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| Section-05 Emergency Plans | OP-050101 | Page: 1 | Effective Date: 10/13/2022 |
| Job Actions/Walk-Outs | ACA Standards: 2-CO-3B-02M, 5-ACI-3B-13, 4-ACRS-1C-06, 4-ACRS-2A-06 | | |
| Justin Farris, Acting Director Oklahoma Department of Corrections | | Signature on File | |

Procedures in the Event of Job Actions or Walkouts by Correctional Staff

To ensure adequate staff coverage is available in the event of an employee work stoppage, other related job actions or a serious shortage of correctional officers within the Oklahoma Department of Corrections (ODOC); each facility/unit will maintain a facility specific emergency plan. (2-CO-3B-02M, 5-ACI-3B-13, 4-ACRS-1C-06, 4-ACRS-2A-06) Only the agency director may declare an emergency for shortage of staff. (57 O.S. § 510A. 28)

I. Definitions

The following definitions shall apply for the purpose of this policy:

- A. Declaring an emergency due to shortage of staff – The agency director may declare an emergency when there is a serious shortage of staff, requiring correctional officers at a facility/unit to work more than two double shifts (two eight-hour shifts in a twenty-four hour period) in a seven-day period. (57 O.S. § 510 A. 28 (statement as above))
- B. Facility - Includes institutions and community correction centers.
- C. Unit – includes central transport, medical security, canine, administration security, Lindsay Municipal Hospital and/or locations where correctional officers are assigned/report for work.
- D. Walkout – the act of employees collectively leaving the workplace as an act of protest or disapproval.
- E. Work Stoppage – a spontaneous cessation of work by employees as a job

action.

II. Plan Development

A. Responsibility for Plan Development

The facility heads/facility administrators/unit head will ensure plans for their facility/unit are made available to the appropriate staff, reviewed annually, and updated as necessary. (2-CO-3B-02M, 5-ACI-3B-13)

B. Content of Plans

Facility/unit plans will include:

1. Notification Process

Any action by correctional officers, creating staff shortages which require correctional officers to work more than two double shifts in a seven-day period as defined in Section I. item A. of this procedure, will be reported, through the facility's/unit's appropriate chain of command, to the agency director as follows:

a. Immediate Notification/Email

When staff become aware the facility/unit is/or will be requiring staff to work two double shifts, as identified in Section I. item A of this procedure, which may require the agency director to declare an emergency due to staff shortage, an email will be sent, via chain of command, immediately. The email will include:

- (1) When did/or will the need for correctional officers to work double shifts, as defined in Section I. item A. of this procedure, occur (start date/times and frequency of occurrences);
- (2) What efforts have been resourced/applied to negate or minimize personnel shortage(s);

b. Written Notification

A written notification, via interoffice memorandum, will be submitted through the appropriate chain of command no later than 10:00 a.m. the next working day, detailing the events/occurrences of the need for an emergency declaration.

- (1) Details specific to the event/occurrence;

- (2) What the facility/unit implemented prior to the need for the emergency declaration;
 - (3) The detailed plan for evaluation of the personnel shortage, which will occur every two days during the emergency declaration.
2. All posts will be identified in accordance with [OP-040102](#) entitled "Master Roster and Post Order Guidelines." These posts will be manned to maintain security, order, care and treatment for both staff and inmates.
3. The creation of facility/unit operations and resolution committees for walkouts and work stoppages. Operations and resolution for community corrections will be coordinated by the chief administrator of Community Corrections and Contract Services.
4. Supervisory or other personnel directly involved with and/or responsible for the implementation of these plans will be identified in the facility/unit emergency plan and copies will be made available to all affected personnel. [Attachment A](#) entitled "Acknowledgement of Receipt and Understanding" (attached) will be used to acknowledge employee receipt and filed as documentation to the facility/unit heads. (4-ACRS-1C-06)
5. All staff will receive training in accordance with [OP-100101](#) entitled "Training and Staff Development." (5-ACI-5B-13, 4-ACRS-1C-06)

III. Facility Operations and Resolution Committees

A. Operations Committee

The operations committee's primary function is to ensure that the facility is properly staffed for each shift.

1. Organization and responsibilities of the committee will be as follows:
 - a. The deputy warden/assistant facility head will serve as the chairperson and direct the committee. At community corrections centers the assistant facility administrator or chief of security will serve as the chairperson. If the facility has more than one deputy warden/assistant facility head, the facility head will specify the functions for each deputy warden/assistant facility head in local procedures.
 - b. The chief of security will serve as a member and act as the facility liaison with other state agencies.

2. Correctional officer positions will be manned at the specified level for each shift as outlined in [OP-040102](#) entitled "Master Roster and Post Order Guidelines." Personnel will be drawn from the following sources in the order as follows:

- a. Facility/unit;
- b. Facilities/units not affected by the work stoppage/job action;
- c. Probation and parole officers;
- d. Highway patrol officers; and/or
- e. National Guard.

In the event of a job action or walkout and staff or others are not available to fill all critical or essential posts, the affected chief administrator of Institutions/Community Corrections and Contract Services or chief Medical Officer will be contacted so other security measures may be considered.

B. Resolution Committee

1. The facility head/facility administrators will serve as chairperson and will address all staff issues with the appropriate individuals.
2. Membership will be as designated by the facility head/facility administrators.

IV. Distribution/Communication of Plan

Copies of facility emergency plans will be provided to the appropriate chief administrator of Institutions/Community Corrections and Contract Services, chief Medical Officer, and the office of Inspector General.

V. References

Policy Statement P-050100 entitled "Emergency Plans for the Oklahoma Department of Corrections"

OP-040102 entitled "Master Roster and Post Order Guidelines"

OP-100101 entitled "Training and Staff Development"

57 O.S. § et seq. 510 A. 28

VI. Action

The facility/unit heads/facility administrators are responsible for development of local procedures.

The chief administrator of Institutions/chief administrator of Community Corrections and Contract Services, and chief Medical Officer will be responsible for compliance with this procedure.

The chief of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: OP-050101 entitled "Procedures in the Event of Job Actions or Walk-Outs by Correctional Staff" dated August 11, 2021

Distribution: Policy and Operations Manuals
Agency Website

| <u>Attachments</u> | <u>Title</u> | <u>Location</u> |
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| Attachment A | "Acknowledgment of Receipt and Understanding" | Attached |
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