Account

The agency will establish an optional interest-bearing inmate savings account. Deposits into this account will only be allowed when the inmate's draw account has a balance in excess of \$100. Inmate mandatory savings account balances will not be used to determine the eligibility of the inmate to participate in the interest-bearing savings account.

B. Interest

Interest will be posted to the account monthly based on OST rates and only on the inmate's prorated balance. Inmates who participate in the interestbearing trust account option will be allowed to draw funds from this account only once within a 90-day period. All transfer of funds from the interestbearing account to an external recipient must be approved by appropriate agency staff.

C. Fund Transfers

All transfer of funds from the interest-bearing account to another inmate must be reviewed and approved by appropriate agency staff. (5-ACI-1B-23, 4-ACRS-7D-30) Interest-bearing fund balances will not be used by an inmate to make any purchase that would normally be made by the inmate using a draw account reduction.

V. Departmental Transportation

Use of agency-owned and state motor pool vehicles will comply with state law, administrative rule, and agency policy and may only be used by agency employees, contract employees, and volunteers conducting agency business.

VI. <u>References</u>

OP-120103 entitled "Acquisitions and Dispositions"

57 O.S. §§ 537, 549 and 513

61 O.S. § 130

62 O.S. §§ 34.12, 34.42 to 34.50, 34.47 to 34.64, 34.41 to 34.94, 45.1 to 45.9

74 O.S. §§ 85.1 to 85.44c, 86.1, 87.1 to 87.2, 88.1 to 88.2, 90.1 to 90.7, 110.1 to 110.3, and 1008

Office of Management and Enterprise Services Procedures Manual

VII. 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 Oklahoma Board of Corrections.

This policy is effective as indicated.

- Replaced: Policy Statement No. P-120100 entitled "Management of State Funds and Assets" dated June 30, 2020
- Distribution: Policy and Operations Manual Agency Website

<u>Attachments</u>	Title	Location
Attachment A	"Inmate Obligation Deduction Matrix"	Attached

Inmate Obligation Deduction Matrix (In order of priority)

Obligation Type	Deduction Percentage	Payroll	Income Categories to Deduct From Outside Source Funds (except settlements/workers comp benefits)	Statute/Policy Reference
Mandatory Savings	20%	Yes	Auto	57 O.S. § 549/OP-120230 ¶ III, A
Program Support Fee	Computed	Auto	Auto	57 O.S. § 849 ¶ C/OP-120230 ¶ III B./OP-090110 ¶ VIII B.
Initial Federal State Court Filing Fee Contribution (Both Fed & State PLRA)	100%	Yes	Yes	28 U.S.C. § 1915/57 O.S. § 566.3
Monthly Payment (Both Fed & State PLRA)	20% per case, if balance exceeds \$10.00	Yes	No	28 U.S.C.§ 1915/ 57 O.S. § 566.3
Institutional Debt (Restitution)	50%	Yes	Yes	OP-060125, Attachment A
Fines - Class X Violation	100%	Yes	Yes	OP-060125, Attachment A
Medical Co-pay	100%	Yes	Yes	OP-140117 § ¶ F/OP-030115 - Attachment 140117A
Legal Co-pay	100%	Yes	Yes	OP-030115, Attachment 030115A
Court Ordered Sanctions	80%	Yes	Yes	57 O.S. § 566 ¶ D.
Badge Reissue Fee	100%	Yes	Yes	OP-040115 ¶ I. B2d
Postage Return Co-pay	100%	Yes	Yes	OP-030117 ¶ I. B.8f
Inmate Requested Copies	100%	Yes	Yes	
Private Prison Debt (Restitution)	50%	Yes	Yes	OP-060125, Attachment A
Child Support	Court defined	Yes	No	12 O.S. § 1171.2
Court-Ordered Garnishments	100%	Yes	Yes	Defined by specific court documents
Garnishment - Payroll Only	50%	Yes	No	Court Order only defines it as a payroll deduction
Private Prison Administrative Charge	100%	Yes	Yes	OP-120230

(R 06/20)

