



Oklahoma Board of Corrections

REGULAR MEETING

March 17, 2021

Dick Conner Correctional Center
Minimum Unit Chapel
Hominy, Oklahoma

OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING AGENDA
DICK CONNER CORRECTIONAL CENTER
129 Conner Rd.,
Hominy, OK 74035
1:00 PM on March 17, 2021

ITEM	PRESENTER
1. Call to Order: A. Pledge of Allegiance B. Roll Call	T. Hastings Siegfried Chair
2. Approval of Board of Corrections Regular Meeting Minutes for: A. January 20, 2021	T. Hastings Siegfried Chair
3. Facility Warden Welcome	Janet Dowling Warden
4. Director's Comments: A. COVID-19 Update B. COVID-19 Vaccine Status C. Visitation Reinstatement	Scott Crow Director
5. Chief of Operations Update: A. ICON Update (New OMS System) B. February's Severe Weather Update	Mike Carpenter Chief of Operations
6. Warden Appointments: A. JLCC Interim Warden Terry Tuggle B. JCCC Interim Warden Scott Nunn C. OSP Interim Warden Jim Farris	Jason Bryant Director of Institutions
7. Chief of Strategic Engagement Update: A. Legislative Update B. 2020 Criminal Justice Reclassifications Coordination Council Report Overview	Justin Wolf Communications and Government Relations Director
8. Inmate/Offender Population Update	Travis Gray Acting Population Director
9. Agency Budget Update: A. FY2021 BOC Budget Reports	Ashlee Clemmons Chief Financial Officer
10. FY2021 – Second Quarter Internal Financial Audit	Penny Lewis Chief Compliance

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| <p>11. Approval of Board of Corrections Policy:</p> <ul style="list-style-type: none"> A. P-100100 "Training and Staff Development Standards" B. P-110100 "Uniform Personnel Standards" C. P-130100 "Annual Inspections and Monitoring" D. P-140100 "Inmate Medical, Mental Health and Dental Care" E. P-150100 "Physical Plant Standards and Long-Range Plant Development for Correctional Facilities" F. P-150500 "Eight Year, System-wide Capital Improvement Program" G. P-160100 "Purpose and Function of Probation and Parole" H. P-090200 "Public Works Programs of the Oklahoma Department of Corrections" | <p>Officer
Penny Lewis
Chief Compliance
Officer</p> |
| <p>12. Unit Spotlight:</p> <ul style="list-style-type: none"> A. Education Overview | <p>Jeana Ely
Superintendent</p> |
| <p>13. Committee Reports – Standing Committees:</p> <ul style="list-style-type: none"> A. Executive – Chair Hastings Siegfried, Members Lynn Haueter and Dr. Kathryn LaFortune B. Population/Security/Private Prison – Chair Calvin Prince, Members Hastings Siegfried and Lynn Haueter C. Public Policy/Affairs/Criminal Justice – Chair Betty Gesell, Members Joe Griffin, Dr. Kathryn LaFortune, Stephan Moore D. Audit/Finance/Technology – Chair Randy Chandler, Members Hastings Siegfried, Lynn Haueter and Daryl Woodard | <p>Committee Chairs</p> |
| <p>14. New Business</p> | <p>T. Hastings Siegfried
Chair</p> |
| <p>15. Approval to Enter into Executive Session:
<i>Pursuant to 25 O.S. § 307(B)(9), the Board of Corrections may discuss in Executive Session matters involving safety and security at state penal institutions or correctional facilities used to house state inmates.</i></p> <ul style="list-style-type: none"> A. North Fork Correctional Center (NFCC) Security Briefing | <p>Gary Elliott, General
Counsel</p> |
| <p>16. Approval to Return from Executive Session</p> | <p>Gary Elliott, General
Counsel</p> |
| <p>17. Adjournment</p> | <p>T. Hastings Siegfried
Chair</p> |

The next regular meeting of the Board of Corrections will be held at 1:00 PM on Wednesday, April 21, 2021 at the Bill Johnson Correctional Center, Alva, Oklahoma.

Updated on 3/15/2021 1:01:13 PM

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES**

January 20, 2021

1. Call to Order

Chairman Hastings Siegfried called the Regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:15 p.m., on Wednesday, January 20, 2021, at Joseph Harp Correctional Center (JHCC), 16161 Moffat Rd. Lexington, OK 73051

The meeting was preceded by advance notice of the date, time and place, filed with the Oklahoma Secretary of State on Wednesday, October 21, 2020. An announcement was also given at least twenty-four (24) hours in advance by posting notice of the date, time, place and agenda of the meeting at 4:15 PM, on Friday, January 15, 2021, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma and at JHCC, 16161 Moffat Rd. Lexington, Oklahoma.

A. Pledge of Allegiance

Chairman Siegfried led the meeting attendees in reciting the pledge of allegiance to the United States Flag.

B. Roll Call

Chairman Siegfried asked the clerk to call roll:

Randy Chandler	Absent	Stephan Moore	Present
Betty Gesell	Present	Calvin Prince	Present
Joseph Griffin	Absent	T. Hastings Siegfried	Present
Lynn Haueter	Absent	Daryl Woodard	Absent
Dr. Kathryn LaFortune	Present		

Calling of the roll reflected a quorum was present.

2. Approval of Board of Corrections Meeting Minutes

Chairman Siegfried requested approval of the meeting minutes as presented to members in the BOC packet for January 20, 2021.

A. November 18, 2020

Motion: Mr. Prince made the motion to approve the minutes. Dr. LaFortune seconded the motion.

Randy Chandler	Absent	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Absent	Daryl Woodard	Absent
Dr. Kathryn LaFortune	Approve		

Meeting minutes for November 18, 2020 were approved by majority vote. There was no further discussion.

3. Facility Warden Welcome

JHCC Warden Luke Pettigrew welcomed the Board Members, Director Crow and attendees then provided the following overview:

JHCC opened in the year of September 1978. The facility was named in honor of Joseph Harp. Mr. Harp served as warden at Oklahoma State Reformatory from 1949-1969. Warden Joseph Harp was the first Warden to establish a fully accredited GED program behind prison walls.

Our maximum capacity at the facility is one thousand three hundred and forty-five (1,345) inmates consisting of a four hundred (400) bed mental health program which consists of three different units. In 2017, it was determined that JHCC would be selected to be the host facility for the mental health program for the state of Oklahoma. That same year, approximately one hundred (100) inmates from OSP, and additional staff were transferred to JHCC to begin the program. JHCC mental health program reached out to the National Institution of Corrections (NIC) for technical assistance on building the program. In conclusion, the NIC reported our mental health program would rate in the top mental health programs in the United States. In 2019, NIC made plans to host their 2020 Annual conventions in Oklahoma City to bring in other state mental health directors to tour JHCC Mental Health program. However, due to COVID-19, the NIC Convention was cancelled.

Other Facets of JHCC include:

- Youthful Offender Program-Education is our primary focus.
- Medical-long term care unit, approximately two hundred and fifty (250) inmates.
- OCI employee approximately three hundred and fifty (350) inmates. The average monthly pay for OCI inmates is one hundred and twenty dollars (\$120.00).
- Other programs include education; we currently have three (3) inmates beginning college course this semester.
- SAT-Substance Abuse Treatment program is a six to nine (6-9) month program.

Joseph Harp currently has seven (7) bond projects being conducted. The facility is forty-three (43) years old and we are improving the facility by repairs and replacement of water and electrical lines, new roofing on five (5) units, repairing the lagoons and water wells.

4. Director's Comments

Director Crow welcomed everyone and commended staff on their continued dedication during the pandemic. Director Crow provided the following updates:

A. Statewide Lockdown Update

- State and Private facilities are reporting no issues or tension.
- All facilities with the exception of NFCC, OSP medium and DCF have returned to COVID Phase III. The UAB, Paisa, and Sureno STG groups at all facilities remain on lockdown.

COVID Phase III includes:

- Unrestricted access to unit yards and dayrooms
- Ballfield and other extracurricular activity areas open and able to be utilized by unit.

- Work sites reopened with 100% social distancing and PPE.
- Canteen access being returned to the canteen by unit.
- Food service to be open by unit serving in a to-go fashion.
- Education, Career Tech, and other programs access as staff in these areas return with 100% social distancing and PPE.
- The only remaining step to take would be to allow unrestricted access to facility areas with social distancing and PPE.

Board Members stated lockdown status places increased pressure not only on inmates, but staff as well. Lockdown status makes simple tasks more labor intensive.

B. COVID-19 Vaccine Status

- A total of 52 medical staff across the 6 facilities (LARC, JHCC, JCCC, DCCC, MBCC, and OSP) determined to be long-term care facilities have received the vaccinations with the assistance of the OSDH Strike Team. In addition, there is currently no data on staff that have received vaccinations on their own.
- Information has been made available for staff to sign up to receive the vaccination at the existing PODS via the vaccine registration portal link: <https://vaccinate.oklahoma.gov/>
- Director Millicent Newton-Embry is currently gathering information via the survey sent out on DOC broadcast to poll staff, in effort to determine who would like to receive the vaccination. Today was the final day for staff to submit responses.
- All facility locations at this point have submitted vaccine plans. These plans cover who will be vaccinated, where they'll be vaccinated, and the general plan for each facility.
- DOC is still waiting on the OSDH for vaccine allocation numbers.

Board Members asked if the agency had a vaccine plan.

Director Crow returned the question to Millicent Newton-Embry.

Ms. Newton-Embry indicated the Health Services Unit has worked with Oklahoma State Department of Health (OSDH) to receive permission to allow each facility to handle the disbursement of vaccines. OSDH also offered their assistance.

Board Members asked if the agency's first responders were considered for phase one of the vaccine release.

Director Crow indicated he was hopeful that they would be, however they were placed in phase two. He followed up by indicating that OSDH has worked great with the agency and have done their best to provide for the agency's needs.

Ms. Newton-Embry indicated she spoke with OSDH and they have provided her with an estimate of how many vaccines the agency will be receiving. Ms. Newton-Embry indicated she has a follow-up meeting later today to determine final numbers and to ensure the agency will be able to receive the second dose.

C. ODOC Award Recipients

Director Crow commended the Chief of Strategic Engagement Team for their efforts on trying to provide an award ceremony for 2020. Unfortunately, 2020 did not allow for the normal award ceremony, nevertheless the team was creative and tried their best to still make the award presentations memorable.

Director Crow then acknowledged the following award recipients:

- Communications Specialist Lance West received Employee of the Year
- WKCC Nurse Tammy Foster received Nurse of the Year.
- OKCCCC Corporal Michael Sackey received Correctional Officer of the Year.
- CTU Chief Glenna Frawner received Correctional Officer Supervisor of the Year.
- Anadarko Probation and Parole Officer Colt Moore received Probation and Parole Officer of the Year.
- Tulsa Probation and Parole Supervisor Kenny Erfurdt received Probation and Parole Supervisor of the Year.
- Awarded Posthumously – JEHCC volunteer Gerald Sickler received Volunteer of the Year.
- JDCC employee Shirley James received the Life Saving Award.
- Director's Award of Excellence - This award encompasses individuals spanning multiple divisions who helped the Comanche County Detention Center work through a COVID-19 outbreak.
- Team Awards - DOC also presented team awards to our Criminal Interdiction Unit, COVID-19 Task Force, Business Services Unit, Populations Office staff, and to those who helped augment staffing at the Oklahoma County Jail.

There was no further discussion.

5. Introduction of the Director of Institutions

Chief of Operations Mike Carpenter introduced the new Director of Institutions Jason Bryant.

Jason started his career in 1995 as a correctional officer. Throughout his career he has been case manager, records manager, case manager IV, program director, deputy warden, warden, and most recently director of classification and population. The agency is appreciative of the skill he brings to the table.

Jason Bryant thanked everyone for trusting him to provide leadership and guidance within the division of institutions. He stated he would be dedicated to developing strategies to continue progress and meet the mission of the agency. Mr. Bryant indicated he was very hopeful that the pandemic was coming to an end and he would like to continue to focus his attention to providing a safe environment for employees to work in and the inmates to live. Mr. Bryant stated he is excited to begin refocusing attention on items that will assist employees in their work sites and areas and assist inmates in making better decisions for themselves.

6. Chief of Strategic Engagement Update

Chief of Strategic Engagement (COSE) provided the following update:

A. ODOC Roundtable

Several months ago, the agency began hosting roundtables. The objective of the roundtable is to open the lines of communication and provide accurate and timely information to legislators and interest groups involved in criminal justice. The roundtable is offered as a one-hour session and is divided into two sessions, one for legislators and one for stakeholders.

As of today, the agency has held two roundtables. One in November and one in December. Each roundtable consists of two sessions one at 10AM for legislatures and one at 2PM for stakeholders. Stakeholders include, but are not limited to, the District Attorney's Council, Administrative Office of the Courts, Attorney General's Office, Oklahoma Indigent Defense System, OK County Public Defenders' Office, Tulsa County Public Defenders' Office, Oklahomans for Criminal Justice Reform, Oklahoma Policy Institute, Americans for Prosperity, Oklahoma Council of Public Affairs, Open Justice Oklahoma, Right on Crime, Forward Us, ACLU, and OK Cure.

COSE Brown indicated that the November session had a good attendee response, the December session did not have as many attendees, but did have more interaction/questions, and the January session has a high number of anticipated attendees. COSE Brown indicated she was pleased with the participation response the agency has received for this initiative.

The November session was titled "The Reality of Today's Prisons" and the agency went back to 2005 because that is as far back as the agency could go to find accurate data.

One topic was the Top five (5) controlling offenses from 2005-2020. In 2005, the first two (2) were possession of controlled dangerous substance and distribution of controlled substance. In 2020, fifteen years later, the top two (2) were robbery with a dangerous weapon and murder in the first degree. This shows the agency is seeing a different type of population. Also, the age has changed. In 2005, the average age was twenty (20) to thirty-nine (39). In 2020, it went from thirty (30) to forty-nine (49). The population is getting a little older.

Another topic was annual receptions. In 2005, the agency received twenty-three thousand four hundred and seventy-eight (23,478) inmates compared to 2020, the agency received twenty-one thousand six hundred and seventy-five (21,675) inmates. At the moment the agency is seeing a reduction in population.

The December session was titled "Getting with the Programs" and covered the following topics:

- How the agency assesses an inmate's programs needs
- Types of programs offered to inmates
- Process and challenges surrounding creating/offering programs

The January session is scheduled for Friday, January 22, 2021, and is titled "Corrections' response to COVID-19". The topics of this roundtable will include a timeline of the agency's response and highlights of actions taken by the agency.

At the end of each session the COSE requests proposed topics for the next roundtable.

Board Members asked what the common question during the roundtables. COSE Brown indicated it really depends on the topics presented. She went on to state that they would ask how certain bills affect the agency and how COVID has affected operations, specifically programs.

Board Members and Director Crow commended COSE Brown for her efforts on this initiative and requested the video link to review past roundtables and an invite to future roundtables.

There was no further discussion.

7. Inmate/Offender Population Update

Population Coordinator Justin HySmith provided an overview of the inmate/offender population as of December 31, 2020. A copy of the overview was included in the BOC packet for January 20, 2021.

There was no further discussion.

8. Health and Offender Services Update:

Health and Offender Services Director Millicent Newton-Embry provided the following update:

A. COVID-19 Update:

As of Tuesday, January 19, 2021, ODOC has tested a total of twenty-seven thousand and fifty-two (27,052) inmates with a total of six thousand nine hundred and thirty-nine (6,939) positives. Four hundred and ten (410) were symptomatic.

- Current inmate positive: Fifty-nine (59)
- Nine thousand two hundred seventy-three (9,273) total staff have been tested with a total of nine hundred and fifteen (915) positives
- Current staff positive is one hundred and sixteen (116)

Hot Spots

The use of hot spots continues to be utilized as a method to monitor spikes in cases and to reduce transmission within the facilities. Hot spot monitoring has been an important factor especially in monitoring our vulnerable populations.

Current Hot Spot

There are currently no facilities with the designation of "HOT" status. Additionally, there is no facility on the hotspot watch list. Director Newton-Embry shared a story about a staff member's dedication to ensuring her facility was safe and following protocols. Ms. Newton-Embry commended the staff member on her dedication to ensuring her facility was safe and did not become a hot spot.

COVID-19 Rapid Strike Team

The COVID-19 Rapid Strike Team continues to respond to facilities within twenty-four (24) hours of being declared "HOT" with reports due three (3) days after the assessment in order to address any identified needs of the facility.

Influenza (Flu) Immunizations

Every effort has been implemented to protect the health and safety of staff, inmates and the community and to ward against a spike or resurgence within our facilities, to include annual statewide flu clinics with the assistance of the State Health Department.

From September 2020 through January 2021, seven thousand three hundred and seventy-eight (7,378) inmates accepted the flu vaccine and four thousand five hundred and seventy-nine (4,579) inmates waived the flu vaccine. However, the flu season carries on through March and vaccines will continue to be available. The agency also ensures inmates received into the assessment and reception centers receive the opportunity to obtain the vaccine.

COVID-19 Vaccinations

Approximately fifty-two (52) medical staff have received vaccination in our six (6) long term care facilities (Dick Conner Correctional Center, James Crabtree Correctional Center, Joseph Harp Correctional Center, Lexington Assessment and Reception Center, Mabel Basset Correctional Center, and Oklahoma State Penitentiary) with the assistance of the OSDH Strike Team.

Medical staff also report receiving vaccinations from the state pods set up by the OSDH.

Hospitalizations

There are currently seven (7) COVID related inmate hospitalizations. A total of one hundred and five (105) have been discharged from the hospital.

Possible COVID-19 Related Deaths

Regrettably, with regard to COVID related deaths, the agency reports a total of forty-four (44) listed as probable related to COVID-19. Twenty-seven (27) have now been confirmed by the State Medical Examiner as COVID related.

CDC Guidelines

We continue to follow CDC and other public health measures. Health and Safety precautions including screening of staff, visitors and inmates; mask coverings, temperature monitoring, hand washing, physical distancing and all other CDC guidelines will continue, especially during the flu season.

We continue all COVID responses as we also work to pivot towards planning with our Oklahoma State Department of Health partners for inmate COVID vaccinations and will update you on all of these efforts as we move forward.

There was no further discussion.

9. Agency Budget Update

A. FY 2021 BOC Budget Overview

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2021 BOC Budget. A copy of the overview was included in the BOC packet for January 20, 2021.

