



# **Oklahoma Board of Corrections**

## **REGULAR MEETING**

November 20, 2024

Oklahoma Department of Corrections  
Oklahoma State Reformatory  
1700 East First Street,  
Granite, Oklahoma

**OKLAHOMA BOARD OF CORRECTIONS**  
**REGULAR MEETING AGENDA**  
 OKLAHOMA STATE REFORMATORY  
 1700 East First Street, Granite, OK  
 1:00 PM on November 20, 2024

<b>ITEM</b>	<b>PRESENTER</b>
1. Call to Order A. Pledge of Allegiance B. Roll Call	Stephan Moore Chair
2. Approval of Board of Corrections Regular Meeting Minutes A. October 23, 2024*	Stephan Moore Chair
3. Chairman’s Update	Stephan Moore Chair
4. Director’s Update	Steven Harpe Director
5. Warden’s Welcome	Chris Rankins OSR Warden
6. Unit Spotlight A. Oklahoma Department of Corrections Dots Braille Program	Roberta Benedict Administrative Programs Officer I
7. Agency Budget Update A. FY25 DOC Budget Report	Ashlee Clemmons Chief Financial Officer
8. Inmate/Offender Population A. Population Analysis Report	Clint Castleberry Chief Administrator of Classification & Programs
9. Policy Changes for Approval* A. P-020800 “Guidelines for Research and Research-Related Activities” B. P-030100 “Provisions of Services/Inmate Rights and Responsibilities” C. P-080100 “Mission and Management of Correctional Industries”	Kari Hawkins General Counsel
10. Committee Reports – Standing Committees A. Executive – Chair Stephan Moore, Vice-Chair Daniel Snead, Secretary Rhonda Bear and Past President Hastings Siegfried B. Public Policy/Affairs/Criminal Justice – Chair Rhonda Bear and Members Alex Gerszewski and Jake Parsons C. Population/Security/Private Prison –Chair Hastings Siegfried and Members Joseph Brantley, Sunne Day and Daniel Snead D. Audit/Finance– Chair Randy Chandler, Members Joseph Brantley, Stephan Moore and Hastings Siegfried	Committee Chairs

11. New Business

Stephan Moore  
Chair

12. Adjournment\*

Stephan Moore  
Chair

*The next regular meeting of the Board of Corrections will be held at 1:00 PM on Wednesday, January 22, 2025, at Department of Corrections Lincoln Administration Building.*

\*Board of Corrections Voting Item  
*Updated on 11/18/2024 10:40:42 AM*

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING MINUTES  
October 23, 2024**

**1. Call to Order**

Chairman Stephan Moore called the meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 p.m., on Wednesday, October 23, 2024, at Clara Waters Community Corrections Center, 9901 N. I-35 Service Road, Oklahoma City, OK.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on Monday, December 11, 2023. 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 11:34 a.m., on Tuesday, October 22, 2024, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 4345 N. Lincoln Blvd, Oklahoma City, OK 73105.

**A. Pledge of Allegiance**

Chairman Moore led the meeting attendees in reciting the pledge of allegiance to the United States Flag.

**B. Roll Call**

Chairman Moore asked the clerk to call roll:

Rhonda Bear	Present	Stephan Moore	Present
Joseph Brantley	Present	Jake Parsons	Present
Randy Chandler	Present	T. Hastings Siegfried	Absent
Sunne Day	Absent	Daniel Snead	Present
Alex Gerszewski	Absent		

The roll reflected a quorum.

**2. Approval of Board of Corrections Meeting Minutes**

Chairman Moore requested approval of the meeting minutes as presented to members in the BOC packet for October 23, 2024.

**A. September 25, 2024 Meeting Minutes**

**Motion:** Mr. Snead made the motion to approve the minutes. Mr. Brantley seconded the motion.

Rhonda Bear	Approved	Stephan Moore	Approved
Joseph Brantley	Approved	Jake Parsons	Approved
Randy Chandler	Approved	T. Hastings Siegfried	Absent
Sunne Day	Absent	Daniel Snead	Approved
Alex Gerszewski	Absent		

The meeting minutes from September 25, 2024 were approved by majority vote.

**3. Chairman’s Update**

Chairman Moore welcomed everyone to the Board of Corrections meeting and thanked the Clara Waters Community Corrections Center administrator and staff for hosting.

#### **4. Director's Update**

Director Steven Harpe gave agency updates including the official launch of correctional officer body cams across all facilities as of October 1<sup>st</sup> and the new agency strategic framework of mission statement, vision, values and pillars. The strategic framework was included in the BOC packet for October 23, 2024.

#### **5. Facility Administrator Welcome Clara Waters Community Corrections Center (CWCCC)**

Administrator Scott Wallis gave an overview of CWCCC, which provides work release, Public Works Program opportunities, and substance abuse treatment for 268 inmates nearing release. CWCCC also provides Life Skills and Reentry Transition services, access to religious services, events and educational programming.

#### **6. Unit Spotlight**

##### **Community Corrections Work Release Program**

Administrator of Institutional Operations Scott Nunn reported on the Community Corrections Work Release Program. Approximately 9,675 inmates completed programs this past year, 75% of those were able to secure employment after leaving incarceration and 80% remained employed over a year after release.

#### **7. Agency Budget Update**

##### **A. FY25 DOC Budget Report**

Chief Financial Officer Ashlee Clemmons welcomed everyone and provided an update on the year-to-date financials as of September 30, 2024. The financial reports were included in the BOC packet for October 23, 2024.

#### **8. Inmate/Offender Population Update**

**A.** Chief Administrator of Classification & Programs Clint Castleberry provided an overview of the inmate/offender population as of September 30, 2024. A copy of the overview was included in the BOC packet for October 23, 2024.

#### **9. Appointment of Members to Committees**

Chairman Moore reviewed member committee assignment changes to include the addition of Sunne Day on the Population/Security/Private Prison Committee and Jake Parsons on the Public Policy/Affairs/Criminal Justice Committee.

#### **10. Committee Reports – Standing Committees:**

##### **A. Executive**

**Chairman** Stephan Moore

**Members** Dan Snead, Rhonda Bear and Hastings Siegfried

Members in this committee discussed the proposed BOC agenda and current litigation.

##### **B. Public Policy/Affairs/Criminal Justice**

**Chairman** Rhonda Bear

**Members** Alex Gerszewski and Jake Parsons

Members in this committee discussed the Legislative initiative processes, Public Relations initiatives, Community Outreach initiatives and Reentry programs including Birth Certificate and ID disbursements.

##### **C. Population/Security/Private Prisons**

**Chairman** Hastings Siegfried

**Members** Dan Snead, Joseph Brantley and Sunne Day

Members in this meeting discussed population, Oklahoma Inspector General statistical updates, Office of Threats and Intelligence updates and Private Prisons security and contract updates.

**D. Audit and Finance**

**Chairman** Randy Chandler

**Members** Joseph Brantley and Hastings Siegfried

Members in this meeting discussed the BOC Budget Reports ending on September 30, 2024.

**11. New Business**

There was no new business.

**12. Adjournment**

**Motion:** Mr. Parsons made a motion to adjourn the meeting. Ms. Bear seconded the motion.

Rhonda Bear	Approved	Stephan Moore	Approved
Joseph Brantley	Approved	Jake Parsons	Approved
Randy Chandler	Approved	T. Hastings Siegfried	Absent
Sunne Day	Absent	Daniel Snead	Approved
Alex Gerszewski	Absent		

There being no further business to discuss, the adjournment of the meeting was approved by a majority vote at 1:29 p.m.

Submitted to the Board of Corrections By:

\_\_\_\_\_  
Toni Lee, Minutes Clerk

\_\_\_\_\_  
Date

I hereby certify that these minutes were duly approved by the Board of Corrections on October 23, 2024, in which a quorum was present and voting.



Rhonda Bear, Secretary  
Board of Corrections



# OKLAHOMA STATE REFORMATORY

Oklahoma State Reformatory in Granite was established in 1909, built by inmates using granite blocks cut from hills nearby. It was originally built to house younger inmates who could be rehabilitated, providing them programs to get an education and learn a trade. However, OSR evolved gradually over time into a medium-security prison and is currently home to more than 800 medium-security inmates, in addition to 200 minimum-security inmates and a 42 bed special management unit.



## Criminal Thinking

Inmates have the opportunity to participate in Thinking for a Change, Cognitive Behavioral Intervention for substance abuse and Associates for

Success programs to address thinking, judgment errors and relationships linked to criminal thinking/behavior.



## Substance Abuse Treatment

Nearly all ODOC inmates struggle with substance abuse or addiction.

OSR teaches them ways to avoid drug and alcohol use, while also helping develop cognitive, social, emotional and coping skills needed to avoid using.



## Education

Education is a key component in combating recidivism. Lakeside School, located at OSR, offers literacy

courses, pre-high school equivalency, and high school equivalency (HSE) diplomas. Life-skills training is also offered to assist with re-entry. On May 23, 2022 the school began offering a college speech class and is now offering five associate degree courses.

