



Oklahoma Board of Corrections

REGULAR MEETING

September 29, 2021

Oklahoma Department of Corrections
North Conference Room
Oklahoma City, Oklahoma

OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING AGENDA
OKLAHOMA DEPARTMENT OF CORRECTIONS
3400 Martin Luther King Avenue
Oklahoma City, Oklahoma 73111
1:00 PM on September 29, 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. June 30, 2021	T. Hastings Siegfried Chair
3. Director's Comments: A. Probation and Parole Pay Increase B. Correctional Officer Sign-on Bonus C. Correctional Officer Shift Differential	Scott Crow Director
4. Warden Appointments A. JEHCC Interim Warden Randy Harding B. LARC Interim Warden Kameron Harvanek C. OSR Interim Warden Chad Dennis	Jason Bryant Chief Administrator of Institutions
5. Inmate/Offender Population Update	Travis Gray Administrator of Classification and Population
6. Agency Budget Update: A. FY2021 BOC Budget Reports	Ashlee Clemmons Chief Financial Officer
7. FY2021 – Fourth Quarter Internal Financial Audit Report	Penny Lewis Chief Administrator of Auditing and Compliance
8. Approval of Board of Corrections Policy: A. P-010100 entitled "System of Manuals, Handbooks and Monitoring Procedures" B. P-020600 entitled "Legislative Initiative Process" C. P-020700 entitled "Oklahoma Department of Corrections Data System Management" D. P-030100 entitled "Provisions of Services/Inmates Rights and Responsibilities" E. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections" F. P-050100 entitled "Emergency Plans for the Oklahoma Department of Corrections" G. P-070100 entitled "Provision of Food Services"	Penny Lewis Chief Administrator of Auditing and Compliance

H. P-080100 entitled “Mission and Management of Correctional Industries”

9. Approval of Delegation Authority to the Director to Declare Emergencies Pursuant to 61 OS §130 (B):
The governing body of a public agency may, upon approval of two-thirds (2/3) majority of all of the members of the governing body, delegate to the chief administrative officer of a public agency the authority to declare an emergency whereby the provisions of the Public Competitive Bidding Act of 1974 with reference to notice and bids shall not apply to contracts less than Seventy-five Thousand Dollars (\$75,000.00) in amount; provided, such authority of the Department of Transportation and the Oklahoma Turnpike Authority shall not extend to any contract exceeding Seven Hundred Fifty Thousand Dollars (\$750,000.00) in amount and such authority of the Department of Corrections shall not extend to any contract exceeding Two Hundred Fifty Thousand Dollars (\$250,000.00) in amount for situations in which the emergency impacts the conditions of confinement, health and safety of correctional officers and inmates in the custody of the Department of Corrections.
10. GEO Contract Amendment #3
11. Unit Spotlight:
A. Sex and Violent Offender Registration
12. FY22 Focus Committee Smart Goals
A. Diversity, Equity, and Inclusion – Millicent Newton-Embry
B. Reentry and Transition Services – Clint Castleberry
C. Food Service – Healthier Options – Penny Lewis
D. Health Services Organizational Structure and Pay Scale – Cheri Atkinson
13. Committee Reports – Standing Committees:
A. Executive – Chair Hastings Siegfried, Vice-Chair Calvin Prince and Secretary 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, and Stephan Moore
D. Audit/Finance– Chair Randy Chandler, Members Hastings Siegfried, Lynn Haueter, and Daryl Woodard
E. FY22 Focus – Chair Hastings Siegfried, Members Calvin Prince, and Randy Chandler
14. New Business

Gary Elliott
General Counsel

James Rudek
Chief Administrator of
Community Corrections

Tonia Dickerson
Manager of Sentence
Administration, Offender
Records, and Registries

Smart Goal Team Lead

Committee Chairs

T. Hastings Siegfried
Chair

15. Adjournment

T. Hastings Siegfried
Chair

The next regular meeting of the Board of Corrections will be held at 1:00 PM on Wednesday, October 27, 2021, at the Jim E. Hamilton Correctional Center, Hodgen, Oklahoma.

Updated on 9/27/2021 12:16:42 PM

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES**

June 30, 2021

1. Call to Order

Chairman Hastings Siegfried called the Regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:03 PM, on Wednesday, June 30, 2021, Northeast Oklahoma Correctional Center (NOCC), 442586 East 250 Road, Vinita, OK 74301.

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 amended meeting notice changing the date and location was posted with the Oklahoma Secretary of State on May 26, 2021. 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 Monday, June 28, 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 NOCC, 442586 East 250 Road, Vinita, Oklahoma 74301.

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	Absent
Betty Gesell	Present	Calvin Prince	Present
Joseph Griffin	Absent	T. Hastings Siegfried	Present
Lynn Haueter	Present	Daryl Woodard	Present
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 June 30, 2021.

A. May 19, 2021

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

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

Meeting minutes for May 19, 2021, were approved by majority vote.

There was no further discussion.

3. Facility Welcome

Chief Administrator of Community Corrections James Rudek on behalf of Warden Casey Hamilton welcomed everyone to the meeting and provided the following overview:

The agency's footprint in Vinita started in 1980 when the agency began providing trustees to Eastern State Hospital. In 1987, the agency's Agri-Services division began leasing the farmland at Eastern State Hospital. In 1994, Northeast Oklahoma Correctional Center (NOCC) became a minimum-security facility. In 2020, the minimum-security facility was converted to a community corrections center. NOCC operating capacity is 517. This facility has 53 correctional officer positions with 14 of those positions vacant. There are 45 support staff positions with 7 of those positions vacant.

NOCC offers ADE literacy high school equivalency programs, as well as SAT, thinking for a change, and anger management. NOCC also has a program which trains rescue dogs to become service dogs.

The transition of this facility from minimum-security to community allowed the agency to open a work release program. This program provides inmates the opportunity to work in the community and this allows inmates to earn a living wage prior to discharging from the Department of Corrections. This opportunity allows inmates to meet their financial obligations and begin saving money prior to their discharge. Due to the COVID-19 restrictions, work release programs began the year with a slow start. However, with thanks to the hard work and dedication of the facility, this program continues to expand daily. Today, there are 200 inmates enrolled in the program that earn an hourly rate of \$12 to \$16. The biggest employer for the work release program is American Castings in Pryor, Oklahoma. They employ 110 inmates. Mr. Rudek indicated the CEO was initially hesitant to hire inmates from NOCC, but now he is wanting to know how many more inmates he can hire. The CEO indicated being able to employ inmates from NOCC provides a stable work force for his company. Additionally, the inmates are reliable, respectful, and have a good work ethic. The employers for this program offer all inmates full-time employment once they discharge from the agency. This is a great opportunity for the inmates to start a new life once they discharge.

Since March the work release program has brought in \$460,000 to the agency, this also means there is \$460,000 being deposited in inmate savings accounts. This program is beneficial for the agency and the inmates. Mr. Rudek indicated Warden Hamilton and his staff are excited to expand the work release program and continue to develop programs that provide inmates an opportunity to effectively make the transition from inmate to a successful citizen in the community.

There was no further discussion.

4. Director's Comments

Director Crow welcomed everyone and provided the following updates:

A. Probation and Parole Employee Recognition

Director Crow stated he would like to take a moment to recognize the Probation and Parole Unit. The agency is privileged to have over 400 trained professionals within the Probation and Parole Unit who courageously serve to ensure supervision and accountability of offenders in communities across the state.

This year has been especially challenging but the Probation and Parole Unit did not allow the challenges to interfere with their mission. This unit went above and beyond to ensure their responsibilities to the offender and to the public were not neglected.

The agency is fortunate to have such a dedicated unit carrying out the agency’s mission.

The week of July 18th is Probation and Parole Employee Week, honoring the men and women who serve as probation officers and support staff at all levels within Community Corrections. Director Crow requested approval of the Resolution presented in the BOC packet acknowledging Probation and Parole Employees.

Motion: Mr. Siegfried made the motion to approve the Resolution. Dr. LaFortune seconded the motion.

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

The Resolution was approved by majority vote.

There was no further discussion.

B. WKCC Closure

Director Crow indicated the decision to close WKCC was made due to increasing infrastructure costs associated with repairs and upgrades needed to bring the facility back to safe operating standards. Director Crow stated he understood the importance of WKCC to the agency’s staff, to the community, and to Northwest Oklahoma. However, to assure the safety of the agency’s staff and inmates and act as proper stewards of the taxpayer funds he is entrusted with, this decision had to be made. Director Crow provided the following reasons and steps for the WKCC Closure.

Reasons for Closure:

- Infrastructure Issues:
 - WKCC infrastructure is one failure away from catastrophic results. The roofs have outlived their life expectancy, are leaking beyond repair, and are not cost effective to maintain. Due to the structural failures of many of the buildings, the roofing contractor will not be able to perform the roofing replacements without the foundation being repaired and the walls being

lifted back into place. However, the structural repair cannot be completed due to the fragile state of the brick walls.

- Also, the electrical services need to be upgraded and the transformers replaced as they were installed with the construction of the original buildings. The underground transformer contains synthetic chemicals and manufacturing of these chemicals has been discontinued due to potential harmful health effects. If either of these systems fail, the impacts on staff, inmates, and the facility infrastructure will be significant.
- Other substantial infrastructure needs include upgrades to the generator, heating system, chilled water system, air handling units, plumbing system, lagoon, fire alarm and suppression system, and LED lighting. These capital improvement costs are currently estimated at over \$35 million.
- Other Factors:
 - Recently, the agency has seen a decrease in the need for lower security beds. As the state continues to work on sentencing reform, the need for lower security appears to have been reduced.

Steps Identified:

- First Step - Transfer of Inmates:
 - Classification and Population is currently working to make accommodations for inmates to ensure they are transferred to facilities that meet their needs (Medical, Mental Health, Programming, and Education)
 - Depopulation will occur in phases. Over the next couple of months, the goal is to have the facility depopulated to 50% capacity.
- Second Step - Transfer of Staff:
 - Approximately two weeks ago, staff were notified of the facility closure. A survey was conducted, and it appears the majority of the staff are willing to stay within the agency. Leadership requested staff to provide their preferred transfer destination. The transfer requests should be submitted by today.
 - Approximately one week ago, The Chief Administrator of Institutions, Administrator of Institutions, Chief Administrator of Human Resources, and other HR staff went to WKCC to address any questions and concerns staff may have.
 - Town Hall meetings are being scheduled to address any questions and concerns from respective stakeholders.
- Inventory of Assets:
 - Teams will be identified to begin the inventory of assets.
 - Assets will be relocated to areas that are in need.
 - Most assets especially security related assets will remain at the facility until 100% depopulation.

In closing Director Crow indicated he would like the board to understand, decisions which affect the personal lives of the employees and the community are the toughest decisions he makes as director. When this decision was made safety was

his top priority. He promised to dedicate the time and resources necessary to ensure this process is as seamless as possible. The state will work with the legislature and the community to determine the future of the property.

There was no further discussion.

5. Warden Appointment

Division of Institutions Chief Administrator Jason Bryant welcomed everyone and provided the biography of Mack Alford Correctional Center (MACC) interim warden David Louthan and requested approval of the appointment:

A. MACC Interim Warden David Louthan

Mr. David Louthan began his career as a correctional officer with the Oklahoma Department of Corrections in June of 1996, at Bill Johnson Correctional Center in Alva, Oklahoma. During his career at Bill Johnson he was assigned to the regimented unit as a drill instructor for eleven years and was a member of the facilities CERT team for fourteen years. David progressed through the security ranks and was promoted to Chief of Security in October of 2014. He was appointed to Deputy Warden at James Crabtree Correctional Center in November of 2016 and lateralled back to Bill Johnson Correctional Center as Deputy Warden in 2017. Mr. Louthan received his Bachelor of Science degree in Criminal Justice from Northwestern Oklahoma State University in May of 1995.

Board Members provided their support and words of encouragement.

Motion: Mr. Siegfried made the motion to approve the Resolution. Mr. Woodard seconded the motion.

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

The warden appointment of David Louthan as MACC warden was approved by majority vote.

There was no further discussion.

6. Inmate/Offender Population Update

Administrator of Classification and Population Travis Gray provided an overview of the inmate/offender population as of May 31, 2021. A copy of the overview was included in the BOC packet for June 30, 2021

There was no further discussion.

7. Agency Budget Update

Chief Financial Officer (CFO) Ashlee Clemmons welcomed everyone and provided the following overview:

A. FY2021 BOC Budget Reports

CFO Clemmons provided an overview of the FY2021 BOC Budget. A copy of the overview was included in the BOC packet for June 30, 2021.

B. FY2022 Budget Work Program

CFO Clemmons provided an overview of the FY2022 Budget Work Program. A copy of the overview was included in the BOC packet for June 30, 2021. CFO Clemmons requested approval of FY2022 Budget Work Program.

Motion: Mr. Prince made the motion to approve the budget work program. Mr. Woodard seconded the motion.

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

The FY2022 Budget Work Program was approved by majority vote.

There was no further discussion.

C. FY2023 Capital Outlay Request

CFO Clemmons provided an overview of the FY2023 Capital Outlay Request. A copy of the overview was included in the BOC packet for June 30, 2021. CFO Clemmons requested approval of the board for the FY2023 Capital Outlay Request.

Motion: Mr. Siegfried made the motion to approve FY2023 Capital Outlay Request. Mr. Woodard seconded the motion.

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

Approval of FY2023 Capital Outlay Request was approved by majority vote.

There was no further discussion

8. FY2021 – Third Quarter Internal Financial Audit Report

Chief Compliance Officer Penny Lewis welcomed everyone and provided an overview of the FY 2021 Third Quarter Internal Financial Audit. A copy of the overview was included in the BOC packet for June 30, 2021.

The Fiscal Management Compliance and Internal Controls over the following financial activities were examined, to include: Accounts Payables, Account Receivables (Prisoners Public Work 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) and Fixed Assets Management System.

In this reporting period, the Financial Internal Audit unit closed and submitted the below noted compliance audit reports to the Board of Corrections and the State Auditor and Inspector's Office.

1. **Health Services**
2. **Oklahoma State Penitentiary**
3. **North Fork Correctional Center**
4. **Oklahoma State Reformatory**
5. **Jackie Brannon Correctional Center**
6. Classification, Population and Transportation
7. **Construction Maintenance and Physical Securities**
8. **Program Services, Grants and Education**

Of the eight facilities/units audited in the third quarter of FY21, had seven reportable noncompliance or internal control findings (indicated above; bold and italicized), a copy of the audit findings for the four facilities/units was included in the BOC packet for June 30, 2021.

There was no further discussion.

9. Approval of Board of Corrections Policy:

Chief Compliance Officer Penny Lewis provided an overview and requested approval of the following policies.

- A. **P-020100 "Management of Oklahoma Department of Corrections Information"**
- B. **P-060100 "Classification and Case Management of Inmates/Offenders"**
- C. **P-090100 "Provisions of Programs"**
- D. **P-120100 "Management of State Funds and Assets"**
- E. **P-170100 "Community Sentencing"**

A copy of the overview was included in the BOC packet for June 30, 2021.

Motion: Mr. Siegfried made the motion to approve of all above listed policies. Mr. Woodard seconded the motion.

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

Approval of all above listed policies were approved by majority vote.

There was no further discussion

10. Unit Spotlight

A. Technical Services

Chief of Technical Services (CTS) Mike Carpenter welcomed everyone and presented

an overview of technical services. The following overview was provided:

The Technical Operations and Services Unit spans a great number of service provisions and provides services to every corner of the agency. This unit's number one goal is to go undetected by the daily user. CTS Carpenter indicated the Director and him speak often about the concept of the lack of dial tone. It is the beginning of real frustration and, when the dial tone is constant, the user does not think about all that goes into providing the service. The unit's goal, across all service provisions, is 98% uptime. This is both ambitious and positive. Ambitious because, under the best of circumstances, most companies claim success when they achieve in the high 80th percentile, regardless of what they claim in their advertising, and positive because it allows staff to see improvements from the present to future.

Phase one of ICON is live and at work in this agency daily. The Division of Community Corrections/Probation and Parole uses ICON in their daily work as the system of record and is the only system they use. This is a giant leap forward for this agency that was not thought possible just a few short years ago. Director Crow recently recognized the staff who were instrumental in making this happen. These staff, along with the vendors, have created pathways and still do work daily in making this success possible.

Another milestone for the agency is having implemented tablets for inmate use at North Fork Correctional Center. These tablets move the agency's educational ability and program provisions ahead by light years. The agency intends for inmates to continue with in person instruction and programs, but with the ability to also provide instruction remotely. In addition, the ability to speak directly to inmates, right where they sit, allows for a better and more constant level of communication. The ability to tell inmates, in one voice, how we are working to limit the spread of COVID or how the agency is managing a water crisis or winter storm is huge. This also allows inmates to be better prepared for discharge. Before this implementation inmates had very limited access to anything technology and the agency did nothing to prepare them for the rigors of technological life after discharge.

The unit is made up of several groups that provide services 24/7 and to every corner of the agency.

- **Information Technology** - This group is primarily responsible for all things computing. From the physical box that sits on your desk to the connectivity that allows the user to see the world. This unit is currently staffed by the Chief Technology Officer (CTO), Rob Teel, who is a dual employee working for both the OMES/ISD and ODOC. This unit will grow in staffing as Rob sets the direction of this group.
- **Physical Security** - This group is responsible for all things technology as it relates to security. Think security cameras, security fence alarm systems, key management systems, security radios, and telephone systems. This group is led by Lester Neill with nine employee technicians.
- **Systems Quality Management** - This group is responsible for all things data management and oversees the daily operation of the old OMS system and the new ICON system. The group works daily to ensure the data stays available, that connectivity remains constant, that everybody has a password that works, and about a million other things that keep the agency running on its data

stream. Additionally, systems quality management is responsible for all things Evaluation and Analysis where they pick apart all the numbers and look for trends or provide data to outside stakeholders that can be used in large data sets that determine much of the criminal justice decisions about the future. This group is also the primary builder of the new ICON system and works with all staff and vendors to continually provide a strong and useful product that will carry this agency far into the future.

- **Application Management** - This group is small, three employees, and is just getting off the ground. The agency has come far in just the last five years with growing into the computer age. CTS Carpenter indicated he knows people think he is joking when he says the last modernization piece for the agency was pencil and paper but many of the agency's systems five years ago was just that, pencil, and paper. The agency has grown by leaps and bounds and has more growth yet to discover. This group will aid the agency in properly managing the business side of these applications. Such as making sure the agency is using applications that are used as intended. In addition this group ensures the agency pays for what is needed and used the correct way.

Taken together these groups are always in and out of all facilities. The unit is also in and out of all data silos, connectivity issues, problems, headaches, successes, and simple dial tone issues that create user frustration at all levels and are never simple. This work is continuous and statewide and sometimes the biggest headache is just getting a real person to the location of a real problem.

The unit working with ISD and others, has resolved 29,350 help desk tickets in the past 12 months and 1962 Upkeep tickets in the same time frame. This alone should give you an idea of the depth of need from this group.

The annual budget for all thing information technology is approximately \$23 million which is 4% of the agency budget. This brings the agency closer to the national standard which is six to 8%. Just in 2015 the technology budget was just at 2%. That tells you the growth the agency has within technology.

The future is filled with next level projects and applications for this agency. The continuation of ICON construction, the implementing of a business intelligence model, the construction and use of a strong document management tool that eliminates 90% of the agency's data entry and document handling time and cost, newer camera systems, better emergency management tools, stronger data analysis, and the adoption of thin clients which greatly improves the agency's ability to place computers on desks in a sustainable way.

There was no further discussion.

11. Committee Reports – Standing Committees

A. Executive

Chairman Hastings Siegfried

Members Lynn Haueter and Dr. Kathryn LaFortune

Members in this committee discussed the proposed agenda for the board meeting, the new member board orientation packet, and the board policies that were presented today. There was no further discussion.

B. Population/ Security/ Private Prisons

Chairman Calvin Prince

Members Hastings Siegfried and Lynn Haueter

Members in this committee discussed population updates, OIG statistics, closure of WKCC, facility security update, and bond money updates. There was no further discussion.

C. Public Policy/ Affairs/ Criminal Justice

Chairwoman Betty Gesell

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

No meeting was held for this committee. There was no further discussion.

D. Audit and Finance

Chairman Randy Chandler

Members Hastings Siegfried, Lynn Haueter, and Daryl Woodard

Members in this meeting discussed the budget overview, hepatitis c funding, capital outlay, HB 2908, and audit findings. There was no further discussion.