B. Cost of Incarceration

CFO Ashlee Clemmons provided an overview of the cost of incarceration. A copy of the Cost of Incarceration was included in the BOC packet for January 20, 2021.

Statutory Requirement Title 57 § 561.1 ¶ E. "At the beginning of each fiscal year, the Department of Corrections shall determine the budgeted average daily cost per inmate. The budgeted average daily cost per inmate shall include all direct and indirect costs incurred by the Department. There shall be a separate computation of budgeted average daily cost for maximum security, medium security, minimum security, and community facilities. This information shall be presented to the State Board of Corrections for informational purposes only. After the close of each fiscal year, the Department shall determine the actual average daily cost per inmate for the operational costs at each major category of correctional facility. The actual average daily cost per inmate shall include all direct and indirect costs incurred by the Department. There shall be a separate computation of the average daily rate for maximum security, medium security, minimum security, and community facilities. The Department shall present to the Board of Corrections at its January meeting comparative data on budgeted daily cost versus actual daily cost, and, after appropriate review and analysis, the Board shall adopt as a final action of the Board an average daily cost per inmate by facility category for the immediately preceding fiscal year."

Approval of Cost of Incarceration

Motion: Chairman Siegfried made the motion to approve the Cost of Incarceration. Mr. Prince seconded the motion.

Randy Chandler	Absent	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Absent	Daryl Woodard	Absent
Dr. Kathryn LaFortune	Approve		

The Cost of Incarceration was approved by majority vote. There was no further discussion.

10. Unit Spotlight:

A. Mental Health and Programming Services

Chief Mental Health Officer Dr. Jana Morgan provided the following overview:

Mental Health in corrections is much different than what you see or what is thought of in the community. Mental Health consists of psychiatrists, psychologists, advanced practice nurses, behavioral clinicians, and social workers. The clinical staff work closely with facility staff to carry out the mental health mission.

At the end of FY2020, approximately sixty-four percent (64%) or a little over fifteen thousand (15,000) of the inmate population have a history or are currently receiving mental health services and approximately thirty-eight percent (38%) eight thousand seven hundred and eighty-seven (8,787) were currently receiving mental health treatment.

Mental Health staff provide individual sessions, group counseling, and screen inmates at the reception centers.

Mental Health offers crisis intervention, most facilities have safe cells where inmates are placed if they are in need of a higher-level treatment with the goal being to stabilize the inmate to get them back out to the regular population.

Mental Health also provides medication management, suicide prevention, restrictive housing evaluations, lower security recommendations, misconduct reviews to ensure the inmate's mental health is stable enough to handle the recommended discipline. The unit also has a reentry program that includes a partnership with Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS). This program involves ODMHSAS staff being officed in some facilities. At the present time ODMHSAS office at JHCC, MBCC, North Fork Correctional Center, OSP, and one staff that split their time between Eddie Warrior Correctional Center and Jess Dunn Correctional Center. This program develops discharge plans for inmates with the highest need. The discharge plans usually begin when an inmate is six (6) months from discharging. The plan involves mental health needs, medical needs, housing needs, social security, and disability. The goal is for the plan to be complete upon discharge, so the inmate is able to receive services immediately.

At JHCC, mental health offers inpatient level of care, step down unit which is similar to an intensive outpatient level of care, and the rehabilitation program. The rehabilitation program is designed for inmates with intellectual disabilities and assists these inmates adapt to the correctional settings.

During the pandemic the mental health work has been more strained the workload has increased as mental health staff have been making regular rounds at the facilities to ensure all inmates are coping with the all the changes and pressure associated with the pandemic.

Dr. Morgan indicated that despite the challenges which the biggest challenge continues to be staffing, she is proud of the work her team is doing.

Board Members asked who was counted in the sixty-four percent (64%) number. Dr. Morgan indicated this was any inmate who at some point had interaction with a mental health professional. The thirty-eight percent (38%) is the number of inmates currently receiving ongoing mental health care (this includes mental health diagnosis).

Board Members asked mental health used the Adverse Childhood Experience Scale (ACE)

Dr. Morgan stated no.

Board Members asked how many additional staff are needed.

Dr. Morgan indicated at the present time, there is an overall thirty-six percent (36%) vacancy rate and that includes thirty-two and a half (32 and 1/2) vacant positions. Twenty-two (22) of the vacancies are psychologists. The psychologists are critical to the unit. Psychiatrists and Psychologists are the unit's greatest need right now.

Board Members asked how they could be beneficial to Dr. Morgan and her staff.

Dr. Morgan stated the biggest challenge is being competitive with pay.

Board Members and Director Crow asked for a comparison in pay.

Dr. Morgan indicated the Veteran Affairs psychologists pay around ninety-five thousand dollars (\$95,000) and have step raises whereas the agency pays around seventy-eight thousand dollars (\$78,000).

Director Crow asked what about psychiatrists.

Dr. Morgan indicated it was about the same, but probably a higher discrepancy.

Board Members asked about virtual sessions

Dr. Morgan indicated the unit does a lot of tele-psychiatry, but it is much harder to conduct tele-psychology inside corrections.

Board Members asked about mouth swab tests for psychotropic medications. The test provides insight on what might work best for the patient.

Dr. Morgan stated she would have to research that.

Board Members asked about the screening tool used at reception centers.

Dr. Morgan indicated that the agency has developed a highly structured interview. Once an inmate is determined to need a higher level of care, they are sent to the mental health unit where they receive higher level evaluations and testing.

Board Members commended Dr. Morgan and her staff.

There was no further discussion.

11. Committee Reports – Standing Committees:

C. Executive

Chairman Hastings Siegfried

Members Lynn Haueter and Dr. Kathryn LaFortune

Members in this committee discussed the proposed agenda for the board meeting, the lockdown status, upcoming legislative budget presentations, and the continued COVID-19 efforts.

There was no further discussion.

D. Population/ Security/ Private Prisons

Chairman Calvin Prince

Members Hastings Siegfried and Lynn Haueter

Members in this committee discussed the private prison contracts, population update, county jail waiting numbers, and virtual hearings, the seriousness of inmate deaths, and the pressure of lockdown statuses.

There was no further discussion.

E. Public Policy/ Affairs/ Criminal Justice

Chairwoman Betty Gesell

Members Joe Griffin, Dr. Kathryn LaFortune, and Stephan Moore

Members in this committee did not have an update.

There was no further discussion.

F. Audit and Finance

Chairman Randy Chandler

Members Hastings Siegfried, Lynn Haueter, and Daryl Woodard

Members in this meeting discussed the BOC budget reports, Cost of Incarceration information, and Establishing priority budget area reviews.

There was no further discussion.

12. Adjournment

Motion: Chairman Siegfried made a motion to adjourn the meeting. Mr. Prince seconded the motion.

Randy Chandler	Absent	Stephan Moore	Approve
Betty Gesell	Approve	Calvin Prince	Approve
Joseph Griffin	Absent	T. Hastings Siegfried	Approve
Lynn Haueter	Absent	Daryl Woodard	Absent
Dr. Kathryn LaFortune	Approve		

There being no further business to discuss, adjournment of the meeting was approved by majority vote at 2:38 PM

Submitted to the Board of Corrections By:

Tasha Parker, Minutes Clerk

Date

I hereby certify that these minutes were duly approved by the Board of Corrections on March 17, 2021 in which a quorum was present and voting.

X

Dr. Kathryn LaFortune, Secretary
Board of Corrections

TERRY W. TUGGLE

John Lilley Correctional Center – Interim Warden

Mr. Terry Tuggle began his career with the Oklahoma Department of Corrections in 1985 as a Food Service Superintendent I at the Oklahoma State Penitentiary in McAlester, Oklahoma. In 1996, he was promoted to Food Service Superintendent II at the Jess Dunn Correctional Center. Mr. Tuggle was detailed as Deputy Warden in 1996 at JDCC. He resumed the position of Food Service Superintendent II in 1996 and continued until 1997. Mr. Tuggle was promoted to Unit Manager in 1997 at JDCC. In 2001, Mr. Tuggle was again detailed as Deputy Warden. Six months later, he resumed his position as Unit Manager where he served until 2019. In 2019, Mr. Tuggle was promoted to the Deputy Warden position. In 2020, Mr. Tuggle was promoted to the Interim Warden at the John Lilley Correctional Center.

SCOTT NUNN

James Crabtree Correctional Center – Interim Warden

Scott Nunn began his career with the Oklahoma Department of Corrections in 1990 as a Correctional Officer at Joseph Harp Correctional Center. In July 1998, he was promoted to Case Manager, holding that position until December of 2013 when he became an Administrative Programs Officer II for Classification/Population. In December 2017, he was appointed to the Security and Facilities Operations Manager position for Region III. In December 2018, Scott was appointed to the position of Facility Director at Union City Community Corrections Center. In August 2020, Scott was named Interim Warden at James Crabtree Correctional Center.

JIM FARRIS

Oklahoma State Penitentiary, Interim Warden

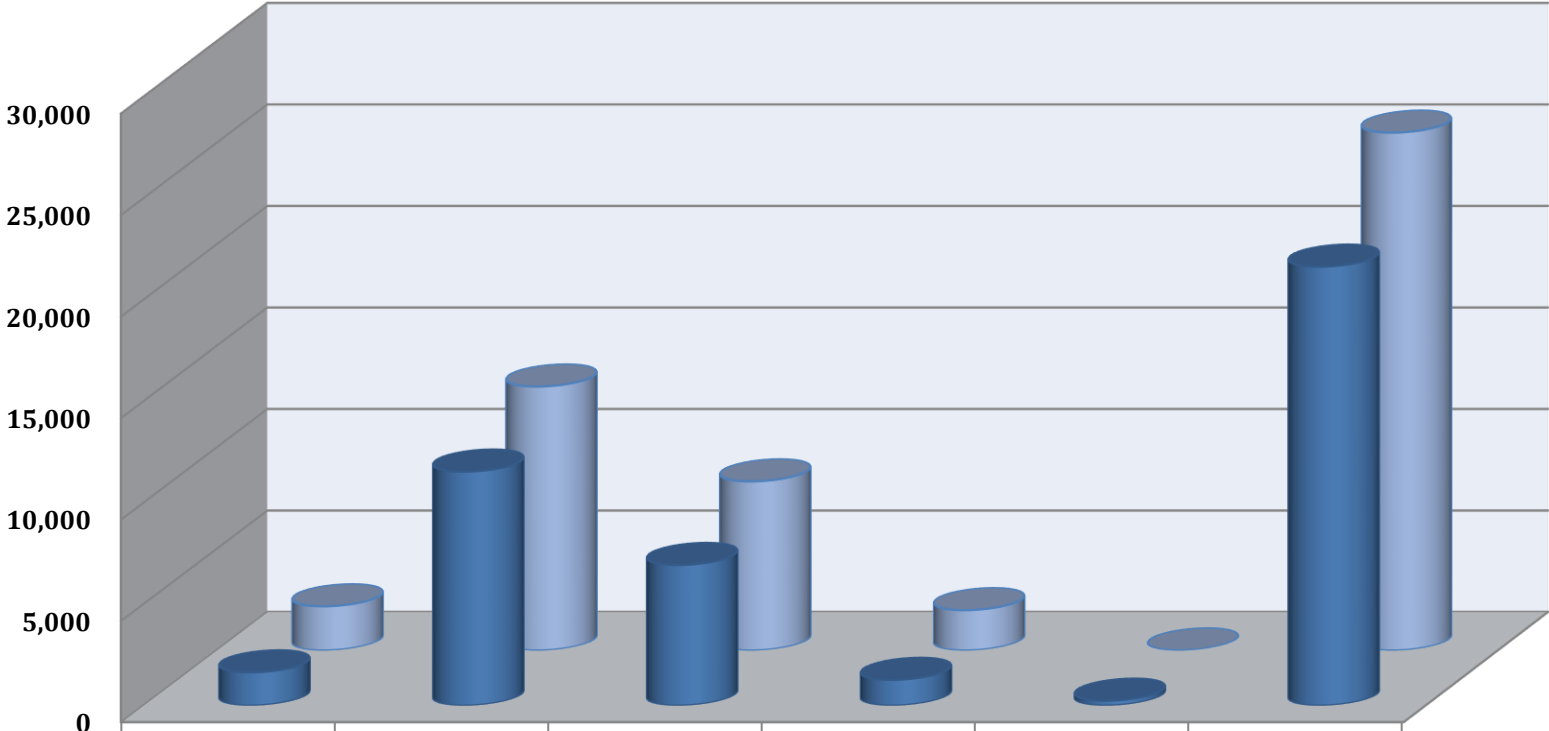
Warden Farris began his career in with the Oklahoma Department of Corrections in 1991 as a correctional security officer at the Oklahoma State Penitentiary. In 1992, he transferred to Mack Alford Correctional Center where he served as a Correctional Officer, Case Manager, Correctional Counselor, Unit Manager and Warden's Assistant.

In 2011, he was promoted to Deputy Warden at the Howard McLeod Correctional Center. In 2013, he was appointed Warden of the Lexington Assessment and Reception Center where he served until assuming the leadership as Warden of the Jess Dunn Correctional Center in 2016. In July 2019, he was appointed Warden of the Howard McLeod Correctional Center until December 2019 when he assumed leadership as Warden of Mack Alford Correctional Center. In 2020, he was appointed as Interim Warden of Jackie Brannon Correctional Center and Oklahoma State Penitentiary.

Warden Farris received his bachelor's degree in Criminal Justice from Southeastern Oklahoma State University in 1990.

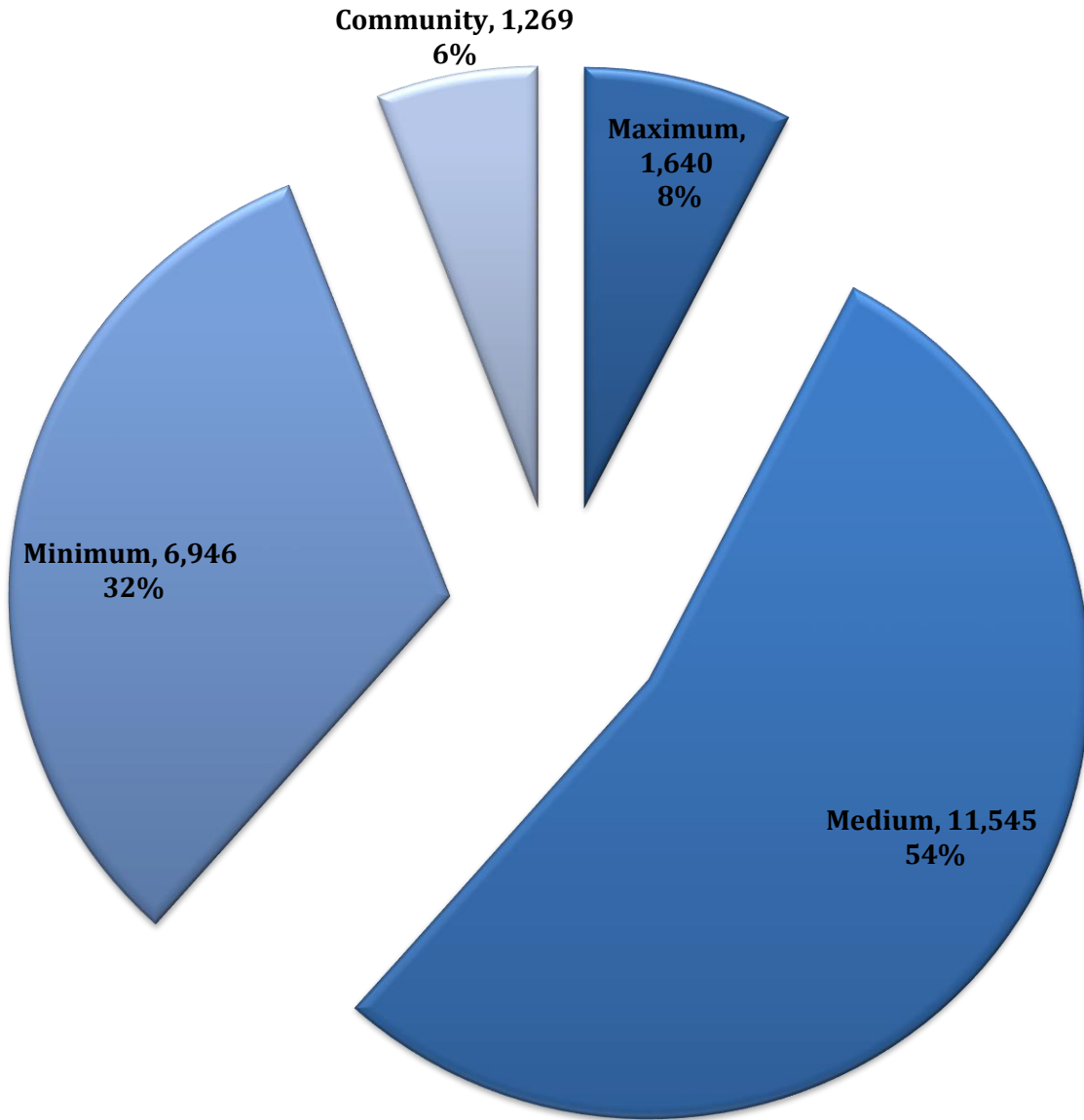
Incarcerated Inmate Grand Total	Females	Males	Total	Community Supervision Offender Grand Total	Females	Males	Total
Current Population	2,128	19,512	21,640	Current Population	6,547	22,887	29,434
Population Last Year	2,580	22,409	24,989	Population Last Year	7,514	24,301	31,815
Change from last year	(452)	(2897)	(3349)	Change from last year	(967)	(1414)	(2,381)
State Facilities	Females	Males	Total	Probation Supervision	Females	Males	Total
Current Population	2,032	14,944	16,976	Current Population	5,279	18,546	23,825
Population Last Year	2,546	15,979	18,525	Population Last Year	5,886	19,065	24,951
Change	(514)	(1035)	(1549)	Change	(607)	(519)	(1,126)
Private Prisons	Females	Males	Total	Parole Supervision	Females	Males	Total
Current Population	0	4,263	4,263	Current Population	534	2,435	2,969
Population Last Year	0	5,531	5,531	Population Last Year	483	2,173	2,656
Change	0	(1268)	(1268)	Change	51	262	313
County Jail Contracts	Females	Males	Total	GPS	Females	Males	Total
Current Population	0	13	13	Current Population	118	211	329
Population Last Year	0	11	11	Population Last Year	212	546	758
Change	0	2	2	Change	(94)	(335)	(429)
Halfway Houses	Females	Males	Total	Community Sentencing	Females	Males	Total
Current Population	76	72	148	Current Population	616	1,695	2,311
Population Last Year	0	574	574	Population Last Year	933	2,514	3,447
Change	76	(502)	(426)	Change	(317)	(819)	(1,136)
Out Count	Females	Males	Total	County Jail Transfers Pending	Females	Males	Total
Current Population	20	220	240	Current Population	44	888	932
Population Last Year	34	314	348	Population Last Year	38	569	607
Change	(14)	(94)	(108)	Change	6	319	325
Total System Population	Females	Males	Total				
Current System Population	8,719	43,287	52,006				
Population Last Year	10,132	47,279	57,411				
Change	(1,413)	(3,992)	(5,405)				

