



Oklahoma Board of Corrections

REGULAR MEETING

May 25, 2022

Bill Johnson Correctional Center
Chapel
Alva, Oklahoma

OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING AGENDA
BILL JOHNSON CORRECTIONAL CENTER
1856 E. Flynn St.,
Alva, Oklahoma 73717
1:00 PM on May 25, 2022

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. March 30, 2022	T. Hastings Siegfried Chair
3. Facility Warden Welcome	Becky Guffy Warden
4. Director's Comments: A. Agency Salary Increases B. COVID Transitional Plan C. Introduction of General Counsel Kari Hawkins	Scott Crow Director
5. Warden Appointment A. JCCC Interim Warden Carrie Bridges	Jason Bryant Chief Administrator of Institutions
6. Inmate/Offender Population Update	Travis Gray Administrator of Classification and Population
7. Agency Budget Update: A. FY2022 BOC Budget Reports	Ashlee Clemmons Chief Financial Officer
8. Legislative Update	Justin Wolf Chief Administrator of Communications and Government Relations
9. Internal Audit Update for FY22 3 rd Quarter	Shelly Bear Chief Administrator of Auditing and Compliance
10. Approval of Board of Correction Policy: A. P-010200 entitled "Operating Procedures and Policies for the Oklahoma Board of Corrections" B. P-090200 entitled "Public Works Program of the Oklahoma Department of Corrections" C. P-110100 entitled "Uniform Personnel Standards"	Shelly Bear Chief Administrator of Auditing and Compliance

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

11. Unit Spotlight:

A. Recruitment and Retention Unit

David Edelman
Administrator of Recruitment
and Retention

12. Committee Reports – Standing Committees:

Committee Chairs

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 Daryl Woodard, Dr. Kathryn LaFortune, and Stephan Moore

D. Audit/Finance– Chair Randy Chandler, Members Hastings Siegfried, Lynn Haueter, and Erick Harris

E. FY22 Focus – Chair Hastings Siegfried, Members Calvin Prince, and Randy Chandler

13. New Business

T. Hastings Siegfried
Chair

14. Adjournment

T. Hastings Siegfried
Chair

The next regular meeting of the Board of Corrections will be held at 1:00 PM on Wednesday, June 29, 2022, at the John Lilley Correctional Center, Boley, Oklahoma.

Updated on 5/23/2022 12:00:18 PM

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES
March 30, 2022**

1. Call to Order

Chairman Hastings Siegfried called the meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 p.m., on Wednesday, March 30, 2022, at Mack Alford Correctional Center (MACC), 13001 North, US-69, Atoka, OK 74525.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on Wednesday, October 28, 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 5:00 p.m., on Monday, March 28, 2022, 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 MACC, 13001 North, US-69, Atoka, OK 74525.

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	Present	Stephan Moore	Absent
Betty Gesell	Present	Calvin Prince	Present
Erick Harris	Present	T. Hastings Siegfried	Present
Lynn Haueter	Absent	Daryl Woodard	Absent
Dr. Kathryn LaFortune	Present		

The roll reflected a quorum.

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 March 30, 2022.

A. January 26, 2022

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

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

Meeting minutes for January 26, 2022, were approved by majority vote.

There was no further discussion.

3. Facility Warden Welcome

Warden David Louthan welcomed everyone and provided the following overview:

MACC is a medium-security facility that has a 236-bed minimum-security unit outside the secure fence. The mission of MACC is to provide custody and control of 805 medium and minimum-security inmates, providing a safe and secure environment during their period of incarceration through meaningful work opportunities available through industries and institutional support. The facility covers approximately 1,500 acres, which includes Agri-Services and an OCI factory. This rangeland supports a 155 head cow/calf operation.

MACC employs 116 staff members, which includes the Agri-Services, Health Services, and Education. Health Services staff assigned to MACC includes a Correctional Health Service Administrator, two Registered Nurses, four Licensed Practical Nurses, one Medical Doctor, one Dental Assistant, one Dentist, one Health Information Technician, and one secretary. Warden Louthan recognized the facility's medical unit as one of the best in the state.

Warden Louthan indicated MACC has the hardest working education staff even during a very challenging time due to COVID restrictions and state-wide lockdowns. MACC education staff continued to serve all students with homework packets delivered to each inmate. MACC offers the following inmate classes, anger management, partners in parenting, re-entry services, and a substance abuse treatment program.

In the early 1930s, MACC was used as a sub-prison of the Oklahoma State Penitentiary (OSP). Offenders assigned were "trustees" who worked the farm and cattle. Prior to 1940, the offenders were returned to OSP, and MACC became a federal, state, and local venereal disease hospital.

Early in the 1940s, the facility was used as a German prisoner-of-war camp. During the late 1940s, the state penitentiary again used the facility as a sub-prison. In 1948, the offenders were again returned to OSP, and this facility became the Stringtown Training School for White Boys. In August of 1956, the vocational rehabilitation schools were added, and the institution became known as the Vocational Training School.

In 1968, the institution erected the current fence and towers and became a medium and minimum-security sub-unit. In July 1973, the unit was separated from the main institution, and in November 1977, the name was changed to Stringtown Correctional Center, and it became a medium-security facility. On March 27, 1986, the institutional name was changed to Mack H. Alford Correctional Center in honor of Mack Alford, who served as the warden for 24 years and passed away on March 10, 1986.

There was no further discussion.

4. Director's Comments

Director Crow welcomed everyone and provided the following updates:

A. Emergency Purchase:

On March 7, 2022, an emergency was declared at Jess Dunn Correctional Center (JDCC) for the facility boiler room utility tunnel. The access tunnel from A and B

housing units to the boiler room was depressed approximately four inches. The area of concern was near the boiler room tunnel access gate due to a previous tunnel collapse in January 2019. If it were to collapse again, the natural gas and steam pipelines supplying utilities to food service and the housing units would be at risk. There was an additional concern with the OG&E transfer box located near the tunnel area. Proactive measures were taken to secure the area to prevent further damage. Steel frame reinforcements were installed within the tunnel to offer additional support until a permanent repair could be made. Repairs began on March 8, 2022, and the estimated cost to repair the tunnel is \$55,000.00

B. Officer Recognition

Officer Dustin Willbanks

Director Crow took a moment to recognize one of the agency's Officers, Officer Dustin Willbanks. Officer Wilbanks was attacked by an inmate, during the attack he was stabbed in the neck with a sharpened pencil. Although he was injured, Officer Willbanks maintained his composure and was able to gain compliance of the inmate to ensure no other injuries occurred. Officer Wilbanks recovered and returned to duty with the same positive and professional attitude he has always displayed. Officer Wilbanks has exceeded expectations in his position and embodies all the characteristics the agency looks for in an officer.

Director Crow indicated he was pleased to announce that OSP Officer Dustin Wilbanks had been selected to receive the following awards for exhibiting exceptional courage. The One Voice United National Medal of Honor- Gold Medal of Honor, Correctional Peace Officers Foundation- assault survivor (recognition), and the North American Association of Warden and Superintendents (NAAWS) 2021 Medal of Valor award.

Warehouse Supervisor Roy Gadbury

Director Crow indicated he would like to take a moment to recognize Mack Alford Correctional Center's warehouse supervisor Roy Gadbury for his heroic efforts to save a baby's life. A couple was traveling when their baby began to choke and turn blue, they quickly turned into the MACC parking lot and Roy heard the emergency across his radio. He quickly ran to their aide where he successfully dislodged an object from the baby's throat, as she was choking on a piece of plastic. This goes to show the agency will never know what the day will bring, but with employees like Dustin Willbanks and Roy Gadbury, Director Crow indicated he was confident the agency will be able to handle anything that comes its way.

C. Crisis Negotiation Team Recognition

Director Crow indicated it was his honor to announce the agency's Crisis Negotiations Team placed 3rd at the 32nd Annual Competition & Seminar in San Marcos, TX. The Crisis Negotiation Team is comprised of 21 members from across the agency. The negotiators came from all different backgrounds and positions, but they all have one thing in common. They share a passion to assist those in crisis. Each year, the team completes hours of scenario-based training and classroom instruction to sharpen their skills and knowledge in emergency operations. In January of this year, ten members of the agency's team competed at a national level against nearly two dozen crisis teams and brought home the 3rd place. Their innovation and persistence made all the difference in making this achievement possible. The dedication they have shown to our agency is highly valued by everyone at DOC.

D. Federal Communications Commission Grant Award

January 31, 2022, ODOC received a \$202,000 grant from The Federal Communications Commission to purchase new technology to care for the inmates. With the grant, ODOC will purchase six new telemedicine carts, which will allow staff to interact with doctors and other medical personnel outside the correctional facilities. This technology included state-of-the-art video communication, enabling medical professionals to diagnose injuries and ailments with increased speed and accuracy. Additionally, some of the funds will be invested in digital scopes and digital stethoscopes, which allow doctors to remotely examine the heart, ears, and mouths. It is the agency's duty to ensure the inmates can benefit from improved health outcomes made possible by technology. Director Crow indicated he applaud the health and finance units who sought out this opportunity to aid the agency in its mission.

E. American Correctional Association Audit

Last year, the agency initiated a plan to reestablish the accreditation process. Director Crow indicated he was pleased to announce that the accreditation process is officially underway. Lawton Community Correctional Center and Probation & Parole were the first to undergo this process. Both received 100% results on their mandatory and non-mandatory standards and have been recommended for accreditation. The audit results represent the agency's staff's commitment and professionalism. Their efforts have not gone unnoticed, and Director Crow is proud to be a part of this dedicated team. The agency plans to have all facilities through the accreditation process by the end of the calendar year 2024.

F. Employee Recognition

The agency's Annual Employee Recognition will be held next Tuesday, April 5, 2022. Director Crow indicated he always looks forward to an opportunity where the agency can recognize its employees. The Communications Unit created a video highlighting the award recipients. This video will be released on our website immediately following the recognition. He encouraged everyone to take the time to view the video. It is an outstanding representation of the professionalism and dedication demonstrated by the agency's employees.

There was no further discussion.

5. Inmate/Offender Population Update

Administrator of Classification and Population Travis Gray provided an overview of the inmate/offender population as of February 28, 2022. A copy of the overview was included in the BOC packet for March 30, 2022.

There was no further discussion.

6. Agency Budget Update

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

A. FY2022 BOC Budget Reports

CFO Clemmons provided an overview of the FY2022 BOC Budget. A copy of the overview was included in the BOC packet for March 30, 2022.

B. Oklahoma State Auditor and Inspector 2021 Audit Report

CFO Clemmons provided an overview of the Oklahoma State Auditor and Inspector 2021 Audit Report. A copy of the overview was included in the BOC packet for March 30, 2022.

There was no further discussion.

7. Legislative Update:

Chief Administrator of Government Relations Justin Wolf provided an overview of the legislative summary report. A copy of the overview was included in the BOC packet for March 30, 2022.

There was no further discussion.

8. Internal Audit Update for FY22 2nd Quarter:

Chief Administrator of Auditing and Compliance Shelly Bear welcomed everyone and provided an overview of the FY2022 Second Quarter Internal Financial Audit. A copy of the overview was included in the BOC packet for March 30, 2022.

