



Oklahoma Board of Corrections

REGULAR MEETING

November 19, 2025
Lexington Assessment
& Reception Center
15151 State Highway 39,
Lexington, Oklahoma

OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING AGENDA
 LEXINGTON ASSESSMENT AND RECEPTION CENTER
 15151 STATE HIGHWAY 39, LEXINGTON, OK
 1:00 PM on November 19, 2025

ITEM	PRESENTER
1. Call to Order A. Pledge of Allegiance B. Roll Call	Stephan Moore Chair
2. Approval of the Board of Corrections Regular Meeting Minutes A. September 24, 2025*	Stephan Moore Chair
3. Chairman's Update	Stephan Moore Chair
4. Director's Update	Justin Farris Director
5. Warden's Update	David Louthan LARC Warden
6. Medication-Assisted Treatment (MAT) Program Unit Spotlight	Stephanie Adams Administrator of Programs
7. Agency Budget Update A. FY26 DOC Budget Report	Ashlee Clemmons Chief Financial Officer
8. Inmate/Offender Population A. Population Analysis Report	Jason Bryant Chief of Population & Programs
9. Legislative Initiatives*	Lizzie Smith Legislative Liaison
10. Policies for Approval* A. P-010200 – Operating Procedures and Policies for the Oklahoma Board of Corrections B. P-050100 – Emergency Plans for the Oklahoma Department of Corrections C. P-120100 – Management of State Funds and Assets	Kari Hawkins General Counsel
11. Approval to Enter into Executive Session* Discuss facility security measures. Executive session is authorized by 25 O.S. § 307(B)(9): <i>Discussing matters involving safety and security at state penal institutions or correctional facilities used to house state inmates...</i>	Kari Hawkins General Counsel
12. Approval to Exit from Executive Session*	Kari Hawkins General Counsel

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|-----|---|------------------------|
| 13. | Committee Reports – Standing Committees | Committee Chairs |
| | A. Executive – Chair Stephan Moore, Vice-Chair Daniel Snead,
Secretary Joseph Brantley and Past President Hastings Siegfried | |
| | B. Public Policy/Affairs/Criminal Justice – Chair Rhonda Bear and
Members Jake Parsons and Matt White | |
| | C. Population/Security/Private Prison –Chair Hastings Siegfried and
Members Joseph Brantley and Daniel Snead | |
| | D. Audit/Finance– Chair Joseph Brantley, Members Stephan Moore,
Hastings Siegfried and Roger Thompson | |
| 14. | New Business | Stephan Moore
Chair |
| 15. | Adjournment* | Stephan Moore
Chair |

The next regular meeting of the Board of Corrections will be held at 1:00 PM on Wednesday, January 28, 2026, at Oklahoma Department of Corrections Lincoln Administration.

*Board of Corrections Voting Item
Updated on 11/14/2025 5:15:41 PM

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES
September 24, 2025**

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, September 24, 2025, at Mack Alford Correctional Center, 13001 N. Highway 69, Stringtown, OK.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on Tuesday, December 10, 2024. 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 12:54 p.m., on Tuesday, September 23, 2025, 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	Daniel Snead	Present
Joseph Brantley	Present	Roger Thompson	Absent
Stephan Moore	Present	Matthew White	Present
Jake Parsons	Present		
T. Hastings Siegfried	Present		

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 September 24, 2025.

A. July 23, 2025, Meeting Minutes

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

Rhonda Bear	Approved	Daniel Snead	Approved
Joseph Brantley	Approved	Roger Thompson	Absent
Stephan Moore	Abstained	Matthew White	Approved
Jake Parsons	Approved		
T. Hastings Siegfried	Abstained		

The meeting minutes from July 23, 2025, were approved by majority vote.

3. Chairman's Update

Chairman Moore welcomed everyone to the Board of Corrections meeting and thanked the Mack Alford Correctional Center warden and staff for hosting the meeting and congratulated Justin Farris on his appointment to Agency Director.

4. Director's Update

Director Farris welcomed retired Warden Bobby Boone and retired ODOC staff members Ronnie Bowen and Mike Talley. He discussed his transition to agency director and expressed gratitude to the staff who supported him throughout his career. Mr. Farris provided updates on several initiatives, including the use of drone technology in corrections with two pilot programs currently underway. He also addressed the centralization of visitation approval and scheduling, as well as a potential deployment plan for tasers designated for specific security positions. He discussed the use of AI overlays aimed at improving inmate release processes and reducing recidivism. The implementation of canteen and pharmacy services is ongoing and is expected to be completed by November. An Electronic Health Records (EHR) grant was awarded to OHCA, with ODOC designated as the sub-recipient. This \$4 million grant will fund the replacement of the current EHR system and integrate the new system with the ICON offender management system.

5. Warden's Welcome

Warden Margaret Green welcomed the board members and ODOC staff.

Mack Alford Correctional Center (MACC) is a multifunctional, state operated, correctional facility located near Stringtown. This facility houses more than 500 male inmates in a medium-security, long term unit. MACC also has a minimum-security unit with approximately 200 male inmates. Education and programs include literacy, pre-high school equivalency courses, college courses, critical thinking and substance abuse treatment. A copy of the Mack Alford Correctional Center information sheet was included in the BOC packet for September 24, 2025.

6. OCI Unit Spotlight

Administrator of Operations OCI & Agri-Services Carl Bear gave a report on the OCI programs. MACC OCI produces digitally printed signage, furniture production and renovations, silk-screening, digital garment printing, embroidery, upholstery and reupholstery services. A copy of the report was included in the BOC packet for September 24, 2025.

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 August 31, 2025. The financial reports were included in the BOC packet for September 24, 2025.

8. Inmate/Offender Population Update

A. Inmate/Offender Population Report

Chief of Population & Programs Jason Bryant provided an overview of the inmate/offender population as of August 31, 2025. A copy of the overview was included in the BOC packet for September 24, 2025.

9. Approval to Enter into Executive Session

Motion: Mr. White made a motion to enter Executive Session at 1:52 p.m.

Mr. Siegfried seconded the motion.

Rhonda Bear

Approved

Daniel Snead

Approved

Joseph Brantley	Approved	Roger Thompson	Absent
Stephan Moore	Approved	Matthew White	Approved
Jake Parsons	Approved		
T. Hastings Siegfried	Approved		

The motion to enter executive session was approved by a majority vote.

10. Approval to Exit from Executive Session

Motion: Mr. White made a motion to return from Executive Session at 3:08 p.m.
Mr. Parsons seconded the motion.

Rhonda Bear	Approved	Daniel Snead	Approved
Joseph Brantley	Approved	Roger Thompson	Absent
Stephan Moore	Approved	Matthew White	Approved
Jake Parsons	Approved		
T. Hastings Siegfried	Approved		

The motion to exit from executive session was approved by a majority vote.

11. Contract with Core Civic

General Counsel Kari Hawkins presented the information regarding a private prison contract with Core Civic for the Diamondback facility in Watonga, Oklahoma.

Motion: Mr. White made a motion to approve ODOC entering a contract with Core Civic at the Diamondback facility in Watonga, Oklahoma. Mr. Siegfried seconded the motion.

Rhonda Bear	Approved	Daniel Snead	Approved
Joseph Brantley	Approved	Roger Thompson	Absent
Stephan Moore	Approved	Matthew White	Approved
Jake Parsons	Approved		
T. Hastings Siegfried	Approved		

The contract with Core Civic was approved by majority vote.

12. Committee Reports – Standing Committees:

A. Executive

Chairman Stephan Moore

Members Dan Snead, Joseph Brantley 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 Jake Parsons and Matthew White

Members in this committee discussed the 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 and Joseph Brantley

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

D. Audit and Finance**Chairman** Joseph Brantley**Members** Stephan Moore, Hastings Siegfried and Roger Thompson

Members in this committee discussed the monthly financials and the FY26 budget work program.

13. New Business

There was no new business.

14. Adjournment

Motion: Mr. White made a motion to adjourn the meeting. Mr. Brantley seconded the motion.

Rhonda Bear	Approved	Daniel Snead	Approved
Joseph Brantley	Approved	Roger Thompson	Absent
Stephan Moore	Approved	Matthew White	Approved
Jake Parsons	Approved		
T. Hastings Siegfried	Approved		

There being no further business to discuss, the adjournment of the meeting was approved by a majority vote at 3:14 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 22, 2025, in which a quorum was present and voting.

Joseph Brantley, Secretary
Board of Corrections

OKLAHOMA BOARD OF CORRECTIONS

2026 MEETING SCHEDULE

JANUARY	FEBRUARY	MARCH	APRIL
Date: Wednesday, January 28 th Time: 1:00 PM Location: Oklahoma Health Care Authority 4345 N. Lincoln Blvd. Oklahoma City, OK 73105	Date: Wednesday, February 25 th Time: 1:00 PM Location: John Lilley CC 407971 Highway 62E Boley, OK 74829	Date: Wednesday, March 25 th Time: 1:00 PM Location: Howard McLeod CC 19603 E. Whippoorwill Lane Atoka, OK 74525	Date: Wednesday, April 22 nd Time: 1:00 PM Location: Bill Johnson CC 1856 E. Flynn Street Alva, OK 73717
MAY	JUNE	JULY	AUGUST
Date: Wednesday, May 27 th Time: 1:00 PM Location: Jess Dunn CC 601 S. 124 th Street Taft, OK 74463 (EWCC tour at 10:00 a.m.)	Date: Wednesday, June 24 th Time: 1:00 PM Location: Red Rock CC 8607 South East Flower Mound Road Lawton, OK 73501 (LCCC tour at 10:00 a.m.)	Date: Wednesday, July 22 nd Time: 1:00 PM Location: Dick Conner CC 129 Conner Road Hominy, OK 74035	NO MEETING
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Date: Wednesday, September 23 rd Time: 1:00 PM Location: James Crabtree CC 216 N. Murray Street Helena, OK 73741	Date: Wednesday, October 28 th Time: 1:00 PM Location: Jim E Hamilton CC 53468 Mineral Springs Road Hodgen, OK 74939	Date: Wednesday, November 18 th Time: 1:00 PM Location: Oklahoma State Reformatory 1700 East First Street Granite, OK 73547	NO MEETING

Strategic Framework

Vision

We Change Lives!

Mission

To Build a stronger Oklahoma
by transforming lives in
a safe, rehabilitative, and
compassionate environment.

Pillars

➤ Be bold ➤ Inspire ➤ Protect

Values

- Honor
- Integrity
- Humility
- Empowerment
- Excellence



Lexington Assessment and Reception Center

15151 State Highway 39
Lexington, OK 73051
Phone: (405) 527-5676

Oklahoma Department of Corrections

4345 North Lincoln Blvd.
Oklahoma City, OK 73111-4298
(405) 425-2500
oklahoma.gov/doc



Scan for more
information



Lexington Assessment and Reception Center

Male Minimum, Medium and Maximum Security
Lexington, OK



Facility Overview

The Lexington Assessment and Reception Center (LARC) and Lexington Correctional Center (LCC) form a prison complex for men. With a capacity of more than 1,450 inmates, LARC serves as the state intake facility for all male inmates. LCC serves as a long-term incarceration facility. LARC opened in 1977 next to the Lexington Correctional Center (LCC). Today, the complex includes the maximum security assessment and reception unit, LCC (a medium-security prison), and the Rex Thompson Minimum Unit.



PROGRAMS

Education

Lexington Correctional Center offers literacy courses as well as Pre-High School Equivalency and High School Equivalency diplomas. Although not provided with state funding, college courses are also available to inmates who can pay for them or those who have alternative funding or scholarships.

CareerTech

LCC inmates can get technical training through a CareerTech Skills Center, which trains them for workforce re-entry after release. CareerTech also helps inmates find skill-related employment after release. Courses include Cabinet Making; Metal Fabrication & Welding; and Licensed Trades.

Criminal Thinking

LCC offers Thinking for a Change, Substance Abuse Treatment, TASK, and Prison Fellowship Academy and other programs to address thinking, judgement errors, and relationships linked in criminal thinking and behavior.



Specialized Units

All men sentenced to prison in Oklahoma first go to Lexington Assessment and Reception Center. There ODOC staff identify inmates, review their sentencing documents, interview inmates and complete assessments to determine the best facility to place them at.

Prison Fellowship Academy

Prison Fellowship Academy is an intensive, biblically-based program that takes inmates through a holistic life transformation process. Inmates are guided by Prison Fellowship staff and volunteers to lead lives of purpose and productivity inside and outside of prison.

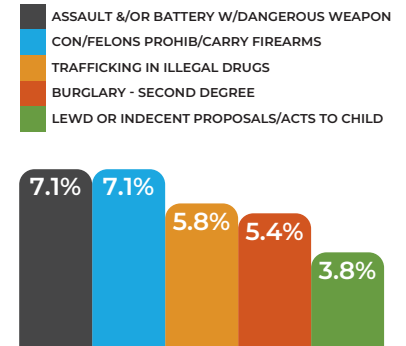
Prison Divinity Program

The Prison Divinity Program (PDP) trains inmates for ministry with a four (4) year Bachelor of Arts degree in Christian Studies.

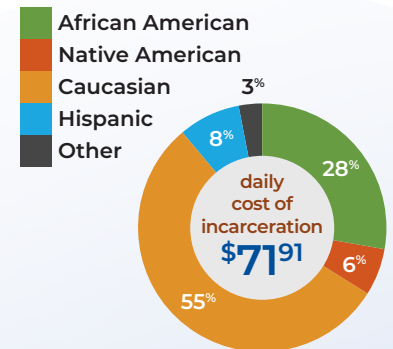
DEMOGRAPHICS

AS OF DEC. 31, 2024

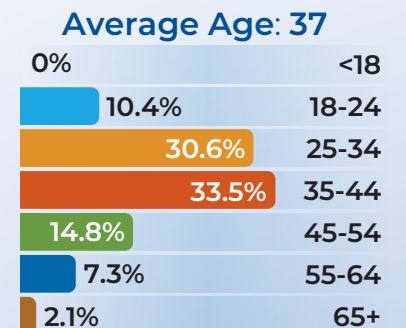
TOP CONTROLLING CRIMES



RACE



AGE



Medication-Assisted Treatment Program Overview

Unit Mission

To provide a reentry program offering medication to assist with Opioid Use Disorder (OUD) prior to release.

Staffing

Staffing is a shared responsibility within our Substance Abuse Treatment programs unit. Our Clinical Services Coordinator manages the overall MAT program to include overseeing the contactors, intakes of participants and compliance with the grant. Our Program Coordinator delivers programming and assists with the continuum of care referrals after release.

Overview of MAT program

The Medication-Assisted Treatment program uses evidence-based interventions for substance use disorders (SUD) to include medication specifically to address opioid treatment and programming prior to release. Our programming includes cognitive restructuring, substance abuse treatment and education, trauma-informed care and reentry services. If the MAT participant chooses to continue MAT after release, our team will work with them and the medical provider to provide resources and treatment after release.