Inmate and Bed Distribution February 26, 2021

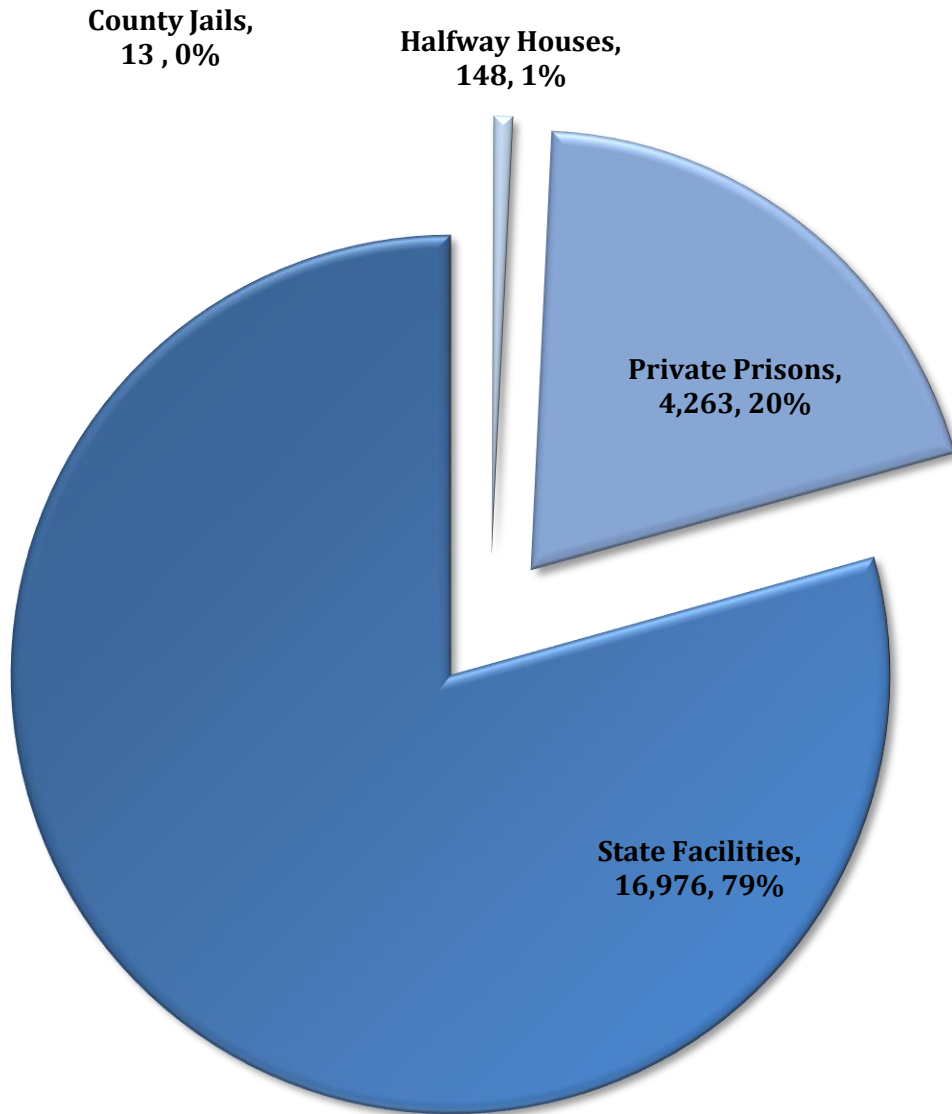


	Maximum	Medium	Minimum	Community	Outside Total	Total
Inmates	1,640	11,545	6,946	1,269	240	21,640
Rated + Temporary Beds	2,178	13,011	8,339	1,987	0	25,515

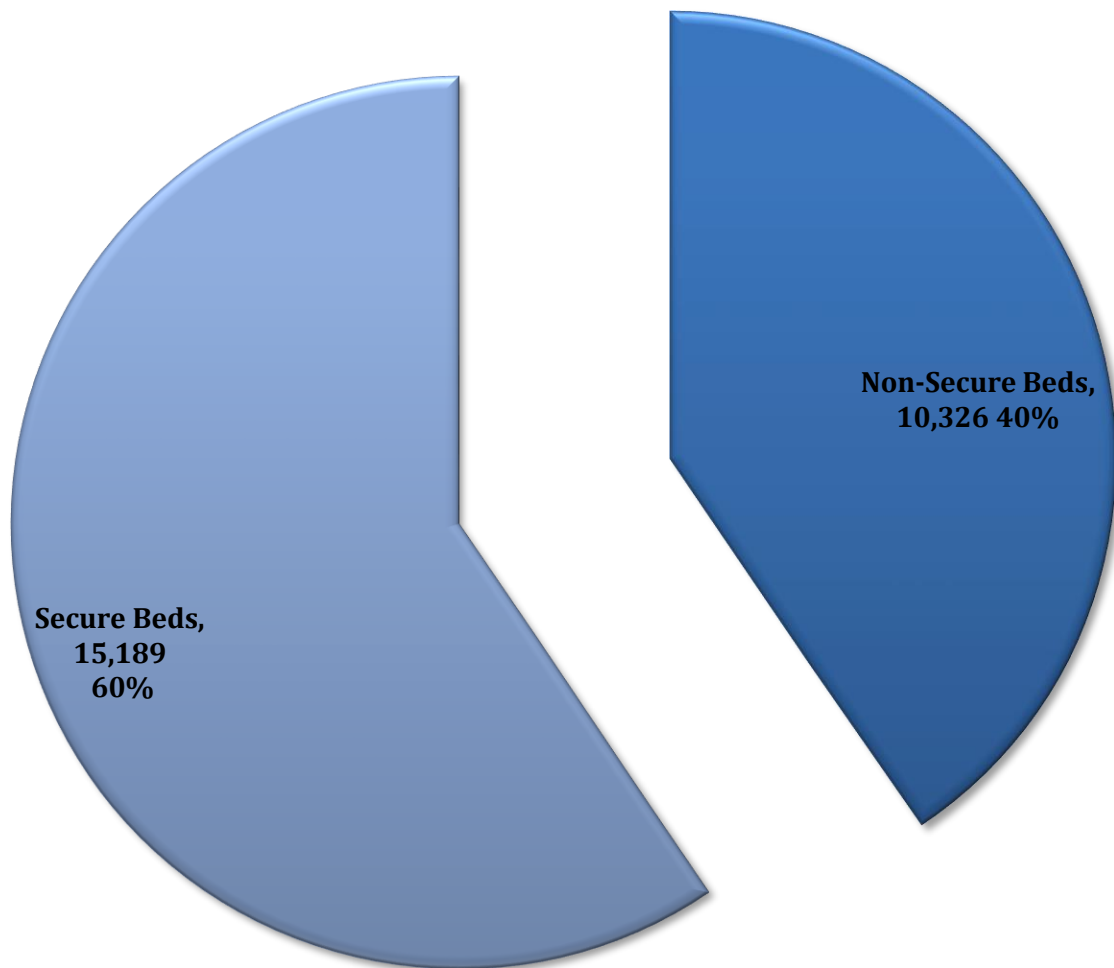
Inmate Distribution by Security Level February 26, 2021



**INMATES IN STATE FACILITIES VS. CONTRACT FACILITIES
FEBRUARY 26, 2021**

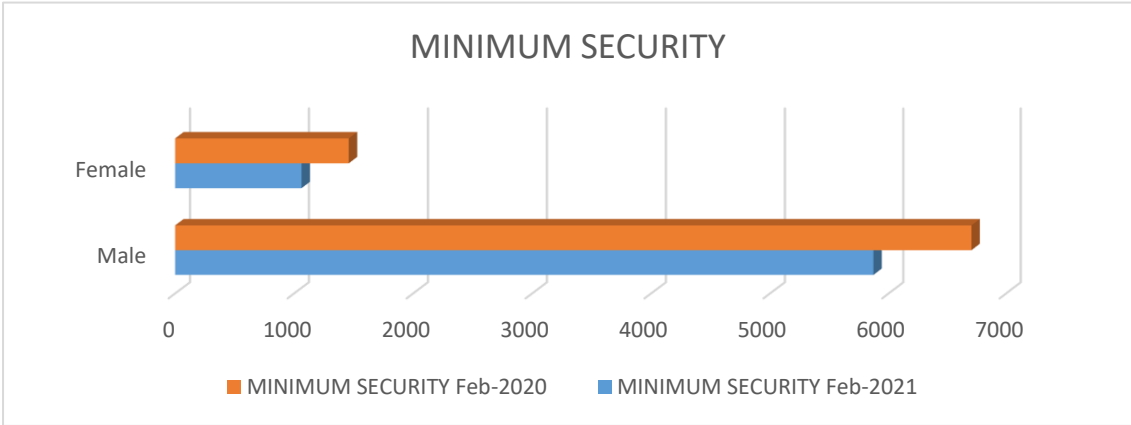
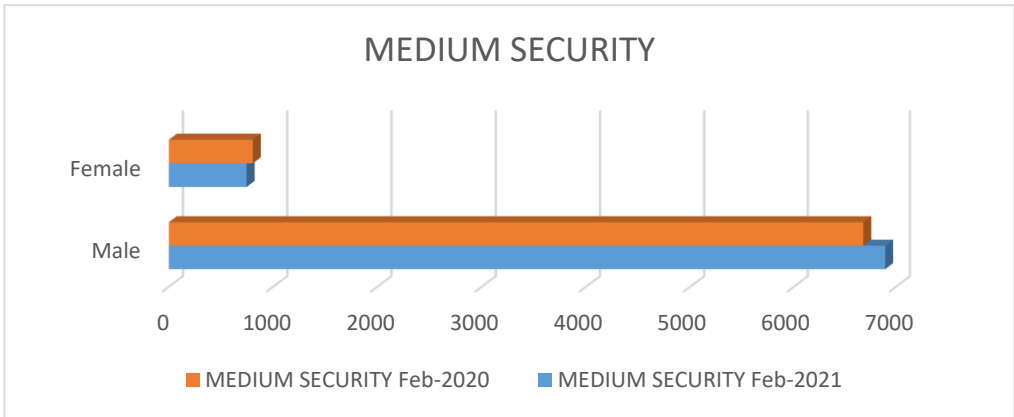
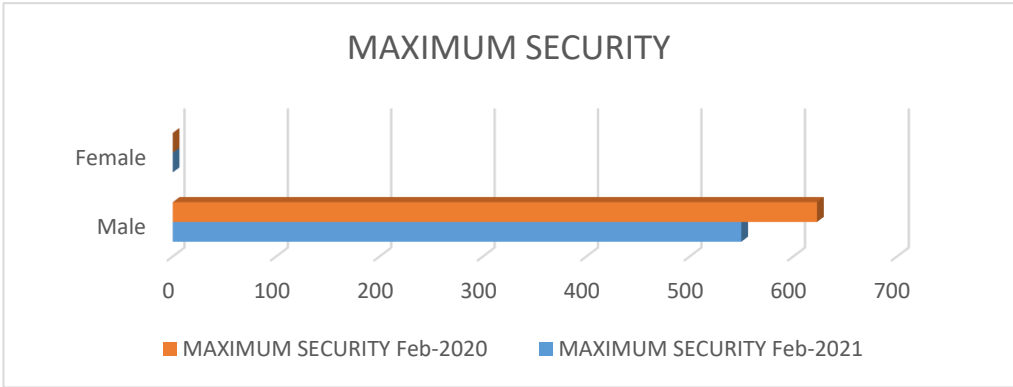
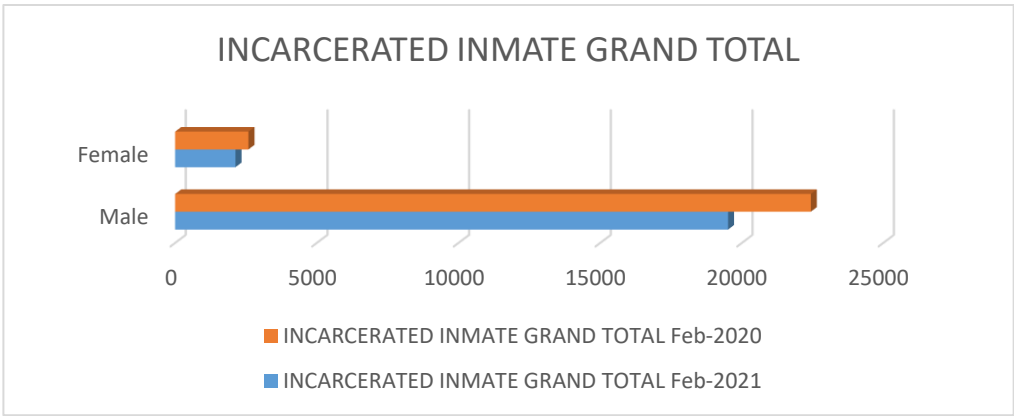


Percentage of Inmates in Secure and Non-Secure Beds February 26, 2021



Secure beds include beds in maximum and medium state and contract facilities.

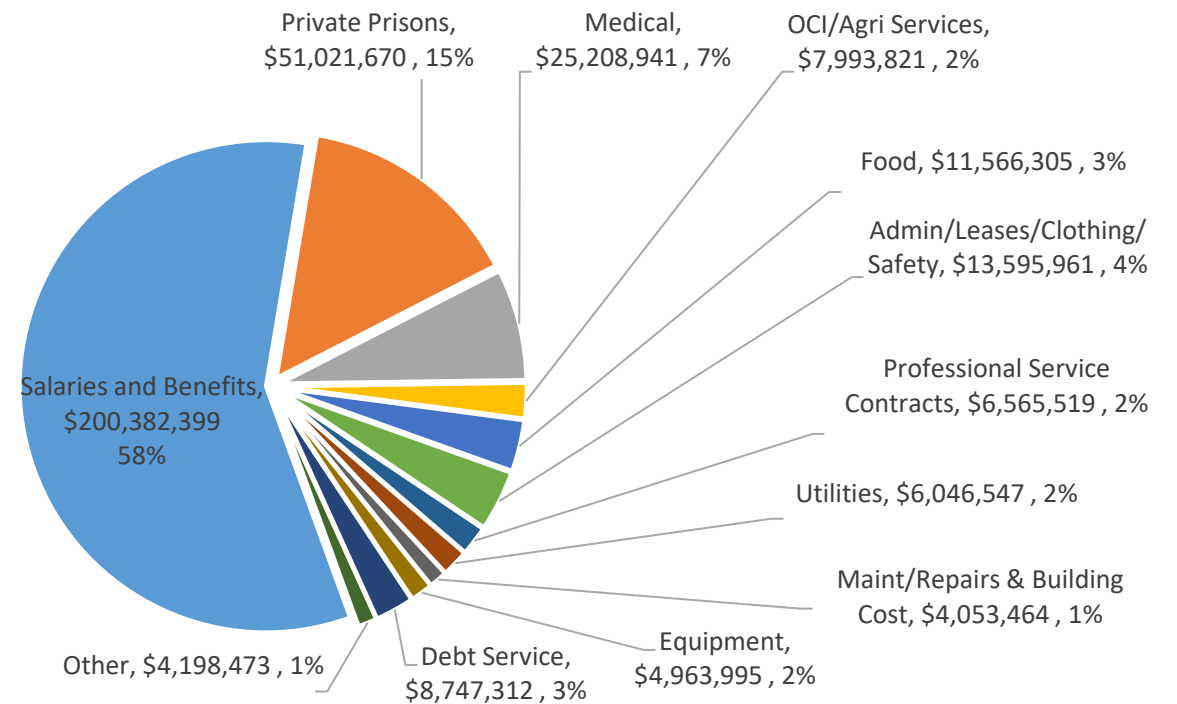
Non-Secure beds include beds in minimum state and contract facilities, community corrections centers and halfway houses.