E. FY22 Focus

Chairman Hastings Siegfried

Members Randy Chandler and Calvin Prince

Members discussed and reviewed the goals and objectives for this committee. Also, members discussed identifying steps, timeframes and expectations. There was no further discussion.

12. New Business

There was no new business.

13. Election of Officers:

Administrative Assistant Whitney Brueggert took led of the meeting and requested nominations for Chairman.

A. Chair

Motion: Mr. Woodard made the motion to elect Mr. Siegfried as the Chairman. Dr. LaFortune seconded the motion.

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

The election of Mr. Hastings Siegfried as Chairman was approved by majority vote.

There was no further Discussion.

B. Vice-Chairman

Motion: Mr. Siegfried made the motion to elect Mr. Prince as the Vice-Chairman. Dr. LaFortune seconded the motion.

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

The election of Mr. Calvin Prince as Vice-Chairman was approved by majority vote.

There was no further Discussion

C. Secretary

Motion: Mr. Prince made the motion to elect Dr. LaFortune as the Secretary. Mr. Siegfried seconded the motion.

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

The election of Dr. Kathryn LaFortune as Secretary was approved by majority vote.

There was no further Discussion

14. Adjournment

Motion: Mr. Siegfried made the motion to adjourn meeting. Mr. Woodard seconded the motion.

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

There being no further business to discuss, adjournment of the meeting was

approved by majority vote at 2:56 PM.

Submitted to the Board of Corrections By:

Whitney Brueggert, Minutes Clerk

Date

I hereby certify that these minutes were duly approved by the Board of Corrections on September 29, 2021 in which a quorum was present and voting.

X

Dr. Kathryn LaFortune, Secretary
Board of Corrections

DRAFT

RANDY HARDING

Jim E. Hamilton Correctional Center – Interim Warden

Randy Harding began his career with the Oklahoma Department of Corrections in January of 1994 as a correctional officer at James Crabtree Correctional Center. Randy became a correctional officer at the Bill Johnson Correctional Center in 1995. Randy promoted to case manager and records officer at BJCC. Randy promoted to unit manager at William S. Key Correctional Center in 2012 and transferred back to BJCC in 2013 as a unit manager. In 2015, Randy promoted to deputy warden at Dick Connor Correctional Center. Randy earned his bachelor's degree in social work in December 1994 from Northwestern Oklahoma State University.

KAMERON HARVANEK

Lexington Assessment and Reception Center – Interim Warden

Kameron Harvanek began his career with the Oklahoma Department of Corrections in 1994 as a correctional officer at Mack Alford Correctional Center. In 1997, Kameron promoted to Warden's Assistant at Mack Alford Correctional Center. During the period of March 1999 through November 2010, he served as a Deputy Warden at Jackie Brannon Correctional Center, Oklahoma State Penitentiary, and Dick Connor Correctional Center, respectively. In November 2010 he transferred to the position of Security Facility Operations Manager and held this position until April 2012. In April 2012, he returned to Jackie Brannon Correctional Center, where he served as Deputy Warden until January 2013 when he was confirmed as Warden at John Lilley Correctional Center. In June 2015, he became the Warden at Mack Alford Correctional Center until January 2019. During the period of January 2019 to October 2020 he served as a Contract Specialist. In October 2020, he transferred to the position of Quality Assurance Manager.

Kameron received his Bachelor of Arts degree from Southeastern State University in May of 1993.

CHAD DENNIS

Oklahoma State Reformatory – Interim Warden

Chad Dennis began his career with the Oklahoma Department of Corrections in June 2000 as a Correctional Security Officer I at Oklahoma State Reformatory. In July 2008, Chad promoted to Correctional Security Manager II and served as Oklahoma State Reformatory CERT Commander from January 2011 to October 2016. In July of 2016, Chad transferred to North Fork Correctional Center and promoted to Unit Manager in August of 2016. In December 2018, Chad promoted to Deputy Warden at Joseph Harp Correctional Center.

Chad received his Bachelor of Science in Criminal Justice Management and Ethics from Mid America Christian University in 2015.

Population Update: Population Information as of 8-31-21 compared to 8-31-20

Incarcerated Inmate Grand Total	Females	Males	Total
Current Population	2,158	19,225	21,383
Population Last Year	2,182	19,809	21,991
Change from last year	(24)	(584)	(608)

Community Supervision Offender Grand Total	Females	Males	Total
Current Population	5,688	20,409	26,097
Population Last Year	7,052	23,701	30,753
Change from last year	(1,364)	(3,292)	(4,656)

State Facilities	Females	Males	Total
Current Population	1,995	14,520	16,515
Population Last Year	2,099	15,245	17,344
Change	(104)	(725)	(829)

Private Prisons	Females	Males	Total
Current Population	0	4,265	4,265
Population Last Year	0	4,235	4,235
Change	0	30	30

County Jail Contracts	Females	Males	Total
Current Population	0	12	12
Population Last Year	0	11	11
Change	0	1	1

Halfway Houses	Females	Males	Total
Current Population	97	114	211
Population Last Year	60	63	123
Change	37	51	88

Out Count	Females	Males	Total
Current Population	66	314	380
Population Last Year	23	255	278
Change	43	59	102

Community Supervision Probation Supervision	Females	Males	Total
Current Population	4,510	16,233	20,743
Population Last Year	5,508	18,601	24,109
Change	(998)	(2,368)	(3,366)

Community Supervision Parole Supervision	Females	Males	Total
Current Population	492	2,192	2,684
Population Last Year	505	2,286	2,791
Change	(13)	(94)	(107)

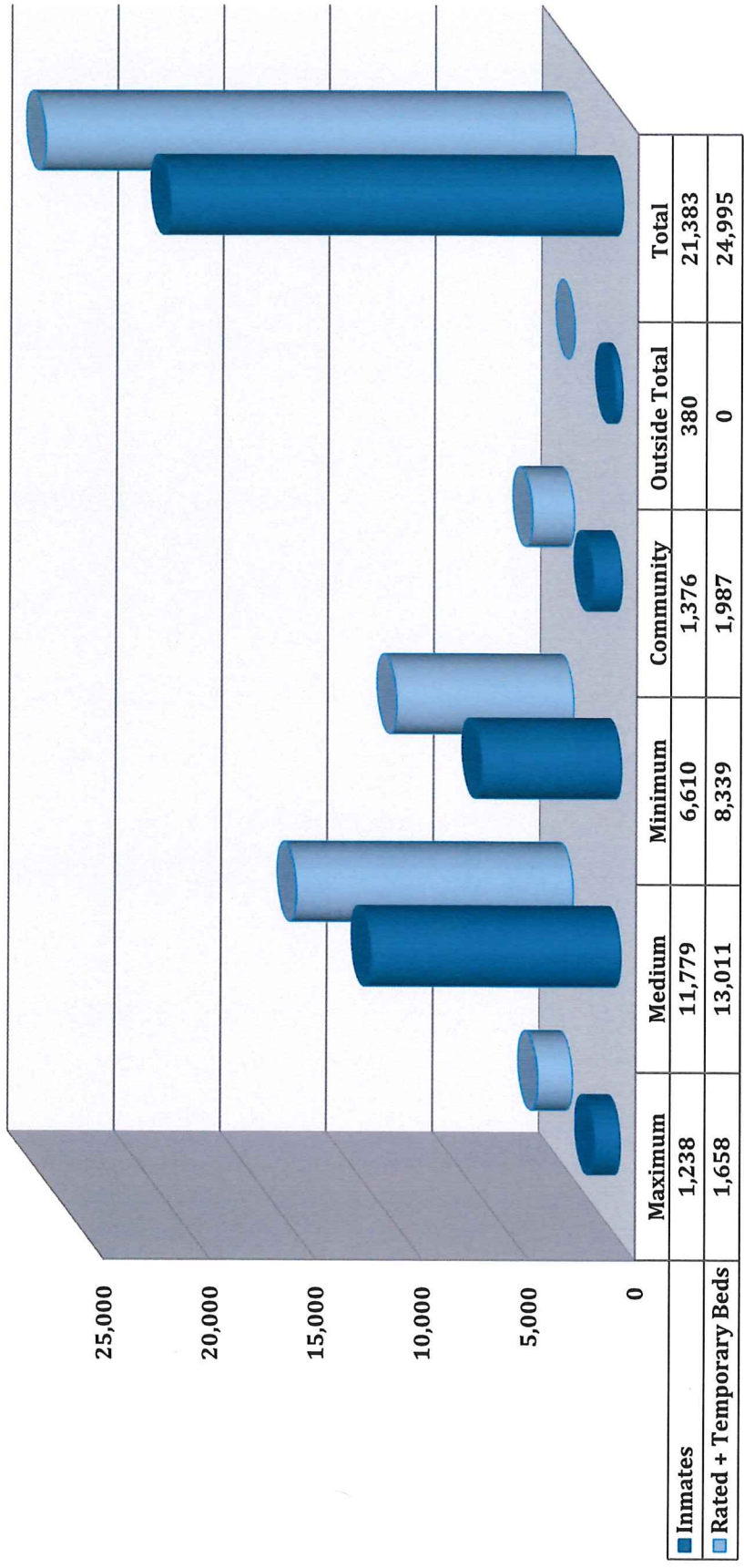
Community Supervision GPS	Females	Males	Total
Current Population	74	156	230
Population Last Year	115	342	457
Change	(41)	(186)	(227)

Community Supervision Community Sentencing	Females	Males	Total
Current Population	612	1,828	2,440
Population Last Year	924	2,472	3,396
Change	(312)	(644)	(956)

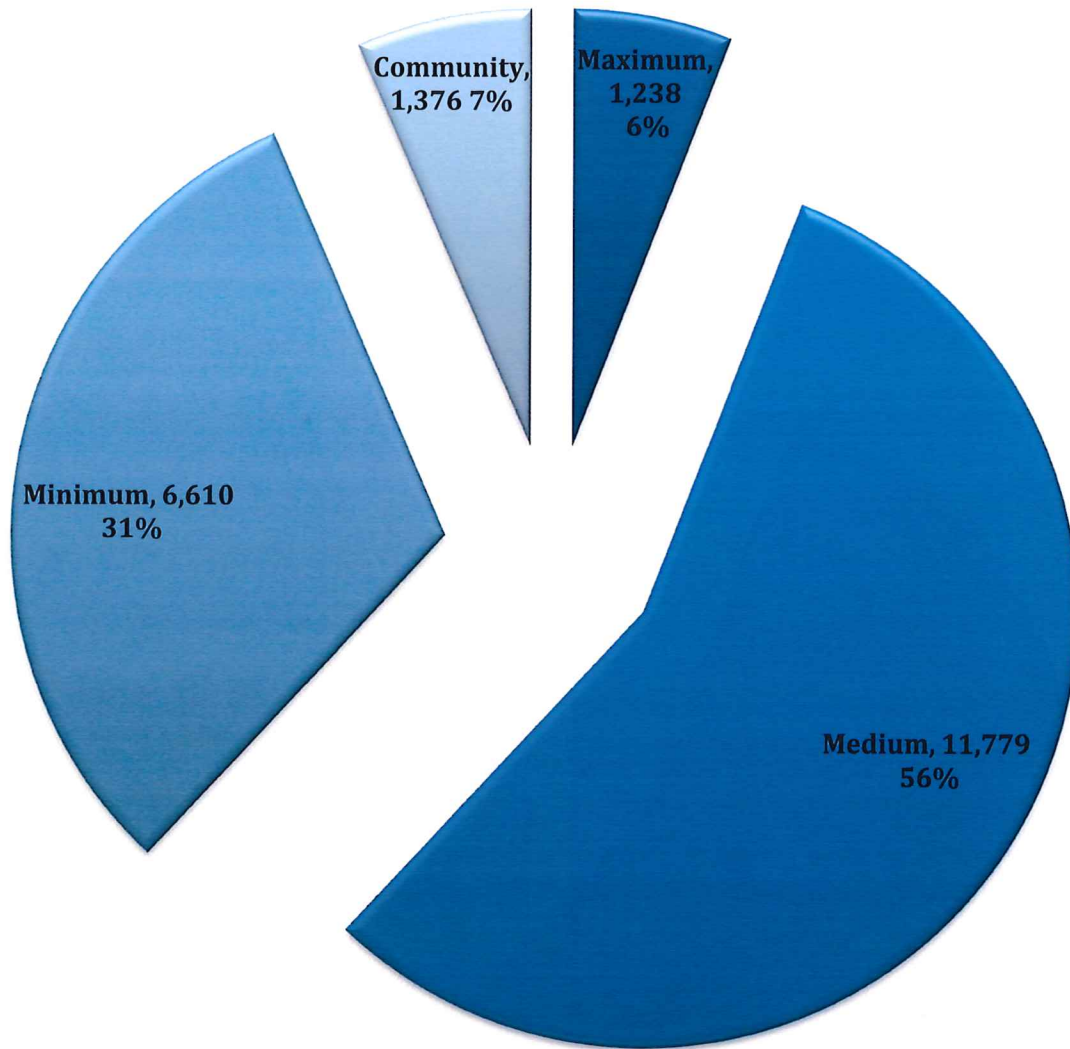
Community Supervision County Jail Transfers Pending	Females	Males	Total
Current Population	66	934	1000
Population Last Year	126	1132	1258
Change	(60)	(198)	(258)

Total System Population	Females	Males	Total
Current System Population	7,912	40,568	48,480
Population Last Year	9,360	44,642	54,002
Change	(1,448)	(4,074)	(5,522)

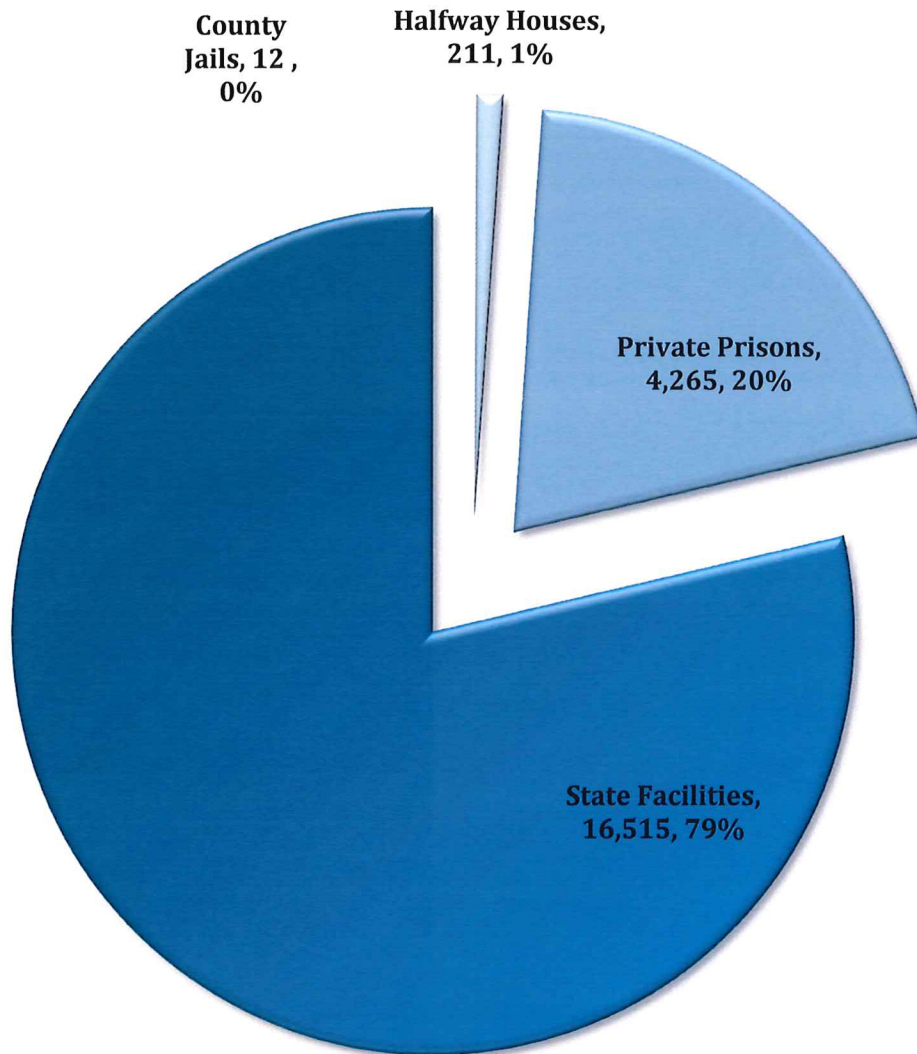
Inmate and Bed Distribution August 31, 2021



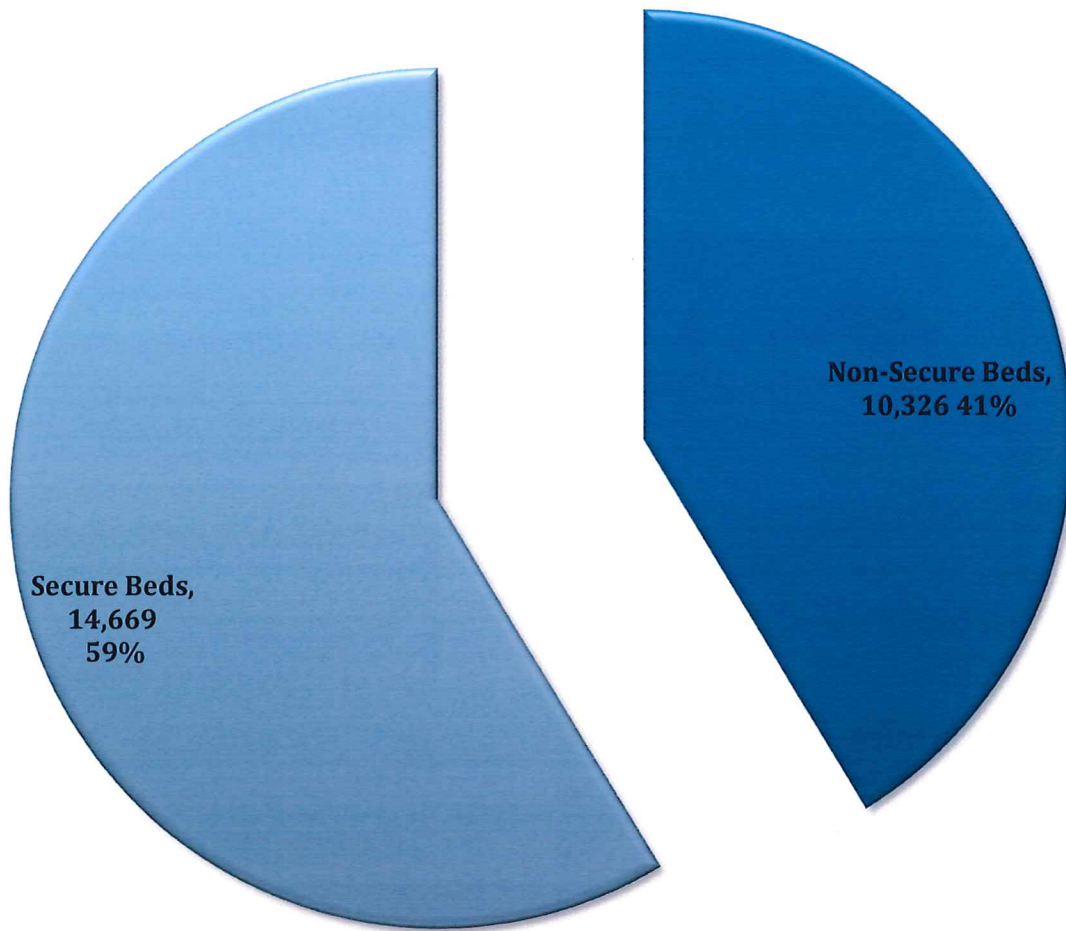
**Inmate Distribution by Security Level
August 31, 2021**