9. Approval of Board of Correction Policy:

Chief Administrator of Auditing and Compliance Shelly Bear provided an overview and requested approval of the following policies:

- A. P-030200 "Inmate Housing, Job and Program Integration"
- B. P-100100 "Training and Staff Development Standards"
- C. P-110300 "Drug-Free Workplace Program"
- D. P-130100 "Oklahoma Department of Corrections Annual Inspections and Monitoring"
- E. P-140100 "Inmate Medical, Mental Health and Dental Care"
- F. P-150500 "Eight Year, System-wide Capital Improvement Program"
- G. P-160100 "Purpose and Function of Probation and Parole"

A copy of the overview was included in the BOC packet for March 30, 2022.

Motion: Mr. Siegfried made the motion to approve all policies. Mr. Prince seconded the motion.

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

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

10. Resolution: Volunteer Appreciation Week

Chaplin Leo Brown welcomed everyone and provided an overview of the Resolution for Volunteer Appreciation Week that was included in the BOC packet for March 30, 2022. Chaplin Brown requested approval of the Resolution presented in the BOC packet acknowledging volunteers.

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

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

The Resolution was approved by majority vote.

11. Unit Spotlight:

A. Environmental Health and Safety Unit

Administrator of Environmental Health and Safety (EHS) Todd Bourland welcomed everyone and provided an overview of the EHS unit. A copy of the overview was included in the BOC packet for March 30, 2022.

12. Committee Reports – Standing Committees:

A. Executive

Chairman Hastings Siegfried

Members Calvin Prince and Dr. Kathryn LaFortune

Members in this committee discussed the proposed agenda for the board meeting and the board of corrections policies that would be presented for approval to the board.

There was no further discussion.

B. Population/ Security/ Private Prisons

Chairman Calvin Prince

Members Hastings Siegfried and Lynn Haueter

Members in this committee discussed the population update and the OIG statistics update.

There was no further discussion.

C. Public Policy/ Affairs/ Criminal Justice

Chairwoman Betty Gesell

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

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 BOC budget report and the FY22 2nd Quarter Internal Financial Audit.

There was no further discussion.

E. FY22 Focus Committee

Chairman Hastings Siegfried

Members Calvin Prince and Randy Chandler

No meeting was held.

There was no further discussion.

13. Approval to Enter into Executive Session:

A. Pursuant to 25 O.S. § 307(B)(4), discussion regarding Glossip v. Chandler, CIV 14-665 OKWD

Motion: Mr. Siegfried made the motion to approve to enter into Executive Session. Mr. Harris seconded the motion.

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

Approval to enter into Executive Session was approved by majority vote.

14. Approval to Return from Executive Session

Motion: Mr. Siegfried made the motion to approve returning from Executive Session. Mr. Prince seconded the motion.

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

Approval to return from Executive session was approved by majority vote.

15. New Business

There was no new business.

16. Adjournment

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

Randy Chandler	Approve	Stephan Moore	Absent
Betty Gesell	Approve	Calvin Prince	Approve
Erick Harris	Absent	T. Hastings Siegfried	Approve

Lynn Haueter Absent

Daryl Woodard Absent

Dr. Kathryn LaFortune Approve

There being no further business to discuss, adjournment of the meeting was approved by majority vote at 3:19 p.m.

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 May 25, 2022, in which a quorum was present and voting.

X

Dr. Kathryn LaFortune,
Secretary Board of Corrections

DRAFT



WARDEN BECKY GUFFY

BILL JOHNSON CORRECTIONAL CENTER

The Charles E. "Bill" Johnson Correctional Center (BJCC) is a substance abuse/cognitive behavior program facility in Alva. The minimum-security facility houses more than 400 male inmates, most of whom are serving time for drug-related offenses. BJCC, which opened in 1995, is named for Charles E. "Bill" Johnson. Johnson's leadership helped create the original 300-bed Drug Offender Work Camp called the Regimented Treatment Program (RTP).

CAREERTECH

BJCC offers inmates technical training through a CareerTech Skills Center, which trains them for workforce entry after release. CareerTech also helps inmates find skill-related employment after release.

Courses offered at BJCC include OSHA 10 Certification, Forklift License, Basic Carpentry, and Pre-CDL Classes.



EDUCATION

Most inmates lack education, a key component in avoiding re-incarceration. BJCC offers literacy courses as well as Pre-High School Equivalency and High School Equivalency diplomas. Approximately 100 inmates are typically enrolled.



SUBSTANCE ABUSE TREATMENT

A majority of inmates have a substance abuse treatment need. Facility programming teaches inmates how to avoid relapse, while also helping them develop cognitive, social, emotional, and coping skills to avoid using.



CRIMINAL THINKING

BJCC offers Thinking for a Change, Moral Reconciliation Therapy, CBRP/Cognitive Behavioral Relapse Prevention, Anger Management, Parenting, Victims Impact, Life Without a Crutch, Cage your Rage, Staying Quit, and many other programs to address thinking, judgment errors, and relationships linked with criminal thinking/behavior.

REGIMENTED TREATMENT PROGRAM

With nearly 200 inmates, BJCC's Regimented Treatment Program combines high structure, physical training, with cognitive behavioral treatment. In addition to receiving substance abuse treatment, they learn self-discipline, and must show initiative, motivation, and improved behavior to graduate.



DELAYED SENTENCING PROGRAM

Judges can place 18- to 22-year-old inmates into the program, which rewards the inmate with dismissal, deferment, or probation upon completion. Also available is the Intermediate Revocation Program, which is a short-term incarceration for certain probation violators.



Bill Johnson Correctional Center

Carrie Bridges

Carrie Bridges began her career with the State of Oklahoma in 1989, as a mental health aide for Western State Mental Health Center in Fort Supply Oklahoma.

Carrie transferred to the Department of Corrections on February 1, 1999, as a Drug and Alcohol Counselor with the Key to Life Program at William S. Key Correctional Center. On January 1, 2002, she promoted to Case Manager I, and later promoted to Case Manager II & III. She promoted to Administrative Programs Officer I – Procedures Officer on October 1, 2008. On May 1, 2012, she promoted to Unit Manager. She promoted to Deputy Warden on August 1, 2018 . In September, 2021, she transferred to Bill Johnson Correctional Center as Deputy Warden.

Carrie received her Bachelor of Science Degree, in Criminal Justice with a Minor in Sociology in 2010 earned at Northwestern Oklahoma State University in Alva, Oklahoma. Carrie received an Associate in Applied Science Degree, in Criminal Justice in 2006 earned at Redlands Community College in El Reno, Oklahoma.

Incarcerates

Grand Total	Females	Males	Total
Current Population	2,134	19,183	21,317
Population Last Year	1,770	19,936	21,706
Change	364	(753)	(389)

State Facilities	Females	Males	Total
Current Population	2,036	14,561	16,597
Population Last Year	1,667	15,262	16,929
Change	369	(701)	(332)

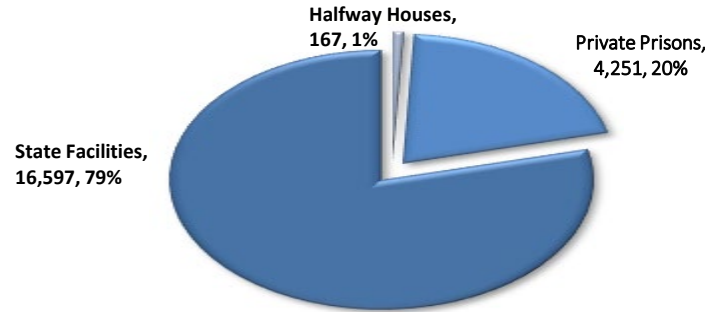
Private Prisons	Females	Males	Total
Current Population	0	4,251	4,251
Population Last Year	0	4,267	4,267
Change	0	(16)	(16)

Halfway Houses	Females	Males	Total
Current Population	62	105	167
Population Last Year	81	74	155
Change	(19)	31	12

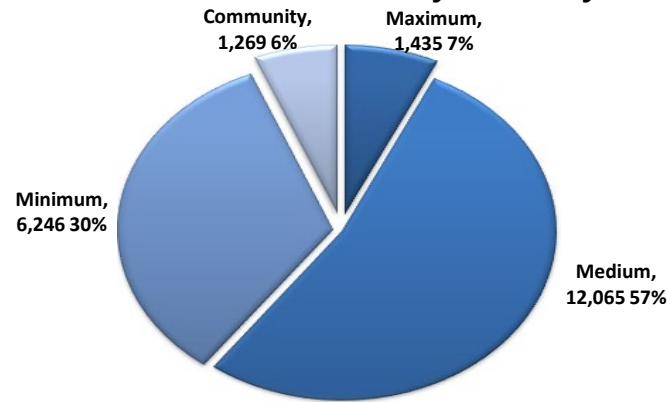
Out Count	Females	Males	Total
Current Population	36	266	302
Population Last Year	22	320	342
Change	14	(54)	(40)

County Jail Transfers Pending	Females	Males	Total
Current Population	25	1119	1144
Population Last Year	52	754	806
Change	(27)	365	338

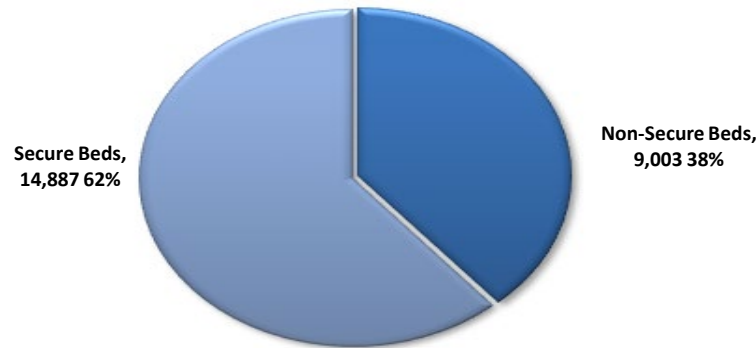
Inmates in State Facilities vs. Contract Facilities



Inmate Distribution by Security Level



Percentage of Inmates in Secure and Non-Secure Beds



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.