Our Medication-Assisted Treatment programs are hosted at Lexington Correctional Center and Mabel Bassett Correctional Center. Our first group of 38 female participants began receiving medication on December 16, 2024, at MBCC. Our LCC site began on January 28, 2025, with 11 male participants. Currently, we have 45 participants (37-MBCC; 8 LCC).

To be considered for acceptance into the program participants must be diagnosed with an Opioid Use Disorder (OUD); be approximately 24 months from discharge and be assessed with a Substance abuse treatment need.

Success of the program includes serving 118 individuals since December 2024. Seventeen of those who have released chose to continue with MAT services; 18 elected to continue without MAT services.

Grant Funding

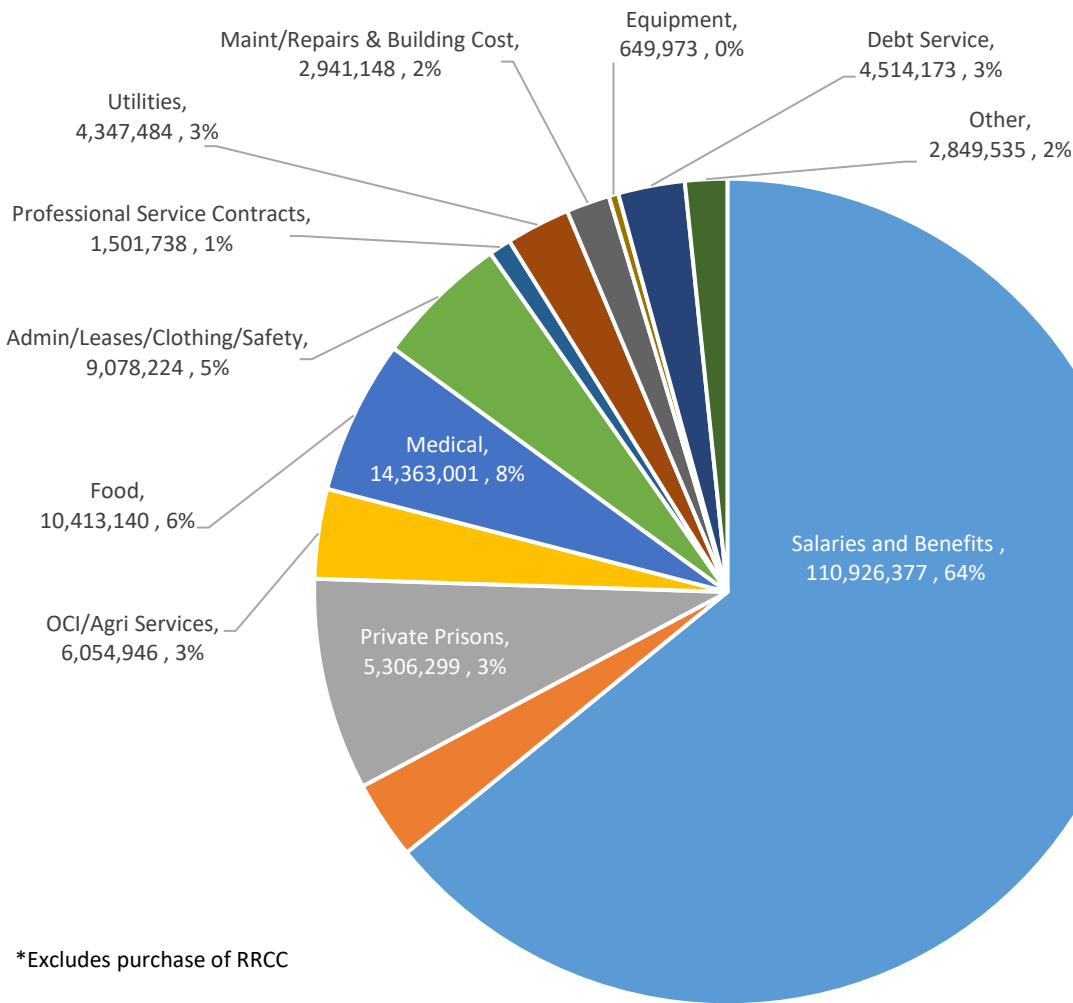
The Oklahoma Department of Corrections utilizes the Residential Substance Abuse Treatment (RSAT) Grant to fund this treatment program. We received the three-year award in October 2024 in the amount of \$228,557.07. We are partnering with the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) to provide the contractors to deliver the medication to the participants.



BUDGET UPDATE

as of October 31, 2025

EXPENDITURES



STAFFING LEVELS

	Budget	August	September	October
CO's	1,795	1,442	1,436	1,431
PO's	271	213	213	210
Medical	473	407	399	399
Other	1,897	1,732	1,690	1,682
Total Staff	4,435	3,794	3,737	3,722

STAFFING UPDATES

(in comparison to previous month)

CO's ↓ 5 / 0.4%

PO's ↓ 3 / 1.4%

Medical = 0 / 0%

Other ↓ 8 / 0.4%

FY 2027 Agency Budget Request

- \$2M Jail Backup
- \$2M ICON Support and Maintenance

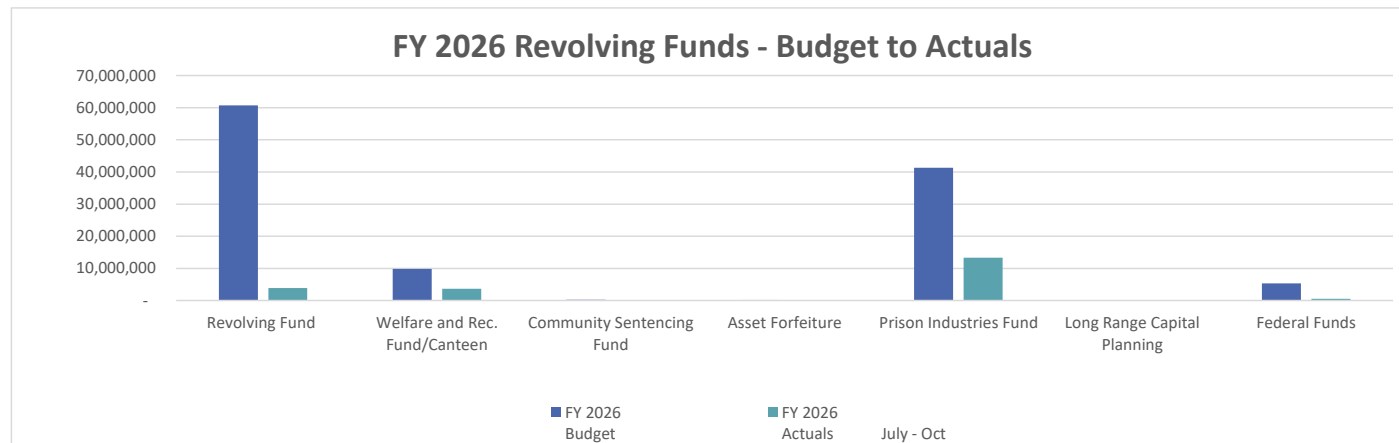
YTD Expenditure Comparison by Category	FY 2026	FY 2025	Variance	
	July - October	July - October	\$	%
Payroll	94,199,626	95,811,519	(1,611,893)	-2%
Overtime	11,283,133	11,426,041	(142,908)	-1%
Bi-weekly Conversion		-	0	
Performance Stipend	5,443,618	-	5,443,618	
Contract Beds		6,230	(6,230)	
Private Prisons	2,917,917	12,001,160	(9,083,243)	-311%
Halfway Houses	441,945	390,610	51,335	12%
Jail Backup	1,844,046	1,754,838	89,208	5%
Jail Backup Trans Reim	102,391	68,586	33,805	33%
Medical Services	13,881,659	14,268,783	(387,124)	-3%
Hep C	481,341	1,766,509	(1,285,167)	-267%
Institutions/Community/Divisional	26,123,883	23,948,558	2,175,324	8%
Probation and Parole	437,246	448,185	(10,939)	-3%
Inmate Programs	397,098	779,899	(382,801)	-96%
Community Sentencing	289,561	299,406	(9,845)	-3%
General Operations	5,249,264	3,495,846	1,753,418	33%
Central Operations	578,361	649,710	(71,349)	-12%
IT	2,781,102	4,388,055	(1,606,952)	-58%
ICON	439,135	567,660	(128,525)	-29%
OCI/Agri	6,054,710	4,790,087	1,264,623	21%
Total	172,946,038	176,861,681	(3,915,643)	-2%
Purchase of Lawton	312,147,235			
Grand Total	485,093,273			

Three Year Expenditure Comparison

	FY 26 July - Oct	% Change from FY 25	FY 25 July - Oct	% Change from FY 24	FY 24 July - Oct
Salaries and Benefits					
Salaries	69,495,468	7%	64,969,667	-5%	68,184,599
Overtime	11,283,133	-1%	11,426,041	-7%	12,335,808
Insurance	13,024,252	-11%	14,620,876	-13%	16,803,775
Retirement	17,123,525	6%	16,220,976	0%	16,274,105
Contract Beds	-	-100%	6,230	0%	12,528
Private Prisons	2,917,917	-76%	12,001,160	0%	20,813,172
Halfway Houses	441,945	13%	390,610	0%	346,463
Jail Backup	1,844,046	5%	1,754,838	0%	2,149,659
Jail Backup Transportation Reim	102,391	49%	68,586	-3%	70,844
Medical Services	13,881,659	-3%	14,268,783	22%	11,672,710
Hep C Treatment	481,341	-73%	1,766,509	0%	2,844,978
Institutions	24,093,416	8%	22,330,054	46%	15,347,042
Probation and Parole	437,246	-2%	448,185	-1%	454,925
Community Corrections	1,096,805	0%	1,098,332	15%	955,874
Inmate Programs	397,098	-49%	779,899	115%	363,158
Community Sentencing	289,561	-3%	299,406	1%	297,299
General Operations	5,249,264	50%	3,495,846	-33%	5,201,815
Central Office Operations	578,361	-11%	649,710	-3%	672,360
Divisional Operations	933,661	79%	520,173	-51%	1,058,312
IT	2,781,102	-37%	4,388,055	0%	1,998,196
Offender Management System	439,135	-23%	567,660	0%	745,167
OCI / Agri-Services	6,054,710	26%	4,790,087	52%	3,153,942
	<u>172,946,038</u>		<u>176,861,682</u>		<u>181,756,731</u>
Purchase of Red Rock Correctional	<u>312,147,235</u>				
	<u><u>485,093,273</u></u>				

Three Year Revolving Fund Comparison

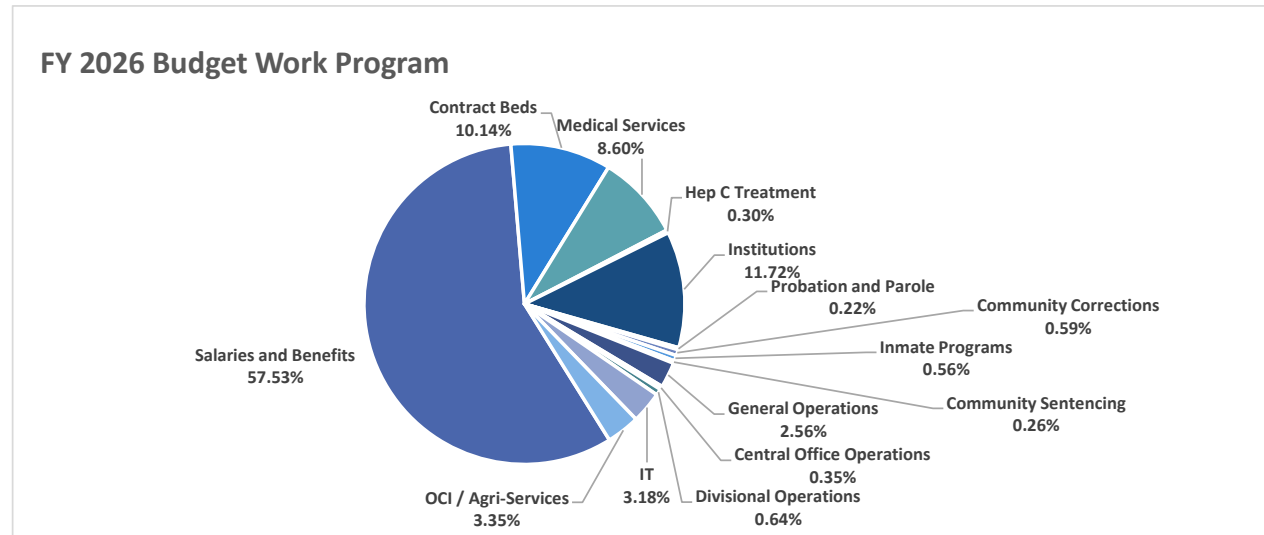
	FY 2026	FY 2026 Budget	FY 2026 Actuals July - Oct	% Change from FY 25	FY 2025 Actuals July - Oct	% Change from FY 24	FY 2024 Actuals July - Oct
200	Revolving Fund	60,745,811	3,900,861	13%	3,445,425	-6%	3,676,819
205	Welfare and Rec. Fund/Canteen	9,812,069	3,648,187	-19%	4,495,312	67%	2,685,513
210	Community Sentencing Fund	237,500	25,785	-28%	35,925	6%	33,842
230	Asset Forfeiture	139,900	5,793	-59%	14,088	0%	11,915
280	Prison Industries Fund	41,299,406	13,341,485	26%	10,565,099	14%	9,243,849
283	Long Range Capital Planning	-	-	0%	-	0%	-
410 & 430	Federal Funds	5,309,052	548,078	-71%	1,897,553	96%	967,334
		<u>117,543,738</u>	<u>21,470,189</u>		<u>20,453,402</u>		<u>16,619,272</u>



FY 2026 Budget Work Program

	Current Budget	Expenditures	Encumbrances	Available Balance
Salaries and Benefits	387,475,474	110,926,376.73	2,429,738	274,119,359
Contract Beds	68,288,607	5,306,299.26	60,265,753	2,716,555
Medical Services	57,900,000	13,881,659.26	28,860,740	15,157,601
Hep C Treatment	2,000,000	481,341.36	818,659	700,000
Institutions	78,955,317	24,093,415.80	53,297,302	1,564,598
Probation and Parole	1,470,129	437,246.46	909,356	123,527
Community Corrections	4,006,115	1,096,805.42	2,861,103	48,207
Inmate Programs	3,781,874	397,098.05	2,798,508	586,268
Community Sentencing	1,733,487	289,560.89	1,061,794	382,132
General Operations	17,223,145	5,249,264.38	10,870,989	1,102,891
Central Office Operations	2,346,428	578,360.94	1,317,232	450,835
Divisional Operations	4,297,542	933,661.49	2,946,426	417,454
IT	21,427,513	3,220,237.85	12,274,044	5,933,231
OCI / Agri-Services	22,578,395	6,054,710.09	8,302,604	8,221,081
Total	673,484,026	172,946,037.98	189,014,249	311,523,739
Purchase of RRCC	312,147,235	312,147,235.00		
Grand Total	985,631,261	485,093,272.98		

FY 2026 Budget Work Programs includes all funding sources.