**INMATES IN STATE FACILITIES VS. CONTRACT FACILITIES
AUGUST 31, 2021**

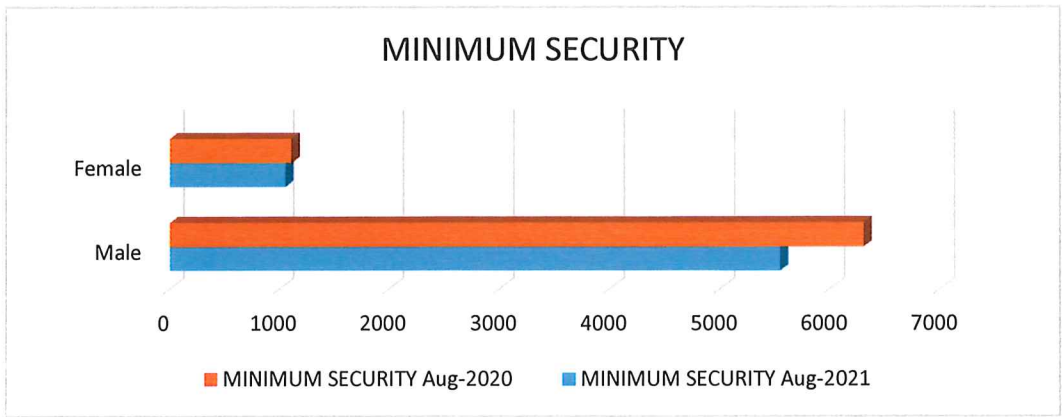
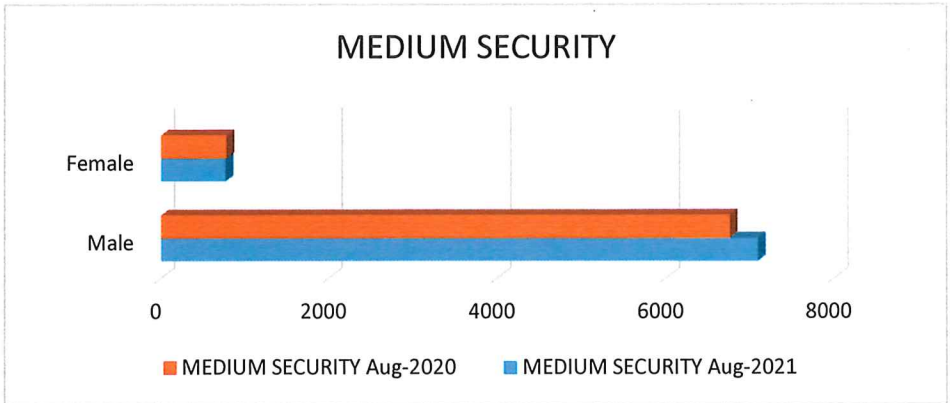
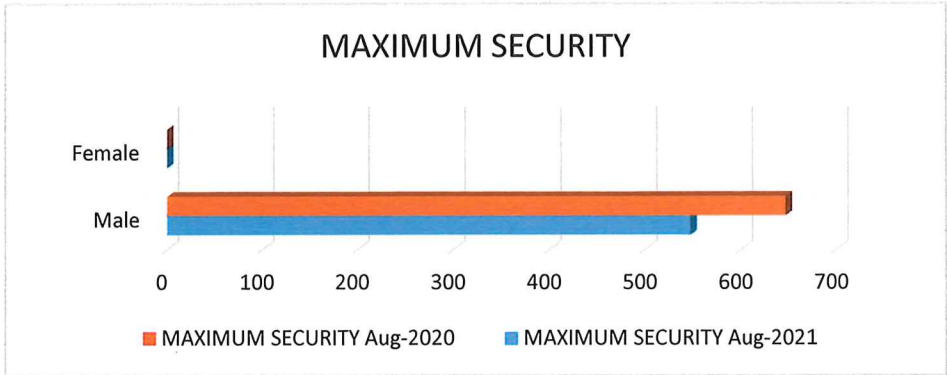


**Percentage of Inmates in Secure and Non-Secure Beds
August 31, 2021**



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

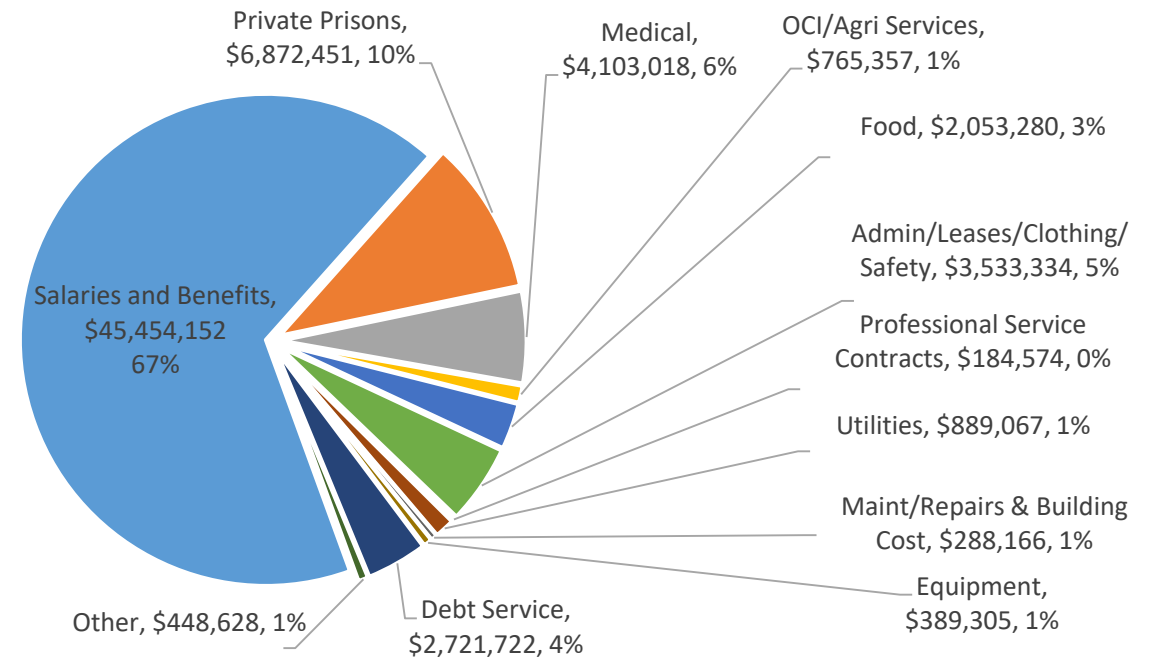
Non-Secure beds include beds in minimum state and contract facilities, community corrections centers and halfway houses.



BUDGET OVERVIEW

Department	Budget	Payroll Expenditures	Operating Expenditures	Total Expenditures	Available Budget Balance
Institutions	\$184,988,203	\$21,801,148	\$2,534,460	\$24,335,608	\$160,652,595
Probation & Parole	\$32,297,960	\$4,682,973	\$222,783	\$4,905,756	\$27,392,204
Community Corrections	\$20,652,656	\$2,605,910	\$148,044	\$2,753,954	\$17,898,702
Inmate Programs – GPS	\$25,283,425	\$2,867,011	\$1,813	\$2,868,824	\$22,414,601
Community Sentencing	\$3,938,775	\$153,985	\$78,114	\$232,099	\$3,706,676
Contracted Services	\$91,560,004	\$154,225	\$6,872,451	\$7,026,676	\$84,533,328
General Operations	\$43,578,447		\$5,815,232	\$5,815,232	\$37,763,215
Central Office Operations	\$34,660,937	\$5,153,772	\$106,504	\$5,260,276	\$29,400,661
Divisional Operations	\$25,938,908	\$1,445,715	\$969,621	\$2,415,337	\$23,523,571
Health Services	\$91,939,924	\$5,396,538	\$4,103,018	\$9,499,556	\$82,440,368
Information Technology	\$23,624,073		\$661,178	\$661,178	\$22,962,895
Prison Industries	\$25,289,473	\$1,192,875	\$735,683	\$1,928,558	\$23,360,915
TOTAL	\$603,752,785	\$45,454,152	\$22,248,902	\$67,703,054	\$536,049,731

EXPENDITURES



HEPATITIS C TREATMENT

\$6,969,204
Prior Year Expenditures

\$9,240,000
Current Budget

\$840,280
Expenditures

9.09%
Expended

JAIL BACKUP TRANSPORT REIMBURSEMENT

\$231,805
Prior Year Expenditures

\$500,000
Current Budget

\$19,193
Expenditures

3.84%
Expended

OFFENDER MANAGEMENT SYSTEM

\$5,752,598
Prior Year Expenditures

\$9,235,258
Current Budget

\$289,817
Expenditures

3.14%
Expended

CONSTRUCTION & MAINTENANCE BOND

\$116,500,000
Bond Proceeds

\$(8,013,088)
Pre-Encumbrance

\$(25,895,632)
Encumbrance

\$(86,142,292)
Expenditures

\$(3,551,013)
Balance



BUDGET UPDATE

as of August 31, 2021

STAFFING LEVELS

	Budget	June	Over/(Under)
Correctional Officers	1,759	1,370	(389)
Probation Officers	327	266	(61)
Medical	398	348	(50)
Other	1,969	1,797	(173)
Total Staff	4,453	3,781	(672)

APPROPRIATIONS SUMMARY

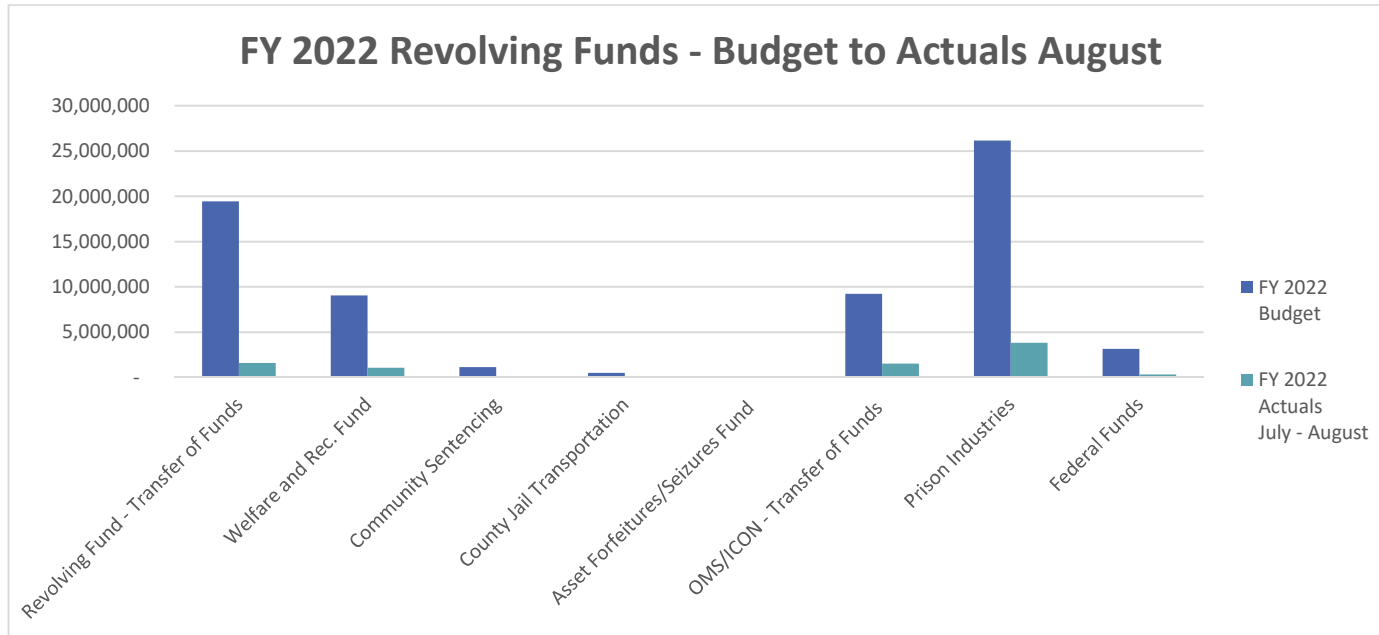
	FY 2021	FY 2022	\$ Change	% Change
State Appropriations	\$7,703,568,396	\$8,290,645,372	\$587,076,976	7.62%
Public Safety Judiciary	\$845,125,233	\$891,232,290	\$46,107,057	5.46%
Department of Corrections	\$531,112,247	\$544,278,904	\$13,166,657	2.48%

Three Year Expenditure Comparison

	FY 22 August	% Change from FY 21	FY 21 August	% Change from FY 20	FY 20 August
Salaries and Benefits					
Salaries	\$ 28,999,010	-6.23%	\$ 30,925,127	-0.53%	\$ 31,089,143
Overtime	1,980,776	21.16%	1,634,797	-2.46%	1,675,974
Insurance	7,385,192	-7.72%	8,002,938	-10.03%	8,894,822
Retirement	7,089,175	-5.18%	7,476,517	-0.44%	7,509,622
Contract Beds	2,434	17.70%	2,068	320.33%	492
Private Prisons	6,273,252	-12.49%	7,168,818	-10.94%	8,049,509
Halfway Houses	234,105	-21.64%	298,746	-62.91%	805,482
Contracted County Jails	-		10,422	66.38%	6,264
Jail Backup	343,467	-48.14%	662,337	80.40%	367,146
Jail Backup Transportation Reim	19,193	51.29%	12,686	-48.04%	24,415
Medical Services	3,262,738	-1.44%	3,310,372	-8.58%	3,621,220
Hep C Treatment	840,280	-75.36%	3,410,847		194,233
Institutions	2,534,460	5.49%	2,402,488	-8.03%	2,612,286
Probation and Parole	222,783	-7.48%	240,789	60.87%	149,681
Community Corrections	148,044	-25.55%	198,858	-10.99%	223,418
Inmate Programs	1,813	-98.88%	161,349	692.79%	20,352
Community Sentencing	78,114	-33.62%	117,671	-16.61%	141,114
General Operations	2,761,232	-3.88%	2,872,645	390.21%	586,001
NFCC Lease	3,054,000	52.70%	2,000,000	9.09%	1,833,333
Central Office Operations	106,504	15.07%	92,554	4.13%	88,880
Divisional Operations	969,621	33.50%	726,282	-38.05%	1,172,427
IT	371,362	126.52%	163,943	-31.17%	238,176
Offender Management System	289,817	-29.46%	410,857		-
OCI / Agri-Services	735,683	-5.47%	778,214	-47.06%	1,469,967
	<u>\$ 67,703,054</u>	<u>-7.36%</u>	<u>\$ 73,081,325</u>	<u>3.26%</u>	<u>\$ 70,773,957</u>

Three Year Revolving Fund Comparison

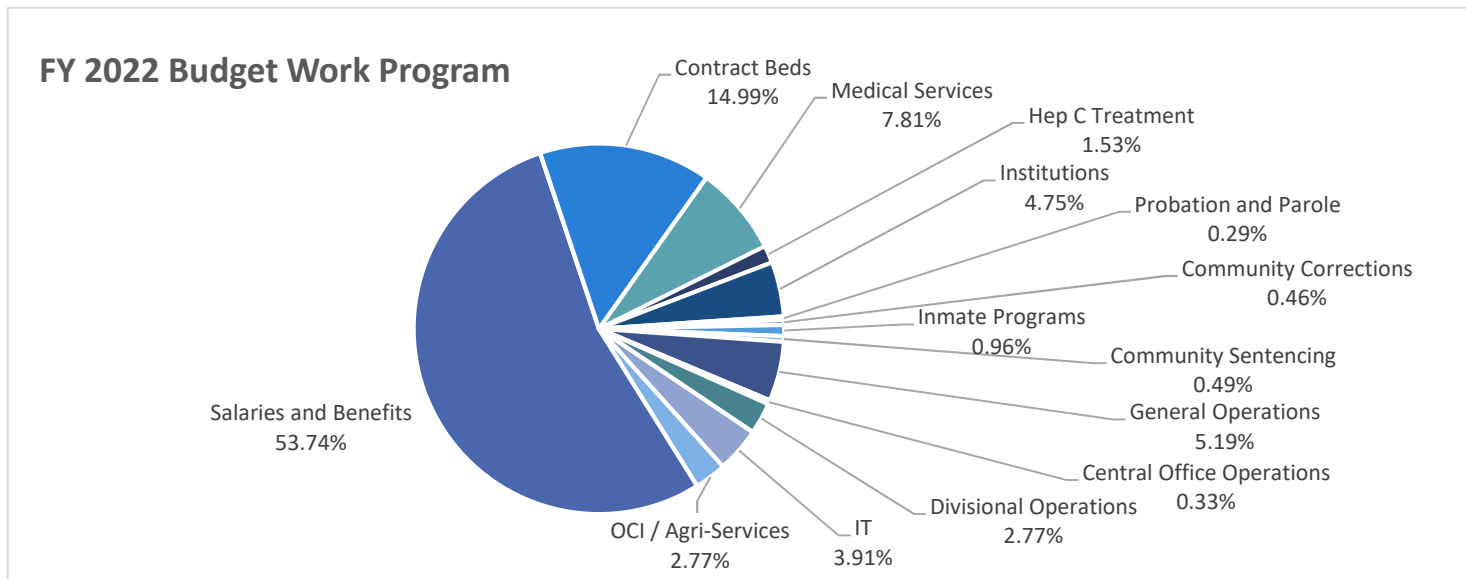
	FY 2022 Budget	FY 2022 Actuals July - August	% Change from FY 21	FY 2021 Actuals July - August	% Change from FY 20	FY 2020 Actuals July -August
200 Revolving Fund - Transfer of Funds	19,458,640	1,616,048	-36.84%	2,558,797	28.85%	1,985,827
205 Welfare and Rec. Fund	9,066,289	1,086,602	-37.59%	1,741,109	50.18%	1,159,343
210 Community Sentencing	1,147,325	15,237	10.39%	13,803	-40.15%	23,061
225 County Jail Transportation	500,000	-		-		-
230 Asset Forfeitures/Seizures Fund	-	-	0.00%	-	0.00%	-
235 OMS/ICON - Transfer of Funds	9,235,258	1,539,210	0.00%	-	0.00%	-
280 Prison Industries	26,153,573	3,817,639	-3.90%	3,972,658	-7.79%	4,308,268
410 & 430 Federal Funds	3,148,054	339,654	5.09%	323,199	-50.54%	653,405
	\$ 68,709,139	\$ 8,414,390		\$ 8,609,566		\$ 8,129,904



FY 2022 Budget Work Program

	Current Budget	Expenditures	Encumbrances	Available Balance
Salaries and Benefits	\$ 324,473,011	\$ 45,454,152	\$ 259,142,557	\$ 19,876,302
Contract Beds	90,507,139	6,872,451	82,157,188	\$ 1,477,500
Medical Services	47,141,383	3,262,738	40,051,516	\$ 3,827,130
Hep C Treatment	9,240,000	840,280	7,394,220	\$ 1,005,500
Institutions	28,653,688	2,534,460	24,990,008	\$ 1,129,220
Probation and Parole	1,766,456	222,783	1,239,453	\$ 304,219
Community Corrections	2,749,199	148,044	2,491,100	\$ 110,056
Inmate Programs	5,813,249	1,813	4,422,661	\$ 1,388,775
Community Sentencing	2,947,975	78,114	959,625	\$ 1,910,236
General Operations	31,354,447	5,815,232	21,451,253	\$ 4,087,962
Central Office Operations	2,015,267	106,504	1,105,868	\$ 802,895
Divisional Operations	16,735,648	969,621	12,447,181	\$ 3,318,845
IT	23,624,073	661,178	14,627,527	\$ 8,335,368
OCI / Agri-Services	16,731,250	735,683	6,184,019	\$ 9,811,548
Grand Total	\$ 603,752,785	\$ 67,703,054	\$ 478,664,176	\$ 57,385,555

FY 2022 Budget Work Programs includes all funding sources.