## Other Programs

OSR implemented a Braille Education Program on March 24, 2023. Inmates learn how to transcribe English books/material into Braille. In addition, OSR is currently in process of implementing a dog program.



OSR constructed four housing units in 1984 and closed the west cell house in compliance with federal court mandates. The oldest structure dates back to 1914. OSR's storied history includes being home to the nation's first accredited high school in a prison (Lakeside High School) and the first female warden of an all-male facility in the United States, Clara Waters. In October of 2021 OSR transitioned to a medium-security Prison.



## **Braille Education Program Overview**

Oklahoma Department of Corrections (ODOC) Braille Education Program, ODOC DOTS, is located at Oklahoma State Reformatory in Granite, OK. The program assists participants in learning to transcribe written materials into braille and obtain the certification required to make braille transcription a viable career. The program is designed to teach sighted individuals to read and write braille professionally rather than as a personal reading and writing skill.

The Braille Education Program works through a cooperative agreement with the Library of Congress and the National Federation of the Blind Jernigan Institute to give participants access to a course in braille transcribing. Upon completing the course, participants receive a Library of Congress certification in literary braille transcription. The certification qualifies the recipient to produce basic braille transcription and is a prerequisite for more advanced braille courses.

In March 2023, the facility started the program with 18 participants and two tutors assisting the participants in learning braille through self-paced activities.

In October 2024, the program evolved to include an instructor-led curriculum, and 12 additional students were added.

### **Staffing**

Program Services manage the Braille Education Program, with one staff member, a program specialist, as the program instructor.

### **Current Initiatives**

Of the original 18 participants, five obtained literary braille certification, six were removed, and seven continue to work toward certification. The new cohort of 12 participants is just beginning the coursework.

Program Services initiated a partnership with the Oklahoma Department of Rehabilitative Services (ODRS) and the AIM Center at the Oklahoma Library for the Blind and Physically Handicapped to develop small braille transcription projects to be completed by program participants.

The first project was completed in February 2024. Program participants transcribe and print braille labels for children's books to be given to visually impaired children to assist them with starting personal libraries at home. Since



the partnership's inception, the Braille Education program has transcribed 57 titles for the AIM Center.

## **Funding**

Program Services, in cooperation with the AIM Center, provides funding, materials, and tools for the program.

## **Assessment**

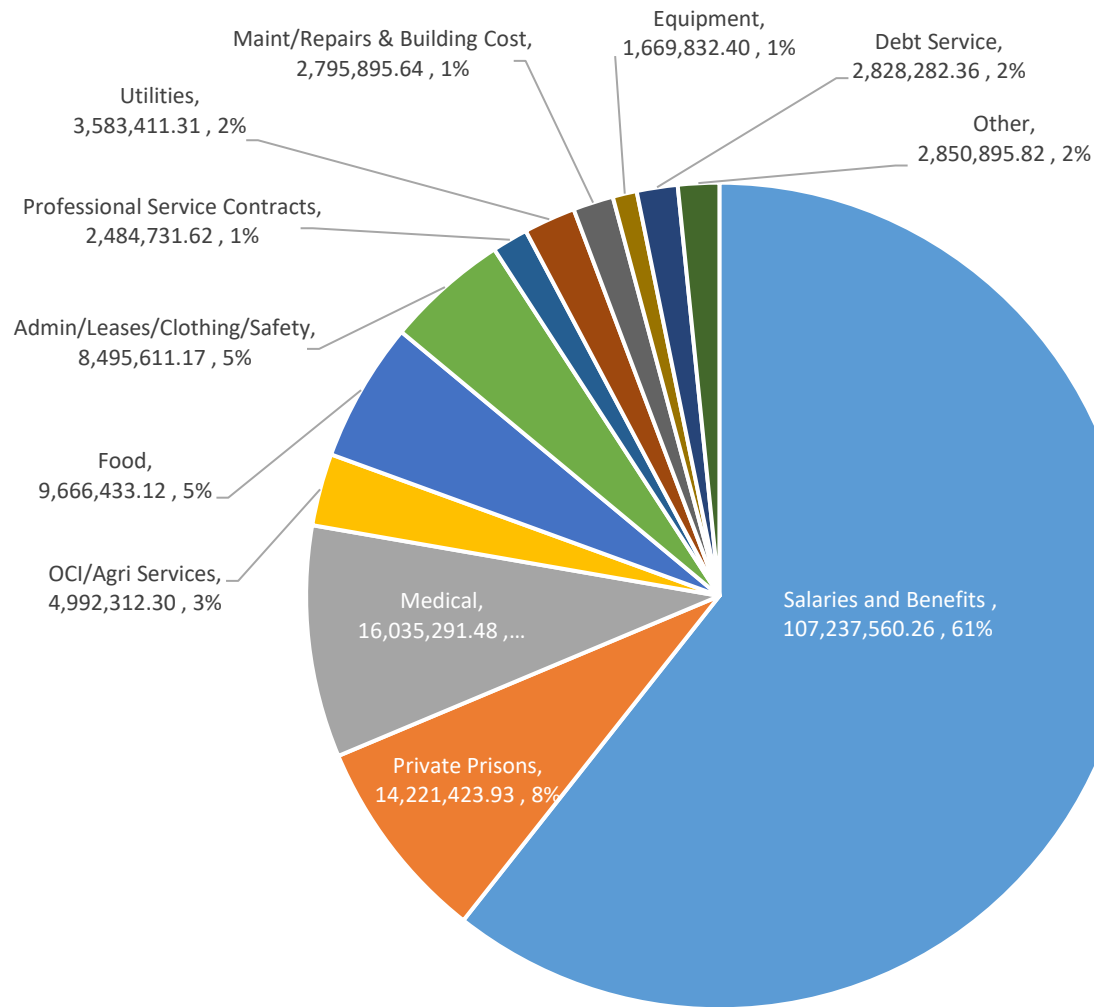
To be considered for the Braille Education Program, participants must:

- Have a clear misconduct record for the last twelve months;
- Possess a high school diploma or GED;
- Be a United States citizen or have residency status;
- Have 2000 days or more remaining on their sentence;
- Write an essay of no more than 300 words explaining their interest in the program;
- Interview with Program Services staff to determine suitability and
- Be willing to remain at OSR until program completion

## **Instruction**

In addition to the literary braille transcription course, the Braille Education Program provides a curriculum to teach basic computer skills, life skills, small business management, tactile computer graphics, advanced braille certifications, and on-the-job training at various levels to develop proficiency in braille transcription, with the expectation that participants will be able to manage a transcription business of their own after release.

### EXPENDITURES



### FY 2025 Budget to Actuals

YTD Expenditure Comparison by Category	FY 2024	FY 2025	Variance	
	July - October	July - October	\$	%
Payroll	\$101,242,479	\$95,811,519	\$5,430,959.60	5.4%
Overtime	12,355,808	11,426,041	929,767.14	7.5%
Bi-weekly Conversion			-	
Performance Stipend			-	
Contract Beds	12,528	6,230	6,298.00	50.3%
Private Prisons	20,813,172	12,001,160	8,812,012.00	42.3%
Halfway Houses	346,463	390,610	(44,147.00)	-12.7%
Jail Backup	2,149,659	1,754,838	394,821.00	18.4%
Jail Backup Trans Reim	70,844	68,586	2,258.00	3.2%
Medical Services	11,672,710	14,268,783	(2,596,073.00)	-22.2%
Hep C	2,844,978	1,766,509	1,078,469.00	37.9%
Institutions/Community/Divisional	17,361,228	23,948,559	(6,587,331.00)	-37.9%
Probation and Parole	454,925	448,185	6,740.00	1.5%
Inmate Programs	363,158	779,899	(416,741.00)	-114.8%
Community Sentencing	297,299	299,406	(2,107.00)	-0.7%
General Operations	5,201,815	3,495,846	1,705,969.00	32.8%
Central Operations	672,360	649,710	22,650.00	3.4%
IT	1,998,196	4,388,055	(2,389,859.00)	-119.6%
ICON	745,167	567,660	177,507.00	23.8%
OCI/Agri	3,153,942	4,790,087	(1,636,145.00)	-51.9%
<b>Total</b>	<b>\$181,756,731</b>	<b>\$176,861,683</b>	<b>\$4,895,048</b>	<b>2.7%</b>

### STAFFING LEVELS

	Budget	August	September	October
CO's	1,557	1,286	1,297	1,274
PO's	300	232	229	226
Medical	460	420	416	413
Other	1,835	1,735	1,745	1,715
<b>Total Staff</b>	<b>4,152</b>	<b>3,673</b>	<b>3,686</b>	<b>3,627</b>

### STAFFING UPDATES

(in comparison to previous month)