Oklahoma Department of Corrections
FY 2026 Appropriation as of October 31, 2025

Account Code	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Balance
11,12,13 Payroll, Insurance, FICA and Retirement	373,691,975.00	107,745,689.54	-	-	107,745,689.54	265,946,285.46
15 Professional Services	28,380,886.00	9,431,742.44	15,768,668.27	-	25,200,410.71	3,180,475.29
17 Moving Expenses	-	-	-	-	-	-
19 Flexible Benefits	335,000.00	94,635.90	240,364.10	-	335,000.00	-
21, 22 Travel	927,712.00	177,901.72	168,739.84	36,000.00	382,641.56	545,070.44
31 Miscellaneous Administrative Expenses	22,253,245.15	4,818,874.28	15,597,510.01	-	20,416,384.29	1,836,860.86
32 Rent Expense	23,193,445.00	7,949,912.20	14,054,442.69	450.00	22,004,804.89	1,188,640.11
33 Maintenance & Repair Expense	9,933,041.00	2,367,915.30	3,331,606.59	-	5,699,521.89	4,233,519.11
34 Specialized Supplies and Materials	55,119,281.00	15,303,148.79	36,732,841.28	-	52,035,990.07	3,083,290.93
35 Production, Safety and Security	2,080,780.00	428,896.65	1,152,764.55	-	1,581,661.20	499,118.80
36 General Operating Expenses	522,615.00	89,016.32	58,525.83	-	147,542.15	375,072.85
37 Shop Supplies	3,329,868.00	725,963.63	1,705,144.83	-	2,431,108.46	898,759.54
41 Property Furniture and Equipment	3,841,034.59	354,960.71	1,880,313.35	-	2,235,274.06	1,605,760.53
42 Library Equipment and Resources	400.00	-	-	-	-	400.00
43 Lease Purchase	-	-	-	-	-	-
44 Live Stock – Poultry	-	-	-	-	-	-
45,46,47 Building Construction and Renovation	484,149.91	-	-	-	-	484,149.91
48 Bond Payment	9,979,791.00	4,514,173.36	5,465,617.70	-	9,979,791.06	(0.06)
49 Inter-Agency Payments	-	-	-	-	-	-
51 Inmate Pay and Health Services	1,506,000.00	440,010.31	309,989.71	-	750,000.02	755,999.98
52 Scholarships, Tuition and other incentives	1,000.00	178.21	-	-	178.21	821.79
53 Refunds, Indemnities, and Restitution	-	-	-	-	-	-
54 Jail Back Up and others	6,005,029.41	730,744.36	2,350,329.64	-	3,081,074.00	2,923,955.41
55,59 Assistance Payments to Agencies	-	-	-	-	-	-
60 Authority Orders	-	-	8,311,818.93	-	8,311,818.93	(8,311,818.93)
61 Loans, Taxes, and other Disbursements	2,270.00	898.41	-	-	898.41	1,371.59
62 Transfers – Inmate Medical Payments	14,500,000.00	3,948,491.73	4,051,508.27	-	8,000,000.00	6,500,000.00
64 Merchandise for Resale	-	-	-	-	-	-
TOTAL	556,087,523.06	159,123,153.86	111,180,185.59	36,450.00	270,339,789.45	285,747,733.61
Funding						
19302 GRF Appropriations	90,518,280.00	27,354,251.77	55,802,229.66	-	83,156,481.43	7,361,798.57
19511 FY2025 Carry Over	8,728,501.06	5,453,981.18	-	-	5,453,981.18	3,274,519.88
19601 GRF Appropriations	456,840,742.00	126,314,920.91	55,377,955.93	36,450.00	181,729,326.84	275,111,415.16
TOTAL	556,087,523.06	159,123,153.86	111,180,185.59	36,450.00	270,339,789.45	285,747,733.61
					Remaining Payroll	265,946,285.46
						19,801,448.15

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
As of July 1, 2025 through October 31, 2025

Revenue Code	Revenues	410 Fund	430 Fund	Funds
4551 & 2	Federal Reimbursements	\$ -	\$ 277,827.95	\$ 277,827.95
4556	Federal Funds From Other State Agencies	154,569.42	115,680.86	270,250.28
4881	Trans from St Agency - PCard Program Rebate	-	-	-
	Total Revenues	154,569.42	393,508.81	548,078.23
Account Code	Expenditures			
11,12,13	Payroll	66,718.07	-	66,718.07
15	Professional Services	-	75,000.00	75,000.00
21, 22	Travel	14,352.37	-	14,352.37
31	Misc. Admin. Expenses	-	-	-
32	Rent	6,024.57	-	6,024.57
33	Maintenance and Repair	5,531.03	-	5,531.03
34	Specialized Supplies and Materials	-	-	-
35	Production, Safety and Security	-	-	-
36	General Operating Expenses	52,108.43	-	52,108.43
37	Shop Expense	-	-	-
41	Furniture and Equipment	235,034.41	57,579.09	292,613.50
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	-	187,500.00	187,500.00
55	Payment to Gov. Sub-Division	-	82,310.59	82,310.59
59	Assistance Payments to Agencies	-	-	-
61	Loans, Taxes and Other Disbursements	-	-	-
62	Transfers - Out Sourced Health Care	-	-	-
64	Merchandise for Resale	-	-	-
	Total Expenditures	379,768.88	402,389.68	782,158.56
	Excess of Revenues Over (Under) Expenditures	(225,199.46)	(8,880.87)	(234,080.33)
	Cash			
	Beginning Cash Balance	264,209.45	587,359.13	851,568.58
	Revenue Received this Year	154,569.42	393,508.81	548,078.23
	Expenditures made this Year	(379,768.88)	(402,389.68)	(782,158.56)
	Beginning Change in Liabilities	-	-	-
	Transfers	-	-	-
	Adjustments	-	-	-
	Ending Cash Balance	\$ 39,009.99	\$ 578,478.26	\$ 617,488.25

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
For the Month of October 2025

Revenue Code	Revenues	410 Fund	430 Fund	Funds
	Current:			
4551 & 2	Federal Reimbursements	\$ -	\$ 111,423.96	\$ 111,423.96
4556	Federal Funds From Other State Agencies	-	110,752.59	110,752.59
4881	Trans from Agency - PCard Program Rebate	-	-	-
	<i>Total Revenues</i>	-	222,176.55	222,176.55
Account Code	Expenditures			
	Current:			
11,12,13	Payroll	(12,504.20)	-	(12,504.20)
15	Professional Services	-	-	-
21, 22	Travel	14,352.37	-	14,352.37
31	Misc. Admin. Expenses	-	-	-
32	Rent	3,125.94	-	3,125.94
33	Maintenance and Repair	3,247.98	-	3,247.98
34	Specialized Supplies and Materials	-	-	-
35	Production, Safety and Security	-	-	-
36	General Operating Expenses	-	-	-
37	Shop Expense	-	-	-
41	Furniture and Equipment	-	31,861.50	31,861.50
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	-	13,191.40	13,191.40
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>	8,222.09	45,052.90	53,274.99
	<i>Excess of Revenues Over</i>			
	<i>(Under) Expenditures</i>	(8,222.09)	177,123.65	168,901.56
	Cash			
	Beginning Cash Balance	50,289.10	438,854.61	489,143.71
	Revenue Received this Month	-	222,176.55	222,176.55
	Expenditures made this Month	(8,222.09)	(45,052.90)	(53,274.99)
	Change in Liabilities	(3,057.02)	(37,500.00)	(40,557.02)
	Transfers	-	-	-
	Adjustments	-	-	-
	<i>Ending Cash Balance</i>	\$ 39,009.99	\$ 578,478.26	\$ 617,488.25

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non- Appropriated Funds
As of July 1, 2025 through October 31, 2025

		200 Fund	205 Fund	210 Fund	221 Fund	230 Fund	280 Fund	283 Fund	Funds
Revenue Code	Revenues								
	Current:								
428199	Disbursement Fees	\$ 3,934.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,934.18
433107	Sale of Contraband	-	-	-	-	-	-	-	-
433199	Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	90,960.69	-	25,784.64	-	5,792.83	-	-	122,538.16
441105	Interest on Investments	82,377.53	13,108.49	-	-	-	198,587.24	-	294,073.26
443101	Rent from Land & Buildings	7,804.50	-	-	-	-	-	-	7,804.50
443103	Rent from Land & Buildings	-	-	-	-	-	-	-	-
445199	Other Income From Money & Property	-	-	-	-	-	-	-	-
451101	Insurance and Other Reimbursement for Damages	16,868.41	-	-	-	-	-	-	16,868.41
452005	Reimbursement for Administrative Expense (PPWP)	32,816.75	-	-	-	-	-	-	32,816.75
452117	Reimbursement of Data Processing Fees	-	-	-	-	-	-	-	-
453003	Reimbursement for Travel Expense	-	-	-	-	-	-	-	-
455201	Federal Reimbursements	-	-	-	-	-	-	-	-
456101	Federal Funds Rec'd from Non-Gov. Ag.	-	-	-	-	-	-	-	-
458101	Refunded Money Previously Disbursed - Goods & Services	77,715.60	-	-	-	-	-	-	77,715.60
458105	Reimbursement for Funds Expended (Refunds - Payroll Reim.)	14,509.28	-	-	-	-	-	-	14,509.28
459151	Pharmaceuticals Rebate	-	-	-	-	-	-	-	-
459171	Program Income (Dog Programs)	15.32	-	-	-	-	-	-	15.32
459199	Other Grants, Refunds and Reimbursements (P-card Rebate)	211.61	-	-	-	-	-	-	211.61
471122	Farm Products General	-	-	-	-	-	5,831,440.66	-	5,831,440.66
473105	Charge for Service - (Water Treatment Plant)	19,292.00	-	-	-	-	-	-	19,292.00
473176	Laboratory and Medical Services	99,975.18	-	-	-	-	-	-	99,975.18
473199	Sale of Service (Laundry, Shoe Shine)	-	-	-	-	-	-	-	-
474105	Sale of Documents (Copies)	746.05	-	-	-	-	-	-	746.05
474122	Food & Beverage Sales	23,800.81	-	-	-	-	-	-	23,800.81
474124	Canteen and Concession Income	-	3,635,078.67	-	-	-	-	-	3,635,078.67
474131	Sale of Merchandise	-	-	-	-	-	7,247,651.91	-	7,247,651.91
478105	Registration Fees	-	-	-	-	-	-	-	-
479121	Paper & Other Recyclable Materials	-	-	-	-	-	-	-	-
479131	Notification of Confinement - Social Security Admin	47,200.00	-	-	-	-	-	-	47,200.00
481102	Contributions - Patients & Inmates	38,596.75	-	-	-	-	-	-	38,596.75
481121	Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	879,574.63	-	-	-	-	-	-	879,574.63
481155	Cash Forfeiture - State Judgements	49,543.60	-	-	-	-	-	-	49,543.60
481156	Cash Forfeiture - Federal Judgements	-	-	-	-	-	-	-	-
481158	Asset Forfeiture - Federal Judgements	-	-	-	-	-	-	-	-
482101	Deposits by Patients and Offenders (Program Fees - Work Release)	2,413,891.51	-	-	-	-	63,805.58	-	2,477,697.09
483607	Sale of Salvage	1,026.80	-	-	-	-	-	-	1,026.80
483612	Sale of Land and/or Land Improvements	-	-	-	-	-	-	-	-
483612	Funds Transferred from LRCP	-	-	-	-	-	-	-	-
	Total Revenues	3,900,861.20	3,648,187.16	25,784.64	-	5,792.83	13,341,485.39	-	20,922,111.22
Account Code	Expenditures								
	Current:								
11,12,13	Payroll	-	725,960.46	-	-	-	2,969,291.54	-	3,695,252.00
15	Professional Services	(308,942.19)	542,670.97	42,928.15	-	-	56,876.37	-	333,533.30
21, 22	Travel	22,410.90	-	6,088.00	-	-	12,706.19	-	41,205.09
31	Misc. Admin. Expenses	113,243.10	179,664.90	300.00	-	-	209,570.34	-	502,778.34
32	Rent	162,309.02	10,473.24	-	-	-	114,661.01	-	287,443.27
33	Maintenance and Repair	904,068.54	71,328.33	-	-	-	317,981.96	-	1,293,378.83
34	Specialized Supplies and Materials	208,208.85	102,622.94	-	-	-	154,719.76	-	465,551.55
35	Production, Safety and Security	34,878.43	132.66	-	-	-	126,960.12	-	161,971.21
36	General Operating Expenses	16,725.19	36,900.61	94.75	-	-	10,041.80	-	63,762.35
37	Shop Expense	58,000.77	4,292.87	-	-	-	333,781.23	-	396,074.87
41	Furniture and Equipment	49,771.15	97,708.37	-	-	-	615,254.33	-	762,733.85
42	Library Equipment and Resources	-	-	-	-	-	-	-	-
43	Lease Purchases	-	-	-	-	-	-	-	-
44	Livestock and Poultry	-	-	-	-	-	-	-	-
45	Land and Right-of-way	-	-	-	-	-	-	-	-
46, 47	Building, Construction and Renovation	7,335.09	-	-	312,000,000.00	139,900.00	-	-	312,147,235.09
48	Debt Service	-	-	-	-	-	-	-	-
51	Inmate Pay and Health Services	-	1,774,569.50	-	-	-	357,916.51	-	2,132,486.01
52	Tuitions, Awards and Incentives	-	530.00	-	-	-	-	-	530.00
53	Refunds and Restitutions	-	-	-	-	-	-	-	-
54	Jail Backup, County Jails and Other	828,448.44	-	-	-	-	1,233,493.00	-	2,061,941.44
55	Payment to Gov. Sub-Division	-	-	-	-	-	-	-	-
59	Assistance Payments to Agencies	-	-	-	-	-	-	-	-
61	Loans, Taxes and other Disbursements	783.10	-	-	-	-	-	-	783.10
62	Transfers - Out Sourced Health Care	30,136.93	-	-	-	-	-	-	30,136.93
64	Merchandise for Resale	-	-	-	-	-	7,807,421.21	-	7,807,421.21
	Total Expenditures	2,127,377.32	3,546,854.85	49,410.90	312,000,000.00	139,900.00	14,320,675.37	-	332,184,218.44
	Excess of Revenues Over (Under) Expenditures	1,773,483.88	101,332.31	(23,626.26)	(312,000,000.00)	(134,107.17)	(979,189.98)	-	(311,262,107.22)
	Cash								
	Beginning Cash Balance	6,343,060.18	1,323,528.70	1,093,280.64	-	139,900.01	16,325,188.89	62,078.68	25,287,037.10
	Revenue Received this Year	3,900,861.20	3,648,187.16	25,784.64	312,000,000.00	5,792.83	13,341,485.39	-	332,922,111.22
	Expenditures made this Year	(2,127,377.32)	(3,546,854.85)	(49,410.90)	(312,000,000.00)	(139,900.00)	(14,320,675.37)	-	(332,184,218.44)
	Beginning Change in Liabilities	(238.00)	-	-	-	-	-	-	(238.00)
	Transfers	-	-	-	-	-	-	-	-
	Adjustments (Payroll Withholdings)	(1,146.54)	-	-	-	-	-	-	(1,146.54)
	Ending Cash Balance	\$ 8,115,159.52	\$ 1,424,861.01	\$ 1,069,654.38	\$ -	\$ 5,792.84	\$ 15,345,998.91	\$ 62,078.68	\$ 26,023,545.34