Community Offenders

Community Supervision	Females	Males	Total
Current Population	5,018	17,548	22,566
Population Last Year	6,381	22,583	28,964
Change	(1,363)	(5,038)	(6,348)

GPS	Females	Males	Total
Current Population	60	124	184
Population Last Year	113	190	303
Change	(53)	(66)	(119)

Community Sentencing	Females	Males	Total
Current Population	459	1,237	1,696
Population Last Year	579	1,623	2,202
Change	(120)	(386)	(506)

Parole Supervision	Females	Males	Total
Current Population	388	1,731	2,119
Population Last Year	549	2,465	3,014
Change	(161)	(734)	(895)

Probation Supervision	Females	Males	Total
Current Population	4,111	14,456	18,567
Population Last Year	5,140	18,305	23,445
Change	(1,029)	(3,849)	(4,878)

Total System Population

Total System Population	Females	Males	Total
Current Population	7,177	37,850	45,027
Population Last Year	8,203	43,273	51,476
Change	(1,026)	(5,423)	(6,449)
Percentage of Change	13%	13%	13%

Board of Corrections – Population Analysis

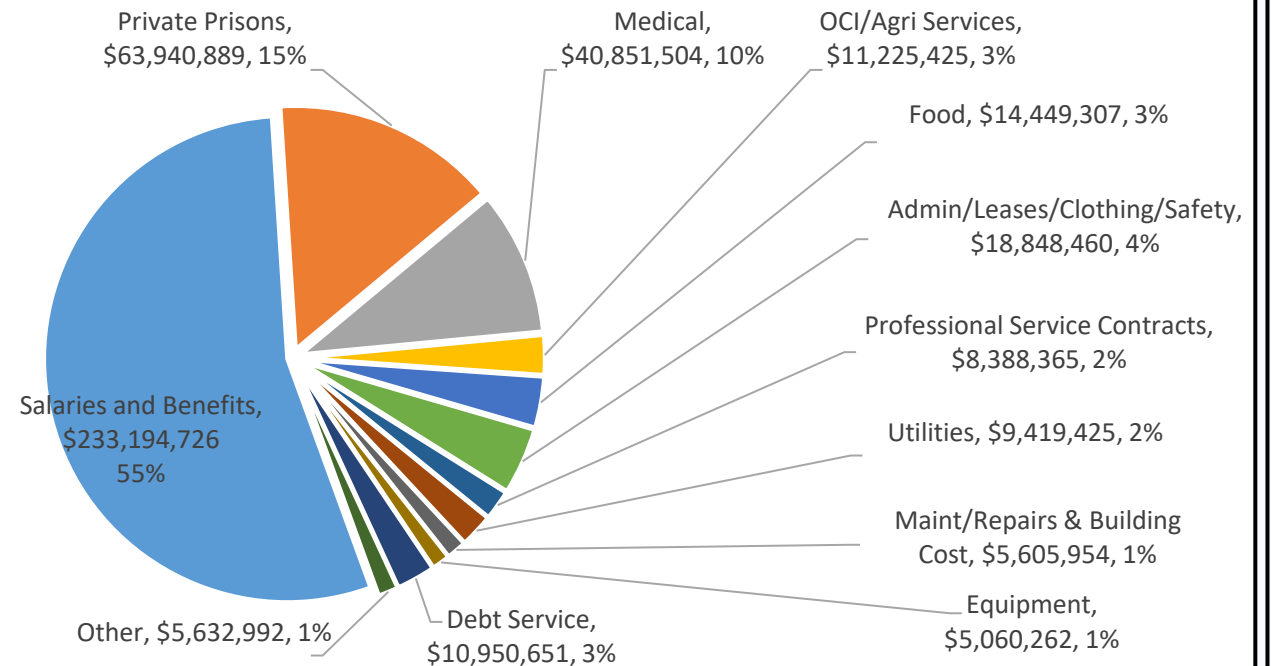


As of
April 29, 2022

BUDGET OVERVIEW

Department	Budget	Payroll Expenditures	Operating Expenditures	Total Expenditures	Available Budget Balance
Institutions	\$182,847,276	\$110,321,863	\$20,993,744	\$131,315,607	\$51,531,669
Probation & Parole	\$33,011,553	\$24,199,101	\$1,322,858	\$25,521,959	\$7,489,594
Community Corrections	\$21,181,429	\$13,623,423	\$1,785,142	\$15,408,566	\$5,772,863
Inmate Programs – GPS	\$23,721,295	\$13,811,528	\$2,144,173	\$15,955,700	\$7,765,595
Community Sentencing	\$3,974,775	\$797,460	\$1,419,329	\$2,216,789	\$1,757,986
Contracted Services	\$98,802,898	\$734,472	\$63,940,889	\$64,675,361	\$34,127,537
General Operations	\$43,178,447	\$2,955,854	\$25,505,542	\$28,461,396	\$14,717,051
Central Office Operations	\$36,994,451	\$25,929,783	\$1,155,490	\$27,085,273	\$9,909,178
Divisional Operations	\$33,134,086	\$8,109,649	\$13,338,667	\$21,448,316	\$11,685,770
Health Services	\$100,311,304	\$26,798,324	\$40,851,504	\$67,649,827	\$32,661,477
Information Technology	\$24,625,831		\$11,073,995	\$11,073,995	\$13,551,836
Prison Industries	\$25,289,473	\$5,913,270	\$10,841,899	\$16,755,169	\$8,534,304
TOTAL	\$627,072,818	\$233,194,726	\$194,373,232	\$427,567,958	\$199,504,860

EXPENDITURES



BUDGET UPDATE

as of April 30, 2022

STAFFING LEVELS

	March	April	Over/(Under)
Correctional Officers	1,213	1,190	(23)
Probation Officers	259	261	2
Medical	310	307	(3)
Other	1,711	1,709	(2)
Total Staff	3,493	3,467	(26)

SMART PROJECT STATUS UPDATE

Master Menu

Goal – 3/1/2022 Current Status: ● ● ●

Sarah Stitt Act

Goal – 7/1/2022 Current Status: ● ● ●

Medicaid Enrollment

Goal – 7/1/2022 Current Status: ● ● ●

Diversity, Equity and Inclusion Council

Goal – 7/1/2022 Current Status: ● ● ●

ADMINISTRATIVE SERVICES PROJECTS

- Agency-wide Employee Reinvestment Initiative, April 1, 2022 - \$42M
- Performance Calibration
- Budget Work Program
- Capital Outlay
- Strategic Plan
- BrightPath Project / Workday Human Resources Platform

TRENDED SURPLUS / (DEFICIT)

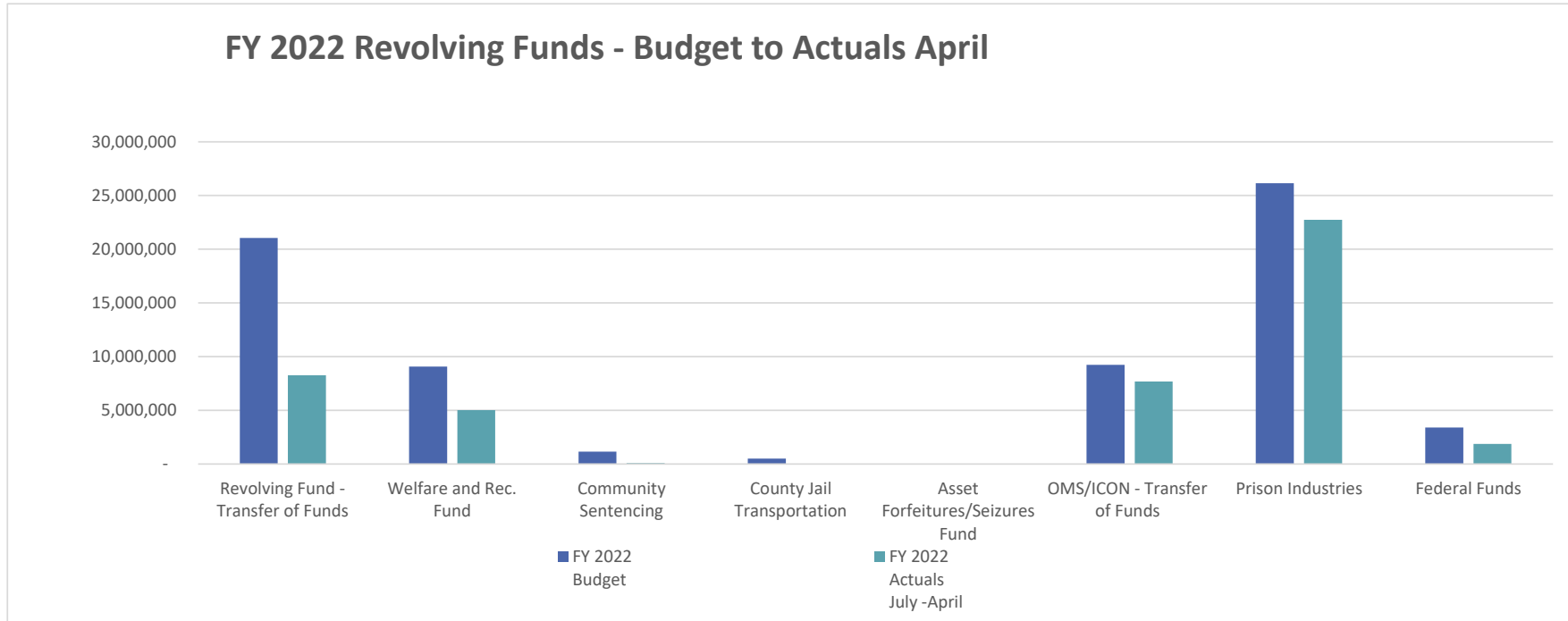
Payroll	\$23,587,929
Medical	\$5,277,338
Contract Beds	
Private Prisons	\$7,860,270
Halfway Houses	\$70,789
Contract County Jails	\$117,393
Jail Backup	-
GRAND TOTAL	\$36,913,719

Three Year Expenditure Comparison

	FY 22 July - April	% Change from FY 21	FY 21 July - April	% Change from FY 20	FY 20 July - April
Salaries and Benefits					
Salaries	\$ 142,635,417	-6.99%	\$ 153,348,252	-3.12%	\$ 158,291,985
Overtime	16,968,456	10.68%	15,331,205	-4.38%	16,033,288
Insurance	38,388,798	-12.15%	43,698,649	-2.82%	44,965,690
Retirement	35,202,055	-6.60%	37,687,706	-3.26%	38,955,936
Contract Beds	37,063	166.84%	13,889	-28.84%	19,518
Private Prisons	56,751,559	2.97%	55,112,992	-21.46%	70,167,944
Halfway Houses	1,669,065	-1.30%	1,691,091	-73.08%	6,282,873
Contracted County Jails	10,719	-85.57%	74,304	7.04%	69,417
Jail Backup	5,322,240	-31.75%	7,798,140	118.95%	3,561,678
Jail Backup Transportation Reim	150,243	-12.55%	171,801	-26.07%	232,394
Medical Services	32,654,241	-3.66%	33,896,519	-1.68%	34,475,552
Hep C Treatment	8,197,262	182.09%	2,905,916	-64.47%	8,178,432
Institutions	20,993,744	-1.59%	21,333,470	-3.95%	22,210,303
Probation and Parole	1,322,858	7.19%	1,234,072	3.32%	1,194,419
Community Corrections	1,785,142	-4.43%	1,867,910	-14.65%	2,188,414
Inmate Programs	2,144,173	-26.27%	2,907,971	-21.66%	3,712,102
Community Sentencing	1,419,329	-5.14%	1,496,261	-30.27%	2,145,757
General Operations	14,307,542	-0.90%	14,437,473	22.87%	11,750,315
NFCC Lease	11,198,000	1.80%	11,000,000	20.00%	9,166,667
Central Office Operations	1,155,490	25.03%	924,193	-31.87%	1,356,425
Divisional Operations	13,338,667	33.45%	9,995,178	-9.36%	11,027,505
IT	8,297,689	6.89%	7,762,988	12.94%	6,873,806
Offender Management System	2,776,307	-29.75%	3,952,055	312.46%	958,162
OCI / Agri-Services	10,841,899	-1.58%	11,015,613	-23.93%	14,481,422
	<u>\$ 427,567,958</u>	<u>-2.75%</u>	<u>\$ 439,657,646</u>	<u>-6.12%</u>	<u>\$ 468,300,004</u>