**CO's ↓ 23 / 1.7%**

**PO's ↓ 3 / 1.3%**

**Medical ↓ 3 / 0.7%**

**Other ↓ 30 / 1.7%**



**OKLAHOMA  
Corrections**

**BUDGET  
UPDATE**

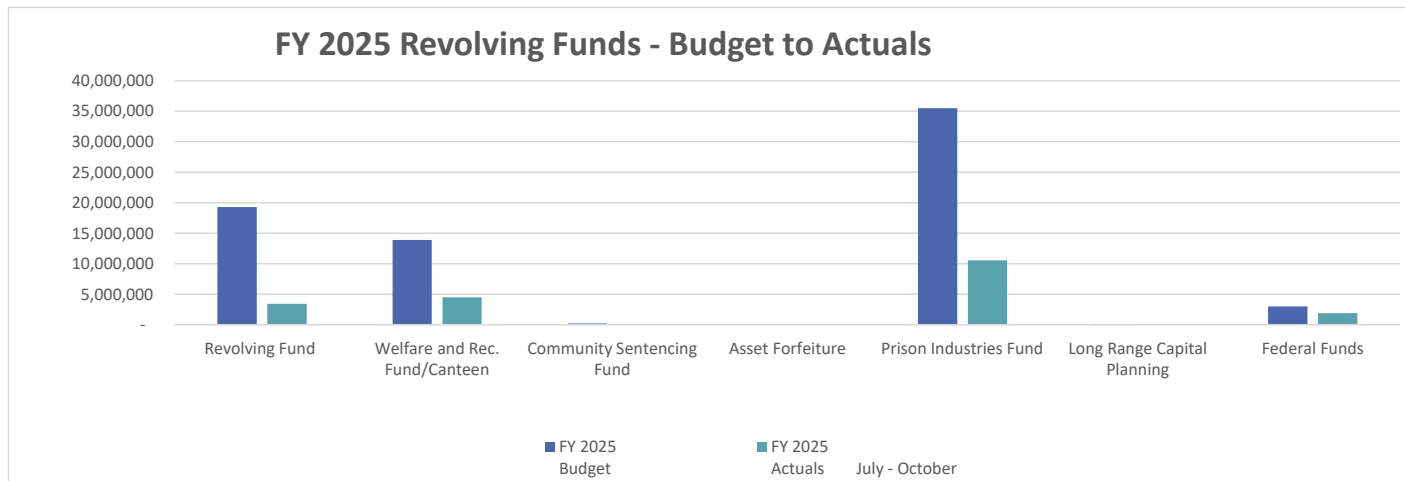
as of October 31, 2024

## Three Year Expenditure Comparison

	FY 25 October	% Change from FY 24	FY 24 October	% Change from FY 23	FY 23 October
Salaries and Benefits					
Salaries	64,969,667	-5%	68,184,599	5%	65,112,416
Overtime	11,426,041	-7%	12,335,808	61%	7,673,771
Insurance	14,620,876	-13%	16,803,775	15%	14,633,319
Retirement	16,220,976	0%	16,274,105	1%	16,140,833
Contract Beds	6,230	-50%	12,528	-1%	12,603
Private Prisons	12,001,160	-42%	20,813,172	8%	19,298,262
Halfway Houses	390,610	13%	346,463	1%	342,340
Jail Backup	1,754,838	-18%	2,149,659	15%	1,869,075
Jail Backup Transportation Reim	68,586	-3%	70,844	21%	58,334
Medical Services	14,268,783	22%	11,672,710	-1%	11,742,032
Hep C Treatment	1,766,509	-38%	2,844,978	570%	424,765
Institutions	22,330,054	46%	15,347,042	13%	13,625,482
Probation and Parole	448,185	-1%	454,925	-9%	499,384
Community Corrections	1,098,332	15%	955,874	41%	676,157
Inmate Programs	779,899	115%	363,158	-49%	711,033
Community Sentencing	299,406	1%	297,299	-24%	391,240
General Operations	3,495,846	-33%	5,201,815	-12%	5,916,579
Central Office Operations	649,710	-3%	672,360	57%	428,842
Divisional Operations	520,173	-51%	1,058,312	-75%	4,222,116
IT	4,388,055	120%	1,998,196	20%	1,665,546
Offender Management System	567,660	-24%	745,167	-41%	1,270,204
OCI / Agri-Services	4,790,087	52%	3,153,942	5%	2,994,439
	176,861,682		181,756,731		169,708,772

### Three Year Revolving Fund Comparison

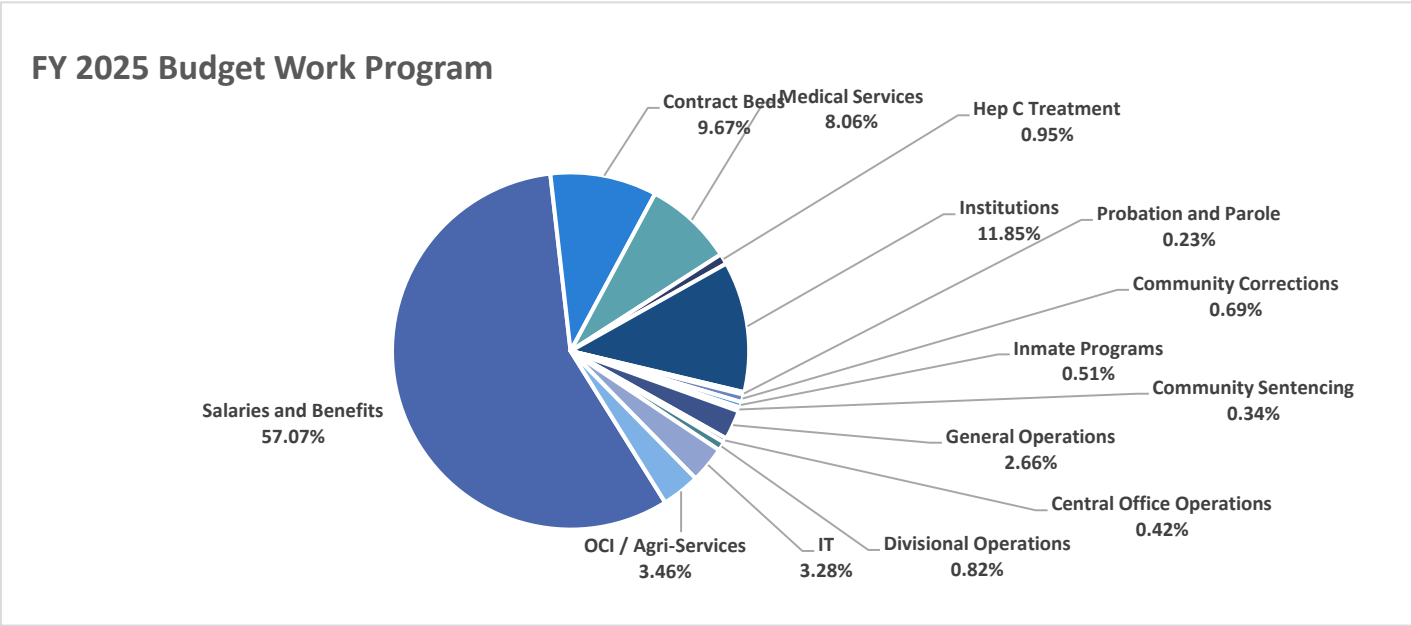
	FY 2025	FY 2025 Budget	FY 2025 Actuals July - October	% Change from FY 24	FY 2024 Actuals July - October	% Change from FY 23	FY 2023 Actuals July - October
200	Revolving Fund	19,278,000	3,445,425	-6%	3,676,819	-22%	4,713,538
205	Welfare and Rec. Fund/Canteen	13,893,824	4,495,312	67%	2,685,513	-1%	2,702,838
210	Community Sentencing Fund	230,000	35,925	6%	33,842	17%	28,900
230	Asset Forfeiture	-	14,088	100%	11,915	0%	-
280	Prison Industries Fund	35,507,446	10,565,099	14%	9,243,849	23%	7,499,864
283	Long Range Capital Planning	139,896	-	0%	-	0%	-
410 & 430	Federal Funds	3,009,693	1,897,553	96%	967,334	0%	783,359
		<u>72,058,859</u>	<u>20,453,402</u>		<u>16,619,272</u>		<u>15,728,499</u>



### FY 2025 Budget Work Program

	<u>Current Budget</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
Salaries and Benefits	359,361,311	107,237,560	2,087,142	250,036,609
Contract Beds	60,856,507	14,221,424	46,629,983	5,100
Medical Services	50,722,210	14,268,783	27,710,796	8,742,631
Hep C Treatment	6,000,000	1,766,509	1,227,391	3,006,100
Institutions	74,626,692	22,330,054	49,829,708	2,466,930
Probation and Parole	1,465,517	448,185	862,164	155,168
Community Corrections	4,326,042	1,098,332	3,059,100	168,610
Inmate Programs	3,194,204	779,899	2,228,870	185,435
Community Sentencing	2,160,600	299,406	1,338,583	522,611
General Operations	16,770,820	3,495,846	9,919,879	3,355,094
Central Office Operations	2,623,948	649,710	1,313,336	660,902
Divisional Operations	5,138,207	520,173	2,303,313	2,314,721
IT	20,629,747	4,955,715	13,148,051	2,525,981
OCI / Agri-Services	21,777,662	4,790,087	13,470,341	3,517,234
<b>Grand Total</b>	<b>629,653,467</b>	<b>176,861,682</b>	<b>175,128,659</b>	<b>277,663,127</b>

FY 2025 Budget Work Programs includes all funding sources.



