

Operations and Programs Reporting.....	1
I. Information Reporting (5-ACI-1A-18, 4-APPFS-3D-10) .....	1
A. Ongoing/Continual Reporting/Data Entry (5-ACI-1A-18) .....	1
B. Inmate Medical Data.....	2
II. Quarterly Reporting .....	2
A. Narrative Report (5-ACI-1A-184-APPFS-3D-32, 4-APPFS-3D-33) .....	2
B. Dissemination (4-APPFS-3D-33).....	3
III. Significant Events for Accreditation Reporting.....	3
A. Submitting the Significant Events Report .....	3
B. The Auditing and Compliance unit.....	4
IV. References .....	4
V. Action .....	4
Referenced Forms .....	6

<b>Section-02 Information Management</b>	<b>OP-020504</b>	<b>Page: 1</b>	<b>Effective Date: 06/08/2022</b>
<b>Operations and Programs Reporting</b>	<b>ACA Standards: 2-CO-1F-01, 5-ACI-1A-18, 5-ACI-1A-19, 4-APPFS-3D-10, 4-APPFS-3D-32, 4-APPFS-3D-33</b>		
<b>Scott Crow, Director Oklahoma Department of Corrections</b>	<b>Signature on File</b>		

## Operations and Programs Reporting

The Oklahoma Department of Corrections (ODOC) policy is to provide a standardized system of reporting significant information to include activities, trends, and program effectiveness in an effort to monitor progress toward achieving previously identified goals and objectives and to maintain accreditation status. (2-CO-1F-01)

For the purpose of this procedure, the term “facility” will apply to institutions and community corrections centers, the term “facility head” will apply to wardens and community corrections centers administrators and the term “unit head” will apply to unit administrators and administrators of Community Corrections.

### I. Information Reporting (5-ACI-1A-18, 4-APPFS-3D-10)

To ensure current activities/information are reported and accurate information is conveyed to decision makers, facility information will be reported/recorded in writing as indicated below:

#### A. Ongoing/Continual Reporting/Data Entry (5-ACI-1A-18)

The facility head will ensure reports include major developments in each department/unit, major incidents, population data, assessment of staff and inmate morale and major problems with plans for resolution. (5-ACI-1A-18 b#1, b#2, b#3, b#4, b#5)

##### 1. Population Information

The total population count and movement of the population, to include inmates transferred in and out of the facility, will be available on the Offender Management System (OMS). Staff responsible for inmate case management, inmate records and facility count will

ensure information/data is entered into the OMS as required by Classification and Population unit.

2. Human Resources Reporting

Human resources data, to include the number of authorized positions, number of positions vacant, and vacancy percentage will be available on the HR database. The facility human resources management specialist (HRMS) or designee will be responsible for entering human resource information in the HR database as required.

3. Inmate Program Information

Program information will be reported monthly in accordance with [OP-090101](#) entitled "Standards for Inmate Programs" and as outlined in [OP-060901](#) entitled "Pre-Release Planning."

B. Inmate Medical Data

As required in [OP-140101](#) entitled "Organizational Responsibility of Medical Services," descriptive and/or statistical information regarding medical services provided to inmates will be reported monthly utilizing the "Worksheet for Monthly Medical Activity Report" ([DOC 140107A](#)).

II. Quarterly Reporting

A. Narrative Report (5-ACI-1A-184-APPFS-3D-32, 4-APPFS-3D-33)

The facility/unit head will submit a narrative report to the chief administrator of Institutions/chief administrator of Community Corrections and Contract Services. This report shall include, but not limited to the following:

1. Major developments/accomplishments that had a positive impact on the operation of the facility/unit; (5-ACI-1A-18 b#1)
2. Any major problems/critical deficiencies that had a negative impact or created a safety or security concern at the facility/unit. A plan of action to address/correct any areas of concern will be provided; (5-ACI-1A-18 b#2, b#5)
3. Statistical information related to incidents as outlined in [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents," and the use of protective vests. Information reported will include the following:
  - a. The number of incidents within the affected quarter;

- b. Identification of those incidents when protective vests worn; and
  - c. When the protective vest did/did not protect the officers/staff from injury/harm.
4. An objective assessment of the morale of both staff and inmates/offenders based on staffing, changes in policy and/or processes and significant events. (5-ACI-1A-18 b#3, b#4)

B. Dissemination (4-APPFS-3D-33)

Quarterly reports will be submitted electronically to the chief administrator of Institutions/chief administrator of Community Corrections and Contract Services, by the fifth working day of the month as indicated below:

- |    |                |                          |             |
|----|----------------|--------------------------|-------------|
| 1. | First Quarter  | January through March    | Due April   |
| 2. | Second Quarter | April through June       | Due July    |
| 3. | Third Quarter  | July through September   | Due October |
| 4. | Fourth Quarter | October through December | Due January |

III. Significant Events for Accreditation Reporting

The reporting of significant events include, but are not limited to, the following: court orders, major disturbances, extended periods of lock-down, escapes (from medium and maximum security), physical/sexual assaults/allegations/abuse, employee work stoppage, death at a facility from unnatural causes or a major fire or other disaster as outlined in [OP-050102](#) entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities" and [OP-053001](#) entitled "Community Corrections Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters."

A. Submitting the Significant Events Report

Immediately following a significant event, the responsible chief administrator of Institutions/chief administrator of Community Corrections and Contract Services will electronically submit reports from their affected facilities/regions to the Auditing and Compliance unit. Reports shall include the following information:

1. A brief narrative of the event/incident;
2. Number of staff/inmates/offenders involved in the event/incident;
3. Current status (e.g., referred for investigation, incident has been closed with no further action, etc.); and

4. Any action taken regarding staff, inmates/offenders, procedure changes, etc. This includes injuries, hospitalization of inmates or staff, placement of the inmates in specialized housing, disciplinary action taken, etc.
- B. The Auditing and Compliance unit will maintain facility/probation and parole regional reports and statistics for review of information that affect operational competencies. This information will be included in the facility/probation and parole Annual Report that will be submitted by the Auditing and Compliance unit annually to the American Correctional Association (ACA) on the anniversary date of their accreditation. The facility/probation and parole will also submit to the Auditing and Compliance unit a completed Significant Incident Summary and Outcome Measures Worksheet with the required Annual Report. (5-ACI-1A-19)

#### IV. References

Policy Statement P-020100 entitled "Management of Oklahoma Department of Corrections Information"

OP-050102 entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities"

OP-050108 entitled "Use of Force Standards and Reportable Incidents"

OP-053001 entitled "Community Corrections Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters"

OP-060901 entitled "Pre-Release Planning"

OP-090101 entitled "Standards for Inmate Programs"

OP-140101 entitled "Organizational Responsibility of Medical Services"

#### V. Action

The facility/unit head is responsible for compliance with this procedure.

The chief administrator of Auditing and Compliance 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-020504 entitled "Operations and Programs Reporting" dated May 12, 2021

Deleted: OP-020504 Revision-01 dated June 23, 2021

Distribution: Policy and Operations Manual  
Agency Website

Referenced FormsTitleLocation[DOC 140107A](#)"Worksheet for Monthly Medical Activity  
Report"[OP-140107](#)