Three Year Revolving Fund Comparison

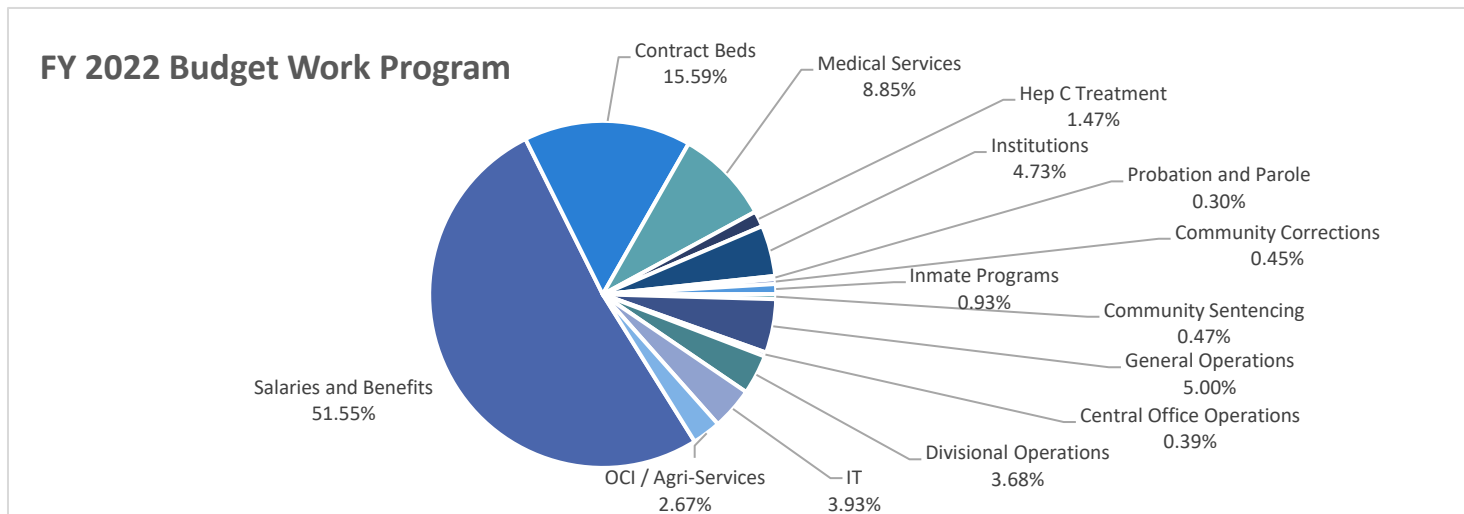
	FY 2022 Budget	FY 2022 Actuals July -April	% Change from FY 21	FY 2021 Actuals July - April	% Change from FY 20	FY 2020 Actuals July -April
200 Revolving Fund - Transfer of Funds	21,054,058	8,264,329	-42.00%	14,249,090	26.52%	11,262,139
205 Welfare and Rec. Fund	9,066,289	5,012,493	-25.44%	6,723,077	0.55%	6,686,587
210 Community Sentencing	1,147,325	77,195	5.25%	73,344	-28.74%	102,919
225 County Jail Transportation	500,000	-	-	-	-	1,000,000
230 Asset Forfeitures/Seizures Fund	-	-	0.00%	171	0.00%	-
235 OMS/ICON - Transfer of Funds	9,235,258	7,696,050	0.00%	-	0.00%	-
280 Prison Industries	26,153,573	22,742,629	9.97%	20,679,977	-9.98%	22,971,409
410 & 430 Federal Funds	3,394,862	1,864,368	66.85%	1,117,366	-40.08%	1,864,778
	\$ 70,551,365	\$ 45,657,063		\$ 42,843,024		\$ 43,887,832



FY 2022 Budget Work Program

	Current Budget	Expenditures	Encumbrances	Available Balance
Salaries and Benefits	\$ 323,226,207	\$ 233,194,726	\$ 292,251	\$ 89,739,230
Contract Beds	97,750,033	63,940,889	25,487,750	\$ 8,321,394
Medical Services	55,512,763	32,654,241	20,703,278	\$ 2,155,244
Hep C Treatment	9,240,000	8,197,262	137,238	\$ 905,500
Institutions	29,645,761	20,993,744	7,795,852	\$ 856,165
Probation and Parole	1,888,049	1,322,858	519,066	\$ 46,125
Community Corrections	2,811,972	1,785,142	955,966	\$ 70,863
Inmate Programs	5,823,119	2,144,173	2,618,007	\$ 1,060,939
Community Sentencing	2,947,975	1,419,329	486,392	\$ 1,042,255
General Operations	31,354,447	25,505,542	3,685,224	\$ 2,163,681
Central Office Operations	2,431,585	1,155,490	672,424	\$ 603,670
Divisional Operations	23,083,826	13,338,667	7,850,982	\$ 1,894,178
IT	24,625,831	11,073,995	9,071,232	\$ 4,480,603
OCI / Agri-Services	16,731,250	10,841,899	6,042,824	\$ (153,474)
Grand Total	\$ 627,072,818	\$ 427,567,958	\$ 86,318,486.05	\$ 113,186,374

FY 2022 Budget Work Programs includes all funding sources.



Oklahoma Department of Corrections
FY 2022 Appropriation as of April 2022

Account Code	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Balance
11,12,13 Payroll, Insurance, FICA and Retirement	\$ 313,886,675.00	\$ 226,943,910.09	\$ 292,251.07	\$ -	\$ 227,236,161.16	\$ 86,650,513.84
15 Professional Services	98,530,113.49	74,544,073.55	19,966,140.27	-	94,510,213.82	4,019,899.67
17 Moving Expenses	100,000.00	25,534.00	184,466.00	-	210,000.00	(110,000.00)
19 Flexible Benefits	370,000.00	240,513.80	69,486.20	-	310,000.00	60,000.00
21, 22 Travel	932,552.00	533,548.97	83,879.10	-	617,428.07	315,123.93
31 Miscellaneous Administrative Expenses	18,945,238.00	13,042,431.02	4,128,656.91	-	17,171,087.93	1,774,150.07
32 Rent Expense	17,243,999.00	13,813,673.76	2,651,546.50	-	16,465,220.26	778,778.74
33 Maintenance & Repair Expense	7,672,282.00	4,336,152.76	961,721.78	26,999.79	5,324,874.33	2,347,407.67
34 Specialized Supplies and Materials	47,349,926.19	36,165,232.91	10,299,168.36	-	46,464,401.27	885,524.92
35 Production, Safety and Security	3,445,478.00	809,223.23	1,454,189.15	-	2,263,412.38	1,182,065.62
36 General Operating Expenses	583,631.00	371,133.72	285,023.26	1,254.72	657,411.70	(73,780.70)
37 Shop Supplies	2,370,608.50	1,563,063.87	586,954.57	-	2,150,018.44	220,590.06
41 Property Furniture and Equipment	4,400,945.00	2,047,910.89	1,498,382.25	53,136.65	3,599,429.79	801,515.21
42 Library Equipment and Resources	8,267.00	463.04	-	-	463.04	7,803.96
43 Lease Purchase	195,888.00	180,259.98	16,477.41	-	196,737.39	(849.39)
44 Live Stock – Poultry	1,916.00	-	43,000.00	-	43,000.00	(41,084.00)
45,46,47 Building Construction and Renovation	-	3,900.00	-	-	3,900.00	(3,900.00)
48 Bond Payment	11,961,164.00	10,770,390.57	1,247,537.79	-	12,017,928.36	(56,764.36)
49 Inter-Agency Payments	-	-	-	-	-	-
51 Inmate Pay and Health Services	1,000,000.00	574,309.57	317,640.61	-	891,950.18	108,049.82
52 Scholarships, Tuition and other incentives	15,500.00	-	-	-	-	15,500.00
53 Refunds, Indemnities, and Restitution	-	81,171.97	-	-	81,171.97	(81,171.97)
54 Jail Back Up and others	9,115,300.00	5,617,921.57	4,125,041.43	-	9,742,963.00	(627,663.00)
55,59 Assistance Payments to Agencies	-	-	-	-	-	-
60 Authority Orders	-	-	3,069,587.74	-	3,069,587.74	(3,069,587.74)
61 Loans, Taxes, and other Disbursements	2,970.00	1,989.36	516.28	-	2,505.64	464.36
62 Transfers – Inmate Medical Payments	18,389,000.00	6,680,654.43	6,146,580.19	-	12,827,234.62	5,561,765.38
64 Merchandise for Resale	-	-	-	-	-	-
TOTAL	\$ 556,521,453.18	\$ 398,347,463.06	\$ 57,428,246.87	\$ 81,391.16	\$ 455,857,101.09	\$ 100,664,352.09

Funding	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Balance
10511 Carryover	521,406.51	521,406.51	-	-	521,406.51	-
19021 Carryover	700.00	-	700.00	-	700.00	-
19102 Duties	50,000,000.00	47,034,884.61	2,965,115.39	-	50,000,000.00	-
19111 Carryover	20,955,700.67	14,910,314.00	5,830,621.29	-	20,740,935.29	214,765.38
19201 Duties	483,463,932.00	334,301,143.96	48,631,810.17	81,391.16	383,014,345.29	100,449,586.71
38302 Opioid Lawsuit Settlement Fund	1,579,714.00	1,579,713.98	0.02	-	1,579,714.00	-
TOTAL	\$ 556,521,453.18	\$ 398,347,463.06	\$ 57,428,246.87	\$ 81,391.16	\$ 455,857,101.09	\$ 100,664,352.09
					Remaining Payroll	86,650,513.84
						\$ 14,013,838.25

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
As of July 1, 2021 through April 30, 2022

	410 Fund	430 Fund	Funds
Revenues			
Current:			
Federal Funds Received	\$ 1,129,564.80	\$ 672,530.19	\$ 1,802,094.99
Private Grants and Donations for Opns.	-	-	-
Reimbursements & P-Card Rebate	62,272.87	-	62,272.87
<i>Total Revenues</i>	<u>1,191,837.67</u>	<u>672,530.19</u>	<u>1,864,367.86</u>
Expenditures			
Current:			
Payroll	154,563.59	140,885.18	295,448.77
Professional Services	-	211,855.46	211,855.46
Travel	24,811.24	7,091.24	31,902.48
Misc. Admin. Expenses	-	-	-
Rent	9,246.77	-	9,246.77
Maintenance and Repair	1,776.93	85,219.33	86,996.26
Specialized Supplies and Materials	-	-	-
Production, Safety and Security	-	-	-
General Operating Expenses	652,387.75	4,002.21	656,389.96
Shop Expense	-	5,340.00	5,340.00
Furniture and Equipment	233,474.45	139,647.04	373,121.49
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	-	52,055.89	52,055.89
Assistance Payments to Agencies	-	-	-
Loans, Taxes and Other Disbursements	-	-	-
Transfers - Out Sourced Health Care	-	-	-
Merchandise for Resale	-	-	-
<i>Total Expenditures</i>	<u>1,076,260.73</u>	<u>666,096.35</u>	<u>1,742,357.08</u>
<i>Excess of Revenues Over (Under) Expenditures</i>	<u>115,576.94</u>	<u>6,433.84</u>	<u>122,010.78</u>
Cash			
Beginning Cash Balance	154,652.99	186,317.26	340,970.25
Revenue Received this Year	1,191,837.67	672,530.19	1,864,367.86
Expenditures made this Year	(1,076,260.73)	(666,096.35)	(1,742,357.08)
Beginning Change in Liabilities	(73,316.36)	-	(73,316.36)
Transfers	-	-	-
Adjustments	-	-	-
<i>Ending Cash Balance</i>	<u>\$ 196,913.57</u>	<u>\$ 192,751.10</u>	<u>\$ 389,664.67</u>