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non- Appropriated Funds
For the Month of October 2025

		200 Fund	205 Fund	210 Fund	221 Fund	230 Fund	280 Fund	283 Fund	Funds
Revenue	Revenues								
Code	Current:								
428199	Disbursement Fees	\$ 1,052.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,052.30
433107	Sale of Contraband	-	-	-	-	-	-	-	-
433147	Bank Charge Back / Returned Check Fee	-	-	-	-	-	-	-	-
433199	Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	28,659.06	-	7,623.88	-	-	-	-	36,282.94
441105	Interest on Investments	23,887.92	3,142.03	-	-	-	50,815.84	-	77,845.79
443101	Rent from Land & Buildings	1,872.55	-	-	-	-	-	-	1,872.55
443103	Rent from Land & Buildings	-	-	-	-	-	-	-	-
451101	Insurance and Other Reimbursement for Damages	12,833.41	-	-	-	-	-	-	12,833.41
452005	Reimbursement for Administrative Expense (PPWP)	8,951.75	-	-	-	-	-	-	8,951.75
452117	Reimbursement of Data Processing Fees	-	-	-	-	-	-	-	-
453003	Reimbursement for Travel Expense	-	-	-	-	-	-	-	-
455201	Federal Reimbursements	-	-	-	-	-	-	-	-
456101	Federal Funds Rec'd from Non-Gov. Ag.	-	-	-	-	-	-	-	-
458101	Refunded Money Previously Disbursed - Goods & Services	-	-	-	-	-	-	-	-
458105	Reimbursement for Funds Expended (Refunds - Payroll Reim.)	438.88	-	-	-	-	-	-	438.88
459151	Pharmaceuticals Rebate	-	-	-	-	-	-	-	-
459171	Program Income (Dog Programs)	15.32	-	-	-	-	-	-	15.32
459199	Other Grants, Refunds and Reimbursements (P-card Rebate)	-	-	-	-	-	-	-	-
471122	Farm Products General	-	-	-	-	-	1,495,173.05	-	1,495,173.05
473105	Charge for Service - (Water Treatment Plant)	7,709.00	-	-	-	-	-	-	7,709.00
473176	Laboratory and Medical Services	31,798.76	-	-	-	-	-	-	31,798.76
473199	Sale of Service (Laundry)	-	-	-	-	-	-	-	-
474105	Sale of Documents (Copies)	153.50	-	-	-	-	-	-	153.50
474122	Food & Beverage Sales	3,076.04	-	-	-	-	-	-	3,076.04
474124	Canteen and Concession Income	-	961,249.85	-	-	-	-	-	961,249.85
474131	Sale of Merchandise	-	-	-	-	-	2,464,087.31	-	2,464,087.31
478105	Registration Fees	-	-	-	-	-	-	-	-
479121	Paper & Other Recyclable Materials	-	-	-	-	-	-	-	-
479131	Notification of Confinement - Social Security Admin	12,000.00	-	-	-	-	-	-	12,000.00
481102	Contributions - Patients & Inmates	2,429.35	-	-	-	-	-	-	2,429.35
481121	Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	224,718.37	-	-	-	-	-	-	224,718.37
481155	Cash Forfeiture - State Judgements	49,543.60	-	-	-	-	-	-	49,543.60
481156	Cash Forfeiture - Federal Judgements	-	-	-	-	-	-	-	-
481158	Asset Forfeiture - Federal Judgements	-	-	-	-	-	-	-	-
482101	Deposits by Patients and Offenders (Program Fees - Work Release)	712,845.41	-	-	-	-	17,299.44	-	730,144.85
483607	Sale of Salvage	-	-	-	-	-	-	-	-
483612	Sale of Land and/or Land Improvements	-	-	-	-	-	-	-	-
483612	Funds Transferred from LRCPC	-	-	-	-	-	-	-	-
488191	Inter Agency Transfers - Pcard Rebate	-	-	-	-	-	-	-	-
	Total Revenues	1,121,985.22	964,391.88	7,623.88	-	-	4,027,375.64	-	6,121,376.62
Account	Expenditures								
Code	Current:								
11,12,13	Payroll	-	102,386.78	-	-	-	641,754.14	-	744,140.92
15	Professional Services	124,753.11	80,191.36	8,762.72	-	-	4,065.38	-	217,772.57
21, 22	Travel	440.00	-	-	-	-	4,344.92	-	4,784.92
31	Misc. Admin. Expenses	1,585.00	57,800.53	300.00	-	-	48,677.04	-	108,362.57
32	Rent	27,799.52	5,108.19	-	-	-	12,344.34	-	45,252.05
33	Maintenance and Repair	232,779.29	30,216.83	-	-	-	114,616.87	-	377,612.99
34	Specialized Supplies and Materials	40,890.63	4,074.38	-	-	-	37,441.90	-	82,406.91
35	Production, Safety and Security	8,442.00	-	-	-	-	30,202.98	-	38,644.98
36	General Operating Expenses	368.00	13,190.93	94.75	-	-	3,067.80	-	16,721.48
37	Shop Expense	6,166.41	-	-	-	-	97,705.31	-	103,871.72
41	Furniture and Equipment	20,997.00	562.38	-	-	-	273,015.39	-	294,574.77
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	-	462,169.61	-	-	-	84,701.97	-	546,871.58
52	Tuitions, Awards and Incentives	-	-	-	-	-	-	-	-
53	Refunds and Restitutions	-	-	-	-	-	-	-	-
54	Jail Backup, County Jails and Other	758,633.70	-	-	-	-	63,936.00	-	822,569.70
55	Payment to Gov. Sub-Division	-	-	-	-	-	-	-	-
59	Assistance Payments to Agencies	-	-	-	-	-	-	-	-
61	Loans, Taxes and other Disbursements	225.00	-	-	-	-	-	-	225.00
62	Transfers - Out Sourced Health Care	25,748.83	-	-	-	-	-	-	25,748.83
64	Merchandise for Resale	-	-	-	-	-	2,585,036.45	-	2,585,036.45
	Total Expenditures	1,248,828.49	755,700.99	9,157.47	-	-	4,000,910.49	-	6,014,597.44
	<i>Excess of Revenues Over (Under) Expenditures</i>	<i>(1,248,828.49)</i>	<i>(755,700.99)</i>	<i>(9,157.47)</i>	<i>-</i>	<i>-</i>	<i>(4,000,910.49)</i>	<i>-</i>	<i>(6,014,597.44)</i>
	Cash								
	Beginning Cash Balance	8,279,075.69	1,225,223.71	1,071,926.97	-	5,792.85	15,613,180.50	62,078.68	26,257,278.40
	Revenue Received this Month	1,121,985.22	964,391.88	7,623.88	-	-	4,027,375.64	-	6,121,376.62
	Expenditures made this Month	(1,248,828.49)	(755,700.99)	(9,157.47)	-	-	(4,000,910.49)	-	(6,014,597.44)
	Beginning Change in Liabilities	(36,623.57)	(9,053.59)	(739.00)	-	(0.01)	(293,646.74)	-	(340,062.91)
	Transfers (Cares Act Funding & OMS/IKON Funding)	-	-	-	-	-	-	-	-
	Adjustments (Payroll Withholdings)	(449.33)	-	-	-	-	-	-	(449.33)
	Ending Cash Balance	\$ 8,115,159.52	\$ 1,424,861.01	\$ 1,069,654.38	\$ -	\$ 5,792.84	\$ 15,345,998.91	\$ 62,078.68	\$ 26,023,545.34

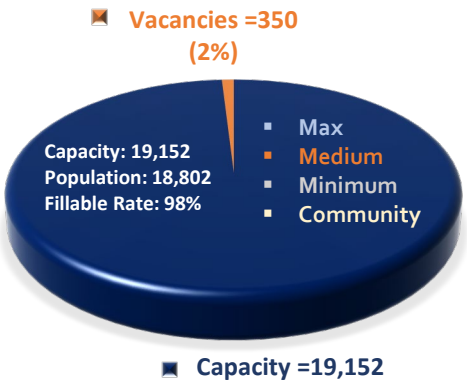
Incarcerates	Females	Males	Total
State Facilities	2,281	19,284	21,565
Halfway Houses	0	117	117
Out Count	27	202	229
County Jail Transfers Pending	44	1,212	1,256
Grand Total	2,352	20,815	23,167

Community Offenders	Females	Males	Total
Probation Supervision	3,586	13,750	17,336
Parole Supervision	602	2,353	2,955
Community Sentencing	508	1,356	1,864
GPS	45	81	126
Grand Total	4,741	17,540	22,281

Inmates Earned Credit Level			
Level	Change	Total	Percentage
1	↑ 1%	3,010	13%
2	↑ 6%	2,878	12%
3	↑ 5%	2,734	12%
4	↑ 1%	14,417	63%

Agency Vacancies

General Population

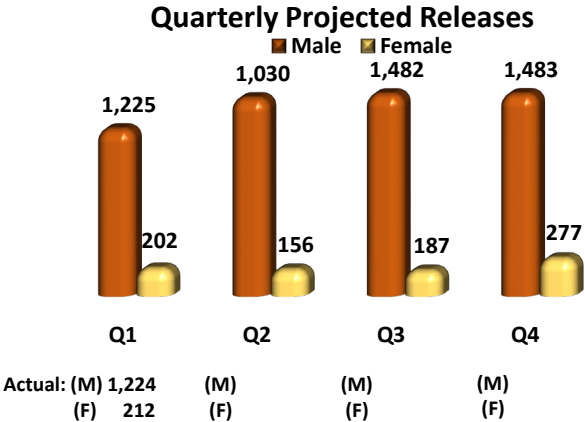
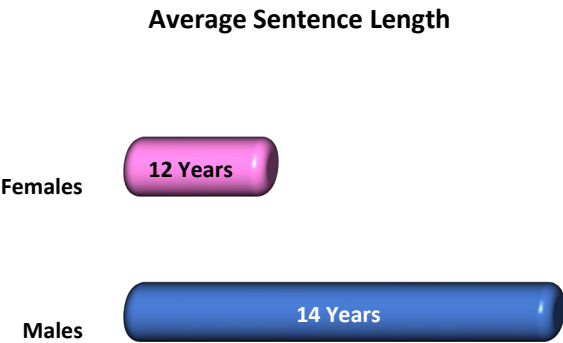
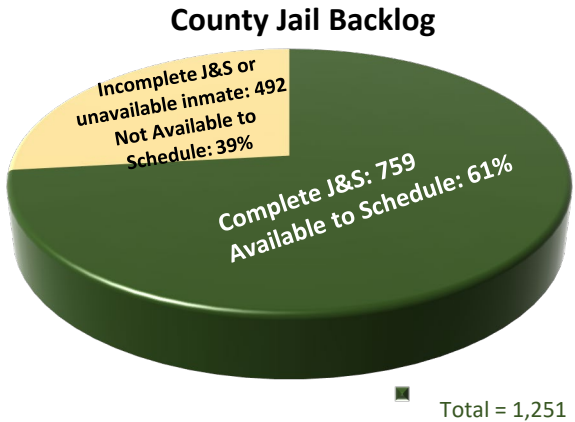


Board of Corrections – Population Analysis

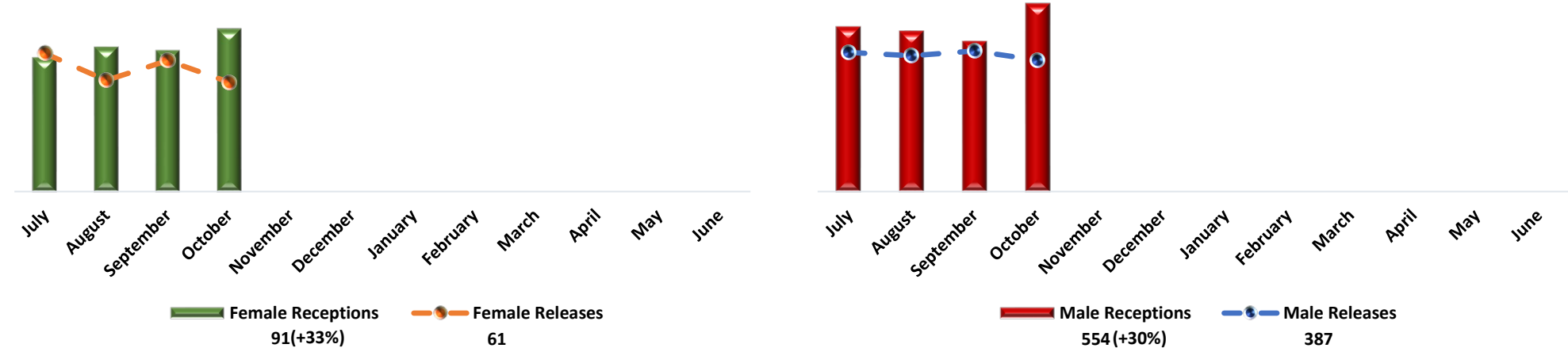
As of
October 31, 2025

Total System Population	Females	Males	Total
Current Population	7,093	38,355	45,448
Population Last Year	7,379	38,963	46,342
Change	(-286)	(-608)	(-894)

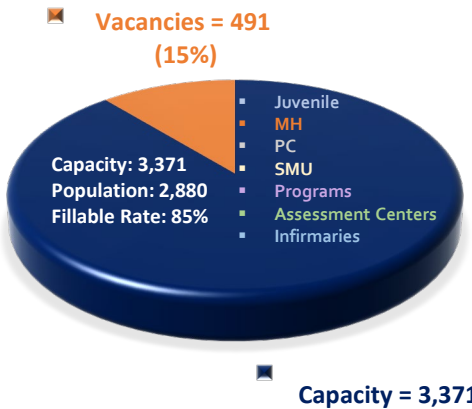
Death Row Inmates		Youthful Offenders	
Male	29	Male	10
Female	1	Female	2



Receptions and Releases for the Fiscal Year 2025



Designated Population



Legislative Initiatives 2026

No.	Bill Description
1.	Earned Credits
2.	Title 57 Clean Up Language

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Board Operating Procedures			
Stephan Moore, Chair Oklahoma Board of Corrections			

Operating Procedures and Policies for the Oklahoma Board of Corrections

The Oklahoma Board of Corrections (OBOC) will establish and maintain written policies for the operation of the Oklahoma Department of Corrections (ODOC) pursuant to 57 O.S. § 504 of the Oklahoma Statutes.