**Oklahoma Department of Corrections**  
 FY 2025 Appropriation as of October 31, 2024

Account Code	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Balance
11,12,13 Payroll, Insurance, FICA and Retirement	342,942,715.00	103,206,519.08	-	-	103,206,519.08	239,736,195.92
15 Professional Services	69,589,092.28	18,503,407.43	49,567,735.76	-	68,071,143.19	1,517,949.09
17 Moving Expenses	-	-	-	-	-	-
19 Flexible Benefits	350,000.00	89,803.41	245,196.59	-	335,000.00	15,000.00
21, 22 Travel	379,843.00	114,536.73	57,611.90	-	172,148.63	207,694.37
31 Miscellaneous Administrative Expenses	21,136,920.00	4,127,297.26	14,680,381.90	-	18,807,679.16	2,329,240.84
32 Rent Expense	21,116,101.00	6,841,229.32	14,137,519.44	72,240.00	21,050,988.76	65,112.24
33 Maintenance & Repair Expense	11,153,824.00	2,344,738.43	3,060,428.86	-	5,405,167.29	5,748,656.71
34 Specialized Supplies and Materials	52,230,828.00	16,811,850.97	31,462,014.91	-	48,273,865.88	3,956,962.12
35 Production, Safety and Security	1,587,121.00	448,311.09	943,158.32	-	1,391,469.41	195,651.59
36 General Operating Expenses	377,515.00	109,806.23	43,018.89	-	152,825.12	224,689.88
37 Shop Supplies	2,360,716.00	757,742.17	1,446,830.04	-	2,204,572.21	156,143.79
41 Property Furniture and Equipment	3,802,831.00	1,426,327.59	545,588.06	55,798.00	2,027,713.65	1,775,117.35
42 Library Equipment and Resources	400.00	-	-	-	-	400.00
43 Lease Purchase	-	-	-	-	-	-
44 Live Stock – Poultry	-	-	-	-	-	-
45,46,47 Building Construction and Renovation	-	-	-	-	-	-
48 Bond Payment	7,121,534.00	2,828,282.36	4,058,262.14	-	6,886,544.50	234,989.50
49 Inter-Agency Payments	-	-	-	-	-	-
51 Inmate Pay and Health Services	725,000.00	231,848.60	491,749.87	-	723,598.47	1,401.53
52 Scholarships, Tuition and other incentives	-	-	-	-	-	-
53 Refunds, Indemnities, and Restitution	-	5,760.00	-	-	5,760.00	(5,760.00)
54 Jail Back Up and others	11,604,299.00	1,854,336.55	9,249,962.45	-	11,104,299.00	500,000.00
55,59 Assistance Payments to Agencies	-	-	-	-	-	-
60 Authority Orders	-	-	6,782,034.41	-	6,782,034.41	(6,782,034.41)
61 Loans, Taxes, and other Disbursements	770.00	78.26	-	-	78.26	691.74
62 Transfers – Inmate Medical Payments	11,115,099.00	2,953,310.33	5,046,689.67	-	8,000,000.00	3,115,099.00
64 Merchandise for Resale	-	-	-	-	-	-
<b>TOTAL</b>	<b>557,594,608.28</b>	<b>162,655,185.81</b>	<b>141,818,183.21</b>	<b>128,038.00</b>	<b>304,601,407.02</b>	<b>252,993,201.26</b>
<b>Funding</b>						
19202 GRF Appropriations	41,090,921.00	8,839,595.72	32,251,325.28	-	41,090,921.00	-
19411 FY2024 Carry Over	13,325,302.28	5,127,755.36	7,699,516.06	-	12,827,271.42	498,030.86
19501 GRF Appropriations	503,178,385.00	148,687,834.73	101,867,341.87	128,038.00	250,683,214.60	252,495,170.40
<b>TOTAL</b>	<b>557,594,608.28</b>	<b>162,655,185.81</b>	<b>141,818,183.21</b>	<b>128,038.00</b>	<b>304,601,407.02</b>	<b>252,993,201.26</b>
					Remaining Payroll	239,736,195.92
						13,257,005.34

**Oklahoma Department of Corrections**  
*Statement of Revenues, Expenditures and Changes in Fund Balances*  
**Federal Funding**  
*As of July 1, 2024 through October 31, 2024*

Revenue Code	Revenues	410 Fund	430 Fund	Funds
	Current:			
4551 & 2	Federal Reimbursements	-	334,916.03	\$ 334,916.03
4556	Federal Funds From Other State Agencies	538,763.77	1,023,872.83	1,562,636.60
4881	Trans from St Agency - PCard Program Rebate	-	-	-
	<i>Total Revenues</i>	<u>538,763.77</u>	<u>1,358,788.86</u>	<u>1,897,552.63</u>
Account Code	Expenditures			
	Current:			
11,12,13	Payroll	113,801.84	7,439.40	121,241.24
15	Professional Services	-	25,000.00	25,000.00
21, 22	Travel	6,470.00	3,743.53	10,213.53
31	Misc. Admin. Expenses	-	1,110.00	1,110.00
32	Rent	3,774.98	2,746.20	6,521.18
33	Maintenance and Repair	2,162.37	27,504.45	29,666.82
34	Specialized Supplies and Materials	1,165.70	710,597.76	711,763.46
35	Production, Safety and Security	-	12,273.05	12,273.05
36	General Operating Expenses	3,427.40	2,301.54	5,728.94
37	Shop Expense	-	-	-
41	Furniture and Equipment	323,716.33	333,410.20	657,126.53
42	Library Equipment and Resources	-	-	-
43	Lease Purchases	-	-	-
44	Livestock and Poultry	-	-	-
45	Land and Right-of-way	-	-	-
46	Building, Construction and Renovation	-	-	-
48	Debt Service	-	-	-
51	Inmate Pay and Health Services	-	-	-
52	Tuitions, Awards and Incentives	-	-	-
53	Refunds and Restitutions	-	-	-
54	Jail Backup, County Jails and Other	-	-	-
55	Payment to Gov. Sub-Division	-	88,864.87	88,864.87
59	Assistance Payments to Agencies	-	-	-
61	Loans, Taxes and Other Disbursements	-	-	-
62	Transfers - Out Sourced Health Care	-	-	-
64	Merchandise for Resale	-	-	-
	<i>Total Expenditures</i>	<u>454,518.62</u>	<u>1,214,991.00</u>	<u>1,669,509.62</u>
	<i>Excess of Revenues Over</i>			
	<i>(Under) Expenditures</i>	<u>84,245.15</u>	<u>143,797.86</u>	<u>228,043.01</u>
	<b>Cash</b>			
	Beginning Cash Balance	178,475.42	57,243.56	235,718.98
	Revenue Received this Year	538,763.77	1,358,788.86	1,897,552.63
	Expenditures made this Year	(454,518.62)	(1,214,991.00)	(1,669,509.62)
	Beginning Change in Liabilities	-	-	-
	Transfers	-	-	-
	Adjustments	-	-	-
	<b>Ending Cash Balance</b>	<u>\$ 262,720.57</u>	<u>\$ 201,041.42</u>	<u>\$ 463,761.99</u>

**Oklahoma Department of Corrections**  
*Statement of Revenues, Expenditures and Changes in Fund Balances*  
*Federal Funding*  
*For the Month of October 2024*