BUDGET OVERVIEW

Department	Budget	Payroll Expenditures	Operating Expenditures	Total Expenditures	Available Budget Balance
Institutions	\$188,834,026	\$96,336,242	\$16,435,951	\$112,772,193	\$76,061,833
Probation & Parole	\$30,452,599	\$18,884,356	\$966,701	\$19,851,058	\$10,601,541
Community Corrections	\$24,708,018	\$13,493,432	\$1,379,487	\$14,872,918	\$9,835,100
Inmate Programs – GPS	\$29,845,876	\$12,565,591	\$1,968,752	\$14,534,343	\$15,311,533
Community Sentencing	\$4,273,535	\$610,106	\$1,107,350	\$1,717,455	\$2,556,080
Contracted Services	\$89,804,939	\$754,701	\$51,021,670	\$51,776,371	\$38,028,568
General Operations	\$34,258,508	\$3,054,554	\$19,629,284	\$22,683,838	\$11,574,670
Central Office Operations	\$35,204,803	\$21,375,713	\$701,166	\$22,076,878	\$13,127,925
Divisional Operations	\$25,293,720	\$4,603,552	\$7,560,017	\$12,163,569	\$13,130,151
Health Services	\$94,269,096	\$23,329,307	\$25,208,941	\$48,538,248	\$45,730,847
Information Technology	\$20,704,938		\$9,988,870	\$9,988,870	\$10,716,068
Prison Industries	\$25,559,747	\$5,374,846	\$7,993,821	\$13,368,667	\$12,191,080
TOTAL	\$603,209,805	\$200,382,399	\$143,962,008	\$344,344,407	\$258,865,398

EXPENDITURES



BUDGET UPDATE

as of February 28, 2021

HEPATITIS C TREATMENT

\$12,440,167
Prior Year Expenditures

\$6,000,000
Current Budget

\$1,860,935
Expenditures

31.02%
Expended

JAIL BACKUP TRANSPORT REIMBURSEMENT

\$242,490
Prior Year Expenditures

\$750,000
Current Budget

\$117,739
Expenditures

15.70%
Expended

OFFENDER MANAGEMENT SYSTEM

\$2,116,981
Prior Year Expenditures

\$7,000,000
Current Budget

\$3,421,213
Expenditures

48.87%
Expended

CONSTRUCTION & MAINTENANCE BOND

as of December 29, 2020

\$116,500,000
Bond Proceeds

\$(9,424,560)
Pre-Encumbrance

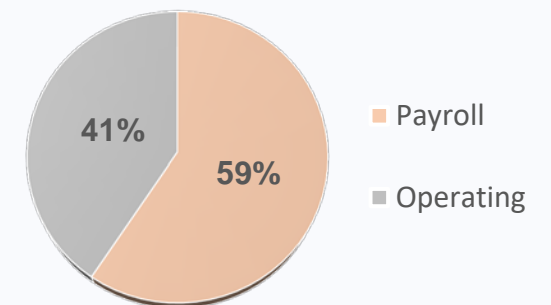
\$(34,192,055)
Encumbrance

\$(68,795,166)
Expenditures

\$4,088,219
Balance

COVID 19

These numbers are in total regardless of FY



Expenditures	Payroll	Operating
\$8,851,799	\$5,254,518	\$3,597,281

Outstanding	Outstanding	Outstanding
\$0	\$0	\$0

TRENDED SURPLUS / (DEFICIT)

Payroll	\$8,947,179
Medical	\$2,130,894
Contract Beds	
Private Prisons	\$3,657,084
Halfway Houses	\$1,787,089
Contract County Jails	\$66,045
Jail Backup	\$(3,500,000)
GRAND TOTAL	\$13,088,291

STAFFING LEVELS

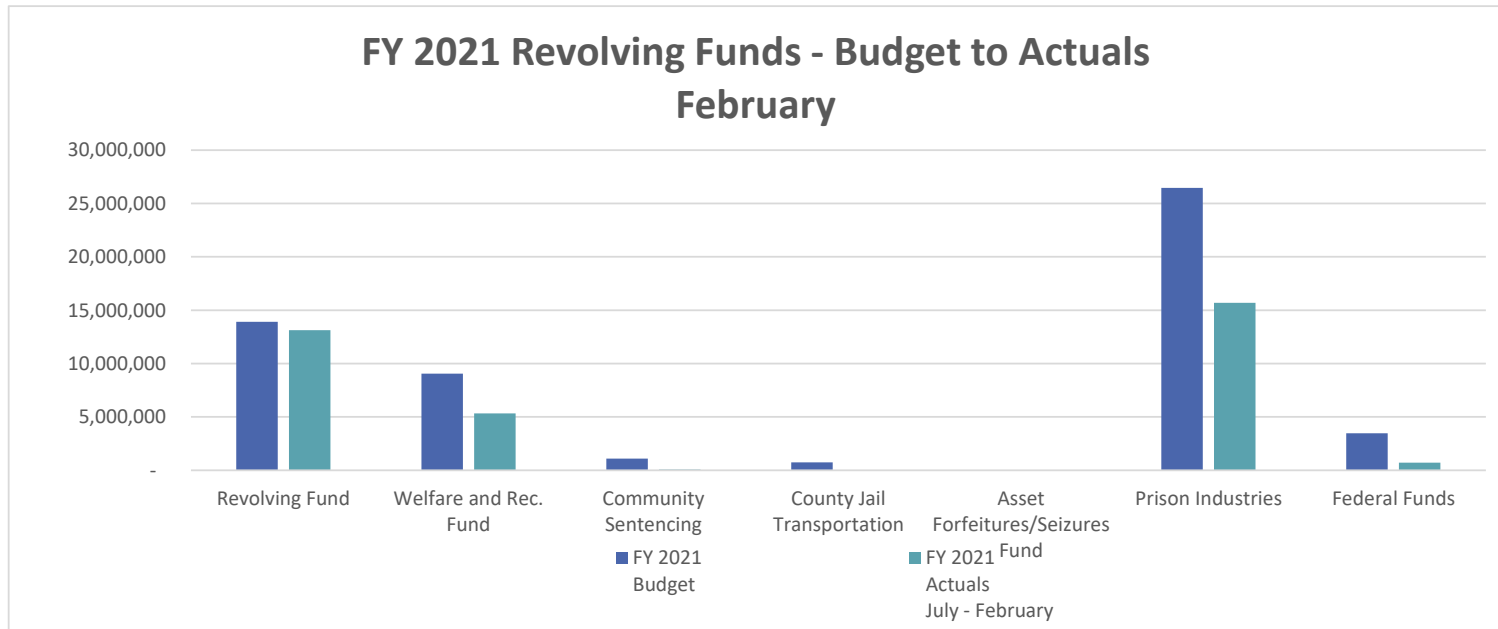
	Budget	January	Over/(Under)
Correctional Officers	1,806	1,541	(265)
Probation Officers	327	279	(48)
Medical	397	378	(19)
Other	1,864	1,847	(17)
Total Staff	4,394	4,045	(349)

Three Year Expenditure Comparison

	FY 21 <u>July - February</u>	% Change from <u>FY 20</u>	FY 20 <u>July - February</u>	% Change from <u>FY 19</u>	FY 19 <u>July - February</u>
Salaries and Benefits					
Salaries	\$ 123,249,635	-2.89%	\$ 126,917,208	10.18%	\$ 115,195,457
Overtime	12,017,162	-6.64%	12,871,795	19.24%	10,794,545
Insurance	34,933,699	-2.19%	35,714,165	0.95%	35,376,400
Retirement	30,181,903	-3.36%	31,232,798	10.68%	28,219,088
Contract Beds	11,497	-22.21%	14,780	-27.87%	20,490
Private Prisons	43,576,387	-21.07%	55,206,062	-2.27%	56,485,953
Halfway Houses	1,364,734	-73.26%	5,103,028	-40.55%	8,584,148
Contracted County Jails	65,097	50.88%	43,146	-33.67%	65,043
Jail Backup	5,886,216	141.81%	2,434,266	-44.39%	4,377,402
Jail Backup Transportation Reim	117,739	-29.47%	166,939	0.00%	
Medical Services	23,348,006	-10.58%	26,110,261	5.01%	24,864,207
Hep C Treatment	1,860,935		6,848,673		
Institutions	16,435,951	-1.18%	16,632,721	-2.97%	17,142,592
Probation and Parole	966,701	5.24%	918,579	0.60%	913,113
Community Corrections	1,379,487	-13.96%	1,603,289	-8.69%	1,755,950
Inmate Programs	1,968,752	-18.21%	2,407,080	-21.33%	3,059,556
Community Sentencing	1,107,350	-32.18%	1,632,818	7.02%	1,525,657
General Operations	11,629,284	43.56%	8,100,669	64.47%	4,925,243
NFCC Lease	8,000,000	9.09%	7,333,333	10.00%	6,666,667
Central Office Operations	701,166	-33.09%	1,047,929	29.55%	808,868
Divisional Operations	7,560,017	-14.66%	8,859,111	-6.81%	9,506,612
IT	6,567,657	33.01%	4,937,883	21.68%	4,058,240
Offender Management System	3,421,213		72,676		
OCI / Agri-Services	7,993,821	-25.27%	10,697,047	7.31%	9,968,381
	<u>\$ 344,344,407</u>	<u>-6.15%</u>	<u>\$ 366,906,258</u>	<u>6.56%</u>	<u>\$ 344,313,611</u>

Three Year Revolving Fund Comparison

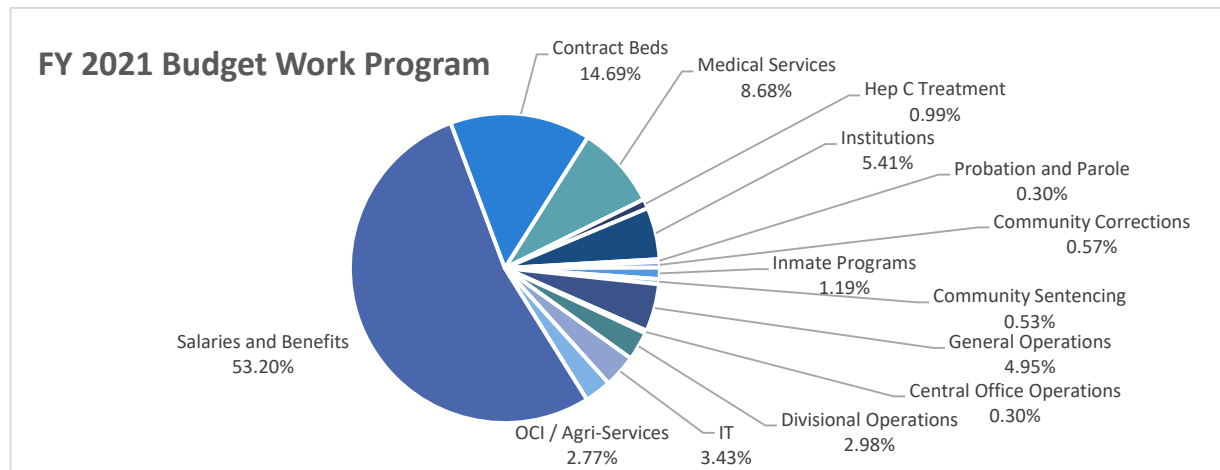
	FY 2021 Budget	FY 2021 Actuals July - February	% Change from FY 20	FY 2020 Actuals July - February	% Change from FY 19	FY 2019 Actuals July - February
200 Revolving Fund	13,905,613	13,125,609	37.34%	9,556,931	9.33%	8,741,694
205 Welfare and Rec. Fund	9,066,289	5,345,031	5.92%	5,046,322	-7.94%	5,481,380
210 Community Sentencing	1,100,725	57,924	-31.74%	84,852	-29.99%	121,200
225 County Jail Transportation	750,000	-	-100.00%	1,000,000	0.00%	-
230 Asset Forfeitures/Seizures Fund	-	-	0.00%	-	0.00%	-
280 Prison Industries	26,473,847	15,697,020	-8.63%	17,179,085	-4.23%	17,938,073
410 & 430 Federal Funds	3,479,769	708,591	-54.49%	1,557,077	-19.90%	1,943,874
	<u>\$ 54,776,243</u>	<u>\$ 34,934,175</u>		<u>\$ 34,424,267</u>		<u>\$ 34,226,221</u>



FY 2021 Budget Work Program

	Current Budget	Expenditures	Projected Expenditures	Trended Balance
Salaries and Benefits	\$ 320,904,148	\$ 200,382,399	\$ 111,574,570	\$ 8,947,179
Contract Beds	88,587,957	51,021,670	35,556,069	2,010,218
Medical Services	52,381,383	23,348,006	26,902,482	2,130,894
Hep C Treatment	6,000,000	1,860,935	4,139,065	-
Institutions	32,620,589	16,435,951	12,894,638	3,290,000
Probation and Parole	1,789,531	966,701	732,830	90,000
Community Corrections	3,452,808	1,379,487	1,318,321	755,000
Inmate Programs	7,165,213	1,968,752	3,759,173	1,437,289
Community Sentencing	3,192,915	1,107,350	1,956,432	129,134
General Operations	29,871,008	19,629,284	10,241,724	-
Central Office Operations	1,816,617	701,166	730,451	385,000
Divisional Operations	17,991,448	7,560,017	9,461,431	970,000
IT	20,704,938	9,988,870	7,928,466	2,787,602
OCI / Agri-Services	16,731,250	7,993,821	7,623,416	1,114,013
Grand Total	\$ 603,209,805	\$ 344,344,407	\$ 234,819,069	\$ 24,046,329

FY 2021 Budget Work Programs includes all funding sources.



Oklahoma Department of Corrections
FY 2021 Appropriation for the Month of February 2021

Account Code	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Balance
11,12,13 Payroll, Insurance, FICA and Retirement	\$ 311,214,305.00	\$ 194,722,479.24	\$ 1,094,461.34	\$ -	\$ 195,816,940.58	\$ 115,397,364.42
15 Professional Services	102,158,878.00	56,330,101.51	41,176,088.58	702,000.00	98,208,190.09	3,950,687.91
17 Moving Expenses	-	-	-	-	-	-
19 Flexible Benefits	310,000.00	206,452.98	103,547.02	-	310,000.00	-
21, 22 Travel	501,757.00	163,420.65	138,628.47	-	302,049.12	199,707.88
31 Miscellaneous Administrative Expenses	16,089,692.00	8,668,313.56	6,949,019.33	-	15,617,332.89	472,359.11
32 Rent Expense	16,405,083.00	9,920,112.97	5,365,987.27	252,800.00	15,538,900.24	866,182.76
33 Maintenance & Repair Expense	10,333,258.90	3,070,593.28	1,222,508.35	6,260.00	4,299,361.63	6,033,897.27
34 Specialized Supplies and Materials	47,515,659.21	22,764,449.20	20,157,718.41	-	42,922,167.61	4,593,491.60
35 Production, Safety and Security	3,828,498.00	458,736.42	1,142,204.85	-	1,600,941.27	2,227,556.73
36 General Operating Expenses	625,707.00	309,611.19	39,994.37	181.99	349,787.55	275,919.45
37 Shop Supplies	5,256,743.50	906,391.57	1,631,442.08	-	2,537,833.65	2,718,909.85
41 Property Furniture and Equipment	3,615,703.00	4,725,685.44	2,956,404.50	-	7,682,089.94	(4,066,386.94)
42 Library Equipment and Resources	3,330.00	245.53	-	230.00	475.53	2,854.47
43 Lease Purchase	112,500.00	63,876.33	46,246.20	-	110,122.53	2,377.47
44 Live Stock – Poultry	-	-	-	-	-	-
45,46,47 Building Construction and Renovation	1,000.00	-	-	-	-	1,000.00
48 Bond Payment	12,106,252.00	8,683,435.46	3,250,602.70	-	11,934,038.16	172,213.84
49 Inter-Agency Payments	-	-	-	-	-	-
51 Inmate Pay and Health Services	1,200,000.00	571,511.89	477,687.14	-	1,049,199.03	150,800.97
52 Scholarships, Tuition and other incentives	2,500.00	-	-	-	-	2,500.00
53 Refunds, Indemnities, and Restitution	50,000.00	201,454.28	-	-	201,454.28	(151,454.28)
54 Jail Back Up and others	3,804,000.00	5,957,444.29	1,494,566.43	-	7,452,010.72	(3,648,010.72)
55,59 Assistance Payments to Agencies	-	-	-	-	-	-
60 Authority Orders	-	-	4,047,347.63	-	4,047,347.63	(4,047,347.63)
61 Loans, Taxes, and other Disbursements	2,670.00	1,464.46	616.93	-	2,081.39	588.61
62 Transfers – Inmate Medical Payments	12,889,000.00	5,565,987.45	5,297,289.61	-	10,863,277.06	2,025,722.94
64 Merchandise for Resale	-	-	-	-	-	-
TOTAL	\$ 548,026,536.61	\$ 323,291,767.70	\$ 96,592,361.21	\$ 961,471.99	\$ 420,845,600.90	\$ 127,180,935.71

Funding	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Balance
10501 Duties	50,052,383.00	41,734,134.06	7,988,766.86	2,000.00	49,724,900.92	327,482.08
19003 Duties	3,052,677.00	3,052,677.00	-	-	3,052,677.00	-
19011 FY20 Carryover	16,914,289.61	2,425,588.76	13,688,700.85	700,000.00	16,814,289.61	100,000.00
19101 Duties	476,427,473.00	274,499,653.88	74,914,893.50	259,471.99	349,674,019.37	126,753,453.63
38301 Opioid Lawsuit Settlement Fund	1,579,714.00	1,579,714.00	-	-	1,579,714.00	-
TOTAL	\$ 548,026,536.61	\$ 323,291,767.70	\$ 96,592,361.21	\$ 961,471.99	\$ 420,845,600.90	\$ 127,180,935.71
					Remaining Payroll	115,397,364.42
						\$ 11,783,571.29

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
July 1, 2020 through February 28, 2021

Revenue	Revenues	410 Fund	430 Fund	Funds
<u>Code</u>	Current:			
556	Federal Funds Rec'd from Non-Gov. Ag.	\$ 350,358.32	\$ -	\$ 350,358.32
561	Private Grants and Donations for Opns.	-	358,232.24	358,232.24
581	Reimbursements	-	-	-
	<i>Total Revenues</i>	<u>350,358.32</u>	<u>358,232.24</u>	<u>708,590.56</u>
<u>Account Code</u>	Expenditures Current:			
11,12,13	Payroll	150,536.62	96,057.56	246,594.18
15	Professional Services	9,259.33	173,410.61	182,669.94
21, 22	Travel	7,360.00	-	7,360.00
31	Misc. Admin. Expenses	980.05	-	980.05
32	Rent	11,524.10	-	11,524.10
33	Maintenance and Repair	10,182.52	25,080.00	35,262.52
34	Specialized Supplies and Materials	-	-	-
35	Production, Safety and Security	-	-	-
36	General Operating Expenses	54,633.29	-	54,633.29
37	Shop Expense	-	4,177.50	4,177.50
41	Furniture and Equipment	48,154.17	194,926.80	243,080.97
42	Library Equipment and Resources	-	-	-
43	Lease Purchases	-	-	-
44	Livestock and Poultry	-	-	-
45	Land and Right-of-way	-	-	-
46	Building, Construction and Renovation	-	-	-
48	Debt Service	-	-	-
51	Inmate Pay and Health Services	-	-	-
52	Tuitions, Awards and Incentives	-	-	-
53	Refunds and Restitutions	-	-	-
54	Jail Backup, County Jails and Other	-	-	-
55	Payment to Gov. Sub-Division	-	-	-
59	Assistance Payments to Agencies	-	-	-
61	Loans, Taxes and Other Disbursements	-	-	-
62	Transfers - Out Sourced Health Care	-	-	-
64	Merchandise for Resale	-	-	-
	<i>Total Expenditures</i>	<u>292,630.08</u>	<u>493,652.47</u>	<u>786,282.55</u>
	<i>Excess of Revenues Over</i> <i>(Under) Expenditures</i>	<u>57,728.24</u>	<u>(135,420.23)</u>	<u>(77,691.99)</u>
	Cash			
	Beginning Cash Balance	209,851.66	161,922.57	371,774.23
	Revenue Received this Year	350,358.32	358,232.24	708,590.56
	Expenditures made this Year	(292,630.08)	(493,652.47)	(786,282.55)
	Beginning Change in Liabilities	-	-	-
	Transfers	-	-	-
	Adjustments	-	-	-
	<i>Ending Cash Balance</i>	<u>\$ 267,579.90</u>	<u>\$ 26,502.34</u>	<u>\$ 294,082.24</u>