Oklahoma Department of Corrections
FY 2022 Appropriation as of August 2021

Account Code	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Balance
11,12,13 Payroll, Insurance, FICA and Retirement	\$ 315,133,479.00	\$ 44,186,785.77	\$ 4,149,150.00	\$ -	\$ 48,335,935.77	\$ 266,797,543.23
15 Professional Services	90,747,434.00	7,644,329.56	82,429,958.15	-	90,074,287.71	673,146.29
17 Moving Expenses	100,000.00	14,495.00	195,505.00	-	210,000.00	(110,000.00)
19 Flexible Benefits	370,000.00	29,612.66	280,387.34	-	310,000.00	60,000.00
21, 22 Travel	656,392.00	63,317.22	165,240.07	-	228,557.29	427,834.71
31 Miscellaneous Administrative Expenses	17,919,613.00	1,048,096.36	13,264,768.72	1,000,000.00	15,312,865.08	2,606,747.92
32 Rent Expense	17,192,717.00	3,329,330.23	12,270,751.00	-	15,600,081.23	1,592,635.77
33 Maintenance & Repair Expense	7,231,186.00	221,388.11	1,824,012.30	-	2,045,400.41	5,185,785.59
34 Specialized Supplies and Materials	43,501,358.50	3,996,165.37	38,669,981.27	-	42,666,146.64	835,211.86
35 Production, Safety and Security	2,033,766.00	8,611.01	1,260,441.28	-	1,269,052.29	764,713.71
36 General Operating Expenses	552,015.00	171,057.44	2,383,123.16	78.64	2,554,259.24	(2,002,244.24)
37 Shop Supplies	2,367,627.50	180,044.48	1,268,713.49	-	1,448,757.97	918,869.53
41 Property Furniture and Equipment	2,049,969.00	183,369.19	237,505.99	-	420,875.18	1,629,093.82
42 Library Equipment and Resources	8,267.00	-	-	-	-	8,267.00
43 Lease Purchase	195,888.00	48,440.30	148,297.09	-	196,737.39	(849.39)
44 Live Stock – Poultry	-	-	-	-	-	-
45,46,47 Building Construction and Renovation	-	-	-	-	-	-
48 Bond Payment	11,961,164.00	2,673,281.50	9,286,530.92	-	11,959,812.42	1,351.58
49 Inter-Agency Payments	-	-	-	-	-	-
51 Inmate Pay and Health Services	1,000,000.00	261.90	4,838.12	-	5,100.02	994,899.98
52 Scholarships, Tuition and other incentives	15,500.00	-	-	-	-	15,500.00
53 Refunds, Indemnities, and Restitution	-	(40.03)	-	-	(40.03)	40.03
54 Jail Back Up and others	9,115,300.00	343,522.36	8,769,777.64	-	9,113,300.00	2,000.00
55,59 Assistance Payments to Agencies	-	-	-	-	-	-
60 Authority Orders	-	-	7,177,854.57	-	7,177,854.57	(7,177,854.57)
61 Loans, Taxes, and other Disbursements	2,970.00	98.43	1,600.00	-	1,698.43	1,271.57
62 Transfers – Inmate Medical Payments	12,889,000.00	793,158.35	8,206,841.65	-	9,000,000.00	3,889,000.00
64 Merchandise for Resale	-	-	-	-	-	-
TOTAL	\$ 535,043,646.00	\$ 64,935,325.21	\$ 191,995,277.76	\$ 1,000,078.64	\$ 257,930,681.61	\$ 277,112,964.39
Funding						
19102 Duties	50,000,000.00	6,273,251.80	43,726,748.20	-	50,000,000.00	-
19201 Duties	483,463,932.00	58,564,023.04	146,786,865.93	1,000,078.64	206,350,967.61	277,112,964.39
38302 Opioid Lawsuit Settlement Fund	1,579,714.00	98,050.37	1,481,663.63	-	1,579,714.00	-
TOTAL	\$ 535,043,646.00	\$ 64,935,325.21	\$ 191,995,277.76	\$ 1,000,078.64	\$ 257,930,681.61	\$ 277,112,964.39
					Remaining Payroll	266,797,543.23
						\$ 10,315,421.16

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
As of July 1, 2021 through August 31, 2021

	410 Fund	430 Fund	Funds
Revenues			
Current:			
Federal Funds Rec'd from Non-Gov. Ag.	\$ 314,534.12	\$ 25,120.24	\$ 339,654.36
Private Grants and Donations for Opns.	-	-	-
Reimbursements	-	-	-
<i>Total Revenues</i>	<u>314,534.12</u>	<u>25,120.24</u>	<u>339,654.36</u>
Expenditures			
Current:			
Payroll	43,190.25	36,273.99	79,464.24
Professional Services	-	49,795.43	49,795.43
Travel	-	-	-
Misc. Admin. Expenses	-	-	-
Rent	22.37	-	22.37
Maintenance and Repair	12.18	12,220.00	12,232.18
Specialized Supplies and Materials	-	-	-
Production, Safety and Security	-	-	-
General Operating Expenses	232,665.08	-	232,665.08
Shop Expense	-	-	-
Furniture and Equipment	29,361.34	5,385.56	34,746.90
Library Equipment and Resources	-	-	-
Lease Purchases	-	-	-
Livestock and Poultry	-	20,000.00	20,000.00
Land and Right-of-way	-	-	-
Building, Construction and Renovation	-	-	-
Debt Service	-	-	-
Inmate Pay and Health Services	-	-	-
Tuitions, Awards and Incentives	-	-	-
Refunds and Restitutions	-	-	-
Jail Backup, County Jails and Other	-	-	-
Payment to Gov. Sub-Division	-	-	-
Assistance Payments to Agencies	-	-	-
Loans, Taxes and Other Disbursements	-	-	-
Transfers - Out Sourced Health Care	-	-	-
Merchandise for Resale	-	-	-
<i>Total Expenditures</i>	<u>305,251.22</u>	<u>123,674.98</u>	<u>428,926.20</u>
<i>Excess of Revenues Over</i> <i>(Under) Expenditures</i>	<u>9,282.90</u>	<u>(98,554.74)</u>	<u>(89,271.84)</u>
Cash			
Beginning Cash Balance	154,652.99	186,317.26	340,970.25
Revenue Received this Year	314,534.12	25,120.24	339,654.36
Expenditures made this Year	(305,251.22)	(123,674.98)	(428,926.20)
Beginning Change in Liabilities	(73,316.36)	-	(73,316.36)
Transfers	-	-	-
Adjustments	-	-	-
<i>Ending Cash Balance</i>	<u>\$ 90,619.53</u>	<u>\$ 87,762.52</u>	<u>\$ 178,382.05</u>

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

	410 Fund	430 Fund	Funds
Revenues			
Current:			
Federal Funds Rec'd from Non-Gov. Ag.	\$ 314,534.12	\$ 22,292.00	\$ 336,826.12
Private Grants and Donations for Opns.	-	-	-
Reimbursements	-	-	-
<i>Total Revenues</i>	<u>314,534.12</u>	<u>22,292.00</u>	<u>336,826.12</u>
Expenditures			
Current:			
Payroll	22,718.26	16,731.06	39,449.32
Professional Services	-	39,892.00	39,892.00
Travel	-	-	-
Misc. Admin. Expenses	-	-	-
Rent	-	-	-
Maintenance and Repair	-	-	-
Specialized Supplies and Materials	-	-	-
Production, Safety and Security	-	-	-
General Operating Expenses	232,296.28	-	232,296.28
Shop Expense	-	-	-
Furniture and Equipment	28,651.12	-	28,651.12
Library Equipment and Resources	-	-	-
Lease Purchases	-	-	-
Livestock and Poultry	-	-	-
Land and Right-of-way	-	-	-
Building, Construction and Renovation	-	-	-
Debt Service	-	-	-
Inmate Pay and Health Services	-	-	-
Tuitions, Awards and Incentives	-	-	-
Refunds and Restitutions	-	-	-
Jail Backup, County Jails and Other	-	-	-
Payment to Gov. Sub-Division	-	-	-
Assistance Payments to Agencies	-	-	-
Loans, Taxes and Other Disbursements	-	-	-
Transfers - Out Sourced Health Care	-	-	-
Merchandise for Resale	-	-	-
<i>Total Expenditures</i>	<u>283,665.66</u>	<u>56,623.06</u>	<u>340,288.72</u>
<i>Excess of Revenues Over (Under) Expenditures</i>	<u>30,868.46</u>	<u>(34,331.06)</u>	<u>(3,462.60)</u>
Cash			
Beginning Cash Balance	59,751.07	122,093.58	181,844.65
Revenue Received this Month	314,534.12	22,292.00	336,826.12
Expenditures made this Month	(283,665.66)	(56,623.06)	(340,288.72)
Change in Liabilities	-	-	-
Transfers	-	-	-
Adjustments	-	-	-
<i>Ending Cash Balance</i>	<u>\$ 90,619.53</u>	<u>\$ 87,762.52</u>	<u>\$ 178,382.05</u>

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non-Appropriated Funds
As of July 1, 2021 through August 31, 2021

	200 Fund	205 Fund	210 Fund	225 Fund	230 Fund	235 Fund	280 Fund	Funds
Revenues								
Current:								
Disbursement Fees	\$ 5,015.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,015.07
Sale of Contraband	55,574.75	-	-	-	-	-	-	55,574.75
Bank Charge Back / Returned Check Fee	-	-	-	-	-	-	-	-
Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	16,768.49	-	15,237.20	-	-	-	-	32,005.69
Interest on Investments	35,847.33	2,225.94	-	-	-	-	14,212.88	52,286.15
Rent from Land & Buildings	5,812.75	-	-	-	-	-	-	5,812.75
Insurance and Other Reimbursement for Damages	6,858.91	-	-	-	-	-	-	6,858.91
Reimbursement for Administrative Expense (PPWP)	14,013.44	-	-	-	-	-	-	14,013.44
Reimbursement of Data Processing Fees	-	-	-	-	-	-	-	-
Reimbursement for Travel Expense	-	-	-	-	-	-	-	-
Federal Reimbursements	18,436.51	-	-	-	(170.60)	-	-	18,265.91
Federal Funds Rec'd from Non-Gov. Ag.	-	-	-	-	-	-	-	-
Refunded Money Previously Disbursed - Goods & Services	5,745.69	-	-	-	-	-	-	5,745.69
Reimbursement for Funds Expended (Refunds - Payroll Reim.)	12,715.41	-	-	-	-	-	-	12,715.41
Program Income (Dog Programs)	75.00	-	-	-	-	-	-	75.00
Other Grants, Refunds and Reimbursements (P-card Rebate)	213.83	-	-	-	-	-	-	213.83
Farm Products General	-	-	-	-	-	-	1,804,224.52	1,804,224.52
Charge for Service - (Water Treatment Plant)	7,700.00	-	-	-	-	-	-	7,700.00
Laboratory and Medical Services	32,525.68	-	-	-	-	-	-	32,525.68
Sale of Documents (Copies)	5,377.14	-	-	-	-	-	-	5,377.14
Sale of Merchandise	-	-	-	-	-	-	1,982,623.79	1,982,623.79
Canteen and Concession Income	-	1,084,375.75	-	-	-	-	-	1,084,375.75
Registration Fees	-	-	-	-	-	-	-	-
Paper & Other Recyclable Materials	-	-	-	-	-	-	-	-
Notification of Confinement - Social Security Admin	17,000.00	-	-	-	-	-	-	17,000.00
Contributions - Patients & Inmates	3,299.42	-	-	-	-	-	-	3,299.42
Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	448,780.61	-	-	-	-	-	-	448,780.61
Deposits by Patients and Offenders (Program Fees - Work Release)	703,972.51	-	-	-	-	-	16,578.13	720,550.64
Sale of Salvage	21,829.00	-	-	-	-	-	-	21,829.00
Sale of Land and/or Land Improvements	-	-	-	-	-	-	-	-
Total Revenues	1,417,561.54	1,086,601.69	15,237.20	-	(170.60)	-	3,817,639.32	6,336,869.15
Expenditures								
Current:								
Payroll	11,756.96	-	-	-	-	-	1,232,236.82	1,243,993.78
Professional Services	450,589.62	115,438.00	1,974.48	-	-	88,050.00	47,311.84	703,363.94
Travel	7,588.00	1,003.09	463.00	-	-	-	9,455.09	18,509.18
Misc. Admin. Expenses	1,827.11	55,272.57	-	-	-	-	117,081.09	174,180.77
Rent	8,287.84	21,378.99	-	-	-	-	9,755.24	39,422.07
Maintenance and Repair	151,292.04	117,006.97	-	-	-	-	202,873.24	471,172.25
Specialized Supplies and Materials	31,019.79	153,285.02	-	-	-	-	53,069.42	237,374.23
Production, Safety and Security	3,043.76	12,864.36	940.50	-	-	-	51,808.09	68,656.71
General Operating Expenses	2,381.07	30,745.44	-	-	-	-	16,737.13	49,863.64
Shop Expense	19,061.74	10,781.86	933.94	-	-	-	200,537.36	231,314.90
Furniture and Equipment	13,784.92	233,729.67	-	-	-	201,766.66	5,905.20	455,186.45
Library Equipment and Resources	-	1,155.31	-	-	-	-	-	1,155.31
Lease Purchases	-	-	-	-	-	-	-	-
Livestock and Poultry	-	-	-	-	-	-	-	-
Land and Right-of-way	-	-	-	-	-	-	-	-
Building, Construction and Renovation	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Inmate Pay and Health Services	10,547.28	414,229.69	-	-	-	-	239,453.78	664,230.75
Tuitions, Awards and Incentives	-	-	-	-	-	-	-	-
Refunds and Restitutions	6,230.00	-	-	-	-	-	-	6,230.00
Jail Backup, County Jails and Other	312,579.00	-	-	43,403.59	-	-	-	355,982.59
Payment to Gov. Sub-Division	-	-	-	-	-	-	-	-
Assistance Payments to Agencies	-	-	-	-	-	-	-	-
Loans, Taxes and other Disbursements	-	629.10	-	-	-	-	-	629.10
Transfers - Out Sourced Health Care	604,016.72	-	-	-	-	-	-	604,016.72
Merchandise for Resale	2,727.19	-	-	-	-	-	1,938,325.93	1,941,053.12
Total Expenditures	1,636,733.04	1,167,520.07	4,311.92	43,403.59	-	289,816.66	4,124,550.23	7,266,335.51
Excess of Revenues Over (Under) Expenditures	(219,171.50)	(80,918.38)	10,925.28	(43,403.59)	(170.60)	(289,816.66)	(306,910.91)	(929,466.36)
Cash								
Beginning Cash Balance	17,919,346.44	1,180,568.63	1,173,765.53	552,495.01	170.60	-	6,243,006.50	27,069,352.71
Revenue Received this Year	1,417,561.54	1,086,601.69	15,237.20	-	(170.60)	-	3,817,639.32	6,336,869.15
Expenditures made this Year	(1,636,733.04)	(1,167,520.07)	(4,311.92)	(43,403.59)	-	(289,816.66)	(4,124,550.23)	(7,266,335.51)
Beginning Change in Liabilities	(79,878.15)	(72,302.34)	(1,029.50)	(2,579.63)	-	-	(234,924.68)	(390,714.30)
Transfers (Cares Act Funds & OMS/ICON Funding)	151,068.61	-	-	-	-	1,539,210.00	-	1,690,278.61
Adjustments	(346.66)	-	-	-	-	-	-	(346.66)
Ending Cash Balance	\$ 17,771,018.74	\$ 1,027,347.91	\$ 1,183,661.31	\$ 506,511.79	\$ -	\$ 1,249,393.34	\$ 5,701,170.91	\$ 27,439,104.00

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

	200 Fund	205 Fund	210 Fund	225 Fund	230 Fund	235 Fund	280 Fund	Funds
Revenues								
Current:								
Disbursement Fees	\$ 2,258.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,258.05
Sale of Contraband	53,200.00	-	-	-	-	-	-	53,200.00
Bank Charge Back / Returned Check Fee	-	-	-	-	-	-	-	-
Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	296.80	-	8,742.31	-	-	-	-	9,039.11
Interest on Investments	17,450.93	\$ 1,100.40	-	-	-	-	6,854.60	25,405.93
Rent from Land & Buildings	2,946.60	-	-	-	-	-	-	2,946.60
Insurance and Other Reimbursement for Damages	6,858.91	-	-	-	-	-	-	6,858.91
Reimbursement for Administrative Expense (PPWP)	7,128.44	-	-	-	-	-	-	7,128.44
Reimbursement of Data Processing Fees	-	-	-	-	-	-	-	-
Reimbursement for Travel Expense	-	-	-	-	-	-	-	-
Federal Reimbursements	10,164.84	-	-	-	(170.60)	-	-	9,994.24
Federal Funds Rec'd from Non-Gov. Ag.	-	-	-	-	-	-	-	-
Refunded Money Previously Disbursed - Goods & Services	5,708.69	-	-	-	-	-	-	5,708.69
Reimbursement for Funds Expended (Refunds - Payroll Reim.)	973.50	-	-	-	-	-	-	973.50
Program Income (Dog Programs)	25.00	-	-	-	-	-	-	25.00
Other Grants, Refunds and Reimbursements (P-card Rebate)	213.83	-	-	-	-	-	-	213.83
Farm Products General	-	-	-	-	-	-	979,027.14	979,027.14
Charge for Service - (Water Treatment Plant)	3,850.00	-	-	-	-	-	-	3,850.00
Laboratory and Medical Services	13,627.28	-	-	-	-	-	-	13,627.28
Sale of Documents (Copies)	1,693.75	-	-	-	-	-	-	1,693.75
Sale of Merchandise	-	-	-	-	-	-	1,507,397.65	1,507,397.65
Canteen and Concession Income	-	792,432.66	-	-	-	-	-	792,432.66
Registration Fees	-	-	-	-	-	-	-	-
Paper & Other Recyclable Materials	-	-	-	-	-	-	-	-
Notification of Confinement - Social Security Admin	8,200.00	-	-	-	-	-	-	8,200.00
Contributions - Patients & Inmates	1,488.21	-	-	-	-	-	-	1,488.21
Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	266,510.16	-	-	-	-	-	-	266,510.16
Deposits by Patients and Offenders (Program Fees - Work Release)	347,376.66	-	-	-	-	-	-	347,376.66
Sale of Salvage	21,829.00	-	-	-	-	-	-	21,829.00
Sale of Land and/or Land Improvements	-	-	-	-	-	-	-	-
Total Revenues	771,800.65	793,533.06	8,742.31	-	(170.60)	-	2,493,279.39	4,067,184.81
Expenditures								
Current:								
Payroll	5,878.48	-	-	-	-	-	629,366.73	635,245.21
Professional Services	171,182.89	74,958.00	967.66	-	-	67,492.50	36,594.99	351,196.04
Travel	4,204.19	1,003.09	181.00	-	-	-	5,407.40	10,795.68
Misc. Admin. Expenses	1,477.04	30,789.14	-	-	-	-	72,572.04	104,838.22
Rent	6,670.09	9,913.14	-	-	-	-	8,618.10	25,201.33
Maintenance and Repair	50,750.26	57,157.24	-	-	-	-	128,117.46	236,024.96
Specialized Supplies and Materials	23,653.84	84,514.08	-	-	-	-	38,212.15	146,380.07
Production, Safety and Security	-	911.60	-	-	-	-	38,075.21	38,986.81
General Operating Expenses	769.81	12,717.68	-	-	-	-	10,571.98	24,059.47
Shop Expense	6,274.79	2,848.93	428.94	-	-	-	85,687.85	95,240.51
Furniture and Equipment	6,426.00	101,260.25	-	-	-	201,766.66	257.14	309,710.05
Library Equipment and Resources	-	1,155.31	-	-	-	-	-	1,155.31
Lease Purchases	-	-	-	-	-	-	-	-
Livestock and Poultry	-	-	-	-	-	-	-	-
Land and Right-of-way	-	-	-	-	-	-	-	-
Building, Construction and Renovation	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Inmate Pay and Health Services	3,116.34	210,255.30	-	-	-	-	76,615.48	289,987.12
Tuitions, Awards and Incentives	-	-	-	-	-	-	-	-
Refunds and Restitutions	-	-	-	-	-	-	-	-
Jail Backup, County Jails and Other	56,862.00	-	-	26,275.87	-	-	-	83,137.87
Payment to Gov. Sub-Division	-	-	-	-	-	-	-	-
Assistance Payments to Agencies	-	-	-	-	-	-	-	-
Loans, Taxes and other Disbursements	-	629.10	-	-	-	-	-	629.10
Transfers - Out Sourced Health Care	581,440.39	-	-	-	-	-	-	581,440.39
Merchandise for Resale	-	-	-	-	-	-	1,077,849.95	1,077,849.95
Total Expenditures	918,706.12	588,112.86	1,577.60	26,275.87	-	269,259.16	2,207,946.48	4,011,878.09
<i>Excess of Revenues Over (Under) Expenditures</i>	<i>(146,905.47)</i>	<i>205,420.20</i>	<i>7,164.71</i>	<i>(26,275.87)</i>	<i>(170.60)</i>	<i>(269,259.16)</i>	<i>285,332.91</i>	<i>55,306.72</i>
Cash								
Beginning Cash Balance	17,921,770.23	865,705.13	1,176,496.60	532,787.66	170.60	749,047.50	5,483,081.17	26,729,058.89
Revenue Received this Month	771,800.65	Transfers (Ca	8,742.31	-	(170.60)	-	2,493,279.39	3,273,651.75
Expenditures made this Month	(918,706.12)	(588,112.86)	(1,577.60)	(26,275.87)	-	(269,259.16)	(2,207,946.48)	(4,011,878.09)
Beginning Change in Liabilities	(3,846.02)	(43,777.42)	-	-	-	-	(67,243.17)	(114,866.61)
Transfers (Cares Act Funding & OMS/IKON Funding)	-	-	-	-	-	769,605.00	-	769,605.00
Adjustments	-	-	-	-	-	-	-	-
Ending Cash Balance	\$ 17,771,018.74	\$ 233,814.85	\$ 1,183,661.31	\$ 506,511.79	\$ -	\$ 1,249,393.34	\$ 5,701,170.91	\$ 26,645,570.94

Oklahoma Department of Corrections
 Construction and Maintenance Bond Projects
 Expenditures as of September 10, 2021

Dick Conner Correctional Center (DCCC)	13,168,023.87
Eddie Warrior Correctional Center (EWCC)	2,413,062.98
Howard McLeod Correctional Center (HMCC)	2,050,633.93
Jackie Brannon Correctional Center (JBCC)	4,827,448.11
Jess Dunn Correctional Center (JDCC)	3,751,943.69
Jim E. Hamilton Correctional Center (JEHCC)	1,669,448.43
Mack Alford Correctional Center (MACC)	3,635,628.21
Northeast Oklahoma Correctional Center (NEOCC)	470,320.22
Oklahoma State Penitentiary (OSP)	13,298,692.98
Bill Johnson Correctional Center (BJCC)	423,586.56
James Crabtree Correctional Center (JCCC)	679,916.10
John Lilley Correctional Center (JLCC)	4,196,832.51
Joseph Harp Correctional Center (JHCC)	10,228,011.34
Kate Barnard Correctional Center (KBCC)	1,086,311.68
Lexington Assessment and Reception Center (LARC)	9,086,114.55
Mabel Bassett Correctional Center (MBCC)	2,551,054.11
William S. Key Correctional Center (WSKCC)	-
Clara Waters Community Corrections Center (CWCCC)	338,932.44
Enid Community Corrections Center (ECCC)	57,360.92
Lawton Community Corrections Center (LCCC)	1,327,500.30
Oklahoma City Community Corrections Center (OKCCC)	361,336.02
Oklahoma State Reformatory (OSR)	8,042,111.13
Union City Community Corrections Center (UCCCC)	942,508.15
Other Projects	1,535,514.19
Total	\$ 86,142,292.42

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

Reporting Period: 4th 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) and Fixed Assets Management System.