Revenue Code	Revenues	410 Fund	430 Fund	Funds
Current:				
4551 & 2	Federal Reimbursements	-	-	\$ -
4556	Federal Funds From Other State Agencies	-	-	-
4881	Trans from Agency - PCard Program Rebate	-	-	-
	<i>Total Revenues</i>	-	-	-
Account Code	Expenditures			
Current:				
11,12,13	Payroll	23,511.51	786.98	24,298.49
15	Professional Services	-	-	-
21, 22	Travel	6,470.00	3,743.53	10,213.53
31	Misc. Admin. Expenses	-	1,110.00	1,110.00
32	Rent	1,503.39	2,746.20	4,249.59
33	Maintenance and Repair	-	-	-
34	Specialized Supplies and Materials	1,165.70	66,259.45	67,425.15
35	Production, Safety and Security	-	-	-
36	General Operating Expenses	3,353.66	549.20	3,902.86
37	Shop Expense	-	-	-
41	Furniture and Equipment	-	7,002.66	7,002.66
42	Library Equipment and Resources	-	-	-
43	Lease Purchases	-	-	-
44	Livestock and Poultry	-	-	-
45	Land and Right-of-way	-	-	-
46	Building, Construction and Renovation	-	-	-
48	Debt Service	-	-	-
51	Inmate Pay and Health Services	-	-	-
52	Tuitions, Awards and Incentives	-	-	-
53	Refunds and Restitutions	-	-	-
54	Jail Backup, County Jails and Other	-	-	-
55	Payment to Gov. Sub-Division	-	60,955.96	60,955.96
59	Assistance Payments to Agencies	-	-	-
61	Loans, Taxes and Other Disbursements	-	-	-
62	Transfers - Out Sourced Health Care	-	-	-
64	Merchandise for Resale	-	-	-
	<i>Total Expenditures</i>	36,004.26	143,153.98	179,158.24
	<i>Excess of Revenues Over (Under) Expenditures</i>	(36,004.26)	(143,153.98)	(179,158.24)
<b>Cash</b>				
	Beginning Cash Balance	298,724.83	344,992.35	643,717.18
	Revenue Received this Month	-	-	-
	Expenditures made this Month	(36,004.26)	(143,153.98)	(179,158.24)
	Change in Liabilities	-	(796.95)	(796.95)
	Transfers	-	-	-
	Adjustments	-	-	-
	<b>Ending Cash Balance</b>	<b>\$ 262,720.57</b>	<b>\$ 201,041.42</b>	<b>\$ 463,761.99</b>



**Oklahoma Department of Corrections**  
*Statement of Revenues, Expenditures and Changes in Fund Balances*  
*Non- Appropriated Funds*  
*As of July 1, 2024 through October 31, 2024*

Revenue Code	Revenues	200 Fund	205 Fund	210 Fund	230 Fund	280 Fund	283 Fund	Funds
	Current:							
428199	Disbursement Fees	3,406.90	-	-	-	-	-	\$ 3,406.90
433107	Sale of Contraband	-	-	-	-	-	-	-
433147	Bank Charge Back / Returned Check Fee	-	-	-	-	-	-	-
433199	Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	68,368.91	-	35,925.15	-	-	-	104,294.06
441105	Interest on Investments	162,312.15	8,998.84	-	-	132,427.35	-	303,738.34
443101	Rent from Land & Buildings	8,246.00	-	-	-	-	-	8,246.00
443103	Rent from Land & Buildings	1,000.00	-	-	-	-	-	1,000.00
451101	Insurance and Other Reimbursement for Damages	5,132.69	-	-	-	-	-	5,132.69
452005	Reimbursement for Administrative Expense (PPWP)	42,327.08	-	-	-	-	-	42,327.08
452117	Reimbursement of Data Processing Fees	-	-	-	-	-	-	-
453003	Reimbursement for Travel Expense	-	-	-	-	-	-	-
455201	Federal Reimbursements	16,643.23	-	-	-	-	-	16,643.23
456101	Federal Funds Rec'd from Non-Gov. Ag.	-	-	-	-	-	-	-
458101	Refunded Money Previously Disbursed - Goods & Services	9,244.05	-	-	-	-	-	9,244.05
458105	Reimbursement for Funds Expended (Refunds - Payroll Reim.)	4,222.88	-	-	-	-	-	4,222.88
459151	Pharmaceuticals Rebate	-	-	-	-	-	-	-
459171	Program Income (Dog Programs)	-	-	-	-	-	-	-
459199	Other Grants, Refunds and Reimbursements (P-card Rebate)	19,705.39	-	-	-	-	-	19,705.39
471122	Farm Products General	-	-	-	-	5,525,974.00	-	5,525,974.00
473105	Charge for Service - (Water Treatment Plant)	15,509.00	-	-	-	-	-	15,509.00
473176	Laboratory and Medical Services	72,931.43	-	-	-	-	-	72,931.43
474105	Sale of Documents (Copies)	2,429.28	-	-	-	-	-	2,429.28
474122	Food & Beverage Sales	18,145.11	-	-	-	-	-	18,145.11
474124	Canteen and Concession Income	-	4,486,312.80	-	-	-	-	4,486,312.80
474131	Sale of Merchandise	122.75	-	-	-	4,866,556.80	-	4,866,679.55
478105	Registration Fees	-	-	-	-	-	-	-
479121	Paper & Other Recyclable Materials	-	-	-	-	-	-	-
479131	Notification of Confinement - Social Security Admin	43,800.00	-	-	-	-	-	43,800.00
481102	Contributions - Patients & Inmates	9,074.22	-	-	-	-	-	9,074.22
481121	Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	697,383.86	-	-	-	-	-	697,383.86
481158	Asset Forfeiture - Federal Judgements	1,989.98	-	-	14,088.26	-	-	16,078.24
482101	Deposits by Patients and Offenders (Program Fees - Work Release)	1,639,714.86	-	-	-	25,790.06	-	1,665,504.92
483607	Sale of Salvage	75,260.09	-	-	-	-	-	75,260.09
483612	Sale of Land and/or Land Improvements	524,157.72	-	-	-	14,350.86	-	538,508.58
483612	Funds Transferred from LRCPC	4,297.50	-	-	-	-	-	4,297.50
488191	Inter Agency Transfers - Pcard Rebate	-	-	-	-	-	-	-
	<b>Total Revenues</b>	<b>3,445,425.08</b>	<b>4,495,311.64</b>	<b>35,925.15</b>	<b>14,088.26</b>	<b>10,565,099.07</b>	<b>-</b>	<b>18,555,849.20</b>
	<b>Account Expenditures</b>							
	Current:							
11,12,13	Payroll	1,858,632.58	1,179,282.05	-	-	3,140,251.86	-	6,178,166.49
15	Professional Services	3,428,746.65	1,079,302.35	38,544.17	-	234,235.22	-	4,780,828.39
21, 22	Travel	122,024.86	7,867.43	1,594.37	-	19,854.91	-	151,341.57
31	Misc. Admin. Expenses	182,151.47	163,107.27	25.00	-	225,347.25	-	570,630.99
32	Rent	150,397.50	39,850.34	-	-	291,862.93	-	482,110.77
33	Maintenance and Repair	617,261.22	233,148.15	-	-	431,563.49	44,580.05	1,326,552.91
34	Specialized Supplies and Materials	1,402,783.63	193,832.74	3,195.84	-	156,290.67	-	1,756,102.88
35	Production, Safety and Security	120,042.86	1,974.88	450.45	-	104,928.96	-	227,397.15
36	General Operating Expenses	26,954.62	83,399.54	-	-	29,888.42	-	140,242.58
37	Shop Expense	151,924.16	5,507.46	481.50	-	508,746.15	-	666,659.27
41	Furniture and Equipment	175,261.33	172,371.98	-	-	20,214.42	-	367,847.73
42	Library Equipment and Resources	-	1,624.98	-	-	-	-	1,624.98
43	Lease Purchases	-	-	-	-	-	-	-
44	Livestock and Poultry	-	-	-	-	460.00	-	460.00
45	Land and Right-of-way	-	-	-	-	-	-	-
46, 47	Building, Construction and Renovation	224,360.15	-	-	-	251,560.59	-	475,920.74
48	Debt Service	-	-	-	-	-	-	-
51	Inmate Pay and Health Services	16,278.48	1,629,053.68	-	-	365,983.47	-	2,011,315.63
52	Tuitions, Awards and Incentives	-	-	-	-	-	-	-
53	Refunds and Restitutions	-	-	-	-	-	-	-
54	Jail Backup, County Jails and Other	1,421,922.76	-	-	-	3,433.16	-	1,425,355.92
55	Payment to Gov. Sub-Division	-	-	-	-	-	-	-
59	Assistance Payments to Agencies	-	-	-	-	-	-	-
61	Loans, Taxes and other Disbursements	323.53	-	-	-	-	-	323.53
62	Transfers - Out Sourced Health Care	1,455,044.77	-	-	-	-	-	1,455,044.77
64	Merchandise for Resale	2,053.47	-	-	-	6,041,962.72	-	6,044,016.19
	<b>Total Expenditures</b>	<b>11,356,164.04</b>	<b>4,790,322.85</b>	<b>44,291.33</b>	<b>-</b>	<b>11,826,584.22</b>	<b>44,580.05</b>	<b>28,061,942.49</b>
	<b>Excess of Revenues Over (Under) Expenditures</b>	<b>(7,910,738.96)</b>	<b>(295,011.21)</b>	<b>(8,366.18)</b>	<b>14,088.26</b>	<b>(1,261,485.15)</b>	<b>(44,580.05)</b>	<b>(9,506,093.29)</b>
	<b>Cash</b>							
	Beginning Cash Balance	15,535,896.18	1,137,046.23	1,116,471.37	64,149.00	12,525,217.25	184,852.99	30,563,633.02
	Revenue Received this Year	3,445,425.08	4,495,311.64	35,925.15	14,088.26	10,565,099.07	-	18,555,849.20
	Expenditures made this Year	(11,356,164.04)	(4,790,322.85)	(44,291.33)	-	(11,826,584.22)	(44,580.05)	(28,061,942.49)
	Beginning Change in Liabilities	(73,121.24)	(1,795.87)	-	-	(50,952.65)	-	(125,869.76)
	Transfers	-	-	-	-	-	-	-
	Adjustments	(198.97)	-	-	-	-	-	(198.97)
	<b>Ending Cash Balance</b>	<b>\$ 7,551,837.01</b>	<b>\$ 840,239.15</b>	<b>\$ 1,108,105.19</b>	<b>\$ 78,237.26</b>	<b>\$ 11,212,779.45</b>	<b>\$ 140,272.94</b>	<b>\$ 20,931,471.00</b>