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
For the Month of February 2021

		410 Fund	430 Fund	Funds
Revenue Revenues				
<u>Code</u>	Current:			
556	Federal Funds Rec'd from Non-Gov. Ag.	\$ -	\$ -	\$ -
561	Private Grants and Donations for Opns.	-	-	-
581	Reimbursements	-	-	-
	<i>Total Revenues</i>	-	-	-
Account Expenditures				
<u>Code</u>	Current:			
11,12,13	Payroll	18,246.31	17,672.75	35,919.06
15	Professional Services	9,259.33	71,625.69	80,885.02
21, 22	Travel	2,985.00	-	2,985.00
31	Misc. Admin. Expenses	980.05	-	980.05
32	Rent	3,352.28	-	3,352.28
33	Maintenance and Repair	2,400.96	-	2,400.96
34	Specialized Supplies and Materials	-	-	-
35	Production, Safety and Security	-	-	-
36	General Operating Expenses	-	-	-
37	Shop Expense	-	-	-
41	Furniture and Equipment	-	-	-
42	Library Equipment and Resources	-	-	-
43	Lease Purchases	-	-	-
44	Livestock and Poultry	-	-	-
45	Land and Right-of-way	-	-	-
46	Building, Construction and Renovation	-	-	-
48	Debt Service	-	-	-
51	Inmate Pay and Health Services	-	-	-
52	Tuitions, Awards and Incentives	-	-	-
53	Refunds and Restitutions	-	-	-
54	Jail Backup, County Jails and Other	-	-	-
55	Payment to Gov. Sub-Division	-	-	-
59	Assistance Payments to Agencies	-	-	-
61	Loans, Taxes and Other Disbursements	-	-	-
62	Transfers - Out Sourced Health Care	-	-	-
64	Merchandise for Resale	-	-	-
	<i>Total Expenditures</i>	37,223.93	89,298.44	126,522.37
	<i>Excess of Revenues Over (Under) Expenditures</i>	(37,223.93)	(89,298.44)	(126,522.37)
Cash				
	Beginning Cash Balance	304,803.83	115,800.78	420,604.61
	Revenue Received this Month	-	-	-
	Expenditures made this Month	(37,223.93)	(89,298.44)	(126,522.37)
	Change in Liabilities	-	-	-
	Transfers	-	-	-
	Adjustments	-	-	-
	<i>Ending Cash Balance</i>	\$ 267,579.90	\$ 26,502.34	\$ 294,082.24

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non-Appropriated Funds
July 1, 2020 through February 28, 2021

		200 Fund	205 Fund	210 Fund	225 Fund	280 Fund	Funds
Revenue	Revenues						
Code	Current:						
428199	Disbursement Fees	\$ 8,874.59	\$ -	\$ -	\$ -	\$ -	\$ 8,874.59
433107	Sale of Contraband	32,061.10	-	-	-	-	32,061.10
433147	Bank Charge Back / Returned Check Fee	-	-	-	-	-	-
433199	Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	91,920.46	-	57,923.83	-	-	149,844.29
441105	Interest on Investments	30,896.13	509.33	-	-	12,471.66	43,877.12
443103	Rent from Land & Buildings	19,457.17	-	-	-	-	19,457.17
451101	Insurance and Other Reimbursement for Damages	49,233.57	-	-	-	-	49,233.57
452005	Reimbursement for Administrative Expense (PPWP)	53,212.33	-	-	-	-	53,212.33
452117	Reimbursement of Data Processing Fees	-	-	-	-	-	-
453003	Reimbursement for Travel Expense	-	-	-	-	-	-
455201	Federal Reimbursements	7,794.13	-	-	-	-	7,794.13
456101	Federal Funds Rec'd from Non-Gov. Ag.	15,000.00	-	-	-	-	15,000.00
458101	Refunded Money Previously Disbursed - Goods & Services	16,426.47	-	-	-	-	16,426.47
458105	Reimbursement for Funds Expended (Refunds - Payroll Reim.)	574,370.47	-	-	-	-	574,370.47
459171	Program Income (Dog Programs)	4,086.71	-	-	-	-	4,086.71
459199	Other Grants, Refunds and Reimbursements (P-card Rebate)	20,041.71	-	-	-	-	20,041.71
471122	Farm Products General	-	-	-	-	7,710,601.49	7,710,601.49
473105	Charge for Service - (Water Treatment Plant)	30,523.18	-	-	-	-	30,523.18
473176	Laboratory and Medical Services	114,318.30	-	-	-	-	114,318.30
474105	Sale of Documents (Copies)	12,096.97	-	-	-	-	12,096.97
474131	Sale of Merchandise	-	-	-	-	7,925,321.51	7,925,321.51
474124	Canteen and Concession Income	-	5,344,521.40	-	-	-	5,344,521.40
478105	Registration Fees	-	-	-	-	-	-
479121	Paper & Other Recyclable Materials	-	-	-	-	-	-
479131	Notification of Confinement - Social Security Admin	28,398.03	-	-	-	-	28,398.03
481102	Contributions - Patients & Inmates	13,120.86	-	-	-	-	13,120.86
481121	Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	2,034,698.21	-	-	-	-	2,034,698.21
482101	Deposits by Patients and Offenders (Program Fees - Work Release)	1,143,878.31	-	-	-	48,625.58	1,192,503.89
483607	Sale of Salvage	11,689.47	-	-	-	-	11,689.47
488191	Purchase Card Refunds	-	-	-	-	-	-
	Total Revenues	4,312,098.17	5,345,030.73	57,923.83	-	15,697,020.24	25,412,072.97
Account	Expenditures						
Code	Current:						
11,12,13	Payroll	64,874.11	-	-	-	5,379,754.07	5,444,628.18
15	Professional Services	3,132,540.52	1,729,591.91	2,596.50	-	333,158.90	5,197,887.83
21, 22	Travel	35,429.89	111,834.89	2,363.99	-	20,266.72	169,895.49
31	Misc. Admin. Expenses	23,618.54	329,047.17	217.87	-	476,483.36	829,366.94
32	Rent	88,944.15	116,106.12	-	-	131,306.74	336,357.01
33	Maintenance and Repair	821,463.31	619,342.74	-	-	800,465.00	2,241,271.05
34	Specialized Supplies and Materials	1,090,561.61	498,348.44	3,624.85	-	177,289.35	1,769,824.25
35	Production, Safety and Security	31,813.40	12,134.04	139.50	-	236,975.35	281,062.29
36	General Operating Expenses	10,140.43	145,771.45	-	-	47,478.68	203,390.56
37	Shop Expense	118,384.29	96,952.13	-	-	603,124.16	818,460.58
41	Furniture and Equipment	259,629.70	275,055.76	-	-	294,926.87	829,612.33
42	Library Equipment and Resources	-	39,077.20	-	-	839.43	39,916.63
43	Lease Purchases	-	-	-	-	-	-
44	Livestock and Poultry	-	-	-	-	-	-
45	Land and Right-of-way	-	-	-	-	-	-
46, 47	Building, Construction and Renovation	21,356.34	-	-	-	9,018.60	30,374.94
48	Debt Service	-	-	-	-	-	-
51	Inmate Pay and Health Services	13,156.03	1,735,149.20	-	-	1,035,565.67	2,783,870.90
52	Tuitions, Awards and Incentives	-	1,175.36	-	-	115.00	1,290.36
53	Refunds and Restitutions	20,205.08	-	-	-	115.80	20,320.88
54	Jail Backup, County Jails and Other	88,234.00	-	-	125,937.41	-	214,171.41
55	Payment to Gov. Sub-Division	-	-	-	-	-	-
59	Assistance Payments to Agencies	-	-	-	-	-	-
61	Loans, Taxes and other Disbursements	-	-	-	-	50.00	50.00
62	Transfers - Out Sourced Health Care	(338,164.84)	-	-	-	-	(338,164.84)
64	Merchandise for Resale	3,095.17	-	-	-	6,963,776.03	6,966,871.20
	Total Expenditures	5,485,281.73	5,709,586.41	8,942.71	125,937.41	16,510,709.73	27,840,457.99
	Excess of Revenues Over (Under) Expenditures	(1,173,183.56)	(364,555.68)	48,981.12	(125,937.41)	(813,689.49)	(2,428,385.02)
	Cash						
	Beginning Cash Balance	9,626,488.59	1,047,461.43	1,121,504.27	765,707.66	6,866,701.62	19,427,863.57
	Revenue Received this Year	4,312,098.17	5,345,030.73	57,923.83	-	15,697,020.24	25,412,072.97
	Expenditures made this Year	(5,485,281.73)	(5,709,586.41)	(8,942.71)	(125,937.41)	(16,510,709.73)	(27,840,457.99)
	Beginning Change in Liabilities	(188,180.58)	(1,974.51)	-	-	(69,768.08)	(259,923.17)
	Transfers (Cares Act Funds)	8,813,510.97	-	-	-	-	8,813,510.97
	Adjustments	-	-	-	-	-	-
	Ending Cash Balance	\$ 17,078,635.42	\$ 680,931.24	\$ 1,170,485.39	\$ 639,770.25	\$ 5,983,244.05	\$ 25,553,066.35

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non-Appropriated Funds
For the Month of February 2021

Revenue Code	Revenues Current:	200 Fund	205 Fund	210 Fund	225 Fund	280 Fund	Funds
428199	Disbursement Fees	\$ 1,386.57	\$ -	\$ -	\$ -	\$ -	\$ 1,386.57
433107	Sale of Contraband	2,601.65	-	-	-	-	2,601.65
433147	Bank Charge Back / Returned Check Fee	-	-	-	-	-	-
433199	Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	12,234.17	-	5,429.00	-	-	17,663.17
441105	Interest on Investments	21,122.77	-	-	-	8,186.89	29,309.66
443103	Rent from Land & Buildings	2,693.30	-	-	-	-	2,693.30
451101	Insurance and Other Reimbursement for Damages	39.00	-	-	-	-	39.00
452005	Reimbursement for Administrative Expense (PPWP)	8,457.59	-	-	-	-	8,457.59
452117	Reimbursement of Data Processing Fees	-	-	-	-	-	-
453003	Reimbursement for Travel Expense	-	-	-	-	-	-
455201	Federal Reimbursements	7,794.13	-	-	-	-	7,794.13
456101	Federal Funds Rec'd from Non-Gov. Ag.	-	-	-	-	-	-
458101	Refunded Money Previously Disbursed - Goods & Services	132.00	-	-	-	-	132.00
458105	Reimbursement for Funds Expended (Refunds - Payroll Reim.)	114,080.61	-	-	-	-	114,080.61
459171	Program Income (Dog Programs)	25.00	-	-	-	-	25.00
459199	Other Grants, Refunds and Reimbursements (P-card Rebate)	-	-	-	-	-	-
471122	Farm Products General	-	-	-	-	1,009,082.26	1,009,082.26
473105	Charge for Service - (Water Treatment Plant)	5,513.97	-	-	-	-	5,513.97
473176	Laboratory and Medical Services	13,720.14	-	-	-	-	13,720.14
474105	Sale of Documents (Copies)	1,214.90	-	-	-	-	1,214.90
474131	Sale of Merchandise	-	-	-	-	982,277.98	982,277.98
474124	Canteen and Concession Income	-	327,476.64	-	-	-	327,476.64
478105	Registration Fees	-	-	-	-	-	-
479121	Paper & Other Recyclable Materials	-	-	-	-	-	-
479131	Notification of Confinement - Social Security Admin	11,800.00	-	-	-	-	11,800.00
481102	Contributions - Patients & Inmates	1,482.08	-	-	-	-	1,482.08
481121	Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	266,065.43	-	-	-	-	266,065.43
482101	Deposits by Patients and Offenders (Program Fees - Work Release)	160,277.14	-	-	-	3,261.58	163,538.72
483607	Sale of Salvage	-	-	-	-	-	-
488191	Purchase Card Refunds	-	-	-	-	-	-
	Total Revenues	630,640.45	327,476.64	5,429.00	-	2,002,808.71	2,966,354.80
Account Code	Expenditures Current:						
11,12,13	Payroll	5,878.48	-	-	-	672,198.51	678,076.99
15	Professional Services	302,064.45	82,460.00	535.50	-	91,655.82	476,715.77
21, 22	Travel	14,728.41	98.90	-	-	3,446.20	18,273.51
31	Misc. Admin. Expenses	1,030.95	38,225.75	-	-	57,627.78	96,884.48
32	Rent	1,566.77	7,960.79	-	-	16,324.78	25,852.34
33	Maintenance and Repair	75,764.88	45,212.14	-	-	38,639.94	159,616.96
34	Specialized Supplies and Materials	9,994.10	105,666.69	-	-	20,673.15	136,333.94
35	Production, Safety and Security	6,792.75	187.96	-	-	23,218.73	30,199.44
36	General Operating Expenses	233.98	14,481.20	-	-	4,387.47	19,102.65
37	Shop Expense	51,103.79	2,659.36	-	-	54,085.36	107,848.51
41	Furniture and Equipment	35,437.07	13,391.47	-	-	16,769.81	65,598.35
42	Library Equipment and Resources	-	-	-	-	-	-
43	Lease Purchases	-	-	-	-	-	-
44	Livestock and Poultry	-	-	-	-	-	-
45	Land and Right-of-way	-	-	-	-	-	-
46, 47	Building, Construction and Renovation	-	-	-	-	-	-
48	Debt Service	-	-	-	-	-	-
51	Inmate Pay and Health Services	1,501.20	209,191.53	-	-	110,611.33	321,304.06
52	Tuitions, Awards and Incentives	-	-	-	-	-	-
53	Refunds and Restitutions	-	-	-	-	-	-
54	Jail Backup, County Jails and Other	17,226.00	-	-	17,670.82	-	34,896.82
55	Payment to Gov. Sub-Division	-	-	-	-	-	-
59	Assistance Payments to Agencies	-	-	-	-	-	-
61	Loans, Taxes and other Disbursements	-	-	-	-	-	-
62	Transfers - Out Sourced Health Care	50,858.22	-	-	-	-	50,858.22
64	Merchandise for Resale	-	-	-	-	814,459.63	814,459.63
	Total Expenditures	574,181.05	519,535.79	535.50	17,670.82	1,924,098.51	3,036,021.67
	Excess of Revenues Over (Under) Expenditures	56,459.40	(192,059.15)	4,893.50	(17,670.82)	78,710.20	(69,666.87)
	Cash						
	Beginning Cash Balance	17,130,018.36	874,910.39	1,165,975.39	657,441.07	6,358,694.97	26,187,040.18
	Revenue Received this Month	630,640.45	327,476.64	5,429.00	-	2,002,808.71	2,966,354.80
	Expenditures made this Month	(574,181.05)	(519,535.79)	(535.50)	(17,670.82)	(1,924,098.51)	(3,036,021.67)
	Beginning Change in Liabilities	(107,842.34)	(1,920.00)	(383.50)	-	(454,161.12)	(564,306.96)
	Transfers	-	-	-	-	-	-
	Adjustments	-	-	-	-	-	-
	Ending Cash Balance	\$ 17,078,635.42	\$ 680,931.24	\$ 1,170,485.39	\$ 639,770.25	\$ 5,983,244.05	\$ 25,553,066.35

**Oklahoma Department of Corrections
Internal Audit Summary Report
Second Quarter FY 21**

Reporting Period: 2nd Quarter of FY 21

The Fiscal Management compliance and Internal Controls over the following financial activities were examined, to include: Accounts Payables, Accounts Receivables (Prisoners Public Works Project, and OCI Partnership Contractors and Factory Sales), Purchasing, Receiving, Purchase Cards, Express Checks, Debit Cards, Canteen (OBS and Inventory), Trust Fund, Warehouse Inventory, Oklahoma Correctional Industries Factory Inventory (Raw Materials, Work in Process and Finished Goods), Agri-Services (Livestock, Feedstock) and Fixed Assets Management System.

In this reporting period, the financial internal audit unit closed and submitted 21 compliance audit reports to the Board of Corrections and to the State Auditor and Inspector's Office.

Audited Facilities/Units	Date of Audit
1. Dick Conner Correctional Center	11/05/2020
2. James Crabtree Correctional Center	11/10/2020
3. Howard McLeod Correctional Center	11/12/2020
4. Northeast Oklahoma Correctional Center	11/12/2020
5. Dr. Eddie Warrior Correctional Center	11/19/2020
6. Charles E. "Bill" Johnson Correctional Center *	11/19/2020
7. Mack Alford Correctional Center *	12/03/2020
8. Agri-Services at Northeast Oklahoma Correctional Center	12/03/2020
9. Agri-Services at Jess Dunn Correctional Center	12/03/2020
10. Agri-Services at John Lilley Correctional Center	12/03/2020
11. Agri-Services at Lexington Assessment/Washita Valley	12/07/2020
12. Jess Dunn Correctional Center *	12/07/2020
13. Jim E Hamilton Correctional Center *	12/07/2020
14. William S. Key Correctional Center *	12/10/2020
15. Agri-Services at Oklahoma State Reformatory	12/09/2020
16. Meat Plant at Jackie Brannon Correctional Center	12/10/2020
17. Agri-Services at Jackie Brannon & Mack Alford Corr. Centers	12/10/2020
18. Agri-Services at Howard McLeod Correctional Center	12/10/2020
19. Lawton Community Corrections Center	12/16/2020
20. Agri-Services at James Crabtree Correctional Center	12/31/2020
21. Agri-Services at William S. Key Correctional Center	12/31/2020

Of the 21 facilities/units audited in the 2ndst quarter of FY21, five had reportable noncompliance or internal control findings.

Summary of Noncompliance Findings in accordance with Fiscal Management Policy

CANTEEN

Summary of Findings:

- BJCC Of the items sampled, 12% were not in agreement with the closing balance.
- JDCC Of the items sampled, 38% were not in agreement with the closing balance.
- MACC Of the items sampled, 27% were not in agreement with the closing balance.
- JEHCC Of the items sampled, 16% were not in agreement with the closing balance.
- WSKCC Of the items sampled, 8% were not in agreement with the closing balance.