In this reporting period, the financial internal audit unit closed and submitted 22 compliance audit reports to the Board of Corrections and to the State Auditor and Inspector's Office.

Audited Facilities/Units –	Audit Date
1. Probation and Parole Services Region I	04/12/2021
2. Probation and Parole Services Region II	04/12/2021
3. OCI at John Lilley Correctional Center	04/26/2021
4. Enid Community Corrections Center	05/05/2021
5. Union City Community Corrections Center	05/05/2021
6. OCI at Mack Alford Correctional Center	05/05/2021
7. OCI at Dick Conner Correctional Center	05/10/2021
8. Clara Waters and Oklahoma City Community Corrections *	05/13/2021
9. Joseph Harp Correctional Center	05/19/2021
10. Lexington Assessment and Reception Center*	05/27/2021
11. OCI at Lexington Assessment and Reception Center	05/27/2021
12. ODOC Administration	05/27/2021
13. OCI at Joseph Harp Correctional Center	05/28/2021
14. OCI Computer Operations and Records Conversion at JHCC	05/28/2021
15. Mabel Bassett Correctional Center *	05/27/2021
16. Business Services – Private Prison Administration	06/03/2021
17. John Lilley Correctional Center *	06/07/2021
18. OCI at Lawton Correctional Facility	06/09/2021
19. OCI at Oklahoma State Reformatory	06/09/2021
20. Davis Correctional Facility (private prison)	06/10/2021
21. Lawton Correctional Facility (private prison)	06/10/2021
22. Community Sentencing	06/17/2021

Of the 22 units audited in the 4st quarter of FY21, four had reportable noncompliance or internal control finding.

Summary of Noncompliance Findings in accordance with Fiscal Management Policy

Food Service

- **Oklahoma City Community Corrections Center**
- **Mabel Bassett Correctional Center**
- **John Lilley Correctional Center**

Summary of Findings:

- Food Service did not have a “back up” system for inventory control when the food service manager was not at the facility. Assistant food service was unable to complete the audit. (OKCCC)
- There is an absence of an inventory control system spreadsheet to accurately determine on hand inventory at any given time. (MBCC)
- 68.0% of items sampled were not in agreement with the reported closing balance. (JLCC)

Summary of Action Taken:

- Food service assistant has been trained and is able to complete an inventory when the manager is not present.
- A spreadsheet has been introduced and placed in service.
- Food service will conduct a monthly audit each month, daily inventory is conducted using the daily production sheets.

Canteen

- **Lexington Assessment and Reception Center**

Summary of Finding:

- 47% of items sampled were not in agreement with the closing balance.

Summary of Action Taken:

- Weekly spot checks will be conducted and verified to count sheets.

Warehouse

- **Lexington Assessment and Reception Center**
- **John Lilley Correctional Center**

Summary of Finding:

- 60% of items sampled were not in agreement with closing inventory. (LARC)
- 15% of the items sampled were not in agreement with the closing inventory balance. (JLCC)

Summary of Action Taken:

- Random spot checks will be implemented on a weekly basis.
- Warehouse manager will double count inventory for accuracy.

Follow Up Assessment:

Follow up assessments were completed, with results reflecting action taken toward compliance is effective.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Probation and Parole Services Region I

April 12, 2021

FOR THE PERIODS

FY 20 January 1, 2020 to June 30, 2020
FY 21 July 1, 2020 to February 28, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Probation and Parole Services Region I

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Probation and Parole Services Region I

April 12, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Probation and Parole Services Region I a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, January 1, 2020 to June 30, 2020 and FY 21 July 1, 2020 to February 28, 2021. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Prison Public Works Program, Probation and Parole Receipts and Fixed Asset 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 Probation and Parole Services Region I is materially in compliance with state law and department directives. OS Title §57-510 A.14, §74-228, §74-229 and OP 120101 entitled Fiscal Management Responsibilities.

Compliance with laws, regulations, and contracts applicable to Probation and Parole Services Region I is the responsibility of the Probation and Parole Services Region I management. As part of obtaining reasonable assurance about whether Probation and Parole Services Region I is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests disclosed no instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

This report is intended for the information of the management of the Oklahoma Department of Corrections and its governing Board.

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

Auditor's Note

Items as listed below are currently assigned to Probation and Parole Region I, and are listed on their Fixed Asset Inventory System Report. They could not be accounted for during the audit. They were never removed from Probation and Parole inventory when the old community work centers closed, and their inventory was either sold, donated or assigned to active units. The Deputy Director was not aware that these items were still on his inventory report.

CO8808225091	Motorola CP200d Mobile Radio	75TSYP142	\$5.00
ER8304125002	Base Radio-Maxon	412t16612	\$648.81
FD9402810003	Riding Mower	313645460	\$7,819.00
FD9402810004	Scag Tuff Tiger II Zero Turn Mower	M0400532	\$5,000.00
FD9403314618	Univex 12: Meat Slicer		\$700.00
FD9403599101	Boat, Tracker Topper 1032	BUJ05000G112	\$529.00
FD9405155001	Southbed Convection Oven	15A0Q157	\$4,900.00
FD9405155100	Convection Oven Vulcan	541013741	\$5,116.00
FD9405155101	Convection Oven Vulcan	541013742	\$5,116.00
FD9405155102	Convection Oven Vulcan	541013743	\$5,116.00
FD9405155103	Convection Oven Vulcan	541013744	\$5,116.00
FD9405155104	Convection Oven Vulcan	541013790	\$5,116.00

The Chief financial officer has been designated to address the issue, and make the necessary recommendations.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Probation and Parole Region II

February 24, 2020

FOR THE PERIODS

FY 19 January 1, 2019 to June 30, 2019
FY 20 July 1, 2019 to December 31, 2019

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Probation and Parole Region II

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Probation and Parole Region II

February 24, 2020

Chairman, Board of Corrections

We have conducted a compliance audit of Probation and Parole Region II a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 19, January 1, 2019 to June 30, 2019 and FY 20, July 31, 2019 to December 31, 2019. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Fixed Asset Inventory System and Probation and Parole Receipts.

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 Probation and Parole Region II 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 Probation and Parole Region II is the responsibility of the Probation and Parole Region II management. As part of obtaining reasonable assurance about whether Probation and Parole Region II is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests disclosed no instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**OCI Manufacturing
At
John Lilley Correctional Center**

April 26, 2021

FOR THE PERIODS

FY 20, January 1, 2020 to June 30, 2020
FY 21, July 1, 2020 to March 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

OCI Manufacturing at John Lilley Correctional Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

OCI Manufacturing at John Lilley Correctional Center

April 26, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of OCI Manufacturing at John Lilley Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, March 1, 2020 to June 30, 2020 and FY 21, July 31, 2020 to March 31, 2021. The areas covered in this audit were Purchase Cards, Finished Goods, Raw Material and FAIS 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 OCI Manufacturing at John Lilley 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 OCI Manufacturing at John Lilley Correctional Center is the responsibility of the OCI Manufacturing at John Lilley Correctional Center management. As part of obtaining reasonable assurance about whether OCI Manufacturing at John Lilley 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 disclosed no instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

Sincerely,

Teresa Davenport

Teresa Davenport
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Enid Community Corrections Center

May 5, 2021

FOR THE PERIODS

FY 20 March 1, 2020 to June 30, 2020
FY 21 July 1, 2020 to March 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Enid Community Corrections Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Enid Community Corrections Center

May 5, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Enid Community Corrections Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, March 1, 2020 to June 30, 2020 and FY 21, July 1, 2020 to March 31, 2021. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Express Checks, Debit Cards, Trust Fund, Prison Public Works Program 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 Enid Community Corrections 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 Enid Community Corrections Center is the responsibility of the Enid Community Corrections Center management. As part of obtaining reasonable assurance about whether Enid Community Corrections Center is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests disclosed no instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Union City Community Corrections Center

May 5, 2021

FOR THE PERIODS

FY 20 March 1, 2020 to June 30, 2020
FY 21 July 1, 2020 to March 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Union City Community Corrections Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Union City Community Corrections Center

May 5, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Union City Community Corrections Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, March 1, 2020 to June 30, 2020 and FY 21, July 1, 2020 to March 31, 2021. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Express Checks, Debit Cards, Trust Fund, Prison Public Works Program 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 Union City Community Corrections 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 Union City Community Corrections Center is the responsibility of the Union City Community Corrections Center management. As part of obtaining reasonable assurance about whether Union City Community Corrections Center is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests disclosed no instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**OCI Manufacturing
At
Mack Alford Correctional Center**

May 5, 2021

FOR THE PERIODS

FY 20 June 1, 2020 to June 30, 2021

FY 21 July 1, 2021 to April 30, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

OCI Manufacturing at Mack Alford Correctional Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

OCI Manufacturing at Mack Alford Correctional Center

May 5, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of OCI Manufacturing at Mack Alford Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, June 1, 2020 to June 30, 2021 and FY 21, July 31, 2020 to April 30, 2021. The areas covered in this audit were Purchase Cards, Finished Goods, Raw Material and FAIS 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 OCI Manufacturing at 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 OCI Manufacturing at Mack Alford Correctional Center is the responsibility of the OCI Manufacturing at Mack Alford Correctional Center management. As part of obtaining reasonable assurance about whether OCI Manufacturing at 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 disclosed no instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

Sincerely



Patrick Donnelly
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**OCI Manufacturing
At
Dick Conner Correctional Center**

May 10, 2021

FOR THE PERIODS

FY 20 June 1, 2020 to June 30, 2020
FY 21 July 1, 2020 to April 30, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

OCI Manufacturing at Dick Conner Correctional Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

OCI Manufacturing at Dick Conner Correctional Center

May 10, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of OCI Manufacturing at Dick Conner Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20, June 1, 2020 to June 30, 2020 and FY 21, July 1, 2020 to April 30, 2021. The areas covered in this audit were Finished Goods, Work-In-Process, Raw Material and FAIS 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 OCI Manufacturing at Dick Conner 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 OCI Manufacturing at Dick Conner Correctional Center is the responsibility of the OCI Manufacturing at Dick Conner Correctional Center management. As part of obtaining reasonable assurance about whether OCI Manufacturing at Dick Conner 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 disclosed no instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Clara Waters and Oklahoma City Community Corrections Centers

May 13, 2021

FOR THE PERIODS

FY20 April 1, 2020 to June 30, 2020

FY21 July 1, 2020 to April 30, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Clara Waters and Oklahoma City Community Corrections Centers

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Clara Waters and Oklahoma City Community Corrections Centers

May 13, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Clara Waters and Oklahoma City Community Corrections Centers a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY20 (April 1, 2020 to June 30, 2020) and FY21, (July 1, 2020 to April 30, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Prison Public Works Program, Release Cards, Trust Fund, Warehouse Inventory, Food Service and Fixed Assets Inventory System.

The audit was conducted following agency policy and state laws. Those standards and laws require that we plan and perform the audit to obtain reasonable assurance about whether Clara Waters and Oklahoma City Community Corrections Centers are materially in compliance with state law and agency 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 Clara Waters and Oklahoma City Community Corrections Centers is the responsibility of the Clara Waters and Oklahoma City Community Corrections Centers management. As part of obtaining reasonable assurance about whether Clara Waters and Oklahoma City Community Corrections Centers 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

Patrick Donnelly
Internal Audit

OKLAHOMA DEPARTMENT OF CORRECTIONS

INTERNAL AUDIT REPORT

Schedule A: COMPLIANCE

May 13, 2021

Food Services, Oklahoma City Community Corrections Center

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

Condition: As a result of the food service manager having the only access to the inventory control system, (current inventory control spread sheet), the auditor was unable to verify the on hand inventory count. The food service manager was not available at the time of the audit.

Effect: Inaccurate inventory records may result in over or understated inventory valuations as disclosed the department's 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: Food services supervisors should have access to the on hand inventory in contrast to the actual amount of inventory on hand. There should be a least one person available to access the spread sheet at any given time, for an auditor or the facility administrator.

It is also recommend that an excel spread sheet be used to monitor the transactions to better facilitate the accuracy and readability.

Plan of Corrective Action:

The Food Service Manager trained the Food Service Specialist on how to gain access to the inventory on May 11, 2021. Both Food Service staff are aware of how to access the inventory.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Joseph Harp Correctional Center

May 19, 2021

FOR THE PERIODS

FY20 June 1, 2020 to June 30, 2020

FY21 July 1, 2020 to April 30, 2021

DEPARTMENT OF CORRECTIONS
Internal Audit Report
Joseph Harp Correctional Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Joseph Harp Correctional Center

May 19, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Joseph Harp Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY20 (June 1, 2020 to June 30, 2020) and FY21, (July 1, 2020 to April 30, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Release Cards, Security items, Trust Fund, Warehouse Inventory, and Fixed Assets Inventory System.

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

Compliance with laws, regulations, and contracts applicable to Joseph Harp Correctional Center is the responsibility of the Joseph Harp Correctional Center management. As part of obtaining reasonable assurance about whether Joseph Harp 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 disclosed no instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

Sincerely



Patrick Donnelly
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Lexington Assessment and Reception Center

May 27, 2021

FOR THE PERIODS

FY 20 June 1, 2020 to June 30, 2020

FY 21 July 1, 2020 to April 30, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Lexington Assessment and Reception Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Lexington Assessment and Reception Center

May 27, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Lexington Assessment and Reception Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20 (June 1, 2020 to June 30, 2020) and FY 21 (July 1, 2020 to April 30, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Debit Cards, Trust Fund, PPWP, 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 Lexington Assessment and Reception 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 Lexington Assessment and Reception Center is the responsibility of the Lexington Assessment and Reception Center management. As part of obtaining reasonable assurance about whether Lexington Assessment and Reception 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

Lexington Assessment and Reception Center

May 27, 2021

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

Forty seven percent (47.06%) of the items sampled (24 of 51) on the day of the audit (05/18/21) 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

Weekly item counts/checks of items on the shelf will be compared to the daily inventory for accuracy. All invoice entries will be made into the system prior to the next financial Audit. This will be in addition to what is already required.

Warehouse

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 2

Sixty percent (60%) of the items sampled (15 of 25) on the day of the audit (05/18/20) 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 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.

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

PLAN OF CORRECTIVE ACTION

The following additional tasks will be implemented as corrective actions for the above findings. Random inventories will be conducted on a weekly basis. Random products and items in the warehouse will be counted and compared to the current inventory for accuracy. This system will include documentation of any product or item taken from the warehouse after normal business hours, requiring the individual taking the items to complete an incident report to include what items were removed, amount of items removed and reason for removal. Additionally, that individual will have to contact the duty officer for permission. This information will aid in maintaining a proper and accurate inventory.

There will be a three month follow-up to insure compliance to Oklahoma Department of Corrections policy and procedures.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**OCI Manufacturing
At
Lexington Assessment and Reception Center**

May 27, 2021

FOR THE PERIODS

FY 20 June 1, 2020 to June 30, 2020
FY 21 July 1, 2020 to May 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

OCI Manufacturing at Lexington Assessment and Reception Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

OCI Manufacturing at Lexington Assessment and Reception Center

May 27, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of OCI Manufacturing at Lexington Assessment and Reception Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20 (June 1, 2020 to June 30, 2020) and(FY 21, July 31, 2020 to May 31, 2021). The areas covered in this audit were Purchase Cards, Finished Goods, Raw Material and FAIS 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 OCI Manufacturing at Lexington Assessment and Reception 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 OCI Manufacturing at Lexington Assessment and Reception Center is the responsibility of the OCI Manufacturing at Lexington Assessment and Reception Center management. As part of obtaining reasonable assurance about whether OCI Manufacturing at Lexington Assessment and Reception Center is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests disclosed no instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

This report is intended for the information of the management of the Oklahoma Department of Corrections and its governing Board.

Sincerely

Teresa Davenport

Teresa Davenport
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Department of Corrections Administration

May 27, 2021

FOR THE PERIODS

FY 20 March 1, 2020 to June 30, 2020
FY 21 July 1, 2020 to March 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Department of Corrections Administration

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Department of Corrections Administration

May 27, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Department of Corrections Administration a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20 (March 1, 2020 to June 30, 2020) and FY 21 (July 1, 2020 to March 30, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Express Checks, Debit Cards, Trust Fund, Clearing Account, Restitution 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 Department of Corrections Administration 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 Department of Corrections Administration is the responsibility of the Department of Corrections Administration management. As part of obtaining reasonable assurance about whether Department of Corrections Administration is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests disclosed no instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

Department of Corrections, Business Services
Departments Audited

General Administration
Parent Canteen
Directors Office
Executive Communications/Public Relations/Public Information
General Counsel
Administrative Operations
Employee Development Training
Auditing and Compliance and Environmental Health and Safety
Employee Welfare & Rec
Business Services
Employee Services Human Resources
Analytic and Systems Quality Services
PREA Administration
Consolidated Utilities
Information Technology
Telecommunications
Document Services
Employee Relations and Rights
Administrative Review
Contracts and Acquisition (Purchasing)
Network Services
Sentence Administration
Canine
Probation and Parole Services
Operations
Fleet

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**OCI Manufacturing
At
Joseph Harp Correctional Center**

May 28, 2021

FOR THE PERIODS

FY 20 June 1, 2020 to June 30, 2020
FY 21 July 1, 2020 to May 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

OCI Manufacturing at Joseph Harp Correctional Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

OCI Manufacturing at Joseph Harp Correctional Center

May 28, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of OCI Manufacturing at Joseph Harp Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20 (June 1, 2020 to June 30, 2020) and(FY 21, July 31, 2020 to May 31, 2021). The areas covered in this audit were Purchase Cards, Finished Goods, Raw Material and FAIS 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 OCI Manufacturing at Joseph Harp 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 OCI Manufacturing at Joseph Harp Correctional Center is the responsibility of the OCI Manufacturing at Joseph Harp Correctional Center management. As part of obtaining reasonable assurance about whether OCI Manufacturing at Joseph Harp 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 disclosed no instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

This report is intended for the information of the management of the Oklahoma Department of Corrections and its governing Board.