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

		410 Fund	430 Fund	Funds
Revenue Revenues				
<u>Code</u>	Current:			
556	Federal Funds Received	\$ 6,280.29	\$ 55,917.66	\$ 62,197.95
561	Private Grants and Donations for Opns.	-	-	-
581	Reimbursements	-	-	-
	<i>Total Revenues</i>	<u>6,280.29</u>	<u>55,917.66</u>	<u>62,197.95</u>
Account Expenditures				
<u>Code</u>	Current:			
11,12,13	Payroll	13,483.05	12,262.67	25,745.72
15	Professional Services	-	121,789.33	121,789.33
21, 22	Travel	8,047.47	-	8,047.47
31	Misc. Admin. Expenses	-	-	-
32	Rent	-	-	-
33	Maintenance and Repair	-	6,318.00	6,318.00
34	Specialized Supplies and Materials	-	-	-
35	Production, Safety and Security	-	-	-
36	General Operating Expenses	17,616.86	-	17,616.86
37	Shop Expense	-	1,545.00	1,545.00
41	Furniture and Equipment	7,939.75	411.48	8,351.23
42	Library Equipment and Resources	-	-	-
43	Lease Purchases	-	-	-
44	Livestock and Poultry	-	-	-
45	Land and Right-of-way	-	-	-
46	Building, Construction and Renovation	-	-	-
48	Debt Service	-	-	-
51	Inmate Pay and Health Services	-	-	-
52	Tuitions, Awards and Incentives	-	-	-
53	Refunds and Restitutions	-	-	-
54	Jail Backup, County Jails and Other	-	-	-
55	Payment to Gov. Sub-Division	-	-	-
59	Assistance Payments to Agencies	-	-	-
61	Loans, Taxes and Other Disbursements	-	-	-
62	Transfers - Out Sourced Health Care	-	-	-
64	Merchandise for Resale	-	-	-
	<i>Total Expenditures</i>	<u>47,087.13</u>	<u>142,326.48</u>	<u>189,413.61</u>
	<i>Excess of Revenues Over (Under) Expenditures</i>	<u>(40,806.84)</u>	<u>(86,408.82)</u>	<u>(127,215.66)</u>
Cash				
	Beginning Cash Balance	237,720.41	296,362.42	534,082.83
	Revenue Received this Month	6,280.29	55,917.66	62,197.95
	Expenditures made this Month	(47,087.13)	(142,326.48)	(189,413.61)
	Change in Liabilities	-	(17,202.50)	(17,202.50)
	Transfers	-	-	-
	Adjustments	-	-	-
	<i>Ending Cash Balance</i>	<u>\$ 196,913.57</u>	<u>\$ 192,751.10</u>	<u>\$ 389,664.67</u>

OKLAHOMA DEPARTMENT OF CORRECTIONS REQUEST BILLS

#	Bill Description	Currently	Next Step
SB 1456	Topic: Authorize ODOC to hold its own CLEET Academy Author: Senator Jech Sponsor: Representative Newton	Passed by the legislature	Sent to the Governor
SB 14	Topic: Create authority for a Hospice & CNA training program Authors: Bergstrom Sponsor: Representative Humphrey	Passed by the legislature	Sent to the Governor
SB 1099	Topic: Commissioned Peace Officers should be able to maintain their commission if moved to a non-commissioned position. Author: Senator Bergstrom Sponsor: Representative Humphrey	Signed by the Governor	Effective November 1
HB 4352	Topic: Sarah Stitt Act cleanup language Author: Representative Hill Sponsor: Senator Weaver	Signed by the Governor	Effective November 1
HB 4353	Topic: Sarah Stitt Act cleanup language Author: Representative Hill Sponsor: Senator Weaver	Signed by the Governor	Effective November 1
HB 3135	Topic: Expand Community Sentencing to include misdemeanors Author: Representative Kendrix Sponsor: Senator Coleman	Signed by Governor	Effective November 1
HB 3103	Topic: Update the list of prisons in the state Author: Representative Steagall Sponsor: Senator Taylor	Signed by the Governor	Effective November 1
HB 3284	Topic: Create authority to hire 18 year olds as Detention Officers Author: Representative Humphrey	Dead pursuant to the rules	For failure to make deadline
HB 2332	Topic: Correct language on appointing authority for our director. Author: Representative Williams Sponsor: Senator Paxton	Dead pursuant to the rules	For failure to make deadline
HB 4017	Topic: Enshrine Correctional Teacher pay scale in statute Author: Representative Conley	Dead pursuant to the rules	For failure to make deadline
SB 1178	Topic: Create authority for a Hospice & CNA training program Authors: Senator Garvin Sponsor: Representative Roe	Dead pursuant to the rules	For failure to make deadline
HB 3294	Topic: County Jail reimbursement calculation Author: Representative Humphrey Sponsor: Senator Taylor	Dead pursuant to the rules	For failure to make deadline

**Oklahoma Department of Corrections
Internal Audit Summary Report
Third Quarter FY 22**

Reporting Period: 3rd Quarter of FY 22

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 11 compliance audit reports to the Board of Corrections and to the State Auditor and Inspector’s Office.

Audited Facilities/Units –	Date of Audit
1. Probation and Parole Services Region II	01/04/2022
2. DOC Administration	02/15/2022
3. Office of Inspector General	02/15/2022
4. Physical Security	02/15/2022
5. Classification, Population and Central Transportation	02/15/2022
6. Construction and Maintenance & Building Maintenance*	02/28/2022
7. Enid Community Corrections Center	03/16/2022
8. Union City Community Corrections Center	03/17/2022
9. Clara Waters Community Corrections Center *	03/17/2022
10. Oklahoma Community Corrections Center *	03/17/2022
11. Private Prison Administration	03/28/2022

Of the 11 facilities/units audited in the 3rd quarter of FY 22, three had reportable noncompliance or internal control findings.

Summary of Noncompliance Findings in accordance with Fiscal Management Policy

Accounts Payable

- Construction and Maintenance
- Clara Waters Community Corrections Center
- Oklahoma City Community Corrections Center

Summary of Findings:

- 10.00% of invoices sampled (6 of 60) were paid 45 days late.
- 18.18% of invoices sampled (10 of 55) were paid 45 days late.
- 32.73% of invoices sampled (18 of 55) were paid 45 days late.

Summary of Action Taken:

- Aggressively follow-up with facility personnel to obtain documentation and payment information thru emails and phone conversations.
- (CWCCC and OKCCC) A date stamp will be purchased and all invoices received will be stamped when they are received and sent for processing.

Inventory

- (CWCCC)

Summary of findings:

Kitchen item on the FAIS but no longer at the facility.

Summary of Action Taken:

Item was replaced and likely sold as scrap metal, no documentation completed to remove the item.

Auditors Note:

A PIC form has been completed and submitted to remove the items from the FAIS. The facility has a date stamp and it is now in use. There will be no three month follow-up on the above three findings as all have been corrected at the conclusion of the audits.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Physical Security

February 14, 2022

FOR THE PERIODS

FY 21 February 1, 2021 to June 30, 2021

FY 22 July 1, 2021 to January 31, 2022

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Physical Security

Table of Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1

OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Physical Security

February 14, 2022

Chairman, Board of Corrections

We have conducted a compliance audit of the Physical Security a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (February 1, 2021 to June 30, 2021) and FY 22 (July, 1, 2022 to January 31, 2022). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, 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 Physical Security 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 Physical Security is the responsibility of the Physical Security management. As part of obtaining reasonable assurance about whether Physical Security 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

Clara Waters Community Corrections Center

March 17, 2022

FOR THE PERIODS

FY 21 May 1, 2021 to June 30, 2021
FY 22 July 1, 2021 to February 28, 2022

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Clara Waters Community Corrections Center

Table of Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1
Schedule A – Compliance	2

OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Clara Waters Community Corrections Center

March 17, 2022

Chairman, Board of Corrections

We have conducted a compliance audit of Clara Waters Community Corrections Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (May 1, 2021 to June 30, 2021) and FY 22 (July 1, 2021 to February 28, 2022). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Prisoner Public Works Program, Security items (weapons, radios and Vests), Vehicles, Purchase Cards, Release Cards, Trust Fund, 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 Clara Waters Community Corrections Center is materially in compliance with state law and department directives, (OS Title §57 -510 A.14, OS Title § 74- 228, §74-229 and OP-120101 entitled “Fiscal Management Responsibilities”).

Compliance with laws, regulations, and contracts applicable to Clara Waters Community Corrections Center is the responsibility of the Clara Waters Community Corrections Center management. As part of obtaining reasonable assurance about whether Clara Waters 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 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

Patrick Donnelly
Internal Audit

OKLAHOMA DEPARTMENT OF CORRECTIONS

INTERNAL AUDIT REPORT

Schedule A – Compliance

Clara Waters Community Corrections Center

Accounts Payable

Criteria: Title 62 OS 34.71, entitled **Expediting Payment for Goods and Services** states:

“The Director of the Office of Management and Enterprise Services shall establish a procedure to issue payment of a proper invoice for goods or services within no more than forty-five (45) days from the date on which the invoice was received in the office designated by the agency to which the goods or services were sold and delivered.”

Finding 1

Eighteen percent (18.18%) of the invoices sampled (10 of 55) from the six-digit expenditure report and transmittals were paid after forty-five (45) days beginning from the date the invoices were received in the business office.

Vendor	Amount Number	Voucher Facility	Rec'd Date	Paid Late	Days
Johnson Controls	\$897.75	1357850	02/25/21	04/16/21	14
Safeguard	\$160.00	1367200	03/04/21	05/18/21	30
Flowers Baking Co	\$180.00	1367195	02/09/21	05/18/21	52
Agri Services	\$1,404.30	1376648	05/03/21	06/25/21	8
Flowers Baking Co.	\$180.00	1376653	05/04/21	06/25/21	7
DOC Trust Fund	\$5,289.94	1376654	05/04/21	06/25/21	7
Flowers Baking Co.	\$180.00	1380672	04/27/21	07/14/21	33
Safeguard	\$160.00	1387672	05/07/21	08/11/21	51
Agri Services	\$566.02	1399155	08/13/21	10/06/21	9
Flowers Baking Co.	\$338.10	1411233	09/08/21	11/24/21	32

Effect: The department may expose itself to reactions from the vendor for untimely payments, and delaying the payment of invoices may result in additional cost of interest charges by the vendor.

Plan of Corrective Action:

The business office will purchase a date stamp and all invoices will be date stamped when received to ensure timely payment. All invoices received through the week will be processed and submitted to accounts payable each Friday.

Inventory

Criteria: OP-120801 entitled “Asset Management” states, “All Oklahoma Department of Corrections (ODOC) facilities/units/regions will maintain an inventory of all tangible assets owned by the agency as well as other property as outlined in this procedure. Asset Panda shall provide an agency-wide standard for computerized asset management and will serve as the agency’s inventory management system.”

This procedure establishes the requirements and procedures for inventory of assets mandated by statute and other assets the agency has deemed necessary for control purposes. It will also direct agency staff how to access Asset Panda, identify what an asset is, how to add a new asset, how and when to perform an audit, and report configuration.

Finding 2

The following kitchen item was on the FAIS but not at the facility:

DOC #	Serial #	Description	Value
EC77051434001	none	Vulcan 60” electric Range	\$5,559.99

Effect: Property of the Department of Corrections cannot be identified as such. The proper disposition of items cannot be verified and could cause loss of revenue to the Department.