Summary of Action Taken:

- BJCC Restrict access to canteen and search inmate workers at end of shift. Spot checks and monthly inventories will be reported/reviewed by the Warden.
 - A follow up will be conducted by the Internal Financial Audit within three months (2/19/2021).
- JDCC Schedule staff leave time according to the needs of the canteen operations and increase mirrors to increase security. Additional security measures put in place.
 - A follow up will be conducted by the Internal Financial Audit within three months (3/7/2021).
- MACC The Deputy Warden will observe adjustments and random sampling. A notification that “all sales are final” will be posted outside the canteen. Request for additional security measures, to include cameras and searches of inmates.
 - A follow up will be conducted by the Internal Financial Audit within three months (3/3/2021).
- JEHCC Conduct unannounced spot checks at least every other week or more frequently as determined by the Warden. Inmates will be subject to additional searches.

- A follow up will be conducted by the Internal Financial Audit within three months (3/7/2021).

WSKCC Staff will conduct frequent unannounced spot checks, posting that all food sales are final and implementation of additional searches of inmate workers.

- A follow up will be conducted by the Internal Financial Audit within three months (3/10/2021).

Follow up audit reviews will be conducted as noted to ensure the plan of corrective action has been implemented.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Charles E. "Bill" Johnson Correctional Center

November 19, 2020

FOR THE PERIODS

FY20 July 1, 2019 to June 30, 2020
FY21 July 1, 2020 to September 30, 2020

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Charles E. "Bill" Johnson Correctional Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Charles E. "Bill" Johnson Correctional Center

November 19, 2020

Chairman, Board of Corrections
Department of Corrections

We have conducted a compliance audit of Charles E. "Bill" Johnson Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, July 1, 2019 to June 30, 2020 and FY21, July 1, 2019 to September 30, 2020. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Prison Public Works Program, Debit Cards, Trust Fund, Warehouse Inventory, and Fixed Assets Inventory System.

The audit was conducted following department policy and state laws. Those standards and laws require that we plan and perform the audit to obtain reasonable assurance about whether Charles E. "Bill" Johnson Correctional Center is materially in compliance with state law and department directives, (OS Title §57-510 A. 14, Title §74-228, § 74- 229 and OP 120101 entitled "Fiscal Management Responsibilities").

Compliance with laws, regulations, and contracts applicable to Charles E. "Bill" Johnson Correctional Center is the responsibility of the Charles E. "Bill" Johnson Correctional Center management. As part of obtaining reasonable assurance about whether Charles E. "Bill" Johnson Correctional Center is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests as listed on the Schedule A – Compliance disclosed certain conditions that are required to be reported herein under department policy or Government Auditing Standards. An internal audit follow -up will be performed within three months to ensure corrective actions is being implemented.

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

OKLAHOMA DEPARTMENT OF CORRECTIONS

INTERNAL AUDIT REPORT

Schedule A: COMPLIANCE
Charles E. "Bill" Johnson Correctional
Center

November 19, 2020

Canteen

Criteria: Generally Accepted Accounting Principles dictates that inventory must be accurately recorded on a timely basis in order to ensure that all movements (receipts, adjustments and issues) are accounted for and properly disclosed on the Financial Statements to comply with reporting and accountability standards, per FASB 330 - entitled Inventory.

Finding: Twelve percent (11.76%) of the items sampled (6 of 51) on the day of the audit (11/02/20) were not in agreement with the reported closing inventory balance.

Effect: Inaccurate inventory records may result in over or understated inventory valuations as disclosed on the Departments Balance Sheet. Additionally, errors in inventory records may result in obsolescence, shortages or spoilage and may impede the detection of the unauthorized issuance or theft of inventory items.

Failure to maintain inventory control procedures may give cause for misappropriation of inventory items.

Recommendations:

1. Upon delivery all goods be counted and quantities compared against the invoice and purchase order. At that time, determine if there will be credits or returns.
2. Conduct unannounced spot checks of the canteen inventory report against the shelf count at least once every other week or more frequently as determined by the Warden.
3. Inmates working in the canteen should be subject to regular shakedowns at the end of the day before leaving.
4. Complete a 100 % count of all canteen inventories.

Plan of Action

1. The canteen supervisor/warden's assistant will conduct spot checks of at least ten items per week and report her findings to the Warden.
2. Access to the canteen is restricted. Any key access to the canteen after hours requires checking out of emergency keys, which requires an incident report to be written which is viewed by senior staff daily.
3. Inmate workers are searched each time they return to the secure perimeter of the facility.
4. Inventories are conducted monthly and are reviewed by the Warden.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Mack Alford Correctional Center

December 3, 2020

FOR THE PERIODS

FY 20 September 1, 2019 to June 30, 2020

FY 21 July 1, 2020 to September 30, 2020

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Mack Alford Correctional Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Mack Alford Correctional Center

December 3, 2020

Chairman, Board of Corrections

We have conducted a compliance audit of Mack Alford Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, September 1, 2019 to June 30, 2020 and FY 21, July 1, 2020 to September 30, 2020. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Debit Cards, Trust Fund, Canteen, Warehouse Inventory, and Fixed Assets Inventory System.

The audit was conducted following department policy and state laws. Those standards and laws require that we plan and perform the audit to obtain reasonable assurance about whether Mack Alford Correctional Center is materially in compliance with state law and department directives, (OS Title §74-228, §74-229 and OP 120101 entitled "Fiscal Management Responsibilities").

Compliance with laws, regulations, and contracts applicable to Mack Alford Correctional Center is the responsibility of the Mack Alford Correctional Center management. As part of obtaining reasonable assurance about whether Mack Alford Correctional Center is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests as listed on the Schedule A – Compliance disclosed certain conditions that are required to be reported herein under department policy or Government Auditing Standards. An internal audit follow-up will be performed within three months to ensure corrective actions is being implemented.

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

OKLAHOMA DEPARTMENT OF CORRECTIONS

INTERNAL AUDIT REPORT

Schedule A: COMPLIANCE

Mack Alford Correctional Center

December 3, 2020

Canteen

Criteria: Generally accepted accounting principles dictates that Inventory must be accurately recorded and disclosed on the Financial Statements to comply with reporting and accountability standards, per FASB 330 – entitled Inventory.

Finding 1: Twenty eight percent (27.54 %) of the items sampled (19 of 69) on the day of the audit (11/09/20) were not in agreement with the closing inventory balance.

Effect: Inaccurate inventory records may result in over or understated inventory valuations as disclosed on the Departments Balance Sheet. Additionally, errors in inventory records may result in shortages or spoilage and may impede the detection of the unauthorized issuance or theft of inventory items.

Recommendation:

1. Upon delivery all canteen goods be counted and quantities compared against the invoice and purchase order. At that time, determine if there will be credits.
2. Conduct unannounced spot checks of the inventory at least once every other week or more frequently as determined by the warden.
3. Adjustments should be accurately detailed on the inventory adjustment screen.
4. Adjustments should be made immediately after the monthly inventory count.
5. Inmates working in the canteen should be subject to regular shakedowns at the end of the day before leaving the canteen.
6. The canteen should be monitored with cameras.
7. The canteen should be adequately staffed to monitor offender activity.

8. Placing a sign outside the canteen window advising that all food sales are final, and returns will not be accepted or processed without a valid receipt, ID and the “defective” items.

PLAN OF CORRECTIVE ACTION

1. Facility administration will review canteen staff and inmate procedures for inventory and the counting of goods. Any deficiencies or changes need will be noted, and staff will be advised during quarterly canteen meetings. Inmates trained in the canteen procedures will sign the job description form, which notes the expectations for the canteen inmate positions.
2. The Deputy Warden will observe the adjustments during random unannounced visits to ensure they are timely and accurately entered.
3. The Chief of Security will ensure that the yard officer searches inmates exiting the canteen on a more continuous basis. This will ensure no items are leaving the canteen without approval.
4. The recommendation for cameras to be installed in the canteen area will be submitted through Upkeep to the agency Construction & Maintenance team for potential installation.
5. The Deputy Warden will ensure the canteen remains adequately staffed. In the event it is not, additional support staff will be temporarily assigned to assist in the canteen.
6. A sign will be made at the facility OCI noting “All sales final. Returns will not be accepted or processed without a valid receipt, inmate ID and the “defective” items”. This will be installed in front of the canteen window.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Jess Dunn Correctional Center

December 7, 2020

FOR THE PERIODS

FY 20 October 1, 2019 to June 30, 2020

FY 21, July 1, 2020 to October 31, 2020

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Jess Dunn Correctional Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Jess Dunn Correctional Center

December 7, 2020

Chairman, Board of Corrections

We have conducted a compliance audit of Jess Dunn Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, July 1, 2019 to June 30, 2020, and FY 21, July 1, 2020 to October 31, 2020. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Canteen, Debit Cards, Trust Fund, Security Items, Warehouse and Fixed Asset Inventory.

The audit was conducted following department policy and state laws. Those standards and laws require that we plan and perform the audit to obtain reasonable assurance about whether Jess Dunn Correctional Center is materially in compliance with state law and department directives. Materially in compliance with state law and department directives. OS Title §74-228, §74 -229 and OP-120101 entitled Fiscal Management Responsibilities.

Compliance with laws, regulations, and contracts applicable to Jess Dunn Correctional Center is the responsibility of the Jess Dunn Correctional Center management. As part of obtaining reasonable assurance about whether at Jess Dunn Correctional Center is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests as listed on Schedule A – Compliance disclosed certain conditions that are required to be reported herein under department policy or Government Auditing Standards. An internal audit follow-up audit will be performed within three (3) months to insure that the plan of corrective action is being implemented.

The Plan of Corrective Action is included on Schedule A -

Compliance Sincerely,

Patrick Donnelly

Patrick Donnelly
Internal Audit

OKLAHOMA DEPARTMENT OF
CORRECTIONS INTENAL AUDIT REPORT

Schedule A: COMPLIANCE

Jess Dunn Correctional Center

December 7, 2020

Criteria: Generally Accepted Accounting Principles dictates that inventory must be accurately recorded and disclosed on the financial statements to comply with reporting and accountability standards, per FASB 330 – entitled inventory.

Finding: Thirty eight percent (37.5%) of the items sampled (12 of 32) on the day of the audit (11/17/2020) were not in agreement with the closing inventory balance.

Effect: Inaccurate inventory records may result in over or understated inventory valuations as disclosed on the department’s balance sheet. Errors in inventory records may result in shortages or spoilage and may impede the detection of the unauthorized issuance or theft of inventory items.

- Risks:**
- (1) Theft of inventory may go undetected;
 - (2) Loss of revenue;
 - (3) Inadequate supplies to meet demand; and/or
 - (4) Inaccurate disclosed balance sheet valuation.

Plan of Corrective Action:

Due to COVID-19 and being short staffed, we have had to rely on other staff members and inmate canteen workers who are not fully trained in the standard operating procedures of the canteen.

JDCC’s Plan of Action would be to:

1. Utilize staff that has previously worked in canteen;
2. Cut down the amount of line items the inmates can order at one time, especially during gang pay week;
3. Schedule staff leave according to the needs of canteen operations;
4. Monitor inmate canteen workers to ensure no loss of inventory;
5. Three (3) additional mirrors will be added to canteen; and
6. Ensure that the inventory room remains locked at all times when not in use.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Jim E. Hamilton Correctional Center

December 7, 2020

FOR THE PERIODS

FY 20, September 1, 2019 to June 30, 2020

FY 21 July 1, 2020 to October 31, 2020

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Jim E. Hamilton Correctional Center

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OKLAHOMA DEPARTMENT OF
CORRECTIONS INTERNAL AUDIT
REPORT

Jim E. Hamilton Correctional Center

December 7, 2020

Chairman, Board of Corrections

We have conducted a compliance audit of Jim E. Hamilton Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, September 1, 2019 to June 30, 2020 and FY 21, July 1, 2020 to October 31, 2020. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Debit Cards, Trust Fund, Canteen, Warehouse Inventory, and Fixed Assets Inventory System.

The audit was conducted in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether Jim E. Hamilton Correctional Center is materially in compliance with state law and department directives. OS Title §74 -228, §74 -229 and OP-120101 entitled "Fiscal Management Responsibilities."

Compliance with laws, regulations, and contracts applicable to Jim E. Hamilton Correctional Center is the responsibility of the Jim E. Hamilton Correctional Center management. As part of obtaining reasonable assurance about whether Jim E. Hamilton Correctional Center is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests as listed on the Schedule A – Compliance disclosed certain conditions that are required to be reported herein under department policy or Government Auditing Standards. An internal audit follow-up will be performed within three months to insure corrective actions is being implemented.

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Schedule A: COMPLIANCE
Jim E. Hamilton Correctional Center
December 7, 2020

Canteen

Criteria: Generally accepted accounting principles dictates that Inventory must be accurately recorded and disclosed on the Financial Statements to comply with reporting and accountability standards, per FASB 330 – entitled Inventory.

Finding 1: Sixteen percent (15.87 %) of the items sampled (10 of 63) on the day of the audit (11/18/2020) were not in agreement with the closing inventory balance.

Effect: Inaccurate inventory records may result in over or understated inventory valuations as disclosed on the Departments Balance Sheet. Additionally, errors in inventory records may result in shortages or spoilage and may impede the detection of the unauthorized issuance or theft of inventory items.

PLAN OF CORRECTIVE ACTION

1. Upon delivery all canteen goods be counted and quantities compared against the invoice and purchase order. At that time, determine if there will be credits.
2. Conduct unannounced spot checks of the inventory at least once every other week or more frequently as determined by the warden.
3. Adjustments should be accurately detailed on the inventory adjustment screen.
4. Adjustments should be made immediately after the monthly inventory count.
5. Inmates working in the canteen should be subject to regular shakedowns at the end of the day before leaving the canteen.
6. The canteen should be monitored with cameras.
7. Placing a sign outside the canteen window advising that all food sales are final, and returns will not be accepted or processed without a valid receipt, ID and the “defective” items.

Compliance with the aforementioned corrective actions will be the responsibility of the facility Procedures Officer.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

William S. Key Correctional Center

December 10, 2020

FOR THE PERIODS

FY20 September 1, 2019 to June 30, 2020

FY21 July 1, 2020 to September 30, 2020

DEPARTMENT OF CORRECTIONS

Internal Audit Report

William S. Key Correctional Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

William S. Key Correctional Center

December 10, 2020

Chairman, Board of Corrections

We have conducted a compliance audit of William S. Key Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY20 September 1, 2019 to June 30, 2020 and FY21, July 1, 2020 to September 30, 2020. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Prison Public Works Program, Debit Cards, Trust Fund, Warehouse Inventory, and Fixed Assets Inventory System.

The audit was conducted following department policy and state laws. Those standards and laws require that we plan and perform the audit to obtain reasonable assurance about whether William S. Key Correctional Center is materially in compliance with state law and department directives, (OS Title §57-510 A.14, Title §74-228, §74-229 and OP 120101 entitled "Fiscal Management Responsibilities").

Compliance with laws, regulations, and contracts applicable to William S. Key Correctional Center is the responsibility of the William S. Key Correctional Center management. As part of obtaining reasonable assurance about whether William S. Key Correctional Center is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests as listed on the Schedule A – Compliance disclosed certain conditions that are required to be reported herein under department policy or Government Auditing Standards. An internal audit follow-up will be performed within three months to insure corrective actions is being implemented.

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

OKLAHOMA DEPARTMENT OF CORRECTIONS

INTERNAL AUDIT REPORT

Schedule A: COMPLIANCE

William S. Key Correctional Center

December 10, 2020

Canteen

Criteria: Generally Accepted Accounting Principles dictates that inventory must be accurately recorded and disclosed on the Financial Statements to comply with reporting and accountability standards, per FASB 330 - entitled Inventory.

Finding

Eight percent (8.33%) of the items sampled (5 of 60) on the day of the audit (11/03/20) were not in agreement with the closing inventory balance.

Effect: Inaccurate inventory records may result in over or understated inventory valuations as disclosed on the Departments Balance Sheet. Additionally, errors in inventory records may result in shortages or spoilage and may impede the detection of the unauthorized issuance or theft of inventory items.

RISKS

- (1) Theft of Inventory may go undetected.
- (2) Loss of revenue.
- (3) Inadequate supplies to meet demand.
- (4) Inaccurate disclosed Balance Sheet valuation.

Recommendations:

1. Upon delivery all goods be counted and quantities compared against the invoice and purchase order. At that time, determine if there will be credits or returns.
2. Conduct unannounced spot checks of the canteen inventory report against the shelf count at least once every other week or more frequently as determined by the Warden.
3. Inmates working in the canteen should be subject to regular shakedowns at the end of the day before leaving.
4. Complete a 100% count of all canteen inventories.

Plan of Corrective Action:

Upon delivery, canteen supervisors will count all goods and quantities and compare the invoices and purchase orders. In addition, canteen supervisors will determine if there will be credits or returns and compare the bill of lading with the purchase order. The canteen supervisor will conduct an unannounced post check of inventory at a minimum of every other week or as often as the Warden deems necessary. The canteen supervisors will also ensure that detailed justifications are given on the inventory adjustment screen. Returns will be well documented referencing the purchase order number, receiving number, invoice number and reason for return. Canteen supervisors will run an "Item Quantity Below Zero" at the very minimum of 1 time per day, unless Warden deems twice daily. Canteen supervisors will also ensure that all food sales are final and no returns once the inmate leaves the canteen window.

WKCC Security will search each canteen inmate worker prior to leaving. All canteen inmate workers will be searched anytime leaving the canteen.

Section-10 Training	P-100100	Page: 1	Effective Date: 03/24/2021
Training and Staff Development	ACA Standards: 2-CO-1C-14, 2-CO-1D-01, 2-CO-1D-03, 2-CO-1D-04, 2-CO-1D-05, 2-CO-2D-10, 5-ACI-1D-01, 5-ACI-1D-03, 5-ACI-1D-05, 5-ACI-1D-07, 5-ACI-1D-17, 5-ACI-1D-22, 4-ACRS-7B-10, 4-ACRS-7B-11, 4-ACRS-7B-18, 4-ACRS-7B-19, 4-APPFS-3A-06, 4-APPFS-3A-19, 4-APPFS-3A-21		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Training and Staff Development Standards

I. Training and Staff Development

The Oklahoma Department of Corrections (ODOC) will provide employees with the opportunity for training and staff development necessary to develop job related expertise, foster professional growth, and encourage the pursuit of career goals. (2-CO-1C-14)

Qualified staff will plan, coordinate, and supervise the training program. (2-CO-1D-01, 5-ACI-1D-01, 4-ACRS-7B-10, 4-APPFS-3A-06)

A. Orientation

Orientation standards will be developed for the training of new staff. All new employees, part-time and contract staff and volunteers will receive orientation prior to job assignment. (2-CO-1D-05, 5-ACI-1D-17, 4-ACRS-7B-18)

B. Job Specific Training

The ODOC will provide job specific training that is oriented toward specific learning objectives designed to prepare new employees to perform their jobs in a professional, safe, and effective manner.