Section-12 Fiscal Management	P-120100	Page: 1	Effective Date: Draft 06/30/2020
Management of State Funds and Assets	2-CO-1B-04 thro 1B-14, 5-ACI-1B ACI-1B-21, 5-AC	ugh 2-CO-1B -07, 5-ACI-1I 3I-1B-22, 5-A0 7 <u>D-24, 4-ACR</u>	1B-01, 2-CO-1B-02, 2-CO-1B-03, -09, 2-CO-1B-12, 2-CO-1B-13, 2-CO- B-11, 5-ACI-1B-12, 5-ACI-1B-13, 5- CI-1B-23, <u>4-ACRS-7D-17, 4-ACRS- S-7D-25, 4-ACRS-7D-30,-4-APPFS-</u>
T. Hastings Siegfried, Chair Oklahoma Board of Corrections	=		

Management of State Funds and Assets

Funds and other assets of the Oklahoma Department of Corrections (ODOC) will be properly managed and accounted for in accordance with state laws and procedures. (2-CO-1B-09)

I. <u>Fiscal Management</u>

A. <u>Regulatory Authority</u>

ODOC will follow state statutes, procedures of the Office of Management and Enterprise Services (OMES), the Division of Capital Assets Management (DCAM), the Office of the State Treasurer (OST), federal grantor agencies, and generally accepted accounting principles. (2-CO-1B-01, 2-CO-1B-04, 5-ACI-1B-07, 5-ACI-1B-21, <u>4-ACRS-7D-22</u>)

B. <u>Financial System</u>

The agency will utilize, to the maximum extent practicable, state financial systems supported by the OMES, the OST, and the DCAM. Additional financial systems established and maintained by the ODOC will comply with the following standards in conjunction with state systems:

- 1. The schedule for budget preparation will allow for the timely preparation and submittal of the budget to the director of the OMES and the staff of the Joint Legislative Committee on Budget and Program Oversight as provided by law. (2-CO-1B-02)
- Procedures for purchasing, disbursing funds, depositing funds, and fiscal reporting will be established, maintained and monitored. The results are reported in writing at least quarterly and are forwarded to the agency director. (5-ACI-1B-11) The agency director will provide the <u>Oklahoma</u> Board of Corrections (BOC) with the current fiscal status of the agency at each regularly scheduled meeting. (2-CO-1B-03, 2-CO-1B-05, 2-CO-1B-06, 2-CO-1B-09, 5-ACI-1B-07, 4-ACRS-7D-22, 4-APPFS-3D-25)
- 3. By delegation of the BOC, the agency director's authority to declare an emergency for exemption to the provisions of the Public Competitive Bidding Act of 1974 (as amended by statute) with

reference to notice and bid <u>shallwill</u> be equal to the maximum amount permitted in Title 61 §130.

- 4. Enterprise accounting reports on Agri-Services and Oklahoma Correctional Industries operations will be prepared by the directors of each unit for quarterly presentation to the BOC.
- 5. All accounts will be audited on a scheduled basis to ensure compliance with laws, policies, and procedures. (2-CO-1B-07, 2-CO-1B-13, 5-ACI-1B-12, <u>4-ACRS-7D-24</u>, <u>4-ACRS-7D-25</u>, <u>4-APPFS-3D-26</u>)
- 6. Complete documentation of all financial transactions will be maintained in accordance with state law and the Consolidated General Records Disposition Schedule.
- 7. Procedures for grant applications, disbursing funds and monitoring grants will be established. The agency director will notify the BOC of all grant funds received by the agency either for use by the agency, or to pass-through to other entities, and the intended use of such grant funds.
- 8. Procedures for routine inspection and inventory of state property, supplies, and other assets will be established and maintained. (5-ACI-1B-13, <u>4-ACRS-7D-25</u>)
- 9. A current inventory system will be maintained of equipment with a cost of \$2,500 or greater owned by the agency. (2-CO-1B-08) An Information and Technology (IT) inventory is maintained by IT for IT equipment with a cost of \$500 or greater.