Plan of Corrective Action:

CWCCC bought a new gas range on June 20, 2019 because the existing range was unsafe and an electrical shock hazard that could not be adequately repaired. The new range was installed and the old one moved to maintenance. The new range was added to inventory, but the old one wasn’t removed because it was still here. Sometime after its removal to the maintenance department, it was disposed of, most likely sold as part of a scrap metal pile, and was not removed from inventory. A property inventory control form will be completed to remove the item from the facility FAIS report. A “Property Inventory Control” form will be

submitted to the Inventory Control Officer to remove the items from the FAIS report. The business office will train maintenance personnel on OP-120801 to ensure that inventory is not moved or transferred with the proper inventory forms being submitted.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Classification, Population and Central Transportation Unit

February 15, 2022

FOR THE PERIODS

FY 21 February 1, 2021 to June 30, 2021
FY 22 July 1, 2021 to January 31, 2022

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Classification, Population and Central Transportation Unit

Table of Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1

OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Classification, Population and Central Transportation Unit

February 15, 2022

Chairman, Board of Corrections

We have conducted a compliance audit of Classification, Population and Central Transportation Unit a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (February 1, 2021 to June 30, 2021) and FY 22 (July 31, 2021 to January 31, 2022). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase 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 Classification, Population and Central Transportation Unit 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 Classification, Population and Central Transportation Unit is the responsibility of the Classification, Population and Central Transportation Unit management. As part of obtaining reasonable assurance about whether Classification, Population and Central Transportation Unit 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

Construction and Maintenance and Building Maintenance

February 28, 2022

FOR THE PERIODS

FY 21 February 1, 2021 to June 30, 2021

FY 22 July 1, 2021 to January 31, 2022

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Construction and Maintenance and Building Maintenance

Table of Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1
Schedule A - Compliance	2

OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Construction and Maintenance and Building Maintenance

February 28, 2022

Chairman, Board of Corrections

We have conducted a compliance audit of Construction and Maintenance and Building Maintenance a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (February 1, 2021 to June 30, 2021) and FY 22 (July 31, 2021 to January 31, 2022). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase 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 Construction and Maintenance and Building Maintenance 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 Construction and Maintenance and Building Maintenance is the responsibility of the Construction and Maintenance and Building Maintenance management. As part of obtaining reasonable assurance about whether Construction and Maintenance and Building Maintenance 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

Construction and Maintenance and Building Maintenance

February 28, 2022

Accounts Payable

Criteria: Title 62 OS 34.71, entitled **Expediting Payment for Goods and Services** states:

“The Director of the Office of Management and Enterprise Services shall establish a procedure to issue payment of a proper invoice for goods or services within no more than forty-five (45) days from the date on which the invoice was received in the office designated by the agency to which the goods or services were sold and delivered.”

Finding

Ten percent (10.00 %) of the invoices sampled (6 of 60) from the six -digit expenditure report and transmittals were paid after forty-five (45) days beginning from the date the invoices were received in the business office.

Vendor	Amount	Voucher Number	Rec'd Facility	Paid Date	Days Late
Johnson Controls Inc.	\$ 1,587.10	1384682	05/18/21	07/28/21	26
Boone & Boone Sales	\$ 7,254.40	1395868	07/21/21	09/21/21	17
Craftmaster Hardware	\$ 460.00	1398021	07/23/21	09/27/21	21
Superior Services Sup.	\$27,079.00	1404121	08/27/21	10/22/21	11
Jackson Boiler & Tank	\$18,321.00	1400003	06/09/21	10/08/21	76
J & R Window & Glass	\$ 5,567.36	1421846	12/01/21	01/26/22	11

Effect: The department may expose itself to reactions from the vendor for untimely payments, and delaying the payment of invoices may result in additional cost of interest charges by the vendor.

Plan of Corrective Action

Construction and Maintenance will follow up with the field and facility representatives in a more aggressive manner to receive approval faster. This will involve more frequent e-mails and phone calls to obtain the approvals.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Enid Community Corrections Center

March 16, 2022

FOR THE PERIODS

FY 21 April 1, 2021 to June 30, 2021
FY 22 July 1, 2021 to February 28, 2022

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Enid Community Corrections Center

Table of Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1

OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Enid Community Corrections Center

March 16, 2022

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 21 (April 1, 2021 to June 30, 2021) and FY 22 (July 1, 2021 to February 28, 2022). 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

Oklahoma City Community Corrections Center

March 17, 2022

FOR THE PERIODS

FY 21 May 1, 2021 to June 30, 2021
FY 22 July 1, 2021 to February 28, 2022

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Oklahoma City Community Corrections Center

Table of Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1
Schedule A – Compliance	2

OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Oklahoma City Community Corrections Center

March 17, 2022

Chairman, Board of Corrections

We have conducted a compliance audit of Oklahoma City Community Corrections Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (May 1, 2021 to June 30, 2021) and FY 22 (July 1, 2021 to February 28, 2022). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Prisoner Public Works Program, Security items (weapons, radios and Vests), Vehicles, Purchase Cards, Release Cards, Trust Fund, 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 Oklahoma City Community Corrections Center is materially in compliance with state law and department directives, (OS Title §57-510 A.14, OS Title § 74-228, §74-229 and OP-120101 entitled "Fiscal Management Responsibilities").

Compliance with laws, regulations, and contracts applicable to Oklahoma City Community Corrections Center is the responsibility of the Oklahoma City Community Corrections Center management. As part of obtaining reasonable assurance about whether Oklahoma 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 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

Oklahoma City Community Corrections Center

Accounts Payable

Criteria: Title 62 OS 34.71, entitled **Expediting Payment for Goods and Services** states:

“The Director of the Office of Management and Enterprise Services shall establish a procedure to issue payment of a proper invoice for goods or services within no more than forty-five (45) days from the date on which the invoice was received in the office designated by the agency to which the goods or services were sold and delivered.”

Finding 1

Thirty-three percent (32.73 %) of the invoices sampled (18 of 55) from the six-digit expenditure report and transmittals were paid after forty-five (45) days beginning from the date the invoices were received in the business office.

Vendor	Amount Number	Voucher Facility	Rec'd Date	Paid Late	Days
Republic Services	\$528.67	1367139	02/25/21	05/18/21	37
Safeguard	\$150.00	1367184	03/23/21	02/23/21	11
CSC Service works	\$420.00	1367140	02/01/21	02/01/21	61
Republic Services	\$528.67	1376661	03/25/21	06/25/21	47
Flowers Baking Co.	\$140.91	1376657	04/29/21	06/25/21	12
McCall's Chapel School	\$4,000.00	1376658	04/27/21	06/25/21	15
CSC Service works	\$420.00	1372745	04/14/21	06/07/21	9
Safeguard	\$150.00	1380879	05/08/21	07/14/21	22
Arrow Machinery Co.	\$9,490.00	1391674	06/01/21	08/27/21	42
Republic Services	\$528.67	1394003	06/18/21	09/08/21	37
Flowers Baking Co.	\$158.81	1405903	06/25/21	10/29/21	81
Ecolab Inc.	\$137.95	1400206	08/04/21	10/08/21	20
Safeguard	\$150.00	1401628	08/15/21	10/12/21	13
OCI	\$2,933.00	1403650	05/20/21	10/22/21	110
Ecolab Inc.	\$137.95	1413046	09/14/21	12/09/21	41
Sysco Corporation	\$1,362.87	1414959	09/22/21	12/28/21	46
City Grease Trap	\$200.00	1424996	11/17/21	02/09/22	39
Flowers Baking Co.	\$179.20	1425347	12/20/21	02/10/22	7

Effect: The department may expose itself to reactions from the vendor for untimely payments, and delaying the payment of invoices may result in additional cost of interest charges by the vendor.

Plan of Corrective Action:

The business office will purchase a date stamp and all invoices will be date stamped when received to ensure timely payment. All invoices received through the week will be processed and submitted to accounts payable each Friday.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Union City Community Corrections Center

March 17, 2022

FOR THE PERIODS

FY 21 April 1, 2021 to June 30, 2021
FY 22 July 1, 2021 to February 28, 2022

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Union City Community Corrections Center

Table of Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1

OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Union City Community Corrections Center

March 17, 2022

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 21 (April 1, 2021 to June 30, 2021) and FY 22 (July 1, 2021 to February 28, 2022). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Express Checks, 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

Department of Corrections Administration

February 15, 2022

FOR THE PERIODS

FY 21 April 1, 2021 to June 30, 2021
FY 22 July 1, 2021 to January 31, 2022

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Department of Corrections Administration

Table of Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1
Departments Audited	2

OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Department of Corrections Administration

February 15, 2022

Chairman, Board of Corrections

We have conducted a compliance audit of the Department of Corrections Administration a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (April 1, 2021 to June 30, 2021) and FY 22 (July 1, 2021 to January 31, 2022). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Express Checks, 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

Teresa Davenport

Teresa Davenport
Internal Audit

Department of Corrections, Business Services
Departments Audited

General Administration
Directors Office
Executive Communications/Public Relations/Public Information
General Counsel
Employee Development Training
Auditing and Compliance
Human Resources
Employee Welfare & Rec
Professional Development
Employee Development/Curriculum
Business Services
Analytic & Systems Quality Services
Staffing Analysis
Quality Assurance
PREA Administration
Quartermaster
Consolidated Utilities
Information Technology
ICON
IT Agri Services
IT Oklahoma Correctional Industries
Document Services
Contracts and Acquisition (Purchasing)
Sentence Administration
Safety and Security
Probation and Parole Services
Office of Chief of Operations
Fleet Management

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Private Prison Administration

March 28, 2022

FOR THE PERIODS

FY 21 May 1, 2021 to June 30, 2021
FY 22 July 1, 2021 to February 28, 2022

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Private Prison Administration

Table of Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1

OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Private Prison Administration

March 28, 2022

Chairman, Board of Corrections

We have conducted a compliance audit of Private Prison Administration a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (May 1, 2021 to June 30, 2021) and FY 22 (July 1, 2021 to February 28, 2022) the areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Private Prisons, Halfway Houses, County Jail backup contracts, County 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 Private Prison 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 Private Prison Administration is the responsibility of the Private Prison Administration management. As part of obtaining reasonable assurance about whether at Private Prison 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,



Patrick Donnelly
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Office of Inspector General

February 15, 2022

FOR THE PERIODS

FY 21 February 1, 2021 to June 30, 2021

FY 22, July 1, 2021 to January 31, 2022

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Office of Inspector General

Table of Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1

OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Office of Inspector General

February 15, 2022

Chairman, Board of Corrections

We have conducted a compliance audit of the Office of Inspector General a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (February 1, 2021 to June 30, 2021) FY 22 (July 1, 2022 to January 31, 2022). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, 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 the Office of Inspector General 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 the Office of Inspector General is the responsibility of the Office of Inspector General management. As part of obtaining reasonable assurance about whether the Office of Inspector General 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

Probation and Parole Services Region II

January 4, 2022

FOR THE PERIODS

FY 21, March 1, 2021 to June 30, 2021
FY 22 July 1, 2021 to November 30, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Probation and Parole Services Region II

Table of Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1

OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Probation and Parole Region II

January 4, 2022

Chairman, Board of Corrections

We have conducted a compliance audit of the Probation and Parole Region Services II a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (April 1, 2021 to June 30, 2021) and FY 22 (July 1, 2021 to November 30, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Security Inventory, Fixed Assets Inventory System, and Probation and Parole Restitution 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 Services 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 Services Region II management. As part of obtaining reasonable assurance about whether the Probation and Parole Services 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 and policy or Government Auditing Standards.