**Oklahoma Department of Corrections**  
*Statement of Revenues, Expenditures and Changes in Fund Balances*  
*Non-Appropriated Funds*  
*For the Month of October 2024*

	200 Fund	205 Fund	210 Fund	230 Fund	280 Fund	283 Fund	Funds
<b>Revenue</b>							
<b>Revenues</b>							
428199 Disbursement Fees	871.32	-	-	-	-	-	871.32
433107 Sale of Contraband	-	-	-	-	-	-	-
433147 Bank Charge Back / Returned Check Fee	-	-	-	-	-	-	-
433199 Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	23,892.88	-	8,177.58	-	-	-	32,070.46
441105 Interest on Investments	31,095.36	2,334.05	-	-	35,278.88	-	68,708.29
443101 Rent from Land & Buildings	1,342.00	-	-	-	-	-	1,342.00
443103 Rent from Land & Buildings	-	-	-	-	-	-	-
451101 Insurance and Other Reimbursement for Damages	-	-	-	-	-	-	-
452005 Reimbursement for Administrative Expense (PPWP)	1,700.76	-	-	-	-	-	1,700.76
452117 Reimbursement of Data Processing Fees	-	-	-	-	-	-	-
453003 Reimbursement for Travel Expense	-	-	-	-	-	-	-
455201 Federal Reimbursements	8,849.80	-	-	-	-	-	8,849.80
456101 Federal Funds Rec'd from Non-Gov. Ag.	-	-	-	-	-	-	-
458101 Refunded Money Previously Disbursed - Goods & Services	816.95	-	-	-	-	-	816.95
458105 Reimbursement for Funds Expended (Refunds - Payroll Reim.)	1,789.10	-	-	-	-	-	1,789.10
459151 Pharmaceuticals Rebate	-	-	-	-	-	-	-
459171 Program Income (Dog Programs)	-	-	-	-	-	-	-
459199 Other Grants, Refunds and Reimbursements (P-card Rebate)	18,286.99	-	-	-	-	-	18,286.99
471122 Farm Products General	-	-	-	-	1,454,123.52	-	1,454,123.52
473105 Charge for Service - (Water Treatment Plant)	3,850.00	-	-	-	-	-	3,850.00
473176 Laboratory and Medical Services	22,342.93	-	-	-	-	-	22,342.93
474105 Sale of Documents (Copies)	637.30	-	-	-	-	-	637.30
474122 Food & Beverage Sales	4,960.75	-	-	-	-	-	4,960.75
474124 Canteen and Concession Income	-	1,043,536.01	-	-	-	-	1,043,536.01
474131 Sale of Merchandise	10.00	-	-	-	1,105,343.41	-	1,105,353.41
478105 Registration Fees	-	-	-	-	-	-	-
479121 Paper & Other Recyclable Materials	-	-	-	-	-	-	-
479131 Notification of Confinement - Social Security Admin	18,400.00	-	-	-	-	-	18,400.00
481102 Contributions - Patients & Inmates	690.00	-	-	-	-	-	690.00
481121 Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	225,508.14	-	-	-	-	-	225,508.14
481158 Asset Forfeiture - Federal Judgements	-	-	-	-	-	-	-
482101 Deposits by Patients and Offenders (Program Fees - Work Releas	502,535.88	-	-	-	14,913.15	-	517,449.03
483607 Sale of Salvage	17,100.91	-	-	-	-	-	17,100.91
483612 Sale of Land and/or Land Improvements	-	-	-	-	-	-	-
483612 Funds Transferred from LRCP	-	-	-	-	-	-	-
488191 Inter Agency Tranfers - Pcard Rebate	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>884,681.07</b>	<b>1,045,870.06</b>	<b>8,177.58</b>	<b>-</b>	<b>2,609,658.96</b>	<b>-</b>	<b>4,548,387.67</b>
<b>Account</b>							
<b>Expenditures</b>							
11,12,13 Payroll	1,973.56	304,676.40	-	-	682,845.78	-	989,495.74
15 Professional Services	425,616.00	419,238.70	13,077.21	-	68,072.68	-	926,004.59
21, 22 Travel	26,588.73	330.00	-	-	2,605.75	-	29,524.48
31 Misc. Admin. Expenses	37,281.30	54,646.57	-	-	53,870.58	-	145,798.45
32 Rent	23,679.86	7,712.96	-	-	93,990.34	-	125,383.16
33 Maintenance and Repair	193,997.48	45,017.92	-	-	194,562.10	-	433,577.50
34 Specialized Supplies and Materials	92,564.65	33,251.46	-	-	29,799.63	-	155,615.74
35 Production, Safety and Security	64,439.46	358.00	-	-	31,980.67	-	96,778.13
36 General Operating Expenses	6,076.15	15,289.40	-	-	21,928.34	-	43,293.89
37 Shop Expense	47,120.23	306.26	-	-	170,078.97	-	217,505.46
41 Furniture and Equipment	47,223.81	37,569.14	-	-	11,506.35	-	96,299.30
42 Library Equipment and Resources	-	-	-	-	-	-	-
43 Lease Purchases	-	-	-	-	-	-	-
44 Livestock and Poultry	-	-	-	-	-	-	-
45 Land and Right-of-way	-	-	-	-	-	-	-
46, 47 Building, Construction and Renovation	-	-	-	-	-	-	-
48 Debt Service	-	-	-	-	-	-	-
51 Inmate Pay and Health Services	-	412,636.86	-	-	90,168.55	-	502,805.41
52 Tuitions, Awards and Incentives	-	-	-	-	-	-	-
53 Refunds and Restitutions	-	-	-	-	-	-	-
54 Jail Backup, County Jails and Other	198,021.92	-	-	-	1,134.00	-	199,155.92
55 Payment to Gov. Sub-Division	-	-	-	-	-	-	-
59 Assistance Payments to Agencies	-	-	-	-	-	-	-
61 Loans, Taxes and other Disbursements	104.42	-	-	-	-	-	104.42
62 Transfers - Out Sourced Health Care	57,066.28	-	-	-	-	-	57,066.28
64 Merchandise for Resale	1,972.06	-	-	-	1,302,336.27	-	1,304,308.33
<b>Total Expenditures</b>	<b>1,223,725.91</b>	<b>1,331,033.67</b>	<b>13,077.21</b>	<b>-</b>	<b>2,754,880.01</b>	<b>-</b>	<b>5,322,716.80</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>(339,044.84)</b>	<b>(285,163.61)</b>	<b>(4,899.63)</b>	<b>-</b>	<b>(145,221.05)</b>	<b>-</b>	<b>(774,329.13)</b>
<b>Cash</b>							
Beginning Cash Balance	8,265,496.93	1,129,978.18	1,115,825.68	78,237.26	11,477,296.32	140,272.94	22,066,834.37
Revenue Received this Month	884,681.07	1,045,870.06	8,177.58	-	2,609,658.96	-	4,548,387.67
Expenditures made this Month	(1,223,725.91)	(1,331,033.67)	(13,077.21)	-	(2,754,880.01)	-	(5,322,716.80)
Beginning Change in Liabilities	(374,436.72)	(4,575.42)	(2,820.86)	-	(119,295.82)	-	(501,128.82)
Transfers (Cares Act Funding & OMS/CON Funding)	-	-	-	-	-	-	-
Adjustments	(178.36)	-	-	-	-	-	(178.36)
<b>Ending Cash Balance</b>	<b>\$ 7,551,837.01</b>	<b>\$ 840,239.15</b>	<b>\$ 1,108,105.19</b>	<b>\$ 78,237.26</b>	<b>\$ 11,212,779.45</b>	<b>\$ 140,272.94</b>	<b>\$ 20,791,198.06</b>

Incarcerates	Females	Males	Total
State Facilities	2,181	16,870	19,051
Private Prisons	0	2,375	2,375
Halfway Houses	0	98	98
Out Count	35	236	271
County Jail Transfers Pending	43	1,055	1,098
<b>Grand Total</b>	<b>2,259</b>	<b>20,634</b>	<b>22,893</b>