Sincerely



Patrick Donnelly
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**OCI Computer Operations and Records Conversion
At
Joseph Harp Correctional Center**

May 28, 2021

FOR THE PERIODS

FY 20 June 1, 2020 to June 30, 2020
FY 21 July 1, 2020 to May 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

OCI Computer Operations and Records Conversion at Joseph Harp Correctional Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

OCI Computer Operations and Records Conversion at Joseph Harp Correctional Center

May 28, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of OCI Computer Operations and Records Conversion at Joseph Harp Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20 (June 1, 2020 to June 30, 2020) and(FY 21, July 31, 2020 to May 31, 2021). The areas covered in this audit were Purchase Cards, Finished Goods, Raw Material and FAIS 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 OCI Computer Operations and Records Conversion at Joseph Harp 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 OCI Computer Operations and Records Conversion at Joseph Harp Correctional Center is the responsibility of the OCI Computer Operations and Records Conversion at Joseph Harp Correctional Center management. As part of obtaining reasonable assurance about whether OCI Computer Operations and Records Conversion at Joseph Harp 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 disclosed no instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

This report is intended for the information of the management of the Oklahoma Department of Corrections and its governing Board.

Sincerely



Patrick Donnelly
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Mabel Bassett Correctional Center

May 27, 2021

FOR THE PERIODS

FY20 June 1, 2020 to June 30, 2020

FY21 July 1, 2020 to April 30, 2021 DEPARTMENT OF CORRECTIONS

Internal Audit Report
Mabel Bassett Correctional Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS INTERNAL AUDIT REPORT

Mabel Bassett Correctional Center

May 27, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Mabel Bassett Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20 (June 1, 2020 to June 30, 2020) and FY21, (July 1, 2020 to April 30, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards , Release Cards, Trust Fund, Security Items (weapons, Radios and Vests), Food Service 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 Mabel Bassett 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 Mabel Bassett Correctional Center is the responsibility of the Mabel Bassett Correctional Center management. As part of obtaining reasonable assurance about whether Mabel Bassett 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



Patrick Donnelly
Internal Audit

OKLAHOMA DEPARTMENT OF CORRECTIONS

INTERNAL AUDIT REPORT

Schedule A: COMPLIANCE

Mabel Bassett Correctional Center

May 27, 2021

Food Services,

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

Condition: With the absence of an accurate inventory spread sheet, it could not be determined the accurate count of what items were or were not hand during the food service inventory audit.

Effect: Inaccurate inventory records may result in over or understated inventory valuations as disclosed the department's 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. Access and accuracy is be available at any time for the auditor or the facility administer, or warden.

Recommendation: An excel spread sheet be used to monitor the transactions to better facilitate the accuracy and reliability, and be used to monitor the transaction to facilitate the accuracy and reliability of the inventory at any given time.

Plan of Corrective Action:

On May 27, 2021, an inventory spreadsheet was initiate in food service, as recommended by the auditor. Weekly inspections by the warden, deputy warden, and chief of security will be conducted to ensure compliance.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Business Services - Community Corrections and Contract Services

June 3, 2021

FOR THE PERIODS

FY 20, April 1, 2020 to June 30, 2020

FY 21, July 1, 2020 to April 30, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Business Services - Community Corrections and Contract Services

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Business Services - Community Corrections and Contract Services

June 3, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Business Services - Community Corrections and Contract Services, a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20 (July 2020 to June 30, 2020), FY 21 (July 1, 2020 to April 30, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Private Prisons, Halfway Houses, and County Jail Back up contracts, Jail Backup Transportation Reimbursement 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 Business Services - Community Corrections and Contract Services 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 Business Services - Community Corrections and Contract Services is the responsibility of the Business Services - Community Corrections and Contract Services management. As part of obtaining reasonable assurance about whether at Business Services - Community Corrections and Contract Services is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests disclosed no instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

Sincerely,



Patrick Donnelly
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

John Lilley Correctional Center

June 7, 2021

FOR THE PERIODS

FY 20, March 1, 2020 to June 30, 2020

FY, 21 July 1, 2020 to April 30, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

John Lilley Correctional Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

John Lilley Correctional Center

June 7, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of John Lilley Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20 (June 1, 2020 to June 30, 2020) and FY 20 (July 1, 2020 to April 30, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Debit Cards, Trust Fund, Food Services, 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 John Lilley Correctional Center is materially in compliance with state law and department directives, (OS Title A.14, Title §74-228, §74-229 and OP-120101 entitled "Fiscal Management Responsibilities").

Compliance with laws, regulations, and contracts applicable to John Lilley Correctional Center is the responsibility of the John Lilley Correctional Center management. As part of obtaining reasonable assurance about whether John Lilley 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

John Lilley Correctional Center

June 7, 2021

Food Service

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 1

Sixty eight (68.42%) of the items sampled (13 of 19) on the day of the audit (05/19/21) were not in agreement with the reported closing inventory balance.

Effect: Inaccurate inventory records may result in over or understated inventory valuations. Errors in inventory records may result in shortages or spoilage.

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

Plan of Corrective Action

Food service is required to conduct one (1) inventory each month. The inventory the kitchen supervisor was conducting on 5/19/2021 was only to serve the purpose of what items were needed from the warehouse for the next two days meal plans. Food service does not conduct daily inventory, they utilize the Daily Production Sheet as food is used inside food service.

OP-070203 VII. Inventory Control Procedures: Inventory of the expendable supply will be conducted monthly by the facility head's designee. Copies of the monthly inventory will be forwarded to the facility head and a copy maintained

by the facility business manager. Deficiencies will be brought to the respective deputy director's attention.

Warehouse

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 2

Fifteen percent (14.58%) of the items sampled (7 of 48) on the day of the audit (05/19/21) were not in agreement with the reported closing inventory balance.

Effect: Inaccurate inventory records may result in over or understated inventory valuations. Errors in inventory records may result in shortages or spoilage.

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

Plan of Corrective Action

The Warehouse Manager will count one section, record it, and count it again to verify an accurate count was entered. He will proceed throughout the warehouse, section by section, until all has been completed and verified.

There will be a three month follow-up to ensure compliance to agency policy and procedures.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**OCI Manufacturing
At
Lawton Correctional Facility**

June 9, 2021

FOR THE PERIODS

FY 20 June 1, 2020 to June 30, 2020

FY 21 July 1, 2020 to May 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

OCI Manufacturing at Lawton Correctional Facility

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

OCI Manufacturing at Lawton Correctional Facility

June 9, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of OCI Manufacturing at Lawton Correctional Facility a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20 (June 1, 2020 to June 30, 2020) and(FY 21, July 31, 2020 to May 31, 2021). The areas covered in this audit were Purchase Cards, Finished Goods, Raw Material and FAIS 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 OCI Manufacturing at Lawton Correctional Facility 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 OCI Manufacturing at Lawton Correctional Facility is the responsibility of the OCI Manufacturing at Lawton Correctional Facility management. As part of obtaining reasonable assurance about whether OCI Manufacturing at Lawton Correctional Facility is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests disclosed no instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

This report is intended for the information of the management of the Oklahoma Department of Corrections and its governing Board.

Sincerely



Patrick Donnelly
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

OCI Manufacturing
At
Oklahoma State Reformatory

June 9, 2021

FOR THE PERIODS

FY 20 June 1, 2020 to June 30, 2020
FY 21 July 1, 2020 to May 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

OCI Manufacturing at Oklahoma State Reformatory

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

OCI Manufacturing at Oklahoma State Reformatory

June 9, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of OCI Manufacturing at Oklahoma State Reformatory a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20 (June 1, 2020 to June 30, 2020 and FY 21, July 31, 2020 to May 31, 2021). The areas covered in this audit were Purchase Cards, Finished Goods, Raw Material and FAIS 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 OCI Manufacturing at Oklahoma State Reformatory 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 OCI Manufacturing at Oklahoma State Reformatory is the responsibility of the OCI Manufacturing at Oklahoma State Reformatory management. As part of obtaining reasonable assurance about whether OCI Manufacturing at Oklahoma State Reformatory is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests disclosed no instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

Sincerely

Teresa Davenport

Teresa Davenport
Internal Audit

Internal Auditor's Report on Applying Agreed-Upon Procedures

DAVIS CORRECTIONAL FACILITY

June 10, 2021

Chairman, Board of Corrections

We applied the procedures enumerated below to the Commissary and Inmate Trust Fund Accounts of Davis Correctional Facility on June 2, 2021. These procedures, which were requested by the Chief of Operations, were performed solely to assist you in evaluating the contractual compliance of the management of Davis Correctional Facility from May 1, 2020 to May 31, 2021. This engagement of agreed upon procedures was performed in accordance with standards for the Government Auditing Standards. The sufficiency of the procedures is solely the responsibility of the specified users of the report.

The procedures that we performed were as follows:

1. Spot checked the retail prices in the commissary of Davis Correctional Facility to ensure that these prices are not excessive when compared to State of Oklahoma operated facilities.
2. Reviewed both the savings and draw trust fund accounts for timeliness of posting, accuracy and remittance and the internal controls over these accounts.

We noted no areas that should be brought to your attention.

We were not engaged to, and did not, perform an audit of Davis Correctional Facility or its parent corporation, the objective of which would be the expression of an opinion on the specific management controls. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported.

This report is intended solely for the use of management of Oklahoma Department of Corrections and its governing board.

Sincerely,



Patrick Donnelly
Internal Audit

Internal Auditor's Report on Applying Agreed-Upon Procedures

LAWTON CORRECTIONAL FACILITY

June 10, 2021

Chairman, Board of Corrections

We applied the procedures enumerated below to the Commissary and Inmate Trust Fund Accounts of Lawton Correctional Facility on June 2, 2021. These procedures, which were requested by the Chief of Operations, were performed solely to assist you in evaluating the contractual compliance of the management of Lawton Correctional Facility from May 1, 2020 to May 31, 2021. This engagement of agreed upon procedures was performed in accordance with standards for the Government Auditing Standards. The sufficiency of the procedures is solely the responsibility of the specified users of the report.

The procedures that we performed were as follows:

1. Spot checked the retail prices in the commissary of Lawton Correctional Facility to ensure that these prices are not excessive when compared to State of Oklahoma operated facilities.
2. Reviewed both the savings and draw trust fund accounts for timeliness of posting, accuracy and remittance and the internal controls over these accounts.

We noted no areas that should be brought to your attention.

We were not engaged to, and did not, perform an audit of Lawton Correctional Facility or its parent corporation, the objective of which would be the expression of an opinion on the specific management controls. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported.

This report is intended solely for the use of management of Oklahoma Department of Corrections and its governing board.

Sincerely,



Patrick Donnelly
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Community Sentencing

June 17, 2021

FOR THE PERIODS

FY 20, January 1, 2020 to June 30, 2020

FY 21, July 1, 2020 to May 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Community Sentencing

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Community Sentencing

June 17, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Community Sentencing a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20 (January 31, 2020 to June 30, 2020) and FY 21 (July 31, 2020 to May 31, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Incentive Gift Cards and Fixed Asset 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 Community Sentencing 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 Community Sentencing, is the responsibility of the Community Sentencing management. As part of obtaining reasonable assurance about whether Community Sentencing is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

The results of our tests disclosed no instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

This report is intended for the information of the management of the Oklahoma Department of Corrections and its governing Board.

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

Section-01 Organization	P-010100	Page: 1	Effective Date: 10/08/2021
System of Manuals, Handbooks and Monitoring Procedures	ACA Standards: 2-CO-1A-05, 2-CO-1A-16, 2-CO-1A-17, 2-CO-1A-21, 5-ACI-1A-12, 5-ACI-1A-14, 5-ACI-3A-01, 4-ACRS-7B-07, 4-ACRS-7B-08, 4-APPFS-3D-05		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

System of Manuals, Handbooks and Monitoring Procedures

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

I. Manuals and Handbooks

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

A. Organization

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

B. Forms

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

C. Compliance Monitoring

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

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

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

A. Board Policy

The OBOC will be responsible for the adoption of policy statements during regularly scheduled open meetings. Upon the approval of the Board and

the signature of the chairperson, the agency will ensure policies are disseminated to designated staff, volunteers and, when appropriate, inmates prior to implementation and are made accessible to the public and all staff as indicated by the effective date of the policy. (5-ACI-1A-14, 4-ACRS-7B-08)

B. Agency Operational Procedures

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

III. References

57 O.S. § 504(b) (1)

Oklahoma Open Records Act

IV. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-010100 entitled "System of Manuals, Handbooks and Monitoring Procedures" dated September 29, 2020

Distribution: Policy and Operations Manual
Agency Website

Section-01 Organization	P-010100	Page: 1	Effective Date: draft 09/29/2020
System of Manuals, Handbooks and Monitoring Procedures	ACA Standards: 2-CO-1A-05, 2-CO-1A-16, 2-CO-1A-17, 2-CO-1A-21, 5-ACI-1A-12, 5-ACI-1A-14, 5-ACI-3A-01, 4-ACRS-7B-07, 4-ACRS-7B-08, 4-APPFS-3D-05		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

System of Manuals, Handbooks and Monitoring Procedures

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A. Organization

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

B. Forms

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

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

III. References

~~51 O.S. § 24 A.5~~

57 O.S. § 504(b) (1)

Oklahoma Open Records Act

~~57 O.S. § 507(b)~~

IV. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-010100 entitled "System of Manuals, Handbooks and Monitoring Procedures" dated September 29, 2020~~February 22, 2019~~

Distribution: Policy and Operations Manual
Agency Website

Section-02 Information Management	P-020600	Page: 1	Effective Date: 10/08/2021
Legislative Initiative Process	ACA Standards: 2-CO-1A-15, 2-CO-1A-21, 2-CO-1F-07		
T. Hasting Siegfried, Chair Oklahoma Board of Corrections			

Legislative Initiative Process

I. Board Approval of Department Legislative Initiatives

A. Legislative Initiatives

The Oklahoma Department of Corrections (ODOC) evaluates its operations within the context of current law, statutes, and court rulings; ODOC may propose legislation to enhance operations, facilitate court decisions, implement new programs and functions, enhance fiscal operations, establish incarceration strategies and policy, and maintain constitutional compliance in meeting the mission of the agency.

B. Presentation

The director of the Oklahoma Department of Corrections, or designee, will present to the Oklahoma Board of Corrections (OBOC), for their approval any recommendations for legislative initiatives for the next regularly scheduled session of the Oklahoma Legislature no later than the November OBOC meeting.

C. Board Committee

The OBOC chair will select members to serve on the Public Policy/Affairs Committee to work with agency staff in preparing the agency's legislative initiatives for the ensuing legislative session. The committee will meet as needed and submit its recommendations to the OBOC no later than the November OBOC meeting.

D. Board Consideration and Approval

If available, the OBOC will consider for approval a draft of the proposed language of all legislative initiatives in the context of its mission, strategic plans, agency operations, fiscal impact, and the goals of the OBOC and agency.

II. Executive and Legislative Cooperation (2-CO-1A-15, 2-CO-1F-07)

The OBOC recognizes the value of the service provided by the agency to the Governor's Office and other executive offices, to the Oklahoma Legislative members, committees and subcommittees, and the staff of both the Senate and House, regarding the various bills introduced each year that may impact the agency. All bills introduced and pending will be analyzed as to whether they impact the operation, budget, staff or inmate/offender population of the agency.

III. Legislative Team Designation

The agency director will designate or appoint staff to communicate and work with the Oklahoma Legislature in achieving the legislative initiatives.

IV. Reports (2-CO-1A-21)

A. Monthly Updates

Continuing monthly throughout the legislative session, the director or designee will report progress to the OBOC on each of the agency's legislative initiatives, as well as other identified legislation of significance, to the agency.

B. Final Report

In June of each year, the agency director or designee will report the final results of the agency's legislative initiatives including other bills that were enacted and signed by the Governor that impact the agency.

V. 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 Oklahoma Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-020600 entitled "Legislative Initiative Process" dated September 29, 2020

Distribution: Policy and Operations Manual
Agency Website

Section-02 Information Management	P-020600	Page: 1	Effective Date: draft 09/29/2020
Legislative Initiative Process	ACA Standards: 2-CO-1A-15, 2-CO-1A-21, 2-CO-1F-07, 5-ACI-1A-01		
T. Hasting Siegfried, Chair Oklahoma Board of Corrections			

Legislative Initiative Process

I. Board Approval of Department Legislative Initiatives

A. Legislative Initiatives (~~5-ACI-1A-01~~)

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D. Board Consideration and Approval

If available, the OBOC will consider for approval a draft of the proposed language of all legislative initiatives in the context of its mission, strategic plans, agency operations, fiscal impact, and the goals of the OBOC and agency.

II. Executive and Legislative Cooperation (2-CO-1A-15, 2-CO-1F-07)

The OBOC recognizes the value of the service provided by the agency to the Governor's Office and other executive offices, to the Oklahoma Legislative members, committees and subcommittees, and the staff of both the Senate and House, regarding the various bills introduced each year that may impact the agency. All bills introduced and pending will be analyzed as to whether they impact the

operation, budget, staff or inmate/offender population of the agency.

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The agency director will designate or appoint staff to communicate and work with the Oklahoma Legislature in achieving the legislative initiatives.

IV. Reports (2-CO-1A-21)

A. Monthly Updates

Continuing monthly throughout the legislative session, the director or designee will report progress to the OBOC on each of the agency's legislative initiatives, as well as other identified legislation of significance, to the agency.

B. Final Report

In June of each year, the agency director or designee will report the final results of the agency's legislative initiatives including other bills that were enacted and signed by the Governor that impact the agency.

V. 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 Oklahoma Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-020600 entitled "Legislative Initiative Process" dated September 29, 2020~~October 10, 2018~~

Distribution: Policy and Operations Manual
Agency Website

Section-02 Information Management	P-020700	Page: 1	Effective Date: 10/08/2021
Information System	ACA Standards: 2-CO-1F-01, 2-CO-1F-02, 2-CO-1F-03, 2-CO-1F-06, 5-ACI-1F-01, 5-ACI-1F-024-ACRS-7D-05, 4-APPFS-3D-31		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Oklahoma Department of Corrections Data System Management

It is the policy of the Oklahoma Board of Corrections that the Oklahoma Department of Corrections (ODOC) maintains standards for the operation of the automated information system. This policy ensures that uniform standards for all aspects of the system are implemented throughout the agency.

I. Implementation and Responsibility

The agency director will ensure that an automated information system, utilizing agency goals and objectives as guidelines, is implemented and monitored. (2-CO-1F-02, 2-CO-1F-03, 5-ACI-1F-01, 4-ACRS-7D-05)

II. Format and Procedures

The format of all electronic files is standardized in accordance with a specific format and procedures are developed to ensure the timely generation of electronic reports.

A. Standards

Procedure standards for the data system will include the following (5-ACI-1F-02):

1. Collecting, recording, organizing, processing, storing, retrieving and reporting of all automated information; (2-CO-1F-01, 2-CO-1F-03, 4-ACRS-7D-05, 4-APPFS-3D-31)
2. Security of the information and data collection system will be maintained; to include the coding, entering all information into the automated system, verification of data, access to such data, and protection of the privacy of inmates/offenders and staff; (2-CO-1F-06)
3. Maintenance and utilization of computer hardware is established for the central Information Technology unit and for other locations; and
4. Standardized equipment configurations and software systems are in place to ensure compatibility and connectivity to include the telecommunications network.

B. Training

All staff responsible for working with the data system will be provided sufficient instruction, instructional manuals and training to ensure successful execution of their duties and knowledge of related security requirements.

C. Evaluations

Annual evaluations of the data system will be conducted ensuring applications are operational, user needs are met, procedures are followed and defined goals and objectives of the systems are met. (2-CO-1F-02, 2-CO-IF-03, 5-ACI-1F-01, 4-ACRS-7D-05)

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 Oklahoma Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-020700 entitled "Oklahoma Department of Corrections Information System" dated September 29, 2020

Distribution: Policy and Operations Manual
Agency Website

Section-02 Information Management	P-020700	Page: 1	Effective Date: draft 09/29/2020
Information System	ACA Standards: 2-CO-1F-01, 2-CO-1F-02, 2-CO-1F-03, 2-CO-1F-06, 5-ACI-1F-01, 5-ACI-1F-02, 5-ACI-1F-03, 5-ACI-1F-06, 5-ACI-1F-07 , 4-ACRS-7D-05, 4-APPFS-3D-30 , 4-APPFS-3D-31		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Oklahoma Department of Corrections Data System Management

It is the policy of the Oklahoma Board of Corrections that the Oklahoma Department of Corrections (ODOC) maintains standards for the operation of the automated information system. - This policy ensures that uniform standards for all aspects of the system are implemented throughout the agency.

I. Implementation and Responsibility

The agency director will ensure that an automated information system, utilizing agency goals and objectives as guidelines, is implemented and monitored. (2-CO-1F-02, 2-CO-1F-03, 5-ACI-1F-01, 4-ACRS-7D-05, ~~4-APPFS-3D-30~~)

II. Format and Procedures

The format of all electronic files is standardized in accordance with a specific format and procedures are developed to ensure the timely generation of electronic reports.

