

Management of Oklahoma Department of Corrections Information .....	1
I. Dissemination of Information .....	1
A. Release of Information.....	1
B. Release of Inmate Information (5-ACI-1A-21, 5-ACI-1E-05, 4-ACRS-7F-04, 4-ACRS-7F-06) .....	2
C. Release of Records (2-CO-1A-26).....	2
D. Privacy (2-CO-1E-07, 2-CO-1F-06, 5-ACI-1E-05, 4-ACRS-7F-02, 4-APPFS-1C-01).....	3
E. Responding to Inquiries .....	3
II. Management Reports .....	4
III. Standards for Inter-Agency Planning and Coordination.....	4
A. Purpose .....	4
B. Procedure .....	4
IV. References .....	5
V. Action .....	5

<b>Section-02 Information Management</b>	<b>P-020100</b>	<b>Page: 1</b>	<b>Effective Date: 08/03/2022</b>
<b>Management of Information</b>	<b>ACA Standards: 2-CO-1A-25, 2-CO-1A-26, 2-CO-1A-27, 2-CO-1A-27-1, 2-CO-1E-07, 2-CO-1F-04, 2-CO-1F-06, 2-CO-1F-07, 5-ACI-1A-06, 5-ACI-1A-18, 5-ACI-1A-21, 5-ACI-1A-22, 5-ACI-1E-05, 5-ACI-1F-02, 5-ACI-1F-08, 4-ACRS-7D-05, 4-ACRS-7D-06, 4-ACRS-7F-01, 4-ACRS-7F-02, 4-ACRS-7F-04, 4-ACRS-7F-05, 4-ACRS-7F-06, 4-APPFS-1A-01, 4-APPFS-1A-02, 4-APPFS-1C-01, 4-APPFS-3D-16, 4-APPFS-3D-32, 4-APPFS-3D-33</b>		
<b>T. Hastings Siegfried, Chair Oklahoma Board of Corrections</b>	<b>Signature on File</b>		

## 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. Release of Information (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. Release of Inmate Information (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. Release of Records (2-CO-1A-26)

The Oklahoma Board of Corrections (OBOC) 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 OBOC 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 OBOC 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. Privacy (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. Responding to Inquiries

The OBOC 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 OBOC 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 OBOC 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 their 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 OBOC 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-32, 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. Purpose

Inter-agency planning and coordination will:

1. Promote increased interaction, coordination, and communication between the agency and external agencies or 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. Procedure (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. References

OP-110205 entitled "Employee Grievance Resolution Procedures"

Open Records Act

51 O.S. § 24A.1. et. seq.

V. Action

The agency director is responsible for compliance of this policy.

The chief administrator 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 Oklahoma Board of Corrections.

This policy statement is effective as indicated.

Replaced: Policy Statement P-020100 entitled "Management of Oklahoma Department of Corrections Information" dated July 8, 2021

Distribution: Policy and Operations Manuals  
Agency Website