Community Offenders	Females	Males	Total
Probation Supervision	3,827	14,112	17,939
Parole Supervision	591	2,411	3,002
Community Sentencing	645	1,729	2,374
GPS	57	77	134
<b>Grand Total</b>	<b>5,120</b>	<b>18,329</b>	<b>23,449</b>

Level	Change	Total	Percentage
1	↓ / 6%	2,991	13%
2	↑ / 3%	2,674	12%
3	↓ / 3%	2,515	11%
4	↑ / 2%	14,570	64%

**Board of Corrections – Population Analysis**  
As of **October 31, 2024**



Total System Population	Females	Males	Total
Current Population	7,379	38,936	46,342
Population Last Year	7,644	39,869	47,513
Change	(-265)	(-906)	(-1,171)

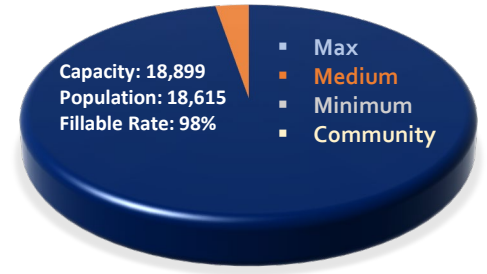
Male	32
Female	1

Male	7
Female	0

## Agency Vacancies 18

### General Population

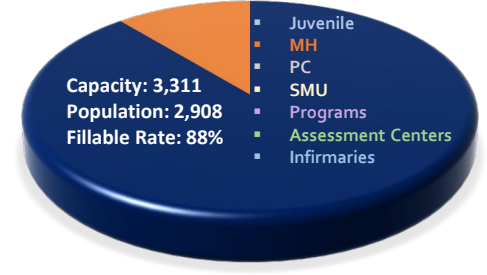
Vacancies = 284 (1%)



Capacity = 18,899

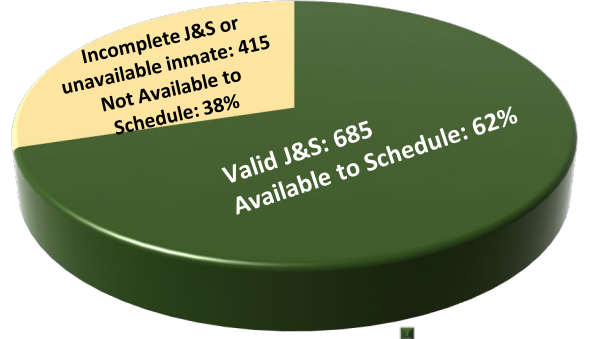
### Designated Population

Vacancies = 403 (11%)

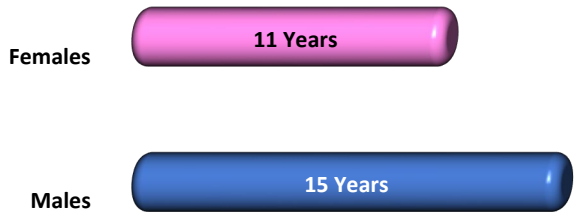


Capacity = 3,311

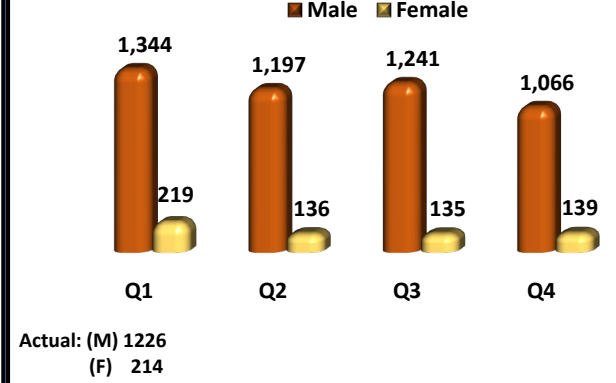
### County Jail Backlog



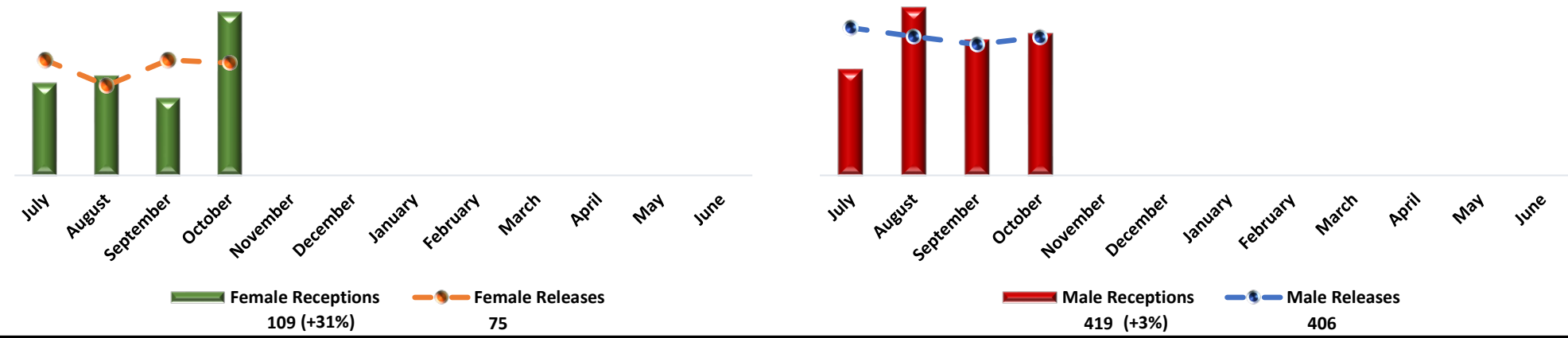
### Average Sentence Length



### Quarterly Projected Releases



### Receptions and Releases for the Fiscal Year 2025



Section-02 Information Management	P-020800	Page: 1	Effective Date: 12/02/2024
Guidelines for Research and Research-Related Activities	ACA Standards: 2-CO-1F-09, 2-CO-1F-10, 2-CO-1F-11, 2-CO-1F-15, 5-ACI-1F-13, 5-ACI-1F-16, 5-ACI-1F-18, 4-ACRS-7D-12, 4-APPFS-3D-35, 4-APPFS-3D-37		
Stephan Moore, Chair Oklahoma Board of Corrections			

## Guidelines for Research and Research-Related Activities

The Oklahoma Board of Corrections' policy is that the Oklahoma Department of Corrections (ODOC) promulgates guidelines for conducting research and ensures research-related activities comply with state and federal guidelines for the use and dissemination of research findings. (2-CO-1F-10, 5-ACI-1F-16, 4-APPFS-3D-35)

### I. Purpose

#### A. Discussion

The agency supports and engages in a wide range of research activities relevant and applicable to its programs, services, and operations. (2-CO-1F-10, 5-ACI-1F-13, 4-APPFS-3D-35)

Recognizing the value of research and the impact of research on correctional management, the Oklahoma Board of Corrections has established guidelines for conducting research and research-related activities including the publication and dissemination of the research. (2-CO-1F-09, 2-CO-1F-11, 5-ACI-1F-16, 5-ACI-1F-18, 4-ACRS-7D-12, 4-APPFS-3D-37)

#### B. Guidelines

The agency will ensure:

1. Research is well organized and conducted in a cost-effective manner; and
2. The rights of inmates or offenders and staff involved in research are protected and govern voluntary inmate participation in non-medical, non-pharmaceutical, and non-cosmetic research programs. (2-CO-1F-15, 5-ACI-1F-16, 5-ACI-1F-18, 4-ACRS-7D-12, 4-APPFS-3D-37)

#### C. Use of Research

Research results will be used to analyze the agency's present activities and as a guideline for future decision-making and policy development.

### II. 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 will require prior written approval from the Oklahoma Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement P-020800 entitled "Guidelines for Research and Research-Related Activities" dated November 02, 2022

Distribution: Policy and Operations Manual  
Agency Website

Section-02 Information Management	P-020800	Page: 1	Effective Date: <del>draft</del> 11/02/2022
Guidelines for Research and Research-Related Activities	ACA Standards: 2-CO-1F-09, 2-CO-1F-10, 2-CO-1F-11, 2-CO-1F-15, 5-ACI-1F-13, 5-ACI-1F-16, 5-ACI-1F-18, 4-ACRS-7D-12, 4-APPFS-3D-35, 4-APPFS-3D-37		
<del>F. Hastings Siegfried</del> Stephan Moore, Chair			
Oklahoma Board of Corrections			

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C. Use of Research

Research results will be used to analyze the agency's present activities and as a guideline for future decision-making and policy development.

II. Action

The agency ~~De~~irector is responsible for compliance with this policy.