I. Operating Procedures

A. Duties and Responsibilities

Upon selection by the Governor, the Oklahoma State Senate, or the Oklahoma House of Representatives to the OBOC, the prospective new OBOC member(s) shall promptly receive a copy of these Operating Procedures and Policies and its attachments, including the “Performance Expectations for Members of the Oklahoma Board of Corrections” ([Attachment A](#)), which is incorporated by reference.

The Governor will appoint five members to the OBOC, with the President Pro Tempore of the Senate and the Speaker of the House of Representatives each appointing two members. (57 O.S. § 503)

The duties and responsibilities outlined in these Operating Procedures and Policies will be reviewed annually by the OBOC and the ODOC Director. The OBOC will have the following powers and duties:

1. Establishment of Policies

The OBOC will establish policies for the operation of the ODOC.

2. Approval of Personnel Matters

a. The OBOC may require the agency Director and any other ODOC personnel, when deemed necessary by the OBOC, to give bond for the faithful performance of their duties. (57 O.S. § 504)

b. The OBOC will consider for confirmation and vote on the appointments of positions to be determined by the OBOC.

3. Approval of Contracts and Budgets

a. The OBOC will be involved in the selection of architectural firms for projects when the architect's fee is over \$200,000.

The OBOC will also approve requisitions for construction contracts for projects where estimated construction costs are greater than \$500,000. Approval of construction documents must occur before acceptance of a bid.

- b. The OBOC will be involved in the selection of sites for new institutions and community corrections centers and select and approve relocation of existing correctional facilities.
- c. The OBOC will review and approve the proposed ODOC budget request before it is submitted to the office of Management and Enterprise Services (OMES) in October of each year for review by the Governor.
- d. The OBOC will review and approve the ODOC budget work program before it is submitted to OMES on June 1 or as soon thereafter as possible.
- e. The OBOC will review and approve all emergency expenditures of money that exceed the agency Director's authority as allowed by law.
- f. The OBOC will review and approve curriculum additions and changes yearly for the Basic Peace Officer & Corrections Academy.

4. Private Prison Construction or Operation

- a. If ODOC proposes to enter into a contract for the construction or the operation, or both, of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC. (57 O.S. § 561, 57 O.S. § 561.1)
- b. ODOC shall then deliver to the OBOC the top three qualified prospective private prison contractors identified pursuant to law together with the information reviewed and analyzed by ODOC during analysis of the proposals. The OBOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information. (57 O.S. § 561.1)
- c. Should ODOC choose to negotiate with current private prison contractors for a new contract for the operation or lease/purchase of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC. The

OBOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information. Additional time may be provided, when necessary. (57 O.S. § 561, 57 O.S. § 561.1)

B. Orientation

Within three months of their appointment, all newly appointed OBOC members shall attend an orientation to become familiar with ODOC operations.

C. Officers, Terms of Office, and Qualifications

1. The OBOC, composed of nine members, will have the following offices: a chair, vice chair, and secretary. These offices will be filled by OBOC election at the regular meeting held annually in June.
2. An incumbent officer may be re-elected as often as such officer receives the necessary votes. Newly elected officers will assume their offices at the conclusion of the OBOC meeting in which they were elected.

D. OBOC Vacancies and Succession

1. If a vacancy occurs in the office of the chair, the vice chair will automatically succeed to the office of the chair and complete the remaining term of office.
2. Upon assuming the office of chair, the office of vice chair will become vacant through succession, and the chair may appoint a vice chair to complete the remaining term of office.
3. Any vacancy occurring in the office of vice chair or secretary may be filled by the chair by appointment for the remaining term of office.
4. A newly appointed officer will assume office at the conclusion of the OBOC meeting in which they were elected.

E. Facility/Office Tours

Besides the tours or inspections, which may be taken during the regular OBOC meetings, each OBOC member is encouraged to conduct at least one visit of an ODOC institution, community corrections center and probation and parole office per year.

F. Inquiries

Any inquiries regarding ODOC's operations, actions, or policies received by OBOC members from the public, employees, or inmates/offenders will be

referred to the agency Director or designee for response. If those inquiries are of such a nature that referral to the agency Director may be inappropriate, then referral will be made to the chair of the OBOC for appropriate disposition.

II. Administration of OBOC Functions

A. Rules of Order

1. The *Modern Rules of Order* shall act as a guide to the OBOC in the transaction of business during meetings, unless otherwise provided by law or these OBOC operating policies.
2. A quorum of the OBOC consists of five OBOC members.
3. A roll-call vote of the OBOC is taken on the following:
 - a. All actions requiring OBOC approval or confirmation as identified in this policy;
 - b. Convening an executive session of the OBOC; and/or
 - c. On any other action at the request of any OBOC member or upon the advice of legal counsel.

B. OBOC Meetings

The OBOC will normally meet with the agency Director at least monthly to review the administration and activities of the ODOC to include reports on the operation and performance of facilities and units, review OBOC policies as needed, and other appropriate matters.

1. The chair will preside over OBOC meetings. The vice chair will preside in the absence of the chair.
2. The monthly meetings will be conducted at a time and place designated by the chair (or vice chair in the chair's absence), and published by ODOC.
 - a. Members who know that they will be unable to attend will notify the ODOC of their intended absence at least one week before the scheduled meeting.
 - b. A majority of affirmative votes of a quorum will be required to conduct and transact the business of the OBOC.
3. ODOC support staff will be responsible for the following:
 - a. Recording the minutes of every OBOC meeting;

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- b. The certification of the approval of the minutes;
 - c. Ensuring whenever possible, all documents and information relevant to the OBOC meeting are provided to the OBOC in electronic form, no less than five days prior to the scheduled OBOC meeting; and
 - d. Maintaining the official records of the OBOC as required by law.
4. Upon approval of the minutes, the OBOC secretary will execute the following:

Certificate of Approval

I hereby certify that these minutes were duly approved by the Oklahoma Board of Corrections on _____, 20____, in which a quorum was present and voting.

Date: _____ Secretary of the
Oklahoma Board of Corrections

5. All meetings of the OBOC will be conducted according to the Oklahoma Open Meeting Act. (25 O.S. § 301-314)
- a. The agency Director will ensure that notice is given in writing to the Secretary of State, by December 15 of each calendar year of the regularly scheduled meetings of the OBOC for the next calendar year.
 - b. The agency Director will ensure that the proposed agenda is posted at least 24 hours before each meeting. The agenda will be posted in prominent public view at ODOC Administration, 4345 North Lincoln Boulevard in Oklahoma City.
 - c. If any change is to be made in the date, time, or place of the regularly scheduled meeting, then notice in writing will be given to the Secretary of State not less than ten days before the implementation of the change.
 - d. The agency Director shall certify, prior to the beginning of each meeting, that all requirements under the open meetings act were completed.
6. OBOC executive sessions are authorized only under the circumstances provided by Oklahoma law.

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7. Any vote or action will be taken in public meeting with the vote of each member publicly cast and recorded. At the end of each executive session, a public announcement will be made memorializing the executive session discussion and announcing whether a vote is necessary.
8. Special meetings may be called by the chair or by a majority of the OBOC as necessary and according to the "Oklahoma Open Meeting Act."
9. In the event any meeting is to be continued or reconvened, public notice of the action, including date, time, and place of continued meeting, will be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting that is continued will be discussed at the continued or reconvened meeting.
10. An emergency meeting of the OBOC as permitted by the "Oklahoma Open Meeting Act" may be held without public notice. The person calling an emergency meeting will give as much advance public notice as is reasonable and possible under the existing circumstances.
11. Matters of business that require further investigation or detailed study may be delegated to an ad hoc OBOC committee appointed by the chair with the advice and consent of the Executive Committee.
12. At each meeting, the chair may provide an opportunity for any relevant business to be introduced by any OBOC member, the agency Director or any citizen attending the meeting, however, business may not be transacted unless such business constitutes "new business" within the meaning of the "Oklahoma Open Meeting Act."
13. Every meeting of the OBOC will be electronically taped (except executive session) from which minutes will be transcribed in summary form. A copy of the minutes will be forwarded to the OBOC before the next meeting for their review. After formal approval of the minutes, as submitted or as amended, the taped recordings shall be destroyed, unless the OBOC or the Executive Committee requests that the tape recording not be destroyed. A certified copy of the approved minutes will constitute the official record of the OBOC.
14. Members of the OBOC will be reimbursed for travel expenses, as provided by law for other state officers and employees, while attending meetings of the OBOC or performing other official duties.

C. OBOC Committees

The chair of the OBOC shall appoint or reappoint up to four members of the OBOC to a standing committee at the beginning of a fiscal year. Any OBOC member may offer a motion to create a standing or ad hoc committee, which shall include the proposed committee's specific tasks and/or goals. If approved, the chair shall appoint up to four members to the committee and name a member to act as chair of the newly created committee.

Each committee may meet as required by the respective chair of the committee and report their findings and recommendations to the full OBOC for formal approval and action. After each meeting of any committee, a report will be made during the next regular or special OBOC meeting as required. Committee meetings will be coordinated with the agency Director and staff schedules.

The following committees are standing committees:

1. Executive Committee

a. The Executive Committee shall consist of the following OBOC members:

- (1) Chair of the OBOC;
- (2) Vice chair of the OBOC; and
- (3) The immediate past chair of the OBOC. In the event the past chair is no longer serving as an OBOC member, the secretary of the OBOC shall succeed to the Executive Committee.

b. Duties of the Executive Committee shall include:

- (1) Developing, reviewing, and approving the monthly OBOC agenda;
- (2) Reviewing OBOC policies and recommending changes to be presented to the OBOC; and
- (3) Any matter referred to it by the OBOC chair or agency Director.

2. Audit and Finance Committee

a. The Audit and Finance Committee will meet with the agency Director and designated staff to conduct business, including but not limited to:

- (1) Reviewing and analyzing the OBOC's annual budget request and budget work program;

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- (2) Recommending to the OBOC the type and scope of the audits to be performed for the agency, the Oklahoma Correctional Industries and Agri-Services;
 - (3) Recommending to the OBOC the entity, firm or person to perform audits;
 - (4) Determining the type, content and frequency of financial reports to fulfil proper financial oversight and compliance with Oklahoma Statutes; and
 - (5) Ensuring controls are in place to safeguard the assets of the agency as well as controls for proper financial reporting.
 - b. The Audit and Finance Committee will meet as needed to review the budget request due in October of each fiscal year.
 - c. The Audit and Finance Committee will meet as needed to review the budget work program due June 1 or as soon thereafter as possible of each fiscal year.
 - d. The Audit and Finance Committee chair or a designee will report to the OBOC and request formal approval of the budget request and budget work program.
3. Population/Security/Private Prison Committee
- a. The Population/Security/Private Prison Committee will meet as needed with the agency Director and designated staff to conduct business, including but not limited to:
 - (1) Reviewing the ODOC's population status, operating procedures, and the review and approval of facilities' authorized capacity;
 - (2) Reviewing and approving requests for proposals, determining contract performance standards, proposing rules and regulations, reviewing and approving proposed per diem costs for the ensuing fiscal year, and reviewing the cost benefit analysis required by law;
 - (3) Reviewing ODOC policies and procedures, which may affect female inmates/offenders to ensure a level of parity that avoids and/or minimizes any discrimination;

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- (4) Reviewing security operations that enhance the safety and security of the agency's staff and facilities; and
- (5) Reviewing internal reports or investigations related to inmate deaths, suicides, or non-routine security matters.

The Population/Security/Private Prison Committee chair or a designee will report to the full OBOC their recommendations and request formal approval thereof.

4. Public Policy/Affairs/Criminal Justice Committee

- a. The Public Policy/Affairs/Criminal Justice Committee will meet with the agency Director and designated and appropriate staff to conduct business, including but not limited to the review and approval of the specific language of the legislative initiatives of the ODOC.
- b. The Public Policy/Affairs/Criminal Justice Committee will meet prior to each legislative session, and from time to time during the legislative session, to review and discuss any necessary changes.
- c. The Public Policy/Affairs/Criminal Justice Committee, the agency Director and designated staff will interface, as necessary, with members of other state boards, associations, organizations, agencies and designated appropriate staff to coordinate activities relating to the above named entities.
- d. The Public Policy/Affairs/Criminal Justice Committee chair or a designee will report to the OBOC their recommendations and request formal approval thereof.
- e. The Public Policy/Affairs/Criminal Justice Committee will review policies and make recommendations to support criminal justice reform.
- f. The Public Policy/Affairs/Criminal Justice Committee will explore opportunities for cooperative efforts to promote awareness of ODOC policies and procedures as it relates to criminal justice reform.

D. Committee Sunset Provision

All committees not designated as a standing committee shall expire after one calendar year from the date of the committee's inception, unless the OBOC approves the committee's continued existence.

E. OBOC Agenda

The chair and/or the Executive Committee shall be contacted in order for any item to be placed on the OBOC agenda for a regular or special OBOC meeting. Proposed agendas will be prepared and posted approximately seven days prior to any OBOC meeting. A final agenda will be posted at least 24 hours in advance of any OBOC meeting. After final posting, no additions to the agenda will be considered unless it falls under the item of new business in compliance with the "Oklahoma Open Meeting Act." The decision of the chair will be final for placing items on the agenda for the next meeting unless requested by three members of the OBOC in a timely manner.

F. Requests for Information by OBOC Members

Any OBOC member or committee may request information from ODOC that is within the OBOC's statutory authority, provided such request is presented to the agency Director who may refer the request to the appropriate member of the ODOC staff. Copies of such information shall be provided to all members of the OBOC, as deemed appropriate by the agency Director and/or the OBOC Executive Committee. Any requests that cause significant increases in workload for the agency Director or ODOC staff will be referred to the OBOC Executive Committee for approval or placed on the next OBOC meeting's agenda for consideration by the OBOC. The agency Director will determine whether the request presents a significant increase in workload and the time required responding to the request. If required, the agency Director will request that the OBOC member contact the OBOC chair to place the item on the agenda for the next OBOC meeting.

III. Public Access

The ODOC and its OBOC share the responsibility to provide information concerning ODOC to Oklahoma citizens. The OBOC will allow public and press inquiry of each OBOC member after each OBOC meeting, as each individual OBOC member's schedule permits. All requests for information from OBOC members shall be referred to the agency Director for appropriate response.

