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Inmate/Offender Financial Responsibility Program			
Justin Farris, Director Oklahoma Department of Corrections	Signature on File		

Inmate/Offender Financial Responsibility Program

The Inmate/Offender Financial Responsibility program requires inmates/offenders to address legitimate financial obligations while under Oklahoma Department of Corrections (ODOC) incarceration/supervision. ODOC assists inmates/offenders in developing suitable financial management plans that enable them to contribute toward their financial obligations while reinforcing responsible money management practices. ODOC shall provide services and opportunities that encourage inmates/offenders to take responsibility for their actions and to make restitution to the victims of their crime(s) and/or to the community.

Inmates who have filed cases under the Prisoner Litigation Reform Act (PLRA), also known as 42 U.S.C. 1997e, shall have 20% of all funds received paid to the court. Inmates who have child support collection orders shall have that amount specified in the order collected and remitted as required.

I. Development of a Financial Plan

The inmate/offender financial plan process shall begin at the first facility placement following reception or upon reception by a probation and parole region.

A. Initial Reception of Inmates

1. Following initial facility placement from the assessment and reception unit and prior to the new arrival review, the inmate's assigned case manager shall complete the "Inmate/Offender Financial Responsibility Plan" ([DOC_090131A](#)) utilizing the assessment case history and any information subsequently received. In accordance with [P-120100](#) entitled "Management of State Funds and Assets," financial obligations shall be listed and funds shall be withheld in the order of priority listed in the "Inmate

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Obligation Deduction Matrix” ([P-120100](#), [Attachment A](#)).

2. Staff shall explain the mandatory deductions and shall reinforce to the inmate their responsibility to make payments toward their financial obligations.
3. Subsequent new arrival, adjustment reviews and periodic contacts shall include financial plan review or revisions in accordance with [OP-060203](#) entitled “Adjustment Review.”

B. Initial Intake of Probation and Parole Offenders

1. When conducting the orientation of offenders, the probation and parole officer shall review the offender’s obligations for court costs, fines, supervision fees and any other financial sanctions rendered by the court as provided in the Judgment and Sentence or other court documents. The officer shall outline the offender’s obligations utilizing the “Verification of General Orientation” form ([OP-160103/ICON](#), [Attachment D](#)).
2. A review of plan progress or modification of plan components shall take place during the offender's regularly scheduled reviews and contacts with the probation and parole officer.
3. If the probation or parole offender fails to comply with the restitution payment schedule, the supervising officer shall notify the releasing authority via a violation report as outlined in [OP-160701](#) entitled “Collection of Probation/Parole Fees, Restitution and Program Support Fees.”
4. When a pre-release program inmate has agreed to a payment schedule with the courts and is removed from the program and returned to a facility, the officer shall inform the court of the inmate’s status.
5. If an inmate/offender is assigned to GPS, the probation and parole officer shall direct the inmate/offender to report to the court clerk within 30 days of placement in the community, to address the payment of any fines, costs, restitution and assessments owed (57 O.S. § 510.9).

II. Mandatory Payment Procedures

The inmate/offender is responsible for making all payments required by the financial responsibility plan or in accordance with the payment schedule as set forth by the court and for providing documentation of payment to staff.

Payments may be made in two ways:

A. Direct Payments

1. Outside payments may be made by the offender or the offender's family directly to the party to whom the obligation is to be paid.
2. Payments to victim restitution shall be made to the agency restitution office as outlined in [OP-160701](#) entitled "Collection of Probation/Parole Fees, Restitution and Program Support Fees."

B. Payments by Inmates

1. Payments may be made through a disbursement signed by the inmate, approved by unit/designated staff, and processed by the Trust Fund staff in accordance with [OP-120230](#) entitled "Offender Banking System."

III. Documentation

The OBS and Inmate and Community Offender Network (ICON) case notes shall indicate financial obligations and the inmate's/offender's level of participation in the financial responsibility program.

IV. References

Policy Statement P-090100 entitled "Provisions of Programs"

Policy Statement P-120100 entitled "Management of State Funds and Assets"

OP-060203 entitled "Adjustment Review"

OP-120230 entitled "Offender Banking System"

OP-160103 entitled "Supervision of Community Offenders"

OP-160701 entitled "Collection of Probation/Parole Fees, Restitution and Program Support Fees"

12 O.S. § 397

22 O.S. § 18

57 O.S. § 510.9

Oklahoma Court of Criminal Appeals Rule 8.2

Prisoner Litigation Reform Act (PLRA); also known as 42 U.S.C. § 1997e

28 U.S.C. § 1915(b)(1)

V. Action

The Deputy Chief of Operations is responsible for compliance with this procedure.

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

Any exceptions to this procedure shall require prior written approval from the agency Director.

This procedure is effective as indicated.

Replaced: OP-090131 entitled "Inmate/Offender Financial Responsibility Program" dated August 23, 2021

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
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DOC 090131A	"Inmate/Offender Financial Responsibility Plan"	Attached
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<u>Attachments</u>	<u>Title</u>	<u>Location</u>
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Attachment A	"Inmate Obligation Deduction Matrix"	P-120100
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Attachment D	"Verification of General Orientation" (English and Spanish)	OP-160103/ICON
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