A. Standards

Procedure standards for the data system will include the following (5-ACI-1F-02):

1. Collecting, recording, organizing, processing, storing, retrieving and reporting of all automated information; -(2-CO-1F-01, 2-CO-1F-03, 4-ACRS-7D-05, 4-APPFS-3D-31)
2. Security of the information and data collection system will be maintained; to include the coding, entering all information into the automated system, verification of data, access to such data, and protection of the privacy of inmates/offenders and staff; (2-CO-~~1~~1F-06, ~~5-ACI-1F-03, 5-ACI-1F-07~~)
3. Maintenance and utilization of computer hardware is established for the central Information Technology unit and for other locations; and
4. Standardized equipment configurations and software systems are in place to ensure compatibility and connectivity to include the telecommunications network.

B. Training

All staff responsible for working with the data system will be provided sufficient instruction, instructional manuals and training to ensure successful execution of their duties and knowledge of related security requirements. (~~5-ACI-1F-06, 5-ACI-1F-07~~)

C. Evaluations

Annual evaluations of the data system will be conducted ensuring applications are operational, user needs are met, procedures are followed and defined goals and objectives of the systems are met. (2-CO-1F-02, 2-CO-IF-03, 5-ACI-1F-01, 4-ACRS-7D-05, ~~4-APPFS-3D-30~~)

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 Oklahoma Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-020700 entitled "Oklahoma Department of Corrections Information System" dated ~~September 29, 2020~~ April 5, 2018

Distribution: Policy and Operations Manual

Section-03 Facility Operations	P-030100	Page: 1	Effective Date: 10/08/2021
Provisions of Services/Inmate Rights and Responsibilities	ACA Standards: 2-CO-3C-01, 2-CO-4E-01, 2-CO-5C-01, 2-CO-5D-01, 2-CO-5E-01, 2-CO-5F-01, 5-ACI-3D-01, 5-ACI-3D-04, 5-ACI-3D-07, 5-ACI-3D-08M, 4-APPFS-2G-01		
T. Hastings Siegfried, Chair Oklahoma Board of Correction			

Provisions of Services/Inmate Rights and Responsibilities

The Oklahoma Department of Corrections (ODOC) will provide services and define inmate rights and responsibilities. (2-CO-3C-01)

I. Services

Inmates will be provided opportunities for services in the areas of correspondence, visiting and telephone privileges, control of personal and state property, health care, libraries, religion, recreation/programs and access to courts.

A. Correspondence

Internal management procedures will govern the sending and receiving of correspondence by inmates. (2-CO-5D-01)

B. Visiting Privileges

Internal management procedures will govern the visiting program for inmates. Limitations on the number of visitors an inmate may have and the times for such visitation will be established, taking into account the safety and security needs of the facility and in accordance with guidelines established by the agency director. (2-CO-5D-01)

C. Telephone Privileges

The use of telephones by inmates is a privilege, not a right. Inmates may communicate with persons or organizations subject to the limitations necessary to maintain the facility's order and security. (2-CO-5D-01)

D. Personal Property

1. The possession of private property is a privilege and inmates may possess only that property authorized by the agency director. Inmates possessing personal private property assume any risk of potential loss or damage.
2. Inmates' property, personal and state issued, will be managed according to written system-wide procedures that coincide with applicable procedures.

E. Health Care

The ODOC will provide medical, dental, and mental health services that address the known serious health care needs of each inmate. (2-CO-4E-01)

F. Libraries

Facilities will provide access to comprehensive library services that include both general and specialized materials to meet the reasonable educational, informational and recreational needs of inmates. (2-CO-5F-01)

G. Programs and Recreation

Facilities will provide appropriate programmatic and recreational activities designed to facilitate acceptable social activities and behavior as well as promote a healthy lifestyle. Programmatic and leisure time activities will provide all inmates with equal opportunity for participation. (2-CO-5C-01)

H. Religious Activities

Religious activities will be available to inmates of all faith groups. Reasonable access and accommodation to the exercise of the religion by the inmate will be made, ensuring that the practice does not compromise the safety, security, sanitation and resources of the facility or the inmate. (2-CO-5E-01)

I. Access to Courts

Procedures will be established to ensure all inmates in the ODOC are allowed reasonable access to courts. (5-ACI-3D-01)

II. Rights and Responsibilities

A. Inmates will be informed, in writing, of their rights, responsibilities and rules of conduct.

B. No inmates under the jurisdiction of the agency will be subject to discrimination based on age, race, religion, national origin, gender, political belief, or disability. (5-ACI-3D-04, 4-APPFS-2G-01)

C. The ODOC will make best efforts to protect inmates from:

1. personal abuse; (5-ACI-3D-08M b#1)
2. corporal punishment; (5-ACI-3D-08M b#2)
3. personal injury; (5-ACI-3D-08M b#3)
4. disease; (5-ACI-3D-08M b#4)
5. property damage; (5-ACI-3D-08M b#5) and

- 6. harassment. (5-ACI-3D-08M b#6)
- D. No inmate or group of inmates will be given authority or control over any other inmate or facility security functions.
- E. Inmates who are foreign nationals will have access to the diplomatic representative of their country. (5-ACI-3D-07)
- F. Inmates will receive equitable treatment and the appropriate level of due process when alleged to have violated the rules of conduct.

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 Oklahoma Board of Corrections.

This policy statement is effective as indicated.

Replaced: Policy Statement No. P-030100 entitled "Provisions of Services/ Inmate Rights and Responsibilities" dated September 29, 2020

Distribution: Policy and Operations Manual
Agency Website

Section-03 Facility Operations	P-030100	Page: 1	Effective Date: draft 09/29/2020
Provisions of Services/Inmate Rights and Responsibilities	ACA Standards: 2-CO-3C-01, 2-CO-4E-01, 2-CO-5C-01, 2-CO-5D-01, 2-CO-5E-01, 2-CO-5F-01, 5-ACI-3A-08, 5-ACI-3D-01, 4-4275, 5-ACI-3D-03, 5-ACI-3D-04, 5-ACI-3D-07, 5-ACI-3D-08M, 5-ACI-5A-06, 5-ACI-5A-07, 5-ACI-5A-08, 5-ACI-5E-02, 5-ACI-7C-01, 5-ACI-7D-01, 5-ACI-7D-11, 5-ACI-7D-14, 5-ACI-7E-01, 5-ACI-7F-05, 4-ACRS-5A-17, 4-ACRS-5A-19, 4-ACRS-5A-21, 4-ACRS-5A-22, 4-ACRS-6A-01, 4-ACRS-6A-02, 4-ACRS-6A-03, 4-ACRS-6A-07, 4-ACRS-6B-01, 4-ACRS-7D-13, 4-ACRS-7D-144-APPFS-2G-01		
T. Hastings Siegfried, Chair Oklahoma Board of Correction			

Provisions of Services/Inmate Rights and Responsibilities

The Oklahoma Department of Corrections (ODOC) will provide services and define inmate rights and responsibilities. (2-CO-3C-01)

I. Services

Inmates will be provided opportunities for services in the areas of: correspondence, visiting and telephone privileges, control of personal and state property, health care, libraries, religion, recreation/programs and access to courts.

A. Correspondence

Internal management procedures will govern the sending and receiving of correspondence by inmates. (2-CO-5D-01, ~~5-ACI-7D-01, 4-ACRS-6A-07~~)

B. Visiting Privileges

Internal management procedures will govern the visiting program for inmates. Limitations on the number of visitors an inmate may have and the times for such visitation will be established, taking into account the safety and security needs of the facility and in accordance with guidelines established by the agency director. (2-CO-5D-01, ~~5-ACI-7D-14, 4-ACRS-5A-17~~)

C. Telephone Privileges

The use of telephones by inmates is a privilege, not a right. Inmates may communicate with persons or organizations subject to the limitations necessary to maintain the facility's order and security. (2-CO-5D-01, ~~5-ACI-7D-11, 4-ACRS-5A-19~~)

D. Personal Property

1. The possession of private property is a privilege and inmates may possess only that property authorized by the agency director. Inmates possessing personal private property assume any risk of potential loss or damage.
2. Inmates' property, personal and state issued, will be managed

according to written system-wide procedures that coincide with applicable procedures. (~~5-ACI-5A-06, 5-ACI-5A-07, 5-ACI-5A-08, 4-ACRS-7D-13, 4-ACRS-7D-14~~)

E. Health Care

The ODOC will provide medical, dental, and mental health services that address the known serious health care needs of each inmate. (2-CO-4E-01)

F. Libraries

Facilities will provide access to comprehensive library services that include both general and specialized materials to meet the reasonable educational, informational and recreational needs of inmates. (2-CO-5F-01, ~~5-ACI-7E-04~~)

G. Programs and Recreation

Facilities will provide appropriate programmatic and recreational activities designed to facilitate acceptable social activities and behavior as well as promote a healthy lifestyle. Programmatic and leisure time activities will provide all inmates with equal opportunity for participation. (2-CO-5C-01, ~~5-ACI-7C-01, 4-ACRS-5A-21~~)

H. Religious Activities

Religious activities will be available to inmates of all faith groups. Reasonable access and accommodation to the exercise of the religion by the inmate will be made, ensuring that the practice does not compromise the safety, security, sanitation and resources of the facility or the inmate. (2-CO-5E-01, ~~5-ACI-7E-05, 4-ACRS-5A-22~~)

I. Access to Courts

Procedures will be established to ensure all inmates in the ODOC are allowed reasonable access to courts. (5-ACI-3D-01, ~~4-4275, 5-ACI-3D-03, 4-ACRS-6A-01, 4-ACRS-6A-02~~)

II. Rights and Responsibilities

A. Inmates will be informed, in writing, of their rights, responsibilities and rules of conduct.

B. No inmates under the jurisdiction of the agency will be subject to discrimination based on age, race, religion, national origin, gender, political belief, or disability. (~~5-ACI-3D-04, 5-ACI-5E-02, 4-ACRS-6B-014-APPFS-2G-01~~)

C. The ODOC will make best efforts to protect inmates from:

1. personal abuse; ~~(5-ACI-3D-08M b#1)~~

2. corporal punishment; ~~(5-ACI-3D-08M b#2)~~

3. personal injury; ~~(5-ACI-3D-08M b#3)~~

4. dDisease; ~~(5-ACI-3D-08M b#4)~~

5. property damage; ~~(5-ACI-3D-08M b#5)~~ and

~~G.~~ 6. harassment. ~~(5-ACI-3D-08M b#1) (5-ACI-3D-08M, 4-ACRS-6A-03)~~

- D. No inmate or group of inmates will be given authority or control over any other inmate or facility security functions. ~~(5-ACI-3A-08)~~
- E. Inmates who are foreign nationals will have access to the diplomatic representative of their country. (5-ACI-3D-07)
- F. Inmates will receive equitable treatment and the appropriate level of due process when alleged to have violated the rules of conduct.

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 Oklahoma Board of Corrections.

This policy statement is effective as indicated.

Replaced: Policy Statement No. P-030100 entitled "Provisions of Services/ Inmate Rights and Responsibilities" dated September 29, 2020~~December 12, 2018~~

Distribution: Policy and Operations Manual
Agency Website

Section-04 Security	P-040100	Page: 1	Effective Date: 10/08/2021
Security Standards	ACA Standards: 2-CO-1G-06, 2-CO-3A-01, 5-ACI-1G-03, 5-ACI-3A-01, 5-ACI-3A-02, 5-ACI-3A-04, 5-ACI-3A-05, 5-ACI-3A-09, 5-ACI-3A-10, 5-ACI-3A-11, 5-ACI-3A-13, 5-ACI-3A-14, 5-ACI-3A-15, 5-ACI-3A-22M, 5-ACI-3A-23M, 5-ACI-3A-28, 5-ACI-3A-29, 5-ACI-3A-30, 5-ACI-3A-42, 5-ACI-3B-02M, 5-ACI-3B-05M, 5-ACI-4A-04, 5-ACI-7A-07M, 4-ACRS-1C-17M, 4-ACRS-2A-04, 4-ACRS-2A-11, 4-ACRS-2C-01, 4-ACRS-2D-01M, 4-ACRS-2D-02M, 4-ACRS-2D-03M, 4-APPFS-3G-03		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Security Standards for the Oklahoma Department of Corrections

I. Policy

It is the policy of the Oklahoma Board of Corrections (OBOC) that the Oklahoma Department of Corrections (ODOC) provides security at all institutions, community corrections centers and probation and parole offices. Security standards are established to protect the public, the employees and inmates/offenders. (2-CO-3A-01)

A. Security Standards

To provide for compliance monitoring of internal and external security, the agency has developed plans to include the following: (5-ACI-3A-01, 5-ACI-3A-22M, 5-ACI-3A-23M, 5-ACI-3A-28, 5-ACI-3A-29, 5-ACI-3A-30, 5-ACI-3B-05M, 4-ACRS-1C-17M, 4-ACRS-2C-01, 4-ACRS-2D-01M, 4-ACRS-2D-02M, 4-ACRS-2D-03M)

1. Inventory and control of:
 - a. Keys and tools;
 - b. Hazardous substances;
 - c. Contraband and evidence; (5-ACI-3A-42)
 - d. Weapons, security devices and equipment;
 - e. Medical equipment and supplies, to include needles and syringes; and
 - f. Pharmaceutical drugs and medications.
2. Process for executions;
3. Transportation of inmates/offenders; (5-ACI-3A-15, 4-APPFS-3G-03)

4. Post orders, to include staff review and the recording of routine and unusual events in post logs; (5-ACI-3A-04, 5-ACI-3A-05, 5-ACI-3A-09, 4-ACRS-2A-09)
5. The identification of visitors, employees and inmates/offenders; (2-CO-1G-06, 5-ACI-1G-03)
6. Control of inmate/offender movement; (5-ACI-3A-13, 5-ACI-3A-14, 4-ACRS-2A-11)
7. The operation of segregated/restrictive housing units; (5-ACI-4A-04)
8. Process for requesting and conducting investigations; and
9. Provisions for facility staffing to ensure 24 hour continuous coverage. (5-ACI-3A-02, 4-ACRS-2A-04)

B. Inspections

The agency will ensure compliance with security standards, facility operations, and maintenance of physical plants through routine inspections. (5-ACI-3A-05, 5-ACI-3A-10, 5-ACI-3A-11, 5-ACI-3B-02M, 5-ACI-7A-07M)

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 Oklahoma Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections" dated September 28, 2020

Distribution: Policy and Operations Manuals
Agency Website

Section-04 Security	P-040100	Page: 1	Effective Date: draft09/28/2020
Security Standards	ACA Standards: 2-CO-1G-06, 2-CO-3A-01, 5-ACI-1G-03, 5-ACI-3A-01, 5-ACI-3A-02, 5-ACI-3A-04, 5-ACI-3A-05, 5-ACI-3A-09, 5-ACI-3A-10, 5-ACI-3A-11, 5-ACI-3A-13, 5-ACI-3A-14, 5-ACI-3A-15, 5-ACI-3A-22M, 5-ACI-3A-23M, 5-ACI-3A-28, 5-ACI-3A-29, 5-ACI-3A-30, 5-ACI-3A-42, 5-ACI-3B-02M, 5-ACI-3B-05M, 5-ACI-4A-04, 5-ACI-7A-07M, 4-ACRS-1C-17M, 4-ACRS-2A-04, 4-ACRS-2A-11, 4-ACRS-2C-01, 4-ACRS-2D-01M, 4-ACRS-2D-02M, 4-ACRS-2D-03M, 4-APPFS-3G-03		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Security Standards for the Oklahoma Department of Corrections

I. Policy

It is the policy of the [Oklahoma](#) Board of Corrections ([OB](#)OC) that the Oklahoma Department of Corrections (ODOC) provides security at all institutions, community corrections centers and probation and parole offices. Security standards are established to protect the public, the employees and inmates/offenders. (2-CO-3A-01)

A. Security Standards

To provide for compliance monitoring of internal and external security, the agency has developed plans to include the following: (5-ACI-3A-01, 5-ACI-3A-22M, 5-ACI-3A-23M, 5-ACI-3A-28, 5-ACI-3A-29, 5-ACI-3A-30, 5-ACI-3B-05M, 4-ACRS-1C-17M, 4-ACRS-2C-01, 4-ACRS-2D-01M, 4-ACRS-2D-02M, 4-ACRS-2D-03M)

1. Inventory and control of:
 - a. Keys and tools;
 - b. Hazardous substances;
 - c. Contraband and evidence; (5-ACI-3A-42)
 - d. Weapons, security devices and equipment;
 - e. Medical equipment and supplies, to include needles and syringes; and
 - f. Pharmaceutical drugs and medications.
2. Process for executions;
3. Transportation of inmates/offenders; (5-ACI-3A-15, 4-APPFS-3G-03)

4. Post orders, to include staff review and the recording of routine and unusual events in post logs; (5-ACI-3A-04, 5-ACI-3A-05, 5-ACI-3A-09, 4-ACRS-2A-09)
5. The identification of visitors, employees and inmates/offenders; (2-CO-1G-06, 5-ACI-1G-03)
6. Control of inmate/offender movement; (5-ACI-3A-13, 5-ACI-3A-14, 4-ACRS-2A-11)
7. The operation of segregated/restrictive housing units; (5-ACI-4A-04)
8. Process for requesting and conducting investigations; and
9. Provisions for facility staffing to ensure 24 hour continuous coverage. (5-ACI-3A-02, 4-ACRS-2A-04)

B. Inspections

The agency will ensure compliance with security standards, facility operations, and maintenance of physical plants through routine inspections. (5-ACI-3A-05, 5-ACI-3A-10, 5-ACI-3A-11, 5-ACI-3B-02M, 5-ACI-7A-07M)

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 [Oklahoma](#) Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections" dated [September 28, 2020](#)~~October 10, 2018~~

Distribution: Policy and Operations Manuals
Agency Website

Section-05 Emergency Plans	P-050100	Page: 1	Effective Date: 10/08/2021
Emergency Plans for ODOC	ACA Standards: 2-CO-3B-01M, 2-CO-3B-02M, 5-ACI-3A-35M, 5-ACI-3B-08, 5-ACI-3B-10M, 5-ACI-3B-11M, 5-ACI-3B-13, 5-ACI-3B-14M, 5-ACI-3B-15, 4-ACRS-1C-02M, 4-ACRS-1C-04M, 4-ACRS-1C-06, 4-ACRS-1C-07, 4-ACRS-1C-09M, 4-ACRS-2B-01M, 4-APPFS-3F-02M		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Emergency Plans for the Oklahoma Department of Corrections

The Oklahoma Department of Corrections (ODOC) will establish written procedures for emergency situations for all agency operations. (2-CO-3B-01M, 5-ACI-3B-10M, 4-APPFS-3F-02M) The agency director shall ensure that written policies and procedures are established for implementation in the event of an emergency to ensure protection of the public, employees and the inmates/offenders. Plans are made available, and training is provided, to all applicable personnel. (5-ACI-3B-10M, 4-ACRS-1C-04M)

- I. Development of Emergency Plans (2-CO-3B-02M, 5-ACI-3A-35M, 5-ACI-3B-08, 5-ACI-3B-11M, 5-ACI-3B-13, 5-ACI-3B-14M, 5-ACI-3B-15, 4-ACRS-1C-02M, 4-ACRS-1C-07, 4-ACRS-1C-09M, 4-ACRS-2C-02M)

Emergency plans will address the following:

- A. Fires, riots, disturbances, natural disasters, escapes, pandemics, or other causes, which may be deemed as an emergency;
- B. Hostage situations;
- C. Job actions or walkouts by correctional officers;
- D. Utility failures;
- E. Use of Correctional Emergency Response Teams (CERT);
- F. Use of force; and
- G. Other situations, which may threaten the life or safety of the public, employees, or inmates/offenders.

II. Action

The agency director is responsible for this policy.

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

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

This policy statement is effective as indicated.

