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<b>System of Manuals, Handbooks and Monitoring Procedures</b>	<b>ACA Standards: 2-CO-1A-05, 2-CO-1A-16, 2-CO-1A-17, 2-CO-1A-21, 5-ACI-1A-12, 5-ACI-1A-14, 5-ACI-3A-01, 4-ACRS-7B-07, 4-ACRS-7B-08, 4-APPFS-3D-05</b>		
<b>T. Hastings Siegfried, Chair Oklahoma Board of Corrections</b>	<b>Signature on File</b>		

## **System of Manuals, Handbooks and Monitoring Procedures**

The Oklahoma Board of Corrections (OBOC) will maintain a system of coordinated manuals of policies, procedures, and administrative rules that govern the agency, and are made available to all employees and, as applicable, the inmates/offenders and the public. (57 O.S. § 504(b) (1)) (2-CO-1A-16, 5-ACI-1A-12, 5-ACI-3A-01, 4-ACRS-7B-07) In accordance with the Oklahoma Open Records Act, this information, except for confidential and security related information, will be made available to the public upon written request at a cost of 25 cents per page and from the Oklahoma Department of Corrections (ODOC) website at <http://doc.ok.gov>. (2-CO-1A-16)

### **I. Manuals and Handbooks**

Procedures will govern the process for creation, approval, annual review and issuance of policies, procedures, administrative rules, management manuals, handbooks and forms used by the agency. (2-CO-1A-17, 5-ACI-1A-12, 4-ACRS-7B-08, 4-APPFS-3D-05)

#### **A. Organization**

A uniform system will ensure that topics are grouped by management category or like topics and duplication is eliminated.

#### **B. Forms**

A process for the development, authorization, annual review, issuance, and control of agency forms will be established to ensure updates are available.

#### **C. Compliance Monitoring**

A system to monitor compliance with policies, procedures, administrative rules, applicable statutes and standards will be outlined to ensure monitoring instruments are available. (2-CO-1A-21)

II. Responsibility for Adoption of Policies and Procedures (2-CO-1A-05)

Adoption of policies and procedures will occur in the following manner:

A. Board Policy

The OBOC will be responsible for the adoption of policy statements during regularly scheduled open meetings. Upon the approval of the Board and the signature of the chairperson, the agency will ensure policies are disseminated to designated staff, volunteers and, when appropriate, inmates prior to implementation and are made accessible to the public and all staff as indicated by the effective date of the policy. (5-ACI-1A-14, 4-ACRS-7B-08)

B. Agency Operational Procedures

The agency director will be responsible for the adoption of operational procedures. Upon approval and signature of the agency director, procedures will be made accessible through the agency internet website, distributed to manual holders and available upon request (4-ACRS-7B-08). Guidelines for distribution and access of confidential and security related procedures will be established. (5-ACI-3A-01)

III. References

57 O.S. § 504(b) (1)

Oklahoma Open Records Act

IV. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for annual review and revisions if needed.

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

This policy is effective as indicated.

Replaced: Policy Statement P-010100 entitled "System of Manuals, Handbooks and Monitoring Procedures" dated September 29, 2020

Distribution: Policy and Operations Manual  
Agency Website