II. <u>Canteen Services</u>

A board of directors will be established for all canteen services within the ODOC to provide general guidance to agency staff responsible for administering canteen operations. The Canteen Board of Directors will establish procedures for the budgeting of the Inmate and Employee Welfare and Canteen Support Revolving Fund.

Profits from canteen, inmate telephone and electronic mail operations will be utilized to support inmate/employee welfare activities and special projects. A report on income and expenditures and fund balance from canteen operations along with inmate/employee fund expenditures will be made at the end of each year to the BOC. (2-CO-1B-12)

A. <u>Board Creation</u>

The director of the ODOC will appoint the members of the board of directors for Canteen Operations.

B. <u>Board Responsibilities</u>

The board of directors for Canteen Operations will control canteen operations and establish written guidelines for canteen operations, inmate and employee welfare and canteen support fund disbursements.

- 1. The overall canteen operation will be self-supporting.
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Office of Management and Enterprise Services Procedures Manual

VII. Action

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Any exceptions to this policy statement will require prior written approval of the <u>Oklahoma</u> Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-120100 entitled "Management of State Funds and Assets" dated <u>June 30, 2020</u>August 08, 2018

Distribution: Policy and Operations Manual Agency Website

AR 3-11-21 CLR FR 4-13-21 CLR not required SR 4-13-21 CLR CM 4-29-21 CLR

<u>Attachments</u>	Title	Location
Attachment A	"Inmate Obligation Deduction Matrix"	Attached

Inmate Obligation Deduction Matrix (In order of priority)

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Institutional Debt (Restitution)	50%	Yes	Yes	OP-060125, Attachment A
Fines - Class X Violation	100%	Yes	Yes	OP-060125, Attachment A
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Postage Return Co-pay	100%	Yes	Yes	OP-030117 ¶ I. B.8f
Inmate Requested Copies	100%	Yes	Yes	
Private Prison Debt (Restitution)	50%	Yes	Yes	OP-060125, Attachment A
Child Support	Court defined	Yes	No	12 O.S. § 1171.2
Court-Ordered Garnishments	100%	Yes	Yes	Defined by specific court documents
Garnishment - Payroll Only	50%	Yes	No	Court Order only defines it as a payroll deduction
Private Prison Administrative Charge	100%	Yes	Yes	OP-120230

(R 06/20)

Section-17 Community Sentencing	P-170100	Page: 1	Effective Date: 07/08/2021
Community Sentencing	ACA Standards: 2-CO-1A-15		

T. Hastings Siegfried, Chair Oklahoma Board of Corrections

Community Sentencing

I. <u>Purpose/Function</u>

A. <u>Management of Systems</u>

It is the policy of the Oklahoma Board of Corrections (BOC) that the Oklahoma Department of Corrections (ODOC) implement and administer the Oklahoma Community Sentencing Act and any additional provisions of law relating to the operation and management of a statewide community sentencing system.

B. <u>Duties</u>

The Oklahoma Department of Corrections (ODOC) will 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;
- 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 of each year) to the legislature and the Governor on the statewide system; and
- 14. Disseminate information to local administrators and community sentencing systems concerning corrections issues.

II. <u>References</u>

22 O.S. § 988.1 through 988.24

III. <u>Action</u>

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

- Replaced: Policy Statement No. P-170100 entitled "Community Sentencing" dated June 30, 2020
- Distribution: Policy and Operations Manual Agency Website

Section-17 Community Sentencing	P-170100	Page: 1	Effective Date: Draft 06/30/2020
Community Sentencing	ACA Standards: 2-CO-1A-15		-15
T Hastings Signified Chair			

T. Hastings Siegfried, Chair Oklahoma Board of Corrections

Community Sentencing

I. <u>Purpose/Function</u>

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- 5. Coordinate and collaborate with other state agencies for services and technical assistance to each local community sentencing system;
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- Replaced: Policy Statement No. P-170100 entitled "Community Sentencing" dated <u>June 30, 2020October 10, 2018</u>
- Distribution: Policy and Operations Manual Agency Website

AR 3-12-21 CLR FR 4-13-21 CLR not required SR 4-13-21 CLR CM 4-29-21 CLR