C. In-Service Training

Employees will be provided with mandatory and elective training opportunities that meet statutory requirements and foster continuing professional development.

D. Leadership/Management Training

Employees will be provided with the training necessary and required to develop supervisory and managerial capabilities that meet statutory requirements and foster continuing professional development. (2-CO-1C-14)

E. Succession Planning

The ODOC will develop a program to provide a systematic approach to ensure leadership continuity, develop potential successors in ways that best fit their strengths, and identify the best candidates for categories of positions.

F. Professional Seminars and Conferences

Employees will be provided opportunities to attend professionally related seminars and conferences that enhance professionalism and job knowledge. (2-CO-1D-10) Resources of other public and private agencies may be utilized as available. (2-CO-1D-04, 5-ACI-1D-07, 5-ACI-1D-22, 4-ACRS-7B-19, 4-APPFS-3A-21)

II. Annual Review

The agency's training plan will provide for ongoing evaluation of all orientation, job specific, and in-service training. Specialized training programs will be re-evaluated at least annually. (2-CO-1D-03, 5-ACI-1D-01, 5-ACI-1D-03, 5-ACI-1D-05, 4-ACRS-7B-11, 4-APPFS-3A-19)

III. References

74 O.S. § 840-3.1 "Supervisory Personnel - Training Programs"

Merit Rule 260:25-17-90 through 97 "Mandatory Supervisory Training"

IV. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-100100 entitled "Training and Staff Development Standards" dated January 27, 2020

Distribution: Policy and Operations Manuals
Agency Website

Section-10 Training	P-100100	Page: 1	Effective Date: <u>Draft</u> 04/27/2020
Training and Staff Development	ACA Standards: 2-CO-1C-14, 2-CO-1D-01, 2-CO-1D-03, 2-CO-1D-04, 2-CO-1D-05, 2-CO-2D-10, 5-ACI-1D-01, 5-ACI-1D-03, 5-ACI-1D-05, 5-ACI-1D-07, 5-ACI-1D-17, <u>5-ACI-1D-22, 4-ACRS-7B-10, 4-ACRS-7B-11, 4-ACRS-7B-18, 4-ACRS-7B-19, 4-APPFS-3A-06, 4-APPFS-3A-19, 4-APPFS-3A-21</u>		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections		<u>Signature on File</u>	

Training and Staff Development Standards

I. Training and Staff Development

The Oklahoma Department of Corrections (ODOC) will provide employees with the opportunity for training and staff development necessary to develop job related expertise, foster professional growth, and encourage the pursuit of career goals. (2-CO-1C-14)

Qualified staff will plan, coordinate, and supervise the training program. (2-CO-1D-01, 5-ACI-1D-01, 4-ACRS-7B-10, 4-APPFS-3A-06)

A. Orientation

Orientation standards will be developed for the training of new staff. All new employees, part-time and contract staff and volunteers will receive orientation prior to job assignment. (2-CO-1D-05, 5-ACI-1D-17, 4-ACRS-7B-18)

B. Job Specific Training

The ODOC will provide job specific training that is oriented toward specific learning objectives designed to prepare new employees to perform their jobs in a professional, safe, and effective manner.

C. In-Service Training

Employees will be provided with mandatory and elective training opportunities that meet statutory requirements and foster continuing professional development.

D. Leadership/Management Training

Employees will be provided with the training necessary and required to develop supervisory and managerial capabilities that meet statutory requirements and foster continuing professional development. (2-CO-1C-14)

E. Succession Planning

The ODOC will develop a program to provide a systematic approach to ensure leadership continuity, develop potential successors in ways that best

fit their strengths, and identify the best candidates for categories of positions.

F. Professional Seminars and Conferences

Employees will be provided opportunities to attend professionally related seminars and conferences that enhance professionalism and job knowledge. (2-CO-1D-10) Resources of other public and private agencies may be utilized as available. (2-CO-1D-04, 5-ACI-1D-07, 5-ACI-1D-22, 4-ACRS-7B-19, 4-APPFS-3A-21)

II. Annual Review

The agency's training plan will provide for ongoing evaluation of all orientation, job specific, and in-service training. -Specialized training programs will be re-evaluated at least annually. (2-CO-1D-03, 5-ACI-1D-01, 5-ACI-1D-03, 5-ACI-1D-05, 4-ACRS-7B-11, 4-APPFS-3A-19)

III. References

74 O.S. § 840-3.1 “Supervisory Personnel - Training Programs”

Merit Rule 260:25-17-90 through 97 “Mandatory Supervisory Training”

IV. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-100100 entitled “Training and Staff Development Standards” dated January 27, 2020 ~~April 4, 2018~~

Distribution: Policy and Operations Manuals
Agency Website

[AR 10/13/20 HC](#)
[SR 11/12/20 HC](#)

Section-11 Human Resources	P-110100	Page: 1	Effective Date: 03/24/2021
Uniform Personnel Standards	ACA Standards: 2-CO-1A-29, 2-CO-1B-11, 2-CO-1C-01, 2-CO-1C-02, 2-CO-1C-03, 2-CO-1C-04, 2-CO-1C-07, 2-CO-1C-08, 2-CO-1C-09, 2-CO-1C-11, 2-CO-1C-13, 2-CO-1C-14, 2-CO-1C-24		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Uniform Personnel Standards

The Oklahoma Department of Corrections (ODOC) creates and administers procedures to ensure the agency's human resources practices comply with all applicable state and federal laws. These procedures establish a professional and ethical standard for the recruitment, selection, retention and promotion of qualified individuals and also serve as a guide for the appropriate management of employee services, benefits, and relations. (2-CO-1C-01, 2-CO-1C-24)

I. Merit System of Employment

The agency's human resources procedures and practices adhere to the principles and guidelines of the Oklahoma Personnel Act and the Merit Rules for Employment pertinent to the rights and responsibilities of employees, supervisors and applicants for employment. (2-CO-1A-29, 2-CO-1C-03, 2-CO-1C-07, 2-CO-1C-08, 2-CO-1C-09, 2-CO-1C-13, 2-CO-1C-14)

II. Equitable Administration

The agency's procedures are equitably administered and enforced, practiced with consistency, and support a non-discriminatory work environment and equal employment opportunity. The agency employs and promotes qualified staff on the basis of merit, ability, and capacity. The agency ensures that employees have access to an internal grievance process consistent with applicable law and rules. (2-CO-1C-02, 2-CO-1C-03, 2-CO-1C-09, 2-CO-1C-10, 2-CO-1C-11, 2-CO-1C-14)

III. Code of Conduct

The agency adheres to professional and ethical standards that will govern its relationships with the public, employees, and inmates/offenders; promotes a safe and humane work environment; affords courteous and respectful treatment; requires diligent performance; and the responsible use of state resources. The agency establishes and enforces rules consistent with such standards. (2-CO-1A-29, 2-CO-1C-04, 2-CO-1C-14, 2-CO-1C-24)

IV. Benefit and Compensation Administration

The agency adopts procedures to ensure that employees have access to all benefit programs to which they are entitled and establishes compensation practices consistent with applicable law and rule. (2-CO-1B-11, 2-CO-1C-05)

V. References

74 O.S. § 840 et seq.

Merit System of Personnel Administration Rules, 260:25-1-1 et seq.

VI. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-110100 entitled "Uniform Personnel Standards" dated February 27, 2020

Distribution: Policy and Operations Manual
Agency Website

Section-11 Human Resources	P-110100	Page: 1	Effective Date: Draft 02/27/2020
Uniform Personnel Standards	ACA Standards: 2-CO-1A-29, 2-CO-1B-11, 2-CO-1C-01, 2-CO-1C-02, 2-CO-1C-03, 2-CO-1C-04, 2-CO-1C-07, 2-CO-1C-08, 2-CO-1C-09, 2-CO-1C-11, 2-CO-1C-13, 2-CO-1C-14, 2-CO-1C-24		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Uniform Personnel Standards

The Oklahoma Department of Corrections (ODOC) creates and administers procedures which to ensure the agency's human resources practices comply with all applicable state and federal laws. These procedures establish a professional and ethical standard for the recruitment, selection, retention and promotion of qualified individuals and also serve as a guide for the appropriate management of employee services, benefits, and relations. (2-CO-1C-01, 2-CO-1C-24)

I. Merit System of Employment

The agency's human resources procedures and practices adhere to the principles and guidelines of the Oklahoma Personnel Act and the Merit Rules for Employment pertinent to the rights and responsibilities of employees, supervisors and applicants for employment. (2-CO-1A-29, 2-CO-1C-03, 2-CO-1C-07, 2-CO-1C-08, 2-CO-1C-09, 2-CO-1C-13, 2-CO-1C-14)

II. Equitable Administration

The agency's procedures are equitably administered and enforced, practiced with consistency, and support a non-discriminatory work environment and equal employment opportunity. The agency employs and promotes qualified staff on the basis of merit, ability, and capacity. The agency ensures that employees have access to an internal grievance process consistent with applicable law and rules. (2-CO-1C-02, 2-CO-1C-03, 2-CO-1C-09, 2-CO-1C-10, 2-CO-1C-11, 2-CO-1C-14)

III. Code of Conduct

The agency adheres to professional and ethical standards that will govern its relationships with the public, employees, and inmates/offenders; promotes a safe and humane work environment; affords courteous and respectful treatment; requires diligent performance; and the responsible use of state resources. The agency establishes and enforces rules consistent with such standards. (2-CO-1A-29, 2-CO-1C-04, 2-CO-1C-14, 2-CO-1C-24)

IV. Benefit and Compensation Administration

The agency adopts procedures to ensure that employees have access to all benefit programs to which they are entitled and establishes compensation practices consistent with applicable law and rule. (2-CO-1B-11, 2-CO-1C-05)

V. References

74 O.S. § 840 et seq

Merit System of Personnel Administration Rules, 260:25-1-1 et seq.

VI. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-110100 entitled "Uniform Personnel Standards" dated [February 27, 2020](#) ~~November 8, 2018~~

Distribution: Policy and Operations Manual
Agency Website

[AR 11/13/20 HC](#)
[SR 01/16/21 HC](#)
[CM 01/22/21 HC](#)

Section-13 Inspections	P-130100	Page: 1	Effective Date: 03/24/2021
Annual Inspections and Monitoring	ACA Standards: 2-CO-1A-21, 2-CO-1A-22, 2-CO-2A-01, 2-CO-2A-02, 2-CO-3B-01, 2-CO-4D-01, 5-ACI-1A-17, 5-ACI-2A-02M, 5-ACI-3B-01M, 5-ACI-5D-01M, 4-ACRS-1A-02M, 4-ACRS-1A-09, 4-ACRS-1C-08M, 4-ACRS-7D-02, 4-APPFS-3D-08, 4-APPFS-3D-09, 4-APPFS-3F-03M		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Oklahoma Department of Corrections Annual Inspections and Monitoring

The Oklahoma Board of Corrections (BOC) has established and maintains constitutional conditions of confinement for inmates in the care and custody of the agency and ensures a healthy and safe working environment for employees. The Oklahoma Department of Corrections (ODOC) shall be in compliance with applicable environmental health, safety and sanitation codes, agency policy, and national accreditation standards (American Correctional Association) and, at a minimum, ensures statutory compliance in the quality of life, environmental health, sanitation, and the safety of staff and inmates in meeting the mission of the agency. (2-CO-1A-21, 2-CO-2A-01, 2-CO-3B-01, 2-CO-4D-01, 5-ACI-2A-02M, 5-ACI-5D-01M, 4-ACRS-1A-02M, 4-ACRS-1C-08M, 4-APPFS-3F-03M)

I. Annual Inspections

Annual inspections shall be conducted at all ODOC facilities, community corrections centers, probation and parole regions, administrative offices and private contract facilities to provide a method whereby policy and operational procedures, national standards, and/or health and safety codes are monitored to ensure effective and efficient operations. (2-CO-1A-22, 2-CO-2A-02, 5-ACI-1A-17, 4-ACI-3B-01M, 4-ACRS-1A-09, 4-ACRS-7D-02, 4-APPFS-3D-08, 4-APPFS-3D-09)

II. Monitoring

A systematic review will be established to ensure continued practices and plans for corrective action are developed and monitored.

III. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-130100 entitled "Department of Corrections Annual Inspections and Monitoring" dated January 27, 2020

Distribution: Policy and Operations Manual

Agency Website

Section-13 Inspections	P-130100	Page: 1	Effective Date: Draft 01/27/2020
Annual Inspections and Monitoring	ACA Standards: 2-CO-1A-21, 2-CO-1A-22, 2-CO-2A-01, 2-CO-2A-02, 2-CO-3B-01, 2-CO-4D-01, 5-ACI-1A-17, 5-ACI-2A-02M, 5-ACI-3B-01M, 5-ACI-5D-01M, 4-ACRS-1A-02M, 4-ACRS-1A-09, 4-ACRS-1C-08M, 4-ACRS-7D-02 , 4-APPFS-3D-08, 4-APPFS-3D-09, 4-APPFS-3F-03M		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections		Signature on File	

Oklahoma Department of Corrections Annual Inspections and Monitoring

The Oklahoma Board of Corrections (BOC) has established and maintains constitutional conditions of confinement for inmates in the care and custody of the agency and ensures a healthy and safe working environment for employees. The Oklahoma Department of Corrections (ODOC) shall be in compliance with applicable environmental health, safety and sanitation codes, agency policy, and national accreditation standards (American Correctional Association) and, at a minimum, ensures statutory compliance in the quality of life, environmental health, sanitation, and the safety of staff and inmates in meeting the mission of the agency. (2-CO-1A-21, 2-CO-2A-01, 2-CO-3B-01, 2-CO-4D-01, 5-ACI-2A-02M, 5-ACI-5D-01M, ~~4-ACRS-1A-02M~~, 4-ACRS-1C-08M, 4-APPFS-3F-03M)

I. Annual Inspections

Annual inspections shall be conducted at all ODOC facilities, community corrections centers, probation and parole regions, administrative offices and private contract facilities to provide a method whereby ~~policy~~ and operational procedures, national standards, and/or health and safety codes are monitored to ensure effective and efficient operations. (2-CO-1A-22, 2-CO-2A-02, 5-ACI-1A-17, 4-ACI-3B-01M, ~~4-ACRS-1A-09~~, 4-ACRS-7D-02, 4-APPFS-3D-08, 4-APPFS-3D-09)

II. Monitoring

A systematic review will be established to ensure continued practices and plans for corrective action are developed and monitored.

III. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-130100 entitled "Department of Corrections Annual Inspections and Monitoring" dated ~~January 27, 2020~~ ~~March 13, 2018~~

Distribution: Policy and Operations Manual
Agency Website

[AR 10/13/20 HC](#)

[SR 10/16/20 HC](#)

[CM 10/30/20 HC](#)

Section-14 Health Services	P-140100	Page: 1	Effective Date: 03/24/2021
Inmate Medical, Mental Health and Dental Care	ACA Standards: 2-CO-4E-01, 5-ACI-6A-02, 5-ACI-6A-03, 5-ACI-6A-05, 5-ACI-6A-08M, 5-ACI-6A-18M, 5-ACI-6A-25M, 5-ACI-6A-27, 5-ACI-6A-28M, 5-ACI-6A-43M, 5-ACI-6B-03M, 5-ACI-6C-03M, 4-ACRS-4C-01M, 4-ACRS-4C-03M, 4-ACRS-4C-04M, 4-ACRS-4C-11, 4-ACRS-4C-12, 4-ACRS-4C-15, 4-ACRS-4C-18, 4-ACRS-4C-22, 4-ACRS-7B-02M		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Inmate Medical, Mental Health and Dental Care

I. Medical, Mental Health and Dental Care

The Oklahoma Department of Corrections (ODOC) has established written standards for the delivery, maintenance, and improvement of medical, mental health, and dental care services for inmates. (2-CO-4E-01) The term “healthcare” encompasses all three disciplines for standards of healthcare services.

A. Purpose

The purposes of health standards are to:

1. Provide constitutionally required health care for inmates;
2. Coordinate and standardize health care delivery in each facility; and
3. Enable inmates to obtain specialized health care when constitutionally required.

B. Definition

Healthcare is defined as the summary of all action taken, that is preventative and therapeutic, to provide for the physical and mental well-being of the inmate population. Such care includes medical, dental and mental health services, nursing, personal hygiene, dietary services and health education. (4-ACRS-4C-01M, 4-ACRS-4C-11, 4-ACRS-4C-15)

II. Compliance with Licensure Requirements

All clinical staff employed by the agency for the purpose of providing inmate health care services will be licensed, certified or registered as required by Oklahoma state licensing laws and regulations. (2-CO-4E-01, 5-ACI-6A-28M, 5-ACI-6B-03M, 4-ACRS-4C-18, 4-ACRS-7B-02M)

III. Standards for Provision of Health Services (2-CO-4E-01)

Appropriate healthcare will be provided as required by the United States and Oklahoma constitutions to all inmates in the custody of the Oklahoma Department of Corrections facilities and/or contract facilities housing Oklahoma inmates. Services will be provided in an equitable manner. Qualified health care

professionals will be available to serve inmates' needs and provide medical referrals as appropriate.

A. Chronic, Convalescent and Infirmary Care (5-ACI-6A-18M)

Chronic, convalescent and infirmary care will be provided at designated facilities.

1. Facility infirmaries will be operated 24 hours a day for the purpose of providing skilled nursing care, chronic and convalescent care and special housing of inmates who do not need hospitalization as designated by the medical authority.
2. Inmates that cannot be appropriately cared for within an ODOC facility will be transferred to another appropriate medical facility equipped to provide the necessary service. (5-ACI-6A-05)

B. Routine Health Care (5-ACI-6A-03, 4-ACRS-4C-01)

1. Inmates can initiate requests for health services on a daily basis. Sick call requests will be triaged daily by registered nurse (RN)/licensed practical nurse (LPN) and clinic appointments will be scheduled utilizing a priority system. Clinical services in a clinical setting are available to inmates at least five days a week and are performed by qualified healthcare professionals.
2. Community corrections centers will provide health care services on site or at a designated nearby ODOC facility.