Sincerely



Patrick Donnelly
Internal Audit

Section-01 Organization	Page: 1	P-010200	Effective Date: 06/01/2022
Board Operating Procedures	ACA Standards: 2-CO-1A-10, 5-ACI-1A-01, 4-ACRS-7A-01, 4-ACRS-7D-34, 4-APPFS-3D-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Operating Procedures and Policies for the Oklahoma Board of Corrections

The Oklahoma Board of Corrections (OBOC) will establish and maintain written policies for the operation of the Oklahoma Department of Corrections (ODOC) pursuant to 57 O.S. § 504 of the Oklahoma Statutes. (5-ACI-1A-01, 4-ACRS-7A-01, 4-APPFS-3D-01)

I. Operating Procedures

A. Duties and Responsibilities

Upon selection by the Governor, the Oklahoma State Senate, or the Oklahoma House of Representatives to the OBOC, the prospective new OBOC member(s) shall promptly receive a copy of these Operating Procedures and Policies and its attachments, including the “Performance Expectations for Members of the Oklahoma Board of Corrections” which is incorporated by reference ([Attachment A](#), attached).

The Governor will appoint five members to the OBOC, with the President Pro Tempore of the Senate and the Speaker of the House of Representatives each appointing two members. (57 O.S. § 503)

The duties and responsibilities outlined in these Operating Procedures and Policies will be reviewed annually by the OBOC and the ODOC director. The OBOC will have the following powers and duties:

1. Establishment of Policies

The OBOC will establish policies for the operation of the ODOC.

2. Approval of Personnel Matters (2-CO-1A-10)

a. The OBOC may require the agency director and any other ODOC personnel, when deemed necessary by the OBOC, to give bond for the faithful performance of their duties. (57 O.S. Section 504(b)(5))

b. The OBOC will consider for confirmation and vote on the appointments of positions to be determined by the OBOC.

3. Approval of Contracts and Budgets

a. The OBOC will be involved in the selection of architectural firms for projects when the architect's fee is over \$200,000.

The OBOC will also approve requisitions for construction contracts for projects where estimated construction costs are greater than \$500,000. Approval of construction documents must occur before acceptance of a bid.

- b. The OBOC will be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities.
- c. The OBOC will review and approve the proposed ODOC budget request before it is submitted to the office of Management and Enterprise Services (OMES) in October of each year for review by the Governor.
- d. The OBOC will review and approve the ODOC budget work program before it is submitted to OMES on June 1 or as soon thereafter as possible.
- e. The OBOC will review and approve all emergency expenditures of money that exceed the agency director's authority as allowed by law.

4. Private Prison Construction or Operation

- a. If ODOC proposes to enter into a contract for the construction or the operation, or both, of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC. (57 O.S. § 561, 561.1(D)(4)& (G))
- b. ODOC shall then deliver to the OBOC the top three qualified prospective private prison contractors identified pursuant to law together with the information reviewed and analyzed by ODOC during analysis of the proposals. The OBOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information. (57 O.S. § 561.1(H))
- c. Should ODOC choose to negotiate with current private prison contractors for a new contract for the operation or lease/purchase of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC. The OBOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information. Additional time may be provided, when necessary. (57 O.S. § 561, 57 O.S. § 561.1)

B. Orientation

Within three months of their appointment, all newly appointed OBOC members shall attend an orientation to become familiar with ODOC operations.

C. Officers, Terms of Office, and Qualifications

1. The OBOC, composed of nine members, will have the following offices: a chair, vice chair, and secretary. These offices will be filled by OBOC election at the regular meeting held annually in June.
2. An incumbent officer may be re-elected as often as such officer receives the necessary votes. Newly elected officers will assume their offices at the conclusion of the OBOC meeting in which they were elected.

D. OBOC Vacancies and Succession

1. If a vacancy occurs in the office of the chair, the vice chair will automatically succeed to the office of the chair and complete the remaining term of office.
2. Upon assuming the office of chair, the office of vice chair will become vacant through succession, and the chair may appoint a vice chair to complete the remaining term of office.
3. Any vacancy occurring in the office of vice chair or secretary may be filled by the chair by appointment for the remaining term of office.
4. A newly appointed officer will assume office at the conclusion of the OBOC meeting in which they were elected.

E. Facility/Office Tours

Besides the tours or inspections, which may be taken during the regular OBOC meetings, each OBOC member is encouraged to conduct at least one visit of an ODOC institution, community corrections center and probation and parole office per year.

F. Inquiries

Any inquiries regarding ODOC's operations, actions, or policies received by OBOC members from the public, employees, or inmates/offenders will be referred to the agency director or designee for response. If those inquiries are of such a nature that referral to the agency director may be inappropriate, then referral should be made to the chair of the OBOC for appropriate disposition.

II. Administration of OBOC Functions

A. Rules of Order

1. The *Modern Rules of Order* shall act as a guide to the OBOC in the transaction of business during meetings, unless otherwise provided by law or these OBOC operating policies.
2. A quorum of the OBOC consists of five OBOC members.
3. A roll-call vote of the OBOC is taken on the following:
 - a. All actions requiring OBOC approval or confirmation as identified in this policy;
 - b. Convening an executive session of the OBOC; and/or
 - c. On any other action at the request of any OBOC member or upon the advice of legal counsel.

B. OBOC Meetings

The OBOC will normally meet with the agency director at least monthly to review the administration and activities of the ODOC to include reports on the operation and performance of facilities and units, review OBOC policies as needed, and other appropriate matters. (4-ACRS-7D-34)

1. The chair will preside over OBOC meetings. The vice chair will preside in the absence of the chair.
2. The monthly meetings will be conducted at a time and place designated by the chair (or vice chair in the chair's absence), and published by ODOC.
 - a. Members who know that they will be unable to attend will notify the ODOC of their intended absence at least one week before the scheduled meeting.
 - b. A majority of affirmative votes of a quorum will be required to conduct and transact the business of the OBOC.
3. ODOC support staff will be responsible for the following:
 - a. Recording the minutes of every OBOC meeting;
 - b. The certification of the approval of the minutes;
 - c. Ensuring whenever possible, all documents and information relevant to the OBOC meeting is provided to the OBOC in

electronic form, no less than five days prior to the scheduled OBOC meeting; and

- d. Maintaining the official records of the OBOC as required by law.
4. Upon approval of the minutes, the OBOC secretary will execute the following:

Certificate of Approval

I hereby certify that these minutes were duly approved by the Oklahoma Board of Corrections on _____, 20____, in which a quorum was present and voting.

Date: _____ Secretary of the Oklahoma Board of Corrections

5. All meetings of the OBOC will be conducted according to the Oklahoma Open Meeting Act. (25 O.S. § 301-314)
 - a. The agency director will ensure that notice is given in writing to the Secretary of State, by December 15 of each calendar year, of the regularly scheduled meetings of the OBOC for the next calendar year.
 - b. The agency director will ensure that the proposed agenda is posted at least 24 hours before each meeting. The agenda will be posted in prominent public view at ODOC Administration, 3400 North Martin Luther King Avenue in Oklahoma City.
 - c. If any change is to be made in the date, time, or place of the regularly scheduled meeting, then notice in writing will be given to the Secretary of State not less than ten days before the implementation of the change.
 - d. The agency director shall certify, prior to the beginning of each meeting, that all requirements under the open meetings act were completed.
6. OBOC executive sessions are authorized only under the circumstances provided by Oklahoma law.
7. Any vote or action must be taken in public meeting with the vote of each member publicly cast and recorded. At the end of each executive session, a public announcement will be made memorializing the executive session discussion and announcing whether a vote is necessary.

8. Special meetings may be called by the chair or by a majority of the OBOC as necessary and according to the "Oklahoma Open Meeting Act."
9. In the event any meeting is to be continued or reconvened, public notice of the action, including date, time, and place of continued meeting, will be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting that is continued will be discussed at the continued or reconvened meeting.
10. An emergency meeting of the OBOC as permitted by the "Oklahoma Open Meeting Act" may be held without public notice. The person calling an emergency meeting will give as much advance public notice as is reasonable and possible under the existing circumstances.
11. Matters of business that require further investigation or detailed study may be delegated to an ad hoc OBOC committee appointed by the chair with the advice and consent of the Executive Committee.
12. At each meeting, the chair may provide an opportunity for any relevant business to be introduced by any OBOC member, the agency director or any citizen attending the meeting, however, business may not be transacted unless such business constitutes "new business" within the meaning of the "Oklahoma Open Meeting Act."
13. Every meeting of the OBOC will be electronically taped (except executive session) from which minutes will be transcribed in summary form. A copy of the minutes will be forwarded to the OBOC before the next meeting for their review. After formal approval of the minutes, as submitted or as amended, the taped recordings shall be destroyed, unless the OBOC or the Executive Committee requests that the tape recording not be destroyed. A certified copy of the approved minutes will constitute the official record of the OBOC.
14. Members of the OBOC will be reimbursed for travel expenses, as provided by law for other state officers and employees, while attending meetings of the OBOC or performing other official duties.

C. OBOC Committees

The chair of the OBOC shall appoint or reappoint up to four members of the OBOC to a standing committee at the beginning of a fiscal year. Any OBOC member may offer a motion to create a standing or ad hoc committee, which shall include the proposed committee's specific tasks and/or goals. If approved, the chair shall appoint up to four members to the committee and name a member to act as chair of the newly created committee.

Each committee may meet as required by the respective chair of the committee and report their findings and recommendations to the full OBOC for formal approval and action. After each meeting of any committee, a report will be made during the next regular or special OBOC meeting as required. Committee meetings will be coordinated with the agency director and staff schedules.

The following committees are standing committees:

1. Executive Committee

a. The Executive Committee shall consist of the following OBOC members:

- (1) Chair of the OBOC;
- (2) Vice chair of the OBOC; and
- (3) The immediate past chair of the OBOC. In the event the past chair is no longer serving as a OBOC member, the secretary of the OBOC shall succeed to the Executive Committee.

b. Duties of the Executive Committee shall include:

- (1) Developing, reviewing, and approving the monthly OBOC agenda;
- (2) Reviewing OBOC policies and recommending changes to be presented to the OBOC; and
- (3) Any matter referred to it by the OBOC chair or agency director.

2. Audit and Finance Committee

a. The Audit and Finance Committee will meet with the agency director and designated staff to conduct business, including but not limited to:

- (1) Reviewing and analyzing the OBOC's annual budget request and budget work program;
- (2) Recommending to the OBOC the type and scope of the audits to be performed for the agency, the Oklahoma Correctional Industries and Agri-Services;
- (3) Recommending to the OBOC the entity, firm or person to perform audits;

- (4) Determining the type, content and frequency of financial reports to fulfil proper financial oversight and compliance with Oklahoma Statutes; and
 - (5) Ensuring controls are in place to safeguard the assets of the agency as well as controls for proper financial reporting.
 - b. The Audit and Finance Committee will meet as needed to review the budget request due in October of each fiscal year.
 - c. The Audit and Finance Committee will meet as needed to review the budget work program due June 1 or as soon thereafter as possible of each fiscal year.
 - d. The Audit and Finance Committee chair or a designee will report to the OBOC and request formal approval of the budget request and budget work program.
3. Population/Security/Private Prison Committee
 - a. The Population/Security/Private Prison Committee will meet as needed with the agency director and designated staff to conduct business, including but not limited to:
 - (1) Reviewing the ODOC's population status, operating procedures, and the review and approval of facilities' authorized capacity;
 - (2) Reviewing and approving requests for proposals, determining contract performance standards, proposing rules and regulations, reviewing and approving proposed per diem costs for the ensuing fiscal year, and reviewing the cost benefit analysis required by law;
 - (3) Reviewing ODOC policies and procedures, which may affect female inmates/offenders to ensure a level of parity that avoids and/or minimizes any discrimination;
 - (4) Reviewing security operations that enhance the safety and security of the agency's staff and facilities; and
 - (5) Reviewing internal reports or investigations related to inmate deaths, suicides, or non-routine security matters.