Replaced: Policy Statement No. P-050100 entitled "Emergency Plans for the Oklahoma Department of Corrections" dated September 29, 2020

Distribution: Policy and Operations Manuals
Agency Website

Section-05 Emergency Plans	P-050100	Page: 1	Effective Date: draft-09/29/2020
Emergency Plans for ODOC	ACA Standards: 2-CO-3B-01M, 2-CO-3B-02M, 5-ACI-3A-35M, 5-ACI-3B-08, 5-ACI-3B-10M, 5-ACI-3B-11M, 5-ACI-3B-13, 5-ACI-3B-14M, 5-ACI-3B-15, 4-ACRS-1C-02M, 4-ACRS-1C-04M, 4-ACRS-1C-06, 4-ACRS-1C-07, 4-ACRS-1C-09M, 4-ACRS-2B-01M, 4-APPFS-3F-02M		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Emergency Plans for the Oklahoma Department of Corrections

The Oklahoma Department of Corrections (ODOC) will establish written procedures for emergency situations for all agency operations. (2-CO-3B-01M, 5-ACI-3B-10M, 4-APPFS-3F-02M)–The [agency](#) director shall ensure that written policies and procedures are established for implementation in the event of an emergency to ensure protection of the public, employees and the inmates/offenders. Plans are made available, and training is provided, to all applicable personnel. (5-ACI-3B-10M, 4-ACRS-1C-04M)

- I. Development of Emergency Plans (2-CO-3B-02M, 5-ACI-3A-35M, 5-ACI-3B-08, 5-ACI-3B-11M, 5-ACI-3B-13, 5-ACI-3B-14M, 5-ACI-3B-15, 4-ACRS-1C-02M, 4-ACRS-1C-07, 4-ACRS-1C-09M, 4-ACRS-2C-02M)

Emergency plans will address the following:

- A. Fires, riots, disturbances, natural disasters, escapes, [pandemics](#), or other causes, which may be deemed as an emergency;
- B. Hostage situations;
- C. Job actions or walkouts by correctional officers;
- D. Utility failures;
- E. Use of Correctional Emergency Response Teams (CERT);
- F. Use of force; and
- G. Other situations, which may threaten the life or safety of the public, employees, or inmates/offenders.

- II. Action

The agency director is responsible for this policy.

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

Any exceptions to this policy statement will require prior written approval of the [Oklahoma](#) Board of Corrections.

This policy statement is effective as indicated.

Replaced: Policy Statement No. P-050100 entitled "Emergency Plans for the

Oklahoma Department of Corrections” dated [September 29, 2020](#)~~July 11, 2018~~

Distribution: Policy and Operations Manuals
Agency Website

Section-07 Food Service	P-070100	Page: 1	Effective Date: 10/08/2021
Provision of Food Services	ACA Standards: 2-CO-4C-01, 5-ACI-5C-02, 5-ACI-5C-03, 5-ACI-5C-04M, 5-ACI-5C-08, 5-ACI-5C-10, 5-ACI-5C-13M, 5-ACI-5C-14, 5-ACI-5C-15, 5-ACI-5C-16		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Provision of Food Services

In order to provide a healthy environment for incarcerated inmates, the Oklahoma Department of Corrections (ODOC) has established a food service system that meets the standards of the Oklahoma State Department of Health (OSDH). Standardized diets will meet or exceed the recommended dietary allowance as approved by a qualified nutritionist or dietitian. (5-ACI-5C-04M, 2-CO-4C-01)

I. Food Service Standards

Written procedures will be developed for the implementation of the following standards pertaining to food services.

A. Dietary Standards

Recommended dietary standards will be followed regarding the provision of nutritionally adequate, properly prepared, and appropriately delivered meals. (5-ACI-5C-04M)

B. Safety and Sanitation

Safety and sanitation standards will be enforced through inspections and continual monitoring to ensure adequate health protection for staff and inmates. (5-ACI-5C-13M, 5-ACI-5C-14)

C. Supplies and Equipment

A system for procurement and budgeting practices will be established to assure the availability of adequate food supplies and equipment. (5-ACI-5C-02)

D. Records Management

Record keeping and reporting procedures will be implemented to continually evaluate the delivery of services. (5-ACI-5C-03)

E. Delivery of Meal Service

Meals will be provided at least three times a day (including two hot meals) during regular meal times each 24-hour period, ensuring no more than 14 hours between the evening meal and breakfast. Meals will be served under

conditions to minimize regimentation and provide for direct supervision by staff members. (5-ACI-5C-15, 5-ACI-5C-16)

F. Diet Modification, Variations and Alternate Meal Service

Diet modifications, meal variations and alternate meal service require adherence to basic nutritional requirements. Meal service for those in segregated housing will not be withheld nor will the standard diet be varied as a disciplinary measure. (5-ACI-5C-08, 5-ACI-5C-16)

G. Training

Staff and inmates who work in food service will be trained in the appropriate use of equipment and safety procedures. (5-ACI-5C-10)

II. References

57 O.S. § 533

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 Oklahoma Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-070100 entitled "Provision of Food Services" dated September 29, 2020

Distribution: Policy and Operations Manuals
Agency Website

Section-07 Food Service	P-070100	Page: 1	Effective Date: draft09/29/2020
Provision of Food Services	ACA Standards: 2-CO-4C-01, 5-ACI-5C-02, 5-ACI-5C-03, 5-ACI-5C-04M, 5-ACI-5C-08, 5-ACI-5C-10, 5-ACI-5C-13M, 5-ACI-5C-14, 5-ACI-5C-15, 5-ACI-5C-16		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

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I. Food Service Standards

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B. Safety and Sanitation

Safety and sanitation standards will be enforced through inspections and continual monitoring to ensure adequate health protection for staff and inmates. (5-ACI-5C-13M, 5-ACI-5C-14)

C. Supplies and Equipment

A system for procurement and budgeting practices will be established to assure the availability of adequate food supplies and equipment. (5-ACI-5C-02)

D. Records Management

Record keeping and reporting procedures will be implemented to continually evaluate the delivery of services. (5-ACI-5C-03)

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conditions to minimize regimentation and provide for direct supervision by staff members. (5-ACI-5C-15, 5-ACI-5C-16)

F. Diet Modification, Variations and Alternate Meal Service

Diet modifications, meal variations and alternate meal service require adherence to basic nutritional requirements. Meal service for those in segregated housing will not be withheld nor will the standard diet be varied as a disciplinary measure. (5-ACI-5C-08, 5-ACI-5C-16)

G. Training

Staff and inmates who work in food service will be trained in the appropriate use of equipment and safety procedures. (5-ACI-5C-10)

II. References

57 O.S. § 533

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 Oklahoma Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-070100 entitled "Provision of Food Services" dated September 29, 2020~~December 12, 2018~~

Distribution: Policy and Operations Manuals
Agency Website

Section-08 Industries	P-080100	Page: 1	Effective Date: 10/08/2021
Mission and Management	ACA Standards: 2-CO-5A-01, 5-ACI-7A-05, 5-ACI-7A-06, 5-ACI-7A-08		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Mission and Management of Correctional Industries

The Oklahoma Department of Corrections (ODOC) correctional industries programs provide skills training and work opportunities for inmates in accordance with 57 O.S. § 549 & 549.1. (5-ACI-7A-08) Oklahoma’s correctional industries programs contribute to reducing, both directly and indirectly, the cost of incarceration.

For the purpose of this policy, the following terms will apply:

Oklahoma Correctional Industries (OCI) is the official title of the correctional industries program responsible for the production of manufactured products and services. Agri-Services is the official title of the correctional industries program responsible for the production of agricultural products. “Correctional Industries” is inclusive of both programs.

I. Correctional Industries Programs

The primary mission of correctional industries is to maintain self-sufficient operations that address and encompass best practices to improve inmate successful reentry. (2-CO-5A-01)

A. Industries Goals

1. Provide inmates with the opportunity to develop job skills and work ethics as a means of improving employability after release. The workday for those inmates assigned shall approximate that of the community. (5-ACI-7A-06)
2. Maintain cost effective operations that provide constructive work opportunities and support the development of work ethics for a maximum number of inmates.
3. Reduce the direct and indirect cost of incarceration through the production of necessary goods and services required by the state correctional system at a competitive price.
4. Generate revenues sufficient to continue the growth of the organization.

B. Operations

The operational and business plans will be reviewed on an annual basis and updated as necessary. Plans will address the following:

1. The written operational plans will address the efficient and effective operational management of industries programs, ensuring that all required safety and environmental standards are met.
2. The written business plan will address subject matter including, but not limited to: planned new product and/or service introductions; development and/or expansion of physical and human resources; an overview of the industries revolving fund cash flow; planned private partnership growth, current and anticipated revenue growth rates; and inmate employment rates.

C. Establishment of Industries

Correctional industries staff consult periodically with peers in the private and public sectors to develop products and/or services and related job skills that are relevant to current employment demand. (5-ACI-7A-05) New correctional industries operations, products and/or services will meet the mission of correctional industries as stated in this policy.

D. Long-Range Planning and Evaluation

Each correctional industries program is responsible for the establishment of a written long-range plan. Plans will be updated annually and submitted to the affected director for approval approximately 60 days prior to the effective date of the plan.

II. Private Sector Prison Industries

Correctional industries will recruit within the private sector for the purpose of establishing operations at state owned or privately owned correctional facilities. The purpose of such industry operations will be to provide skills training and work opportunities for inmates.

Appropriate ODOC staff members will be consulted and utilized in the establishment of private sector prison industry operations. The Prison Industry Enhancement Certification Program Guidelines (as published in the Federal Register, April 7, 1999, Volume 64, Number 66, pages 17000-17014) must be followed by any private entity desiring to establish an industry, which utilizes inmate labor. Private sector prison industry operations will also adhere to [OP-080201](#) entitled "Private Sector Correctional Industry Standards."

A. Private Sector Prison Industries Goals

Inmate participation in private sector prison industry programs (PIECP) will provide inmates the opportunity to contribute financially to incarceration costs, victim compensation funds, inmate savings accounts, family support and provide funds for personal use.

1. Programs will also provide inmates with the opportunity to develop skills training and work ethics as a means of improving employability after release.

B. Contract Approval

Contracts for the establishment of private sector prison industries, at private prisons or state owned correctional facilities, will be submitted to the Oklahoma Board of Corrections for approval.

III. References

OP-080201 entitled "Private Sector Correctional Industry Standards"

57 O.S. § 549 & 549.1

PIECP Guidelines

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 Oklahoma Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-080100 entitled "Mission and Management of Correctional Industries" dated September 29, 2020

Distribution: Policy and Operations Manual
Agency Website

Section-08 Industries	P-080100	Page: 1	Effective Date: 09/29/2020draft
Mission and Management	ACA Standards: 2-CO-5A-01, 5-ACI-1F-12 , 5-ACI-7A-03 , 5-ACI-7A-04 , 5-ACI-7A-05 , 5-ACI-7A-06 , 5-ACI-7A-07M , 5-ACI-7A-08 , 5-ACI-7A-10 , 5-ACI-7A-12 , 5-ACI-7B-03 , 5-ACI-7B-04		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Mission and Management of Correctional Industries

The Oklahoma Department of Corrections (ODOC) correctional industries programs provide skills training and work opportunities for inmates in accordance with [57 O.S. state statutes §57- 549 & 549.1](#). (5-ACI-7A-08) Oklahoma’s correctional industries programs contribute to reducing, both directly and indirectly, the cost of incarceration.

For the purpose of this policy, the following terms will apply:

Oklahoma Correctional Industries (OCI) is the official title of the correctional industries program responsible for the production of manufactured products and services. –Agri-Services is the official title of the correctional industries program responsible for the production of agricultural products. “Correctional Industries” is inclusive of both programs.

I. Correctional Industries Programs

The primary mission of correctional industries is to maintain self-sufficient operations that address and encompass best practices to improve inmate successful reentry. (2-CO-5A-01, ~~5-ACI-7A-10~~)

A. Industries Goals

1. Provide inmates with the opportunity to develop job skills and work ethics as a means of improving employability after release. (~~5-ACI-7A-03~~) The workday for those inmates assigned shall approximate that of the community. (5-ACI-7A-06)
2. Maintain cost effective operations that provide constructive work opportunities and support the development of work ethics for a maximum number of inmates. (~~5-ACI-7A-04~~)
3. Reduce the direct and indirect cost of incarceration through the production of necessary goods and services required by the state correctional system at a competitive price.
4. Generate revenues sufficient to continue the growth of the organization.

B. Operations

The operational and business plans will be reviewed on an annual basis and updated as necessary. -Plans will address the following:

1. The written operational plans will address the efficient and effective operational management of industries programs, ensuring that all required safety and environmental standards are met. (~~5-ACI-7A-07M~~)
2. The written business plan ~~will~~ will address subject matter including, but not limited to: planned new product and/or service introductions; development and/or expansion of physical and human resources; an overview of the industries revolving fund cash flow; planned private partnership growth, current and anticipated revenue ~~growth~~ rates; and inmate employment rates. (~~5-ACI-7A-10, 5-ACI-7A-12~~)

C. Establishment of Industries

Correctional industries staff consult periodically with peers in the private and public sectors to develop products and/or services and related job skills that are relevant to current employment demand. (~~5-ACI-7A-05, 5-ACI-7B-03, 5-ACI-7B-04~~) New correctional industries operations, products and/or services will meet the mission of correctional industries as stated in this policy.

D. Long-Range Planning and Evaluation

Each correctional industries program is responsible for the establishment of a written long-range plan. -Plans will be updated annually and submitted to the affected director for approval approximately 60 days prior to the effective date of the plan.- (~~5-ACI-1F-12~~)

II. Private Sector Prison Industries

Correctional industries will recruit within the private sector for the purpose of establishing operations at state owned or privately owned correctional facilities. The purpose of such industry operations will be to provide skills training and work opportunities for inmates.

Appropriate ODOC staff members will be consulted and utilized in the establishment of private sector prison industry operations. -The Prison Industry Enhancement Certification Program Guidelines (as published in the Federal Register, April 7, 1999, Volume 64, Number 66, pages 17000-17014) must be followed by any private entity desiring to establish an industry which utilizes inmate labor. -Private sector prison industry operations will also adhere to [OP-080201](#) entitled "Private Sector Correctional Industry Standards."

A. Private Sector Prison Industries Goals

Inmate participation in private sector prison industry programs (PIECP) will provide inmates the opportunity to contribute financially to incarceration costs, victim compensation funds, inmate savings accounts, family support and provide funds for personal use.

1. Programs will also provide inmates with the opportunity to develop skills training and work ethics as a means of improving employability after release. ~~(5-ACI-7A-03)~~

B. Contract Approval

Contracts for the establishment of private sector prison industries, at private prisons or state owned correctional facilities, will be submitted to the Oklahoma Board of Corrections for approval.

III. References

OP-080201 entitled "Private Sector Correctional Industry Standards"

~~57 OS § 504.(b)(2), (not found in body of policy)~~

~~57 O.S. § 549 & 549.1-1 (not found in body of policy)~~

~~57 O.S. § 549.2 (not found in body of policy)~~

PIECP Guidelines

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 Oklahoma Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-080100 entitled "Mission and Management of Correctional Industries" dated ~~September 29, 2020~~ ~~March 13, 2018~~

Distribution: Policy and Operations Manual
Agency Website

AMENDMENT #3

CORRECTIONAL SERVICES CONTRACT

THIS AMENDMENT #3 CORRECTIONAL SERVICES CONTRACT (Amendment #3) effective the 1st day of July, 2021, by and between THE GEO GROUP, INC. (Contractor) and the OKLAHOMA DEPARTMENT OF CORRECTIONS (State) hereby amends the Correctional Services Contract (Contract) that took effect July 1, 2018, and including Amendments #1 and #2, for services at the Lawton Correctional and Rehabilitation Facility.

WHEREAS, House Bill 2908, an Act relating to the general appropriations for the expenses of the State, has been acted upon and signed by the Governor on May 21, 2021; and

WHEREAS, Section 3 of the Act states that, "From the funds appropriated the Oklahoma Department of Corrections in Enrolled House Bill No. 2900 of the 1st Session of the 58th Oklahoma Legislature, the Department of Corrections shall expend One Million Eight Hundred Thousand Dollars (\$1,800,000.00) for the purpose of funding a contractual per diem increase at the Lawton Correctional and Rehabilitation Facility."; and

WHEREAS, Section 7.2, Annual Management Per Diem Adjustment of the Contract allows for an annual financial adjustment to the Contract.

NOW THEREFORE, in consideration of joint and mutual exercise of their powers, and in consideration of the mutual covenants herein contained, the parties hereto recite and agree to amend the Contract as follows:

Article 7, Section 7.1, Management Payment Subsections A and B is hereby deleted in its entirety and replaced with the following (subsection C of Section 7.1 is not being deleted or amended):

- A. As services are rendered and amounts become billable, the Department will pay a per diem of \$43.30 for medium security beds and \$50.00 for protective custody beds at the Lawton Correctional and Rehabilitation Facility. In addition, and in accordance to legislative appropriations outlined in House Bill No. 2900 of the 1st Session of the 58th Oklahoma Legislature, a fixed annual amount of \$1,800,000.00 shall be paid by the Department in twelve (12) equal monthly installments of \$150,000.00.
- B. The Contractor shall submit an invoice in arrears on or before the fifth day of each month following the month for which the invoice is submitted. Payment shall be made within thirty days of receipt of invoice by the State. The maximum amount paid for a fiscal year will not exceed \$46,100,000 (which maximum amount shall be adjusted annually by the same percentage as the base per diem rate is adjusted pursuant to the terms of Section 7.2, below), excluding additional contracted services. The State will not pay for any unused beds.

All other terms and conditions of the Contract, as amended, shall remain the same and continue in effect through the term and renewals of the Contract.

IN WITNESS WHEREOF, the parties hereto have executed the Amendment #3 on the date indicated below.

OKLAHOMA DEPARTMENT
OF CORRECTIONS

Date: _____



Digitally signed by Amber D. Martin
DN: cn=Amber D. Martin, o=The GEO
Group, ou,
email=amartin@geogroup.com, c=US
Date: 2021.09.21 16:39:12 -0400

THE GEO GROUP, INC.

Date: 9/21/2021

Approved by a vote of the Board of Corrections on this _____ day of September, 2021.

Approved as to Form:



OKLAHOMA DEPARTMENT
OF CORRECTIONS

Sex and Violent Offender Registration

On November 1, 1989, the Oklahoma Sex Offenders Registration Act was enacted requiring offenders convicted of certain sex crimes to be placed on a public registry. On November 1, 2004 the Mary Rippy Violent Offender Crimes Act was enacted requiring offenders convicted of certain violent crimes to be placed on a public registry. The Oklahoma Department of Corrections (ODOC) Sex and Violent Offender Registration (SVOR) Unit oversees and maintains these registries for the state of Oklahoma.

The SVOR Unit is the repository for all offender registration documents, and the unit determines all offender's registration requirements. Oklahoma is a dual registry state meaning the offender must register with their local law enforcement agency and the Department of Corrections Probation and Parole office located in the offender's residence area.

SVOR Unit enters each registrant into the public registry. The unit assists law enforcement in the monitoring and tracking of sex and violent offenders residing, working, and/or attending school in Oklahoma upon release. Staff must utilize many resources to include the Sex Offender Registration Notification Act Exchange Portal, National Sex Offender Registry Public Website, all 50 states SOR units, Tribes and Territories registries and the United State Marshal Service.

The SVOR Unit currently has a total of 8 staff members. There are two certified law enforcement communication specialists in the unit that enters all sex offender information into NCIC for the state of Oklahoma and all modifications including address changes, driver's license renewals, employment, and jurisdictional changes.

As of July 2021 there were 7472 inmates on the sex offender registration and 1346 on the violent offender registration. Each month the unit mails out approximately 1600 to 1700 verification letters to offenders on the registry. Once received, the offender must take the letter to their local law enforcement agency to show they received the letter at their address. The law enforcement agency then verifies the offender is living at that address or reports any change of address and sends the letter to the Sex and Violent Offender unit for entry into the public registry. If the offender does not return the letter within 45 days, a delinquent letter will be sent to the District Attorney and the local law enforcement agency. The unit sends out approximately 250 to 300 delinquent letters a month.

As the official records custodian, the SVOR Unit routinely works with the District Attorneys and law enforcement agencies in all 77 counties and testifies as the state subject matter expert regarding registration. They review court documents to determine the most accurate registration requirements. Law enforcement determines where the inmate is eligible to live or if failure to register charges are filed.

On October 1, 2020, the Unit was awarded the Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking Grant or SMART Grant. This grant will enable the department to modernize the registry database, purchase new office equipment and digitize the documents in the inmate's file. The grant will also allow the unit to attend training and conduct training classes across the state to assist law enforcement agencies and tribal agencies on the registration process.

The unit also assists with the ODOC Annual Sex Offender Registration and Compliance Conference. This conference provides training and legal updates to law enforcement officials, probation and parole officers, and district attorneys.

Currently, due to the McGirt ruling regarding crimes committed on Indian tribal land, the unit is working with the agency General Counsel and the tribal nations to determine how this ruling will affect the registration process for the state of Oklahoma and to ensure all sex and violent offenders are registered as required by state, federal and tribal laws.