A. Requests for Information

Requests for information from the public regarding an individual inmate will meet the following requirements:

1. The request will comply with [OP-060212](#) entitled "Maintenance and Access of Inmate/Offender Records" and "Authorization to Release Department of Corrections Record Information" form ([DOC 060212F](#)).

2. If the request is regarding questionable policy practices or possible criminal behavior by staff or an inmate, specific facts will be provided by the requesting party prior to any response.

For any request that does not involve possible criminal behavior by the inmate or that places the requesting party in jeopardy, the information gathered for the response shall be provided to the inmate by the unit staff. The inmate shall then have the opportunity to forward the information to the requesting party. The inmate shall be encouraged to utilize the grievance procedure, when appropriate.

This section will not apply to open records requests or requests by an inmate's attorney of record or elected public officials.

Unless otherwise provided by the "Oklahoma Open Meeting Act," all OBOC meetings will be open and accessible by the public. All members of the public attending OBOC meetings shall be subject to any security procedures deemed necessary by the ODOC. Any person who has been denied access to any ODOC facility or institution may be allowed to attend an OBOC meeting, provided the person meets all security concerns, and shall be limited to the specific room where the meeting is held, and shall be required to arrive within a reasonable time before the meeting and leave within a reasonable time after the adjournment of the meeting.

IV. Members Representing the OBOC

Only members or committees authorized by the chair and/or the Executive Committee or pursuant to a duly adopted OBOC resolution may represent the OBOC before the executive or legislative branch or before any other branch or agency of the state or federal government or before any private entity, including the press. Except as noted above, media comments may be made stating only the personal views or positions of the member on matters that may come before the OBOC. Members may express their personal views on any proposed legislation affecting the ODOC.

V. References

OP-060212 entitled "Maintenance and Access of Inmate/Offender Records"

25 O.S. § 301-314

57 O.S. § 503

57 O.S. § 504

57 O.S. § 510

57 O.S. § 561

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57 O.S. § 561.1

VI. Action

The agency Director is responsible for compliance with this policy.

The agency Director and the Oklahoma Board of Corrections are 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-010200 entitled "Operating Procedures and Policies for the Oklahoma Board of Corrections" dated June 01, 2022

Distribution: Policy and Operations Manuals
Agency Website

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<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 060212F	"Authorization to Release Department of Corrections Record Information"	OP-060212

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Performance Expectations for Members of the Oklahoma Board of Corrections"	Attached

PERFORMANCE EXPECTATIONS for MEMBERS of THE OKLAHOMA BOARD of CORRECTIONS

Board members recognize that being selected to serve as a member is a significant honor. Our Oklahoma Department of Corrections (ODOC) system includes a 77-county, 24-hour, seven day a week, comprehensive network of institutions, community corrections centers, statewide probation and parole services, correctional industries, agriculture operations, treatment programs, work release, halfway house and private prison contracting and oversight, medical, programs, community sentencing acts, and a variety of other mandates, expectations, and operations. Couple these with death penalty requirements, life and death decisions with hostage and riot situations, and the need to constantly educate all stakeholders, and ODOC has one of the most complex and comprehensive correctional systems in the nation.

This complexity is enhanced by a system that has antiquated facilities in dire need of refurbishment, funding, and staffing shortages, and other increasing demands on the system. ODOC has a budget of over a half billion dollars and approximately 4,000 employees. Thus, the Board member position is comparable to that of a large corporate director position, as the demands, expectations, qualifications, and external interactions, resemble those of many of our country's major corporations.

The Board sets challenging goals that focus on educating, directing and holding accountable the ODOC to relentlessly seek improvement, while advocating correctional excellence. Because the Board seeks to lead and set an example for all of ODOC's stakeholders, the Board of the State of Oklahoma has adopted certain performance expectations for its members. The following are legal and moral responsibilities, operational responsibilities, professional development requirements, and essential Board duties:

A. Legal and Moral Responsibilities

Board members are expected to conduct themselves above reproach in all of their public and private affairs, and wherever possible, avoid even the appearance of impropriety. They are expected to be models of integrity in their working relationships that demonstrate trust, honesty, and ethical behavior. They realize their high calling and place great importance on their roles as members and possess a strong belief in the mission and goals of the Board and ODOC.

B. Operational Responsibilities

Board members provide effective oversight to ODOC in the enabling legislative Board guidelines. Board members are expected to:

1. Be completely knowledgeable of the Standard Operating Procedures for the Board and understand the history and purpose of the ODOC;
2. Attend all meetings, Board retreats, advancements, training, and strategic planning events unless unavoidable personal, family, or business issues preclude them from doing so;
3. Arrive prepared for meetings, having read the agenda, minutes of previous meetings, and any reports and information sent out earlier;
4. Sit as Chair and/or members of the various Board standing and/or ad hoc committees;

5. Treat other Board members with respect and appropriate decorum. Sidebar conversations during meetings should be avoided as being potentially disruptive and discourteous;
6. Be open to members with diverse views, opinions, and expectations;
7. Create an environment that encourages learning, growth, and development of its members;
8. Have relationships with other Board members that demonstrate openness, trust, and mutual respect;
9. Foster an atmosphere open to the exchange of ideas and dialogue before, during, and after Board meetings;
10. Participate fully in Board business during meetings;
11. Use skills and talent to positively influence and impact areas within the Board and the ODOC;
12. Put aside personal positions when compromise is necessary;
13. Continuously challenge themselves to improve;
14. Assure themselves that they know what was decided in meeting and any responsibilities that were assigned to them;
15. Be comfortable with changing established ways of doing business; and
16. Understand the ODOC, both financially, and operationally to enable knowledgeable discussion of existing or prospective ODOC policies, including, but not limited to the financial impact of such policies.

C. Professional Development Requirements

Like ODOC employees, Board members are expected to engage in continuous professional development. This includes Board members who:

1. Attend, as a newly appointed Board member, an ODOC orientation to become familiar with ODOC operations;
2. Are knowledgeable of the Modern Rules of Order;
3. Participate in training opportunities;
4. Actively and critically read recommended professional development materials and actively incorporate the lessons learned into action; and
5. Develop new skills to contribute to the Board and ODOC.

D. Essential Board Duties

Board members are required by law to:

1. Consider appointments of facility heads and other staff members as desired by the Board;
2. Select architectural firms for projects when the architect's fee is over \$200,000;
3. Approve requisitions for construction contracts where estimated construction costs are greater than \$500,000;
4. Be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities;
5. Review and approve the proposed ODOC budget before it is submitted to the Office of Management and Enterprise Services in the fall of each year for review by the Governor;
6. Review and approve all emergency expenditures of money that exceed the agency Director's authority as allowed by law;
7. Make the final decision in selecting a contractor for the construction, operation or both from a list of the top three qualified prospective private prison contractors identified by ODOC;
8. Evaluate material furnished by ODOC regarding proposed new contracts for the operation, lease, or lease/purchase of a private prison and make a final decision selecting the contractor; and
9. Authorize the agency Director of ODOC to issue a letter or memorandum of support for any project involving construction or operation of a correctional facility other than the State of Oklahoma according to established procedures.
10. Review and approve curriculum additions and changes yearly for the Basic Peace Officer & Corrections Academy.

Board members are required by Board operating procedures to:

1. Establish policies for the operation of ODOC;
2. Refer to the agency Director or designee for response any inquiries regarding ODOC's operations, actions, or policies received by Board members from the public, employees, or inmates. If those inquiries are of such a nature that referral to the agency Director may be inappropriate, then referral should be made to the chairperson of the Board for appropriate disposition;
3. Encouraged to annually conduct at least one visit to an ODOC institution, community corrections center, and probation and parole office; and
4. Serve on or chair one or more of the Board's standing or ad hoc committees.

(R 12/25)

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Board Operating Procedures	ACA Standards: 2-CO-1A-10, 5-ACI-1A-01, 4-ACRS-7A-01, 4-ACRS-7D-34, 4-APPFS-3D-01		
T. Hastings Siegfried <u>Stephan Moore</u> , Chair			
<u>Oklahoma Board of Corrections</u>			

Operating Procedures and Policies for the Oklahoma Board of Corrections

The Oklahoma Board of Corrections (OBOC) will establish and maintain written policies for the operation of the Oklahoma Department of Corrections (ODOC) pursuant to 57 O.S. § 504 of the Oklahoma Statutes. ~~(5-ACI-1A-01, 4-ACRS-7A-01, 4-APPFS-3D-01)~~

I. Operating Procedures

A. Duties and Responsibilities

Upon selection by the Governor, the Oklahoma State Senate, or the Oklahoma House of Representatives to the OBOC, the prospective new OBOC member(s) shall promptly receive a copy of these Operating Procedures and Policies and its attachments, including the "Performance Expectations for Members of the Oklahoma Board of Corrections" ~~which is incorporated by reference~~ (Attachment A, attached), which is incorporated by reference.

The Governor will appoint five members to the OBOC, with the President Pro Tempore of the Senate and the Speaker of the House of Representatives each appointing two members. (57 O.S. § 503)

The duties and responsibilities outlined in these Operating Procedures and Policies will be reviewed annually by the OBOC and the ODOC ~~D~~director. The OBOC will have the following powers and duties:

1. Establishment of Policies

The OBOC will establish policies for the operation of the ODOC.

~~4.2.~~ Approval of Personnel Matters ~~(2-CO-1A-10)~~

- a. The OBOC may require the agency ~~D~~director and any other ODOC personnel, when deemed necessary by the OBOC, to give bond for the faithful performance of their duties. (57 O.S. ~~§ Section 504(b)(5)~~)
- b. The OBOC will consider for confirmation and vote on the appointments of positions to be determined by the OBOC.

3. Approval of Contracts and Budgets

- a. The OBOC will be involved in the selection of architectural

firms for projects when the architect's fee is over \$200,000. The OBOC will also approve requisitions for construction contracts for projects where estimated construction costs are greater than \$500,000. Approval of construction documents must occur before acceptance of a bid.

- b. The OBOC will be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities.
- c. The OBOC will review and approve the proposed ODOC budget request before it is submitted to the office of Management and Enterprise Services (OMES) in October of each year for review by the Governor.
- d. The OBOC will review and approve the ODOC budget work program before it is submitted to OMES on June 1 or as soon thereafter as possible.
- e. The OBOC will review and approve all emergency expenditures of money that exceed the agency Director's authority as allowed by law.

e.f. The OBOC will review and approve curriculum additions and changes yearly for the Basic Peace Officer & Corrections Academy.

4. Private Prison Construction or Operation

- a. If ODOC proposes to enter into a contract for the construction or the operation, or both, of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC. (57 O.S. § 561, 57 O.S. § -561.1(D)(4)& (G))
- b. ODOC shall then deliver to the OBOC the top three qualified prospective private prison contractors identified pursuant to law together with the information reviewed and analyzed by ODOC during analysis of the proposals. The OBOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information. (57 O.S. § 561.1(H))
- c. Should ODOC choose to negotiate with current private prison contractors for a new contract for the operation or lease/purchase of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a

comparable facility constructed and operated by ODOC. The OBOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information. Additional time may be provided, when necessary. (57 O.S. § 561, 57 O.S. § 561.1)

B. Orientation

Within three months of their appointment, all newly appointed OBOC members shall attend an orientation to become familiar with ODOC operations.

C. Officers, Terms of Office, and Qualifications

1. The OBOC, composed of nine members, will have the following offices: a chair, vice chair, and secretary. These offices will be filled by OBOC election at the regular meeting held annually in June.
2. An incumbent officer may be re-elected as often as such officer receives the necessary votes. Newly elected officers will assume their offices at the conclusion of the OBOC meeting in which they were elected.

D. OBOC Vacancies and Succession

1. If a vacancy occurs in the office of the chair, the vice chair will automatically succeed to the office of the chair and complete the remaining term of office.
2. Upon assuming the office of chair, the office of vice chair will become vacant through succession, and the chair may appoint a vice chair to complete the remaining term of office.
3. Any vacancy occurring in the office of vice chair or secretary may be filled by the chair by appointment for the remaining term of office.
4. A newly appointed officer will assume office at the conclusion of the OBOC meeting in which they were elected.

E. Facility/Office Tours

Besides the tours or inspections, which may be taken during the regular OBOC meetings, each OBOC member is encouraged to conduct at least one visit of an ODOC institution, community corrections center and probation and parole office per year.

F. Inquiries

Any inquiries regarding ODOC's operations, actions, or policies received by OBOC members from the public, employees, or inmates/offenders will be referred to the agency ~~d~~Director or designee for response. If those inquiries are of such a nature that referral to the agency ~~d~~Director may be inappropriate, then referral ~~should~~ will be made to the chair of the OBOC for appropriate disposition.

II. Administration of OBOC Functions

A. Rules of Order

1. The *Modern Rules of Order* shall act as a guide to the OBOC in the transaction of business during meetings, unless otherwise provided by law or these OBOC operating policies.
2. A quorum of the OBOC consists of five OBOC members.
3. A roll-call vote of the OBOC is taken on the following:
 - a. All actions requiring OBOC approval or confirmation as identified in this policy;
 - b. Convening an executive session of the OBOC; and/or
 - c. On any other action at the request of any OBOC member or upon the advice of legal counsel.

B. OBOC Meetings

The OBOC will normally meet with the agency ~~D~~director at least monthly to review the administration and activities of the ODOC to include reports on the operation and performance of facilities and units, review OBOC policies as needed, and other appropriate matters. ~~(4-ACRS-7D-34)~~

1. The chair will preside over OBOC meetings. The vice chair will preside in the absence of the chair.
2. The monthly meetings will be conducted at a time and place designated by the chair (or vice chair in the chair's absence), and published by ODOC.
 - a. Members who know that they will be unable to attend will notify the ODOC of their intended absence at least one week before the scheduled meeting.
 - b. A majority of affirmative votes of a quorum will be required to conduct and transact the business of the OBOC.
3. ODOC support staff will be responsible for the following:

- a. Recording the minutes of every OBOC meeting;
 - b. The certification of the approval of the minutes;
 - c. Ensuring whenever possible, all documents and information relevant to the OBOC meeting ~~is~~ are provided to the OBOC in electronic form, no less than five days prior to the scheduled OBOC meeting; and
 - d. Maintaining the official records of the OBOC as required by law.
4. Upon approval of the minutes, the OBOC secretary will execute the following:

Certificate of Approval

I hereby certify that these minutes were duly approved by the Oklahoma Board of Corrections on _____, 20____, in which a quorum was present and voting.