Section-02 Information Management	P-020800	Page: 2	Effective Date: <del>draft</del> 11/02/2022
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The agency ~~D~~irector is responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement P-020800 entitled "Guidelines for Research and Research-Related Activities" dated ~~December~~ November 028, 2022~~1~~

Distribution: Policy and Operations Manual  
Agency Website

<b>Section-03 Facility Operations</b>	<b>P-030100</b>	<b>Page: 1</b>	<b>Effective Date: 12/02/2024</b>
<b>Provisions of Services/Inmate Rights and Responsibilities</b>	<b>ACA Standards: 2-CO-3C-01, 2-CO-4E-01, 2-CO-5C-01, 2-CO-5D-01, 2-CO-5E-01, 2-CO-5F-01, 5-ACI-3D-01, 5-ACI-3D-04, 5-ACI-3D-07, 5-ACI-3D-08M, 4-ACRS-6B-01, 4-APPFS-2G-01</b>		
<b>Stephan Moore, Chair Oklahoma Board of Correction</b>			

## **Provisions of Services/Inmate Rights and Responsibilities**

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

### **I. Services**

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

#### **A. Correspondence**

Internal management procedures will govern the sending and receiving of correspondence by inmates. (2-CO-5D-01)

#### **B. Visiting Privileges**

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

#### **C. Telephone Privileges**

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

#### **D. Personal Property**

1. The possession of private property is a privilege and inmates may possess only that property authorized by the agency Director. Inmates possessing personal private property assume any risk of potential loss or damage.
2. Inmates' property, personal and state issued, will be managed according to written system-wide procedures that coincide with applicable procedures.

#### **E. Health Care**



Section-03 Facility Operations	P-030100	Page: 2	Effective Date: 12/02/2024
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The ODOC will provide medical, dental, and mental health services that address the known serious health care needs of each inmate. (2-CO-4E-01)

F. Libraries

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

G. Programs and Recreation

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

H. Religious Activities

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

I. Access to Courts

Procedures will be established to ensure all inmates in the ODOC are allowed reasonable access to courts. (5-ACI-3D-01)

II. Rights and Responsibilities

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

B. No inmates under the jurisdiction of the agency will be subject to discrimination based on age, race, religion, national origin, gender, political belief, or disability. (5-ACI-3D-04, 4-ACRS-6B-01,4-APPFS-2G-01)

C. The ODOC will make best efforts to protect inmates from:

1. Personal abuse; (5-ACI-3D-08M b#1)
2. Corporal punishment; (5-ACI-3D-08M b#2)
3. Personal injury; (5-ACI-3D-08M b#3)
4. Disease; (5-ACI-3D-08M b#4)

Section-03 Facility Operations	P-030100	Page: 3	Effective Date: 12/02/2024
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5. Property damage; (5-ACI-3D-08M b#5) and
  6. Harassment. (5-ACI-3D-08M b#6)
- D. No inmate or group of inmates will be given authority or control over any other inmate or facility security functions.
- E. Inmates who are foreign nationals will have access to the diplomatic representative of their country. (5-ACI-3D-07)
- F. Inmates will receive equitable treatment and the appropriate level of due process when alleged to have violated the rules of conduct.

### III. Action

The agency Director is responsible for compliance with this policy.

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

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

This policy statement is effective as indicated.

Replaced: Policy Statement P-030100 entitled "Provisions of Services/Inmate Rights and Responsibilities" dated December 07, 2022

Distribution: Policy and Operations Manual  
Agency Website

Section-03 Facility Operations	P-030100	Page: 1	Effective Date: <del>12/07/2022</del> draft
Provisions of Services/Inmate Rights and Responsibilities	ACA Standards: 2-CO-3C-01, 2-CO-4E-01, 2-CO-5C-01, 2-CO-5D-01, 2-CO-5E-01, 2-CO-5F-01, 5-ACI-3D-01, 5-ACI-3D-04, 5-ACI-3D-07, 5-ACI-3D-08M, 4-ACRS-6B-01, 4-APPFS-2G-01		
<u>Stephan Moore</u> <del>T. Hastings-Siegfried</del> , Chair			
Oklahoma Board of Correction			

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The agency ~~D~~irector 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 statement is effective as indicated.

Replaced: Policy Statement P-030100 entitled "Provisions of Services/Inmate Rights and Responsibilities" dated ~~December~~~~October~~ ~~07~~~~8~~, 202~~2~~4

Distribution: Policy and Operations Manual  
Agency Website

<b>Section-08 Industries</b>	<b>P-080100</b>	<b>Page: 1</b>	<b>Effective Date: 12/02/2024</b>
<b>Mission and Management</b>	<b>ACA Standards: 2-CO-5A-01, 5-ACI-7A-05, 5-ACI-7A-06, 5-ACI-7A-08</b>		
<b>Stephan Moore, Chair</b> <b>Oklahoma Board of Corrections</b>			

## **Mission and Management of Correctional Industries**

The Oklahoma Department of Corrections (ODOC) correctional industries programs provide skills training and work opportunities for inmates in accordance with 57 O.S. § 549 & 549.1. (5-ACI-7A-08) Oklahoma’s correctional industries programs contribute to reducing, both directly and indirectly, the cost of incarceration.

For the purpose of this policy, the following terms will apply:

Oklahoma Correctional Industries (OCI) is the official title of the correctional industries program responsible for the production of manufactured products and services. Agri-Services is the official title of the correctional industries program responsible for the production of agricultural products. “Correctional Industries” is inclusive of both programs.

### **I. Correctional Industries Programs**

The primary mission of correctional industries is to maintain self-sufficient operations that address and encompass best practices to improve inmate successful reentry. (2-CO-5A-01)

#### **A. Industries Goals**

1. Provide inmates with the opportunity to develop job skills and work ethics as a means of improving employability after release. The workday for those inmates assigned will approximate that of the community. (5-ACI-7A-06)
2. Maintain cost effective operations that provide constructive work opportunities and support the development of work ethics for a maximum number of inmates.
3. Reduce the direct and indirect cost of incarceration through the production of necessary goods and services required by the state correctional system at a competitive price.
4. Generate revenues sufficient to continue the growth of the organization.

#### **B. Operations**

Section-08 Industries	P-080100	Page: 2	Effective Date: 12/02/2024
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The operational and business plans will be reviewed on an annual basis and updated as necessary. Plans will address the following:

1. The written operational plans will address the efficient and effective operational management of industries programs, ensuring that all required safety and environmental standards are met.
2. The written business plan will address subject matter including, but not limited to planned new product and/or service introductions; development and/or expansion of physical and human resources; an overview of the industries revolving fund cash flow; planned private partnership growth, current and anticipated revenue growth rates; and inmate employment rates.

C. Establishment of Industries

Correctional industries staff consult periodically with peers in the private and public sectors to develop products and/or services and related job skills that are relevant to current employment demand. (5-ACI-7A-05) New correctional industries operations, products and/or services will meet the mission of correctional industries as stated in this policy.

D. Long-Range Planning and Evaluation

Each correctional industries program is responsible for the establishment of a written long-range plan. Plans will be updated annually and submitted to the affected Director for approval approximately 60 days prior to the effective date of the plan.

II. Private Sector Prison Industries

Correctional industries will recruit within the private sector for the purpose of establishing operations at state owned or privately owned correctional facilities. The purpose of such industry operations will be to provide skills training and work opportunities for inmates.

Appropriate ODOC staff members will be consulted and utilized in the establishment of private sector prison industry operations. The Prison Industry Enhancement Certification Program Guidelines (as published in the Federal Register, April 7, 1999, Volume 64, Number 66, pages 17000-17014) will be followed by any private entity desiring to establish an industry, which utilizes inmate labor. Private sector prison industry operations will also adhere to [OP-080201](#) entitled "Private Sector Correctional Industry Standards."

A. Private Sector Prison Industries Goals

Section-08 Industries	P-080100	Page: 3	Effective Date: 12/02/2024
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Inmate participation in private sector prison industry programs (PIECP) will provide inmates the opportunity to contribute financially to incarceration costs, victim compensation funds, inmate savings accounts, family support and provide funds for personal use.

1. Programs will also provide inmates with the opportunity to develop skills training and work ethics as a means of improving employability after release.

B. Contract Approval

Contracts for the establishment of private sector prison industries, at private prisons or state owned correctional facilities, will be submitted to the Oklahoma Board of Corrections for approval.

III. References

OP-080201 entitled "Private Sector Correctional Industry Standards"

57 O.S. § 549 & 549.1

PIECP Guidelines

IV. Action

The agency Director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement P-080100 entitled "Mission and Management of Correctional Industries" dated October 08, 2021

Distribution: Policy and Operations Manual  
Agency Website



Section-08 Industries	P-080100	Page: 1	Effective Date: <del>10/08/2021</del> draft
Mission and Management	ACA Standards: 2-CO-5A-01, 5-ACI-7A-05, 5-ACI-7A-06, 5-ACI-7A-08		
<p><del>T. Hastings Siegfried</del><u>Stephan Moore</u>, Chair</p> <hr/> <p>Oklahoma Board of Corrections</p>			

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This policy is effective as indicated.

Replaced: Policy Statement P-080100 entitled "Mission and Management of Correctional Industries" dated ~~September-October 2908~~, 2021~~0~~

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                   Agency Website