Management of the Oklahoma Department of Corrections 1
I. Mission 1
A. Agency Mission Statement 1
B. Field Operations Mission Statements 2
C. Mission Statement Review 2
II. Missions for Other Units 2
III. Organization and Communication 2
A. Organizational Charts 3
B. Communications 3
C. Staff Meetings (2-CO-1A-18, 5-ACI-1A-15, 4-ACRS-7D-34, 4-ACRS-7D-35, 4-APPFS-3A-29) 3
IV. Strategic Planning Process 3
V. References 3
VI. Action 4

Section-01 Organization	**OP-010301**	**Page: 1**	**Effective Date: 12/08/2021**
Management of the Oklahoma Department of Corrections	**ACA Standards: 2-CO-1A-04, 2-CO-1A-18, 2-CO-1A-19, 5-ACI-1A-01, 5-ACI-1A-02, 5-ACI-1A-03, 5-ACI-1A-07, 5-ACI-1A-10, 5-ACI-1A-15, 5-ACI-1A-16, 5-ACI-1C-01, 5-ACI-1F-11, 5-ACI-6D-08, 4-ACRS-7D-01, 4-ACRS-7D-02, 4-ACRS-7D-03, 4-ACRS-7D-34, 4-ACRS-7D-35, 4-ACRS-7D-36, 4-APPFS-3A-29, 4-APPFS-3D-03, 4-APPFS-3D-04, 4-APPFS-3D-10**		
Scott Crow, Director **Oklahoma Department of Corrections**		**Signature on File**	

Management of the Oklahoma Department of Corrections

The Oklahoma Board of Corrections has directed that the agency and its subdivisions develop written mission statements that establish desired outcomes, establish organizational charts that reflect the grouping of functions and areas of control, define the lines of authority, and outline specific channels of communication. (5-ACI-1A-01, 5-ACI-1F-11)

The term “facility” will apply to institutions and community correction centers.

I. Mission

A. Agency Mission Statement

1. The mission of the Oklahoma Department of Corrections (ODOC) is to protect the public, the employee, and the inmate/offender.

2. In support of the agency’s mission:

   a. The agency will protect the public by maintaining those remanded to its custody under the appropriate level of confinement or supervision for the duration of their sentence;

   b. Employees will be provided a safe, secure, and positive working environment;

c. Humane supervision and appropriate conditions of confinement will be provided to inmates/offenders;

d. Approved programs will be provided to eligible inmates/ offenders in order to promote current and future law-abiding behavior; and

e. The agency will promote efficiency and effectiveness in all phases of correctional operations.

3. The agency director will review the mission of the agency at least annually and update as necessary. (2-CO-1A-04)

B. Field Operations Mission Statements

1. Each facility/unit and community correction center will develop mission statements specific to their facility/location; (5-ACI-1A-01, 5-ACI-1A-02, 4-APPFS-3D-04)

2. Each mission statement will clearly state the purpose of the facility/unit, the types of programs offered, and the inmate/offender population served. Mission statements will be used to develop long-term goals with measurable objectives, on an annual basis, and to facilitate fiscal planning through the strategic planning process. (5-ACI-1A-01, 5-ACI-1A-02, 5-ACI-1A-03, 5-ACI-6D-08,4-ACRS-7D-01, 4-ACRS-7D-02, 4-APPFS-3D-10)

C. Mission Statement Review

The facility/unit head will review mission statements against supported objectives on an annual basis. Any changes/recommendations will be submitted to the chief of Operations through the chief administrator of Institutions for final approval by the agency director. (2-CO-1A-04, 5-ACI-1A-02)

II. Missions for Other Units

All other units (i.e., medical services, programs, etc.) developing mission statements will submit proposed mission statements with measurable objectives to their respective chief for review and final approval by the agency director as outlined in this procedure.

The unit head will review mission statements against supported objectives on an annual basis. Any changes/recommendations will be submitted through the chain of command for final approval by the agency director. (2-CO-1A-04, 5-ACI-1A-02)

III. Organization and Communication

A. Organizational Charts

Organizational charts and a Full Time Equivalent (FTE) matrix of every staff position within the agency will be developed and maintained. The charts reflect the grouping of functions, the area of control, define the lines of authority, and outline a specific channel of communication. (2-CO-1A-13, 2-CO-1A-18, 5-ACI-1A-01, 5-ACI-1A-10, 4- ACRS-7D-03, 4-APPFS-3D-03)

Each facility/unit head will ensure organizational charts and duties of their affected areas are reviewed annually and submitted as requested. Changes are submitted to the chief administrator of Human Resources for approval as necessary. (5-ACI-1A-01, 5-ACI-1A-07, 5-ACI-1A-10, 5-ACI-1C-01 b #1, 4-ACRS-7D-03)

B. Communications

Department heads will provide for a system of communications between all levels of staff and inmates/offenders. (5-ACI-1A-16, 4-ACRS-7D-36)

C. Staff Meetings (2-CO-1A-18, 5-ACI-1A-15, 4-ACRS-7D-34, 4-ACRS-7D-35, 4-APPFS-3A-29)

Staff meetings are essential to facilitate communication, establish policy, and ensure conformity to legal and fiscal requirements. Meetings will normally be conducted monthly by the following groups and documented by minutes:

1. The agency director and members of senior management; and (2-CO-1A-19)

2. Facility/unit heads and key staff members. (5-ACI-1A-15, 4-ACRS-7D- 35)

IV. Strategic Planning Process

In accordance with 62 O.S. § 45.1 through 62 O.S. § 45.10, known and cited as the “Oklahoma Program Performance Budgeting and Accountability Act,” ODOC will develop a strategic plan for operations. The chief financial officer will ensure submission of the strategic plan in accordance with requirements of this act. The agency, at the discretion of the agency director, may engage in strategic planning activities separate from those required by law.

V. References

Policy Statement P-010300 entitled "Mission and Organization of the Oklahoma Department of Corrections"

62 O.S. § 45.1 through 62 O.S. § 45.10 (known and cited as the “Oklahoma Program Performance Budgeting and Accountability Act”)

VI. Action

Executive/Senior staff are responsible for compliance with this procedure.

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

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

This procedure is effective as indicated.

Replaced: OP-010301 entitled "Management of the Oklahoma Department of Corrections" dated October 30, 2019

Distribution: Policy and Operations Manual
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