Date: _____ Secretary of the
Oklahoma Board of Corrections

5. All meetings of the OBOC will be conducted according to the Oklahoma Open Meeting Act. (25 O.S. § 301-314)
- a. The agency ~~De~~irector will ensure that notice is given in writing to the Secretary of State, by December 15 of each calendar year, of the regularly scheduled meetings of the OBOC for the next calendar year.
 - b. The agency ~~De~~irector will ensure that the proposed agenda is posted at least 24 hours before each meeting. The agenda will be posted in prominent public view at ODOC Administration, 4345 North Lincoln Boulevard ~~3400 North Martin Luther King Avenue~~ in Oklahoma City.
 - c. If any change is to be made in the date, time, or place of the regularly scheduled meeting, then notice in writing will be given to the Secretary of State not less than ten days before the implementation of the change.
 - d. The agency ~~De~~irector shall certify, prior to the beginning of each meeting, that all requirements under the open meetings act were completed.

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- 6. OBOC executive sessions are authorized only under the circumstances provided by Oklahoma law.
- 7. Any vote or action ~~must~~ will be taken in public meeting with the vote of each member publicly cast and recorded. At the end of each executive session, a public announcement will be made memorializing the executive session discussion and announcing whether a vote is necessary.
- 8. Special meetings may be called by the chair or by a majority of the OBOC as necessary and according to the “Oklahoma Open Meeting Act.”
- 9. In the event any meeting is to be continued or reconvened, public notice of the action, including date, time, and place of continued meeting, will be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting that is continued will be discussed at the continued or reconvened meeting.
- 10. An emergency meeting of the OBOC as permitted by the “Oklahoma Open Meeting Act” may be held without public notice. The person calling an emergency meeting will give as much advance public notice as is reasonable and possible under the existing circumstances.
- 11. Matters of business that require further investigation or detailed study may be delegated to an ad hoc OBOC committee appointed by the chair with the advice and consent of the Executive Committee.
- 12. At each meeting, the chair may provide an opportunity for any relevant business to be introduced by any OBOC member, the agency ~~d~~Director or any citizen attending the meeting, however, business may not be transacted unless such business constitutes “new business” within the meaning of the “Oklahoma Open Meeting Act.”
- 13. Every meeting of the OBOC will be electronically taped (except executive session) from which minutes will be transcribed in summary form. A copy of the minutes will be forwarded to the OBOC before the next meeting for their review. After formal approval of the minutes, as submitted or as amended, the taped recordings shall be destroyed, unless the OBOC or the Executive Committee requests that the tape recording not be destroyed. A certified copy of the approved minutes will constitute the official record of the OBOC.
- 14. Members of the OBOC will be reimbursed for travel expenses, as provided by law for other state officers and employees, while attending meetings of the OBOC or performing other official duties.

C. OBOC Committees

The chair of the OBOC shall appoint or reappoint up to four members of the OBOC to a standing committee at the beginning of a fiscal year. Any OBOC member may offer a motion to create a standing or ad hoc committee, which shall include the proposed committee's specific tasks and/or goals. If approved, the chair shall appoint up to four members to the committee and name a member to act as chair of the newly created committee.

Each committee may meet as required by the respective chair of the committee and report their findings and recommendations to the full OBOC for formal approval and action. After each meeting of any committee, a report will be made during the next regular or special OBOC meeting as required. Committee meetings will be coordinated with the agency ~~D~~irector and staff schedules.

The following committees are standing committees:

1. Executive Committee

a. The Executive Committee shall consist of the following OBOC members:

- (1) Chair of the OBOC;
- (2) Vice chair of the OBOC; and
- (3) The immediate past chair of the OBOC. In the event the past chair is no longer serving as a OBOC member, the secretary of the OBOC shall succeed to the Executive Committee.

b. Duties of the Executive Committee shall include:

- (1) Developing, reviewing, and approving the monthly OBOC agenda;
- (2) Reviewing OBOC policies and recommending changes to be presented to the OBOC; and
- (3) Any matter referred to it by the OBOC chair or agency ~~d~~irector.

2. Audit and Finance Committee

a. The Audit and Finance Committee will meet with the agency ~~d~~irector and designated staff to conduct business, including but not limited to:

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- (1) Reviewing and analyzing the ODOC's annual budget request and budget work program;
 - (2) Recommending to the OBOC the type and scope of the audits to be performed for the agency, the Oklahoma Correctional Industries and Agri-Services;
 - (3) Recommending to the OBOC the entity, firm or person to perform audits;
 - (4) Determining the type, content and frequency of financial reports to fulfil proper financial oversight and compliance with Oklahoma Statutes; and
 - (5) Ensuring controls are in place to safeguard the assets of the agency as well as controls for proper financial reporting.
 - b. The Audit and Finance Committee will meet as needed to review the budget request due in October of each fiscal year.
 - c. The Audit and Finance Committee will meet as needed to review the budget work program due June 1 or as soon thereafter as possible of each fiscal year.
 - d. The Audit and Finance Committee chair or a designee will report to the OBOC and request formal approval of the budget request and budget work program.
3. Population/Security/Private Prison Committee
- a. The Population/Security/Private Prison Committee will meet as needed with the agency [dDirector](#) and designated staff to conduct business, including but not limited to:
 - (1) Reviewing the ODOC's population status, operating procedures, and the review and approval of facilities' authorized capacity;
 - (2) Reviewing and approving requests for proposals, determining contract performance standards, proposing rules and regulations, reviewing and approving proposed per diem costs for the ensuing fiscal year, and reviewing the cost benefit analysis required by law;
 - (3) Reviewing ODOC policies and procedures, which may affect female inmates/offenders to ensure a level of parity that avoids and/or minimizes any discrimination;

- (4) Reviewing security operations that enhance the safety and security of the agency's staff and facilities; and
- (5) Reviewing internal reports or investigations related to inmate deaths, suicides, or non-routine security matters.

The Population/Security/Private Prison Committee chair or a designee will report to the full OBOC their recommendations and request formal approval thereof.

4. Public Policy/Affairs/Criminal Justice Committee

- a. The Public Policy/Affairs/Criminal Justice Committee will meet with the agency ~~De~~irector and designated and appropriate staff to conduct business, including but not limited to the review and approval of the specific language of the legislative initiatives of the ODOC.
- b. The Public Policy/Affairs/Criminal Justice Committee will meet prior to each legislative session, and from time to time during the legislative session, to review and discuss any necessary changes.
- c. The Public Policy/Affairs/Criminal Justice Committee, the agency ~~De~~irector and designated staff will interface, as necessary, with members of other state boards, associations, organizations, agencies and designated appropriate staff to coordinate activities relating to the above named entities.
- d. The Public Policy/Affairs/Criminal Justice Committee chair or a designee will report to the OBOC their recommendations and request formal approval thereof.
- e. The Public Policy/Affairs/Criminal Justice Committee will review policies and make recommendations to support criminal justice reform.
- f. The Public Policy/Affairs/Criminal Justice Committee will explore opportunities for cooperative efforts to promote awareness of ODOC policies and procedures as it relates to criminal justice reform.

D. Committee Sunset Provision

All committees not designated as a standing committee shall expire after one calendar year from the date of the committee's inception, unless the OBOC approves the committee's continued existence.

E. OBOC Agenda

The chair and/or the Executive Committee shall be contacted in order for any item to be placed on the OBOC agenda for a regular or special OBOC meeting. Proposed agendas will be prepared and posted approximately seven days prior to any OBOC meeting. A final agenda will be posted at least 24 hours in advance of any OBOC meeting. After final posting, no additions to the agenda will be considered unless it falls under the item of new business in compliance with the "Oklahoma Open Meeting Act." The decision of the chair will be final for placing items on the agenda for the next meeting unless requested by three members of the OBOC in a timely manner.

F. Requests for Information by OBOC Members

Any OBOC member or committee may request information from ODOC that is within the OBOC's statutory authority, provided such request is presented to the agency ~~D~~irector who may refer the request to the appropriate member of the ODOC staff. Copies of such information shall be provided to all members of the OBOC, as deemed appropriate by the agency ~~D~~irector and/or the OBOC Executive Committee. Any requests that cause significant increases in workload for the agency ~~d~~irector or ODOC staff ~~should will~~ be referred to the OBOC Executive Committee for approval or placed on the next OBOC meeting's agenda for consideration by the OBOC. The agency ~~D~~irector will determine whether the request presents a significant increase in workload and the time required responding to the request. If required, the agency ~~D~~irector will request that the OBOC member contact the OBOC chair to place the item on the agenda for the next OBOC meeting.

III. Public Access

The ODOC and its OBOC share the responsibility to provide information concerning ODOC to Oklahoma citizens. The OBOC will allow public and press inquiry of each OBOC member after each OBOC meeting, as each individual OBOC member's schedule permits. All requests for information from OBOC members shall be referred to the agency ~~D~~irector for appropriate response.

A. Requests for Information

Requests for information from the public regarding an individual inmate ~~must will~~ meet the following requirements:

1. The request ~~must will~~ comply with [OP-060212](#) entitled "Maintenance and Access of Inmate/Offender Records" and "Authorization to Release Department of Corrections Record Information" form ([DOC 060212F](#)).

2. If the request is regarding questionable policy practices or possible criminal behavior by staff or an inmate, specific facts ~~must~~will be provided by the requesting party prior to any response.

For any request that does not involve possible criminal behavior by the inmate or that places the requesting party in jeopardy, the information gathered for the response shall be provided to the inmate by the unit staff. The inmate shall then have the opportunity to forward the information to the requesting party. The inmate shall be encouraged to utilize the grievance procedure, when appropriate.

This section will not apply to open records requests or requests by an inmate's attorney of record or elected public officials.

Unless otherwise provided by the "Oklahoma Open Meeting Act," all OBOC meetings will be open and accessible by the public. All members of the public attending OBOC meetings shall be subject to any security procedures deemed necessary by the ODOC. Any person who has been denied access to any ODOC facility or institution may be allowed to attend an OBOC meeting, provided the person meets all security concerns, and shall be limited to the specific room where the meeting is held, and shall be required to arrive within a reasonable time before the meeting and leave within a reasonable time after the adjournment of the meeting.

IV. Members Representing the OBOC

Only members or committees authorized by the chair and/or the Executive Committee or pursuant to a duly adopted OBOC resolution may represent the OBOC before the executive or legislative branch or before any other branch or agency of the state or federal government or before any private entity, including the press. Except as noted above, media comments may be made stating only the personal views or positions of the member on matters that may come before the OBOC. Members may express their personal views on any proposed legislation affecting the ODOC.

V. References

OP-060212 entitled "Maintenance and Access of Inmate/Offender Records"

25 O.S. § 301-314

57 O.S. § 503

57 O.S. § 504

~~57 O.S. § 504(b)(5)~~

57 O.S. § 510

57 O.S. § 561,

57 O.S. § 561.1

VI. Action

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

The agency ~~De~~irector and the Oklahoma Board of Corrections are 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-010200 entitled "Operating Procedures and Policies for the Oklahoma Board of Corrections" dated ~~December~~ June 018, 20224

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<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 060212F	"Authorization to Release Department of Corrections Record Information"	OP-060212

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Performance Expectations for Members of the Oklahoma Board of Corrections"	Attached

PERFORMANCE EXPECTATIONS for MEMBERS of THE OKLAHOMA BOARD of CORRECTIONS

Board members recognize that being selected to serve as a member is a significant honor. Our Oklahoma Department of Corrections (ODOC) system includes a 77-county, 24-hour, seven day a week, comprehensive network of institutions, community corrections centers, statewide probation and parole services, correctional industries, agriculture operations, treatment programs, work release, halfway house and private prison contracting and oversight, medical, programs, community sentencing acts, and a variety of other mandates, expectations, and operations. Couple these with death penalty requirements, life and death decisions with hostage and riot situations, and the need to constantly educate all stakeholders, and ODOC has one of the most complex and comprehensive correctional systems in the nation.

This complexity is enhanced by a system that has antiquated facilities in dire need of refurbishment, funding, and staffing shortages, and other increasing demands on the system. ODOC has a budget of over a half billion dollars and approximately 4,000 employees. Thus, the Board member position is comparable to that of a large corporate director position, as the demands, expectations, qualifications, and external interactions, resemble those of many of our country's major corporations.

The Board sets challenging goals that focus on educating, directing and holding accountable the ODOC to relentlessly seek improvement, while advocating correctional excellence. Because the Board seeks to lead and set an example for all of ODOC's stakeholders, the Board of the State of Oklahoma has adopted certain performance expectations for its members. The following are legal and moral responsibilities, operational responsibilities, professional development requirements, and essential Board duties:

A. Legal and Moral Responsibilities

Board members are expected to conduct themselves above reproach in all of their public and private affairs, and wherever possible, avoid even the appearance of impropriety. They are expected to be models of integrity in their working relationships that demonstrates trust, honesty, and ethical behavior. They realize their high calling and place great importance on their roles as members and possess a strong belief in the mission and goals of the Board and ODOC.

B. Operational Responsibilities

Board members provide effective oversight to ODOC in the enabling legislative Board guidelines. Board members are expected to:

1. Be completely knowledgeable of the Standard Operating Procedures for the Board and understand the history and purpose of the ODOC;
2. Attend all meetings, Board retreats, advancements, training, and strategic planning events, unless unavoidable personal, family, or business issues preclude them from doing so;
3. Arrive prepared for meetings, having read the agenda, minutes of previous meetings, and any reports and information sent out earlier;
4. Sit as Chair and/or members of the various Board standing and/or ad hoc committees;

5. Treat other Board members with respect and appropriate decorum. Sidebar conversations during meetings should be avoided as being potentially disruptive and discourteous;
6. Be open to members with diverse views, opinions, and expectations;
7. Create an environment that encourages learning, growth, and development of its members;
8. Have relationships with other Board members that demonstrate openness, trust, and mutual respect;
9. Foster an atmosphere open to the exchange of ideas and dialogue before, during, and after Board meetings;
10. Participate fully in Board business during meetings;
11. Use skills and talent to positively influence and impact areas within the Board and the ODOC;
12. Put aside personal positions when compromise is necessary;
13. Continuously challenge themselves to improve;
14. Assure themselves that they know what was decided in meeting and any responsibilities that were assigned to them;
15. Be comfortable with changing established ways of doing business; and
16. Understand the ODOC, both financially, and operationally to enable knowledgeable discussion of existing or prospective ODOC policies, including, but not limited to the financial impact of such policies.

C. Professional Development Requirements

Like ODOC employees, Board members are expected to engage in continuous professional development. This includes Board members who:

1. Attend, as a newly appointed Board member, an ODOC orientation to become familiar with ODOC operations;
2. Are knowledgeable of the Modern Rules of Order;
3. Participate in training opportunities;
4. Actively and critically read recommended professional development materials and actively incorporate the lessons learned into action; and
5. Develop new skills to contribute to the Board and ODOC.