C. Emergency Care (5-ACI-6A-08M, 4-ACRS-4C-03M)

Emergency services will be available to all inmates 24 hours per day, seven days per week.

D. Pharmaceutical Services (5-ACI-6A-43M, 4-ACRS-4C-12)

Appropriate management of pharmaceutical services will be available to all inmates.

1. A formulary will be available and utilized for inmate pharmaceuticals.
2. A formalized process will be established for obtaining non-formulary medications.
3. Facilities will provide secure storage and daily inventory of all controlled substances, syringes and needles.
4. The proper management of pharmaceuticals is administered in accordance with state and federal law.

IV. Cost of Health Care (5-ACI-6A-02)

The agency has established guidelines for inmate health care co-payments. Upon their initial arrival, inmates are advised of the co-payment and are not refused health care because of their financial status.

V. Healthcare Records (2-CO-4E-01)

A. Health Assessments

A health assessment is completed on each inmate upon reception into the system, periodically as required by the inmate's health status and age and as appropriate upon transfer between facilities. (5-ACI-6A-25M, 5-ACI-6A-27, 4-ACRS-4C-04M)

B. Healthcare Records

The Oklahoma Department of Corrections will maintain comprehensive, confidential healthcare records regarding all health care services provided to inmates. (5-ACI-6C-03M, 4-ACRS-4C-22)

VI. References

57 O.S. § 504 (b) (1)

The 8th Amendment to the United States Constitution

Section 9 of Article 2 of the Oklahoma Constitution

VII. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-140100 entitled "Inmate Medical, Mental Health and Dental Care" dated January 27, 2020

Distribution: Policy and Operations Manual
Agency Website

Section-14 Health Services	P-140100	Page: 1	Effective Date: Draft 01/27/2020
Inmate Medical, Mental Health and Dental Care	ACA Standards: 2-CO-4E-01, 5-ACI-6A-02, 5-ACI-6A-03, 5-ACI-6A-05, 5-ACI-6A-08M, 5-ACI-6A-18M, 5-ACI-6A-25M, 5-ACI-6A-25 , 5-ACI-6A-27, 5-ACI-6A-28M, 5-ACI-6A-43M, 5-ACI-6B-03M, 5-ACI-6C-03M, 4-ACRS-4C-01M, 4-ACRS-4C-03M, 4-ACRS-4C-04M, 4-ACRS-4C-11, 4-ACRS-4C-12, 4-ACRS-4C-15, 4-ACRS-4C-18, 4-ACRS-4C-22, 4-ACRS-7B-02M		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections		Signature on File	

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V. Healthcare Records (2-CO-4E-01)

A. Health Assessments

A health assessment is completed on each inmate upon reception into the system, periodically as required by the inmate's health status and age and as appropriate upon transfer between facilities. (5-ACI-6A-25M, ~~5-ACI-6A-25~~, 5-ACI-6A-27, 4-ACRS-4C-04M)

B. Healthcare Records

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VI. References

57 O.S. § 504 (b) (1)

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VII. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-140100 entitled "Inmate Medical, Mental Health and Dental Care" dated ~~January 27, 2020~~ ~~March 7, 2017~~

Distribution: Policy and Operations Manual
Agency Website

[AR 10/13/20 HC](#)
[SR 11/16/20 HC](#)
[CM 12/03/20 HC](#)

Section-15 Physical Plant	P-150100	Page: 1	Effective Date: 03/24/2021
Standards and Development for Correctional Facilities	ACA Standards: 2-CO-2A-01, 2-CO-2B-02, 5-ACI-2A-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Physical Plant Standards and Long-Range Plant Development for Correctional Facilities

It is the policy of the Board of Corrections (BOC) that the Oklahoma Department of Corrections (ODOC) establishes and maintains written physical plant standards for correctional facilities.

I. Purpose

It is the purpose of this policy to ensure that construction and renovation at all state correctional facilities conforms to applicable federal, state, and local building codes and national correctional standards (American Correctional Association (ACA)). (2-CO-2A-01, 5-ACI-2A-01)

Development of physical facilities is to be accomplished as rapidly as possible, and at the lowest possible cost, in order to conserve state resources.

A. Objective

In order to ensure a coordinated development program consistent with the mission and goals of the agency, the agency director shall secure both the technical and administrative resources necessary for development of the physical plant to include:

1. Using professional consultants, agency personnel, construction contractors, and inmates in a manner consistent with the policies of the BOC and ensuring the following:
 - a. Minimum physical standards address requirements such as square footage, fixtures, lighting, ventilation, etc., as established in national correctional standards (ACA) and/or applicable building codes;
 - b. Basic physical standards address the aspects of construction materials and methods;
 - c. Inspections at regular intervals throughout the construction/renovation phase ensuring compliance; and
 - d. The review of established plans for construction/renovation to ensure conformity of development.

B. Long Term Development (2-CO-2B-02)

The agency director will ensure formulation of an agency-wide, long-term physical plant development plan to be approved and adopted by the BOC.

II. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

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

This policy statement is effective as indicated.

Replaced: Policy Statement No. P-150100 entitled "Physical Plant Standards and Long-Range Plant Development for Correctional Facilities" dated February 27, 2020

Distribution: Policy and Operations Manuals
Agency Website

Section-15 Physical Plant	P-150100	Page: 1	Effective Date: <u>Draft 02/27/2020</u>
Standards and Development for Correctional Facilities	ACA Standards: 2-CO-2A-01, 2-CO-2B-02, 5-ACI-2A-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

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

This policy statement is effective as indicated.

Replaced: Policy Statement No. P-150100 entitled "Physical Plant Standards and Long-Range Plant Development for Correctional Facilities" dated February 27, 2020 ~~July 11, 2018~~

Distribution: Policy and Operations Manuals
Agency Website

[AR 11/13/20 HC](#)
[SR 12/21/20 HC](#)
[CM 01/26/21 HC](#)

Section-15 Physical Plant	P-150500	Page: 1	Effective Date: 03/24/2021
Eight Year, System-wide Capital Improvement Program	ACA Standards: 2-CO-1A-06, 2-CO-1A-09, 2-CO-1B-02, 2-CO-1B-03, 2-CO-2A-01, 2-CO-3B-01M		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Eight Year, System-wide Capital Improvement Program

It is the policy of the Board of Corrections that the Oklahoma Department of Corrections (ODOC) implements and maintains an eight year, system-wide capital improvement program ensuring compliance with applicable regulatory agencies in environmental health, fire and safety, health and sanitation, and security standards. (2-CO-1A-09, 2-CO-2A-01, 2-CO-3B-01M)

I. Health, Safety and Security

The Board of Corrections will ensure that the ODOC complies with applicable standards to provide constitutional care and treatment to inmates under its custody. In order to provide constitutional care and treatment, the health, safety and security of inmates must be maintained. (2-CO-2A-01)

II. Capital Budget Requests (2-CO-1B-02, 2-CO-1B-03)

Oklahoma Statute, 62 O.S. § 901, establishes the Long-Range Capital Planning Commission. The Commission has the annual responsibility to prepare an eight-year capital plan for the State of Oklahoma to be used by the Governor and Legislature in the development of capital budgeting decisions.

All Oklahoma state-level agencies, boards, trusts, and commissions are required to provide eight-year capital requests to the Commission; budget items are to be submitted even if no state appropriated funds are used to acquire them. The Commission has defined “capital projects” as any one-time project with a cost of at least \$25,000 and a useful life of five years or more.

The Commission is staffed by the State Bond Advisor’s Office, which maintains a web-based capital request system. Capital requests are due by July 1 of each year.

A. Preparation of Agency Request

The chief financial officer will prepare a capital outlay budget request, which includes input from the chief of Operations.

B. Agency Director’s Approval (2-CO-1A-06)

The agency director will review and approve the agency’s capital budget request.

C. Board Approval

The agency’s capital budget request will be presented annually to the Board

of Corrections for their approval.

D. Submission to Long Range Capital Planning Commission

Upon approval by the Board of Corrections, the agency's capital budget request will be submitted to the Long Range Capital Planning Commission as required. If Board approval is not obtained by July 1, a draft of the request may be submitted.

III. Reference

State and Federal Health and Safety Regulations

https://www.ok.gov/bondadvisor/Capital_Planning/index.html

62 O.S. § 901

IV. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

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

This policy statement is effective as indicated.

Replaced: Policy Statement No. P-150500 entitled "Eight Year, System-wide Capital Improvement Program" dated February 27, 2020

Distribution: Policy and Operations Manuals
Agency Website

Section-15 Physical Plant	P-150500	Page: 1	Effective Date: <u>Draft</u> 02/27/2020
Eight Year, System-wide Capital Improvement Program	ACA Standards: 2-CO-1A-06, 2-CO-1A-09, 2-CO-1B-02, 2-CO-1B-03, 2-CO-2A-01, 2-CO-3B-01M		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

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IV. Action

The agency director is responsible for compliance with this policy.

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

This policy statement is effective as indicated.

Replaced: Policy Statement No. P-150500 entitled "Eight Year, System-wide Capital Improvement Program" dated [February 27, 2020](#) ~~June 30, 2017~~

Distribution: Policy and Operations Manuals
Agency Website

[AR 11/13/20 HC](#)
[SR 12/21/20 HC](#)
[CM 01/26/21 HC](#)

Section-16 Probation and Parole	P-160100	Page: 1	Effective Date: 03/24/2021
Purpose and Function of Probation and Parole	ACA Standards: 4-APPFS-2A-01, 4-APPFS-3D-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Purpose and Function of Probation and Parole

It is the policy of the Oklahoma Board of Corrections (BOC) that the purpose and function of Probation and Parole is to facilitate the pro-social adjustment of offenders under supervision to prevent further criminal behavior and to ensure successful compliance with the terms and conditions of probation as determined by the courts, or of parole as determined by the Oklahoma Pardon and Parole Board, the governor or the Oklahoma Department of Corrections (ODOC). (4-APPFS-3D-01)

Persons on community supervision will be appropriately classified and supervised as authorized by state law and consistent with the best interests of the public, the employees and the offenders. It is the policy of the ODOC that all offenders under community supervision are supervised in a manner that optimizes the opportunity for the offender to engage in pro-social behavior. (4-APPFS-2A-01)

I. Agency Director’s Authority

The agency director or designee will commission probation and parole officers and will determine how the peace officer authority of probation and parole officers will be exercised within the scope of employment and the mission of the agency.

II. Peace Officer Authority

It is the policy of the BOC that the agency director or designee will commission eligible and qualified persons as probation and parole officers.

III. Responsibility of Probation and Parole

A. Probation and parole officers will perform duties as prescribed by the agency director and set forth in their job description as approved by the Human Capital Division of Office Management and Enterprise Services (OMES). It is the responsibility of probation and parole officers to protect the public, the employees and the offenders entrusted in their supervision and custody. This is accomplished through effective utilization of a continuum of supervision strategies and interventions. Staff will assess and review all offenders on community supervision in accordance with the needs of the offender and the best interest of the community.

B. The ODOC will:

1. Utilize a risk-based classification system that classifies offenders based on criminogenic risk and needs, and establish supervision strategies that address those needs. The classification system will provide supervision, which can decrease as the offender resolves

identified needs, or may increase as new needs are identified.

2. Ensure offender assessment procedures are developed and implemented which identify an offender's criminogenic risk factors and needs.
3. Ensure transition plans are developed to assist offenders in addressing those needs.

IV. Operations Memoranda

The agency director is authorized and is responsible for the adoption of operational procedures, which ensure compliance with this policy. The procedure will specifically outline the scope of authority and employment of probation and parole officers in the performance of duties and responsibilities in meeting the mission of the agency.

V. References

22 O.S. 991a

57 O.S. § 515

57 O.S. § 512

VI. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

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

This policy statement is effective as indicated.

Replaced: Policy Statement No. P-160100 entitled "Purpose and Function of Probation and Parole" dated January 27, 2020

Distribution: Policy and Operations Manual
Agency Website

Section-16 Probation and Parole	P-160100	Page: 1	Effective Date: <u>Draft 04/27/2020</u>
Purpose and Function of Probation and Parole	ACA Standards: 4-APPFS-2A-01, 4-APPFS-3D-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections		<u>Signature on File</u>	

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VI. Action

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Replaced: Policy Statement No. P-160100 entitled "Purpose and Function of Probation and Parole" dated January 27, 2020 ~~August 22, 2017~~

Distribution: Policy and Operations Manual
Agency Website

[AR 10/13/20 HC](#)
[SR 11/6/20 HC](#)

Section-09 Programs	P-090200	Page: 1	Effective Date: 03/24/2021
Public Works Programs of the Oklahoma Department of Corrections	ACA Standards: 2-CO-5A-01, 5-ACI-7A-04, 4-ACRS-6D-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Public Works Programs of the Oklahoma Department of Corrections

The Oklahoma Department of Corrections (ODOC) may pursue public works programs consistent with state statute by engaging in public service activities and projects that serve and benefit a public purpose. These activities may require the utilization of state resources and inmate labor. Projects may take place on public property or on private land as provided by law. Any projects on private land must serve a public purpose benefiting the public as a whole. The agency director of the Oklahoma Department of Corrections will ensure that written policies and procedures are maintained for the proper utilization of state resources and that all approved activities are for the purpose of a public benefit. (2-CO-5A-01, 5-ACI-7A-04, 4-ACRS-6D-01)

I. Prisoner Public Works Projects (PPWP)

A. Assignment of Inmates

As authorized by state law, inmates under the custody of the Oklahoma Department of Corrections may be assigned to municipalities, counties, or other state agencies or political subdivisions, and the federal government and its agencies for the purpose of working on projects that benefit a public purpose.

B. Procedures

Procedures governing this process address and include the following:

1. Contract agreements for Public Works Programs;
2. Criteria for selection and exclusion of inmates to be assigned; and
3. Monitoring and accountability measures to ensure contract compliance and proper utilization of the state's resources.

II. References

57 O.S. § 510A (15)

57 O.S. § 215 et. seq.

74 O.S. § 1001 et. seq.

Title 170, O.A.C. Chapter 10

III. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-090200 entitled "Public Works Programs of the Oklahoma Department of Corrections" dated January 27, 2020

Distribution: Policy and Operations Manual
Agency Website

Section-09 Programs	P-090200	Page: 1	Effective Date: <u>Draft</u> <u>01/27/2020</u>
Public Works Programs of the Oklahoma Department of Corrections	ACA Standards: 2-CO-5A-01, 5-ACI-7A-04, 4-ACRS-6D-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections		<u>Signature on File</u>	

Public Works Programs of the Oklahoma Department of Corrections

The Oklahoma Department of Corrections (ODOC) may pursue public works programs consistent with state statute by engaging in public service activities and projects that serve and benefit a public purpose. -These activities may require the utilization of state resources and inmate labor. -Projects may take place on public property or on private land as provided by law. Any projects on private land must serve a public purpose benefiting the public as a whole. The agency director of the Oklahoma Department of Corrections will ensure that written policies and procedures are maintained for the proper utilization of state resources and that all approved activities are for the purpose of a public benefit. (2-CO-5A-01, 5-ACI-7A-04, 4-ACRS-6D-01)

I. Prisoner Public Works Projects (PPWP)

A. Assignment of Inmates

As authorized by state law, inmates under the custody of the Oklahoma Department of Corrections may be assigned to municipalities, counties, or other state agencies or political subdivisions, and the federal government and its agencies for the purpose of working on projects that benefit a public purpose.

B. Procedures

Procedures governing this process address and include the following:

1. Contract agreements for Public Works Programs;
2. Criteria for selection and exclusion of inmates to be assigned; and
3. Monitoring and accountability measures to ensure contract compliance and proper utilization of the state's resources.

II. References

57 O.S. § 510A (15)

57 O.S. § 215 et. seq.

74 O.S. § 1001 et. seq.

Title 170, O.A.C. Chapter 10

III. Action

The agency director is responsible for compliance with this policy.

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-090200 entitled "Public Works Programs of the Oklahoma Department of Corrections" dated January 27, 2020
~~May 9, 2018~~

Distribution: Policy and Operations Manual
Agency Website

[AR 10/13/20 HC](#)
[SR 12/21/20 HC](#)

Section-09 Programs	P-090200	Page: 1	Effective Date: 03/24/2021
Public Works Programs of the Oklahoma Department of Corrections	ACA Standards: 2-CO-5A-01, 5-ACI-7A-04, 4-ACRS-6D-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

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Education Unit Overview

Oklahoma Department of Corrections (ODOC) Education operates as Lakeside Schools and is accredited annually by the Oklahoma State Department of Education. Oklahoma State Reformatory in Granite, OK serves as the main site for Lakeside Schools, with 22 satellite locations statewide, at which there are currently over 1,600 inmates enrolled in Adult Basic Education classes.

Additionally, ODOC contracts with seven colleges and universities to provide college classes for over 250 inmates at 15 of the 22 sites. The Education Program is also responsible for administering the new arrival assessments at each facility as well as teaching Principal Life Skills for inmates who will soon reenter society.

In the past 10 years, 11,296 individuals have achieved their High School Equivalency (HSE) goals.

Staffing

The total number of Education staff across the state is currently 90, which comprises correctional teachers, principals, and the superintendent, all of whom are certified with the Oklahoma State Department of Education.

Funding

The sources for funding for ODOC's Education Program include Career Tech, the Oklahoma State Department of Education and various federal grant awards, Title I, Special Education and Second Chance Pell Grants.

Education Assessment

Educational needs are assessed at the receiving facility after the inmates complete the reception process at the Lexington Assessment and Reception Center.

Instruction

ODOC utilizes both traditional instruction as well as self-paced computer software to address the needs of students at various levels in order to prepare them for the High School Equivalency Test.



Credits

For class completions, students are awarded the following credits:

Principal Life Skills	30 credits
Literacy completion	30 credits
PHSE completion	30 credits
HSE completion	90 credits
Complete 6 college hours	30 credits
Associate Degree	100 credits
Bachelor's Degree	200 credits

In Fiscal Year 2020, 428 students completed Literacy, 776 completed PHSE, 831 completed HSE, 1,864 completed Life Skills and 34 completed college. The total number of credits awarded for completions last fiscal year was 162,910.

Educational programming is a benefit to the students who participate, as it provides them with opportunities to learn new skills, achieve a high school diploma, and potentially earn a higher education degree. The education component addresses the criminogenic need of education and provides greater potential for participation in additional assessed programming needs, such as substance abuse, cognitive, and employment skills while incarcerated.

