

Physical Plant Development..... 1

I. Responsibility ..... 1

II. Procedures for Physical Plant Development ..... 1

    A. Planning ..... 1

    B. Site Selections..... 3

    C. Design ..... 3

    D. Bidding ..... 3

    E. Construction ..... 4

III. References ..... 4

IV. Action ..... 4

Attachments ..... 5

<b>Section-15 Physical Plant</b>	<b>OP-150101</b>	<b>Page: 1</b>	<b>Effective Date: 07/09/2024</b>
<b>Physical Plant Development</b>	<b>ACA Standards: 2-CO-2B-01, 2-CO-2B-02, 2-CO-2B-03, 2-CO-2B-04, 5-ACI-2E-03, 5-ACI-2E-04, 5-ACI-2E-08, 5-ACI-2E-09, 5-ACI-2E-11, 5-ACI-2E-12, 5-ACI-2F-01, 5-ACI-2F-02, 5-ACI-2F-03, 5-ACI-4A-03, 4-ACRS-1A-09</b>		
<b>Steven Harpe, Director Oklahoma Department of Corrections</b>		<b>Signature on File</b>	

## Physical Plant Development

All construction within the Oklahoma Department of Corrections (ODOC) is coordinated and planned to ensure that both turnkey and in-house projects comply with existing codes and standards. Building modifications are also planned to ensure that existing structures are not adversely affected. (2-CO-2B-01, 4-ACRS-1A-09) The effects of all construction on future master planning must be documented.

### I. Responsibility

The chief of Operations is responsible for all aspects of physical plant development for all facilities as outlined in this procedure. The chief administrator of Construction and Maintenance, upon authorization from the chief of Operations, will coordinate the use of professional consultants, agency personnel, contractors, and inmates and coordinate final approval of new construction programs and design documents. (2-CO-2B-02)

In the use of facility personnel and inmates, the chief of Operations will coordinate directly with the chief administrator of Institutions/Community Corrections and Contract Services and the facility head.

### II. Procedures for Physical Plant Development

#### A. Planning

1. A new construction or renovation project at a facility reaching a cost

of \$5,000 or more requires the “Proposed New Construction” ([Attachment A](#), attached) or the “Proposed Renovation” ([Attachment B](#), attached) be completed by the facility head or designee.

Upon completion, the form will be submitted to:

- a. The affected chief administrator of Institutions/Community Corrections and Contract Services or designee for approval or denial.
- b. If approved, the form will be forwarded to the chief of Operations for final approval.
- c. A copy of all approved “Proposed New Construction” ([Attachment A](#), attached) and Proposed Renovation” ([Attachment B](#), attached) forms will be sent to the chief administrator of Institutions/Community Corrections and Contract Services for monitoring.

## 2. Standards

The minimum standards for the construction and renovation of facilities are as follows:

- a. Building Codes and Statutes (2-CO-2A-01)
  - (1) Relevant federal, state, and local building codes that apply to construction or renovation of prison facilities will be referenced before any construction or renovation of ODOC facilities.
  - (2) State and federal building codes will be followed during the construction of ODOC facilities.
  - (3) In general, minimum standards will be those recommended by the American Correctional Association (ACA), although other codes may also be consulted for purposes of comparison. (2-CO-2B-01 through 2-CO-2B-04, 5-ACI-2E-03, 5-ACI-2E-04, 5-ACI-2E-08, 5-ACI-2E-09, 5-ACI-2E-11, 5-ACI-2E-12, 5-ACI-2F-01, 5-ACI-2F-02, 5-ACI-2F-03, 5-ACI-4A-03, 4-ACRS-1A-09)
  - (4) All construction will be performed under the direction of a licensed professional in the appropriate field.
- b. Upgrades to Facilities and Technologies

- (1) When designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities, the agency will consider the effect of the design, acquisition, expansion, or modification upon the agency's ability to protect inmates from sexual abuse.
- (2) When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the agency will consider how such technology may enhance the agency's ability to protect inmates from sexual abuse. (PREA 115.18/218)

**B. Site Selections**

When a new construction or renovation project involves architect fees over \$200,000 or the construction costs are greater than \$500,000, the Oklahoma Board of Corrections (OBOC) will be required to approve all actions. (O.S. 57 § 561.2.) (2-CO-2B-03)

1. The OBOC will be involved in and approve the selection of architectural firms for projects when the architect's fee is over \$200,000.
2. The OBOC will also approve requisitions for construction of projects where estimated construction costs are greater than \$500,000.
3. Approval of construction documents will occur prior to acceptance of a bid.
4. The OBOC will be involved in and approve the selection of sites for new institutions and community corrections centers and also for the selection and approval of the relocation of existing correctional facilities.

**C. Design**

1. The chief of Operations along with the chief administrator of Institutions/Community Corrections and Contract Services will establish a projected timetable for the design phase of each project.
2. The chief administrator of Institutions/Community Corrections and Contract Services will report monthly to the chief of Operations on all projects of \$150,000 and above in value.

**D. Bidding**

Bidding for construction contracts will be performed according to the rules

and regulations established by Department of Capital Assets Management in accordance with 61 O.S. § 61 and 74 O.S. § 85.3.

E. Construction

All proposals and design documents for construction and renovation programs will be in compliance with O.S. Titles 40, 61, 63, and include, but are not limited to, other Oklahoma State Statutes and all United States federal regulations, International Building Codes (IBC), the Rehabilitation Act of 1973, and the Architectural Barriers Act of 1968, and will be submitted to the chief of Operations through the chief administrator of Institutions/Community Corrections and Contract Services. (2-CO-2B-04, 4-ACRS-1A-09)

III. References

Policy Statement P-150100 entitled “Physical Plant Standards and Long-Range Plant Development for Correctional Facilities”

57 O.S. § 561.2.

61 O.S. § 61

74 O.S. § 85.3

IV. Action

The chief administrator of Construction and Maintenance and the chief administrators of Institutions/Community Corrections and Contract Services 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-150101 entitled “Physical Plant Development” dated March 14, 2022

Distribution: Policy and Operations Manual  
Agency Website

Attachments

Title

Location

[Attachment A](#)

“Proposed New Construction”

Attached

[Attachment B](#)

“Proposed Renovation”

Attached