D. Essential Board Duties

Board members are required by law to:

1. Consider appointments of facility heads and other staff members as desired by the Board;
2. Select architectural firms for projects when the architect's fee is over \$200,000;
3. Approve requisitions for construction contracts where estimated construction costs are greater than \$500,000;
4. Be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities;
5. Review and approve the proposed ODOC budget before it is submitted to the Office of Management and Enterprise Services in the fall of each year for review by the Governor;
6. Review and approve all emergency expenditures of money that exceed the agency ~~D~~irector's authority as allowed by law;
7. Make the final decision in selecting a contractor for the construction, operation or both from a list of the top three qualified prospective private prison contractors identified by ODOC;
8. Evaluate material furnished by ODOC regarding proposed new contracts for the operation, lease, or lease/purchase of a private prison and make a final decision selecting the contractor; and
9. Authorize the agency ~~D~~irector of ODOC to issue a letter or memorandum of support for any project involving construction or operation of a correctional facility other than the State of Oklahoma according to established procedures.
10. Review and approve curriculum additions and changes yearly for the Basic Peace Officer & Corrections Academy.

Board members are required by Board operating procedures to:

- ~~401.~~ Establish policies for the operation of ODOC;
- ~~412.~~ Refer to the agency ~~D~~irector or designee for response any inquiries regarding ODOC's operations, actions, or policies received by Board members from the public, employees, or inmates. If those inquiries are of such a nature that referral to the agency ~~D~~irector may be inappropriate, then referral should be made to the chairperson of the Board for appropriate disposition;
- ~~423.~~ Encouraged to annually conduct at least one visit to an ODOC institution, community corrections center, and probation and parole office; and
- ~~434.~~ Serve on or chair one or more of the Board's standing or ad hoc committees.

Section-05 Emergency Plans	P-050100	Page: 1	Effective Date: 12/01/2025
Emergency Plans for ODOC			
<div>Stephan Moore, Chair Oklahoma Board of Corrections</div> <div></div>			

Emergency Plans for the Oklahoma Department of Corrections

The Oklahoma Department of Corrections (ODOC) will establish written procedures for emergency situations for all agency operations. The agency Director shall ensure that written policies and procedures are established for implementation in the event of an emergency to ensure protection of the public, employees, and the inmates/offenders. Plans are made available, and training is provided to all applicable personnel.

I. Development of Emergency Plans

A. Emergency Plans Will Address the Following:

1. Fires, riots, disturbances, natural disasters, escapes, pandemics, or other causes, which may be deemed as an emergency;
2. Hostage situations;
3. Job actions or walkouts by correctional officers;
4. Utility failures;
5. Use of Correctional Emergency Response Teams (CERT);
6. Use of force; and
7. Other situations, which may threaten the life or safety of the public, employees, or inmates/offenders.

II. Action

The agency Director is responsible for compliance with this policy.

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

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-050100 entitled "Emergency Plans for the Oklahoma Department of Corrections" dated December 07, 2022

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Section-05 Emergency Plans	P-050100	Page: 1	Effective Date: draft
Emergency Plans for ODOC	ACA Standards: 2-CO-3B-01M, 2-CO-3B-02M, 5-ACI-3A-35M, 5-ACI-3B-08, 5-ACI-3B-10M, 5-ACI-3B-11M, 5-ACI-3B-13, 5-ACI-3B-14M, 5-ACI-3B-15, , 4-ACRS-1C-04M, 4-ACRS-1C-06, 4, , 4-ACRS-1C-09M, 4-ACRS-2B-01M, 4-APPFS-3F-02M		
T. Hastings Siegfried <u>Stephan Moore</u> , Chair			
Oklahoma Board of Corrections			

Emergency Plans for the Oklahoma Department of Corrections

The Oklahoma Department of Corrections (ODOC) will establish written procedures for emergency situations for all agency operations. ~~(2 CO 3B 01M, 5 ACI 3B 10M, 4 APPFS 3F 02M)~~ The agency Director shall ensure that written policies and procedures are established for implementation in the event of an emergency to ensure protection of the public, employees, and the inmates/offenders. Plans are made available, and training is provided, to all applicable personnel. ~~(5 ACI 3B 10M, 4 ACRS 1C 04M)~~

I. Development of Emergency Plans ~~(2 CO 3B 02M, 5 ACI 3A 35M, 5 ACI 3B 08, 5 ACI 3B 11M, 5 ACI 3B 13, 5 ACI 3B 14M, 5 ACI 3B 15, 4 ACRS 1C 06, 4 ACRS 1C 09M, 4 ACRS 2B 01M 4 ACRS 2C 02M, 4 APPFS 3F 02M)~~

A. Emergency Plans Will Address the Following:

1. ~~A.~~ Fires, riots, disturbances, natural disasters, escapes, pandemics, or other causes, which may be deemed as an emergency;
- ~~B2.~~ Hostage situations;
- ~~3.~~ ~~C~~ Job actions or walkouts by correctional officers;
- ~~4.~~ ~~D.~~ Utility failures;
- ~~5.~~ ~~E.~~ Use of Correctional Emergency Response Teams (CERT);
- ~~6.~~ ~~F.~~ Use of force; and
- ~~7.~~ ~~G.~~ Other situations, which may threaten the life or safety of the public, employees, or inmates/offenders.

II. Action

The agency Director is responsible for compliance with this policy.

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

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-050100 entitled "Emergency Plans for the Oklahoma Department of Corrections" dated ~~December October~~
~~807~~, 20212

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Section-12 Fiscal Management	P-120100	Page: 1	Effective Date: 12/01/2025
Management of State Funds and Assets			
Stephan Moore, Chair Oklahoma Board of Corrections			

Management of State Funds and Assets

The Oklahoma Department of Corrections (ODOC) shall manage and account for funds and other assets of the agency in accordance with state laws and procedures.

I. Fiscal Management

A. Regulatory Authority

ODOC shall 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.

B. Financial System

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

1. The schedule for budget preparation shall 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. Procedures for purchasing, disbursing funds, depositing funds, and fiscal reporting shall be established, maintained, and monitored. Agency staff shall report the results in writing at least quarterly and forward to the agency Director. The agency Director shall provide the Oklahoma Board of Corrections (OBOC) with the current fiscal status of the agency at each regularly scheduled meeting.
3. By delegation of the OBOC, the agency Director's authority to declare an emergency for an exemption to the Public Competitive Bidding Act of 1974 (as amended by statute) concerning notice and bid shall be equal to the maximum amount permitted in 61 O.S. §130.
4. The Chief Administrator of Oklahoma Correctional Industries and Agri-Services shall prepare enterprise accounting reports on their respective operations for quarterly presentation to the OBOC.

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5. All accounts shall be audited on a scheduled basis to ensure compliance with laws, policies, and procedures.
6. The agency shall maintain complete documentation of all financial transactions in accordance with state law and the Consolidated General Records Disposition Schedule.
7. The agency shall establish procedures for grant applications, disbursing funds, and monitoring grants. The agency Director shall notify the OBOC of all grant funds received by the agency, either for use or 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 shall be established and maintained.
9. The agency shall maintain a current inventory system of equipment with a \$500 or greater cost owned by the agency. The Technology Services unit shall maintain a current inventory system for information and technology (IT) equipment with a \$500 or greater cost.

II. Canteen Operations

The Canteen Board of Directors shall provide general guidance to agency staff responsible for administering canteen operations and establish procedures for budgeting the Inmate and Employee Welfare and Canteen Support Revolving Fund.

The agency shall utilize profits from the canteen, inmate telephone, and electronic mail operations to support inmate/employee welfare activities and special projects. The agency Director shall report income and expenditures and fund balance from canteen operations and inmate/employee fund expenditures at the end of each fiscal year to the OBOC.

A. Board Creation

The agency Director shall appoint the members of the Canteen Board of Directors.

B. Board Responsibilities

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

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1. The overall canteen operation shall be self-supporting.
2. The agency shall use all profits from the canteen operations for the benefit of the inmates of the various facilities and personnel of the ODOC.

III. Inmate Trust Funds

A. Trust Fund Accounts

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

B. Inmate Obligations

Wages earned by inmates shall be available for apportionment to the inmate's mandatory savings; to the inmate for their personal use; to the legal 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 "Inmate Obligation Deduction Matrix" ([Attachment A](#)) establishes the percentages of such wages available for apportionment.

C. Mandatory Savings

The agency shall establish a mandatory savings account for each inmate sentenced to incarceration, except those sentenced to life without parole. The agency shall deposit 20 percent of all wages earned by the inmate deposited into the inmate's mandatory savings account, with balances individually tracked for each inmate by the agency's accounting system. (57 O.S. § 549)

D. Distribution of Interest

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

IV. Interest-Bearing Savings Accounts

A. Inmate Savings Account

The agency shall establish an optional interest-bearing inmate savings account. Deposits into this account shall only be allowed when the inmate's

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draw account has a balance over \$100. The agency shall not use the inmate's mandatory savings account balances to determine the inmate's eligibility to participate in the interest-bearing savings account.

B. Interest

Interest shall be posted to the account monthly based on OST rates and only on the inmate's prorated balance. Inmates who participate in the interest-bearing trust account option shall be allowed to draw funds from this account only once within 90 days. Agency staff must approve all funds transferred from the interest-bearing account to an external recipient.

C. Fund Transfers

Agency staff must review and approve all funds transferred from the interest-bearing account to another inmate. Inmates shall not use interest-bearing fund balances to make any purchase that would normally be made using a draw account reduction.

V. Departmental Transportation

Use of agency-owned and state motor pool vehicles shall comply with state law, administrative rules, and agency policy. Only agency employees, contract employees, and volunteers conducting agency business may use agency-owned and state motor pool vehicles.

VI. References

57 O.S. §§ 537, 549 and 513

61 O.S. §§ 101-139 (Public Competitive Bidding Act of 1974)

62 O.S. §§ 34.12, 34.42 to 34.50, 34.47 to 34.64, 34.65, 34.41 to 34.94, 45.1 to 45.9

74 O.S. §§ 85.1 to 85.44c, 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.

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

This policy is effective as indicated.

Replaced: Policy Statement P-120100 entitled "Management of State Funds and Assets" dated October 05, 2022

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Agency Website

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AttachmentsTitleLocation[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)

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T. Hastings-Siegfried <u>Stephan Moore</u> , Chair			
Oklahoma Board of Corrections			

Management of State Funds and Assets

The Oklahoma Department of Corrections (ODOC) will~~shall~~ manage and account for funds and other assets of the agency in accordance with state laws and procedures. ~~(2-CO-1B-09)~~

I. Fiscal Management

A. Regulatory Authority

ODOC will~~shall~~ 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. Financial System

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

1. The schedule for budget preparation will~~shall~~ 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)~~
2. Procedures for purchasing, disbursing funds, depositing funds, and fiscal reporting will~~shall~~ be established, maintained, and monitored. Agency staff will~~shall~~ report the results in writing at least quarterly and forward to the agency ~~De~~director. ~~(5-ACI-1B-11)~~ The agency ~~De~~director will~~shall~~ provide the Oklahoma Board of Corrections (OBOC) 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)~~

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3. By delegation of the OBOC, the agency ~~De~~irector's authority to declare an emergency for an exemption to the Public Competitive Bidding Act of 1974 (as amended by statute) concerning notice and bid willshall be equal to the maximum amount permitted in ~~Title 61 O.S. §130.~~
4. The ~~e~~Chief ~~A~~administrators of ~~Agri-Services and~~ Oklahoma Correctional Industries and Agri-Services willshall prepare enterprise accounting reports on their respective operations for quarterly presentation to the OBOC.
5. All accounts willshall 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. The agency willshall maintain complete documentation of all financial transactions in accordance with state law and the Consolidated General Records Disposition Schedule.
7. The agency willshall establish procedures for grant applications, disbursing funds, and monitoring grants. The agency ~~De~~irector willshall notify the OBOC of all grant funds received by the agency, either for use or 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 willshall be established and maintained. ~~(5-ACI-1B-13, 4-ACRS-7D-25)~~
9. The agency willshall maintain a current inventory system of equipment with a \$500 or greater cost owned by the agency. ~~(2-CO-1B-08)~~ The Technology Services unit willshall maintain a current inventory system for information and technology (IT) equipment with a \$500 or greater cost.

II. Canteen Operations

The Canteen Board of Directors willshall provide general guidance to agency staff responsible for administering canteen operations and establish procedures for budgeting the Inmate and Employee Welfare and Canteen Support Revolving Fund.

The agency willshall utilize profits from the canteen, inmate telephone, and electronic mail operations to support inmate/employee welfare activities and special projects. The agency ~~De~~irector willshall report income and expenditures

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and fund balance from canteen operations and inmate/employee fund expenditures at the end of each fiscal year to the OBOC. ~~(2-CO-1B-12)~~

A. Board Creation

The agency ~~D~~irector willshall appoint the members of the Canteen Board of Directors.

B. Board Responsibilities

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

1. The overall canteen operation willshall be self-supporting.
2. The agency willshall use all profits from the canteen operations 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. Trust Fund Accounts

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

B. Inmate Obligations

Wages earned by inmates willshall be available for apportionment to the inmate's mandatory savings; to the inmate for their personal use; to the legal 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 "Inmate Obligation Deduction Matrix" (Attachment A, ~~attached~~) establishes the percentages of such wages available for apportionment.

C. Mandatory Savings

The agency willshall establish a mandatory savings account for each inmate sentenced to incarceration, except those sentenced to life without parole. The agency willshall deposit 20 percent of all wages earned by the inmate deposited into the inmate's mandatory savings account, with balances individually tracked for each inmate by the agency's accounting system. (57 O.S. § 549)

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D. Distribution of Interest

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

IV. Interest-Bearing Savings Accounts ~~(2-CO-1B-14, 5-ACI-1B-22)~~

A. Inmate Savings Account

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

B. Interest

Interest willshall be posted to the account monthly based on OST rates and only on the inmate's prorated balance. Inmates who participate in the interest-bearing trust account option willshall be allowed to draw funds from this account only once within 90 days. Agency staff must approve all funds transferred from the interest-bearing account to an external recipient.

C. Fund Transfers

Agency staff must review and approve all funds transferred from the interest-bearing account to another inmate. ~~(5-ACI-1B-23, 4-ACRS-7D-30)~~ Inmates willshall not use interest-bearing fund balances to make any purchase that would normally be made using a draw account reduction.

V. Departmental Transportation

Use of agency-owned and state motor pool vehicles willshall comply with state law, administrative rules, and agency policy. Only agency employees, contract employees, and volunteers conducting agency business may use agency-owned and state motor pool vehicles.

VI. References

~~OP-120103 entitled "Acquisitions and Dispositions"~~

57 O.S. §§ 537, 549 and 513

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61 O.S. §§ 101-139 (Public Competitive Bidding Act of 1974)

62 O.S. §§ 34.12, 34.42 to 34.50, 34.47 to 34.64, 34.65, 34.41 to 34.94, 45.1 to 45.9

74 O.S. §§ 85.1 to 85.44c, 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 ~~D~~irector is responsible for compliance with this policy.

The agency ~~D~~irector is responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement P-120100 entitled "Management of State Funds and Assets" dated ~~October 05~~July 8, 202~~1~~4

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Attachments

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
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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)