The Population/Security/Private Prison Committee chair or a

designee will report to the full OBOC their recommendations and request formal approval thereof.

4. Public Policy/Affairs/Criminal Justice Committee

- a. The Public Policy/Affairs/Criminal Justice Committee will meet with the agency director and designated and appropriate staff to conduct business, including but not limited to the review and approval of the specific language of the legislative initiatives of the ODOC.
- b. The Public Policy/Affairs/Criminal Justice Committee will meet prior to each legislative session, and from time to time during the legislative session, to review and discuss any necessary changes.
- c. The Public Policy/Affairs/Criminal Justice Committee, the agency director and designated staff will interface, as necessary, with members of other state boards, associations, organizations, agencies and designated appropriate staff to coordinate activities relating to the above named entities.
- d. The Public Policy/Affairs/Criminal Justice Committee chair or a designee will report to the OBOC their recommendations and request formal approval thereof.
- e. The Public Policy/Affairs/Criminal Justice Committee will review policies and make recommendations to support criminal justice reform.
- f. The Public Policy/Affairs/Criminal Justice Committee will explore opportunities for cooperative efforts to promote awareness of ODOC policies and procedures as it relates to criminal justice reform.

D. Committee Sunset Provision

All committees not designated as a standing committee shall expire after one calendar year from the date of the committee's inception, unless the OBOC approves the committee's continued existence.

E. OBOC Agenda

The chair and/or the Executive Committee shall be contacted in order for any item to be placed on the OBOC agenda for a regular or special OBOC meeting. Proposed agendas will be prepared and posted approximately seven days prior to any OBOC meeting. A final agenda will be posted at least 24 hours in advance of any OBOC meeting. After final posting, no additions to the agenda will be considered unless it falls under the item of

new business in compliance with the “Oklahoma Open Meeting Act.” The decision of the chair will be final for placing items on the agenda for the next meeting unless requested by three members of the OBOC in a timely manner.

F. Requests for Information by OBOC Members

Any OBOC member or committee may request information from ODOC that is within the OBOC’s statutory authority, provided such request is presented to the agency director who may refer the request to the appropriate member of the ODOC staff. Copies of such information shall be provided to all members of the OBOC, as deemed appropriate by the agency director and/or the OBOC Executive Committee. Any requests that cause significant increases in workload for the agency director or ODOC staff should be referred to the OBOC Executive Committee for approval or placed on the next OBOC meeting’s agenda for consideration by the OBOC. The agency director will determine whether the request presents a significant increase in workload and the time required responding to the request. If required, the agency director will request that the OBOC member contact the OBOC chair to place the item on the agenda for the next OBOC meeting.

III. Public Access

The ODOC and its OBOC share the responsibility to provide information concerning ODOC to Oklahoma citizens. The OBOC will allow public and press inquiry of each OBOC member after each OBOC meeting, as each individual OBOC member’s schedule permits. All requests for information from OBOC members shall be referred to the agency director for appropriate response.

A. Requests for Information

Requests for information from the public regarding an individual inmate must meet the following requirements:

1. The request must comply with [OP-060212](#) entitled “Maintenance and Access of Inmate/Offender Records” and “Authorization to Release Department of Corrections Record Information” form ([DOC 060212F](#)).
2. If the request is regarding questionable policy practices or possible criminal behavior by staff or an inmate, specific facts must be provided by the requesting party prior to any response.

For any request that does not involve possible criminal behavior by the inmate or that places the requesting party in jeopardy, the information gathered for the response shall be provided to the inmate by the unit staff. The inmate shall then have the opportunity to forward the information to the requesting party. The inmate shall be encouraged to utilize the grievance procedure, when appropriate.

This section will not apply to open records requests or requests by an inmate's attorney of record or elected public officials.

Unless otherwise provided by the "Oklahoma Open Meeting Act," all OBOC meetings will be open and accessible by the public. All members of the public attending OBOC meetings shall be subject to any security procedures deemed necessary by the ODOC. Any person who has been denied access to any ODOC facility or institution may be allowed to attend a OBOC meeting, provided the person meets all security concerns, and shall be limited to the specific room where the meeting is held, and shall be required to arrive within a reasonable time before the meeting and leave within a reasonable time after the adjournment of the meeting.

IV. Members Representing the OBOC

Only members or committees authorized by the chair and/or the Executive Committee or pursuant to a duly adopted OBOC resolution may represent the OBOC before the executive or legislative branch or before any other branch or agency of the state or federal government or before any private entity, including the press. Except as noted above, media comments may be made stating only the personal views or positions of the member on matters that may come before the OBOC. Members may express their personal views on any proposed legislation affecting the ODOC.

V. References

OP-060212 entitled "Maintenance and Access of Inmate/Offender Records"

25 O.S. § 301-314

57 O.S. § 503

57 O.S. § 504

57 O.S. § 504(b)(5)

57 O.S. § 561,561.1

VI. Action

The agency director is responsible for compliance with this policy.

The agency director and the Oklahoma Board of Corrections are 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 P-010200 entitled "Operating Procedures and Policies for the Oklahoma Board of Corrections" dated December 8, 2021

Distribution: Policy and Operations Manuals
Agency Website

Section-01 Organization	Page: 13	P-010200	Effective Date: 06/01/2022
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<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 060212F	“Authorization to Release Department of Corrections Record Information”	OP-060212

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Performance Expectations for Members of the Oklahoma Board of Corrections”	Attached

PERFORMANCE EXPECTATIONS for MEMBERS of THE OKLAHOMA BOARD of CORRECTIONS

Board members recognize that being selected to serve, as a member is a significant honor. Our Oklahoma Department of Corrections (ODOC) system includes a 77-county, 24-hour, seven day a week, comprehensive network of institutions, community corrections centers, statewide probation and parole services, correctional industries, agriculture operations, treatment programs, work release, halfway house and private prison contracting and oversight, medical, programs, community sentencing acts, and a variety of other mandates, expectations, and operations. Couple these with death penalty requirements, life and death decisions with hostage and riot situations, and the need to constantly educate all stakeholders, and ODOC has one of the most complex and comprehensive correctional systems in the nation.

This complexity is enhanced by a system that has antiquated facilities in dire need of refurbishment, funding, and staffing shortages, and other increasing demands on the system. ODOC has a budget of over a half billion dollars and approximately 4,000 employees. Thus, the Board member position is comparable to that of a large corporate director position, as the demands, expectations, qualifications, and external interactions, resemble those of many of our country's major corporations.

The Board sets challenging goals that focus on educating, directing and holding accountable the ODOC to relentlessly seek improvement, while advocating correctional excellence. Because the Board seeks to lead and set an example for all of ODOC's stakeholders, the Board of the State of Oklahoma has adopted certain performance expectations for its members. The following are legal and moral responsibilities, operational responsibilities, professional development requirements, and essential Board duties:

A. Legal and Moral Responsibilities

Board members are expected to conduct themselves above reproach in all of their public and private affairs, and wherever possible, avoid even the appearance of impropriety. They are expected to be models of integrity in their working relationships that demonstrates trust, honesty, and ethical behavior. They realize their high calling and place great importance on their roles as members, and possess a strong belief in the mission and goals of the Board and ODOC.

B. Operational Responsibilities

Board members provide effective oversight to ODOC in the enabling legislative Board guidelines. Board members are expected to:

1. Be completely knowledgeable of the Standard Operating Procedures for the Board and understands the history and purpose of the ODOC;
2. Attend all meetings, Board retreats, advancements, training, and strategic planning events, unless unavoidable personal, family, or business issues preclude them from doing so;
3. Arrive prepared for meetings, having read the agenda, minutes of previous meetings, and any reports and information sent out earlier;
4. Sit as Chair and/or members of the various Board standing and/or ad hoc committees;

5. Treat other Board members with respect and appropriate decorum. Sidebar conversations during meetings should be avoided as being potentially disruptive and discourteous;
6. Be open to members with diverse views, opinions, and expectations;
7. Create an environment that encourages learning, growth, and development of its members;
8. Have relationships with other Board members that demonstrate openness, trust, and mutual respect;
9. Foster an atmosphere open to the exchange of ideas and dialogue before, during, and after Board meetings;
10. Participate fully in Board business during meetings;
11. Use skills and talent to positively influence and impact areas within the Board and the ODOC;
12. Put aside personal positions when compromise is necessary;
13. Continuously challenge themselves to improve;
14. Assure themselves that they know what was decided in meeting and any responsibilities that were assigned to them;
15. Be comfortable with changing established ways of doing business; and
16. Understand the ODOC, both financially, and operationally to enable knowledgeable discussion of existing or prospective ODOC policies, including, but not limited to the financial impact of such policies.

C. Professional Development Requirements

Like ODOC employees, Board members are expected to engage in continuous professional development. This includes Board members who:

1. Attend, as a newly appointed Board member, an ODOC orientation to become familiar with ODOC operations;
2. Are knowledgeable of the Modern Rules of Order;
3. Participate in training opportunities;
4. Actively and critically read recommended professional development materials and actively incorporate the lessons learned into action; and
5. Develop new skills to contribute to the Board and ODOC.

D. Essential Board Duties

Board members are required by law to:

1. Consider appointments of facility heads and other staff members as desired by the Board;
2. Select architectural firms for projects when the architect's fee is over \$200,000;
3. Approve requisitions for construction contracts where estimated construction costs are greater than \$500,000;
4. Be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities;
5. Review and approve the proposed ODOC budget before it is submitted to the Office of Management and Enterprise Services in the fall of each year for review by the Governor;
6. Review and approve all emergency expenditures of money that exceed the agency director's authority as allowed by law;
7. Make the final decision in selecting a contractor for the construction, operation or both from a list of the top three qualified prospective private prison contractors identified by ODOC;
8. Evaluate material furnished by ODOC regarding proposed new contracts for the operation, lease, or lease/purchase of a private prison and make a final decision selecting the contractor; and
9. Authorize the agency director of ODOC to issue a letter or memorandum of support for any project involving construction or operation of a correctional facility other than the State of Oklahoma according to established procedures.

Board members are required by Board operating procedures to:

10. Establish policies for the operation of ODOC;
11. Refer to the agency director or designee for response any inquiries regarding ODOC's operations, actions, or policies received by Board members from the public, employees, or inmates. If those inquiries are of such a nature that referral to the agency director may be inappropriate, then referral should be made to the chairperson of the Board for appropriate disposition;
12. Encouraged to annually conduct at least one visit to an ODOC institution, community corrections center, and probation and parole office; and
13. Serve on or chair one or more of the Board's standing or ad hoc committees.

(R 12/21)

Section-01 Organization	Page: 1	P-010200	Effective Date: draft12/08/2021
Board Operating Procedures	ACA Standards: 2-CO-1A-10, 5-ACI-1A-01, 4-ACRS-7A-01, 4-ACRS-7D-34, 4-APPFS-3D-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Operating Procedures and Policies for the Oklahoma Board of Corrections

The Oklahoma Board of Corrections (OBOC) will establish and maintain written policies for the operation of the Oklahoma Department of Corrections (ODOC) pursuant to 57 O.S. § 504 of the Oklahoma Statutes. (5-ACI-1A-01, 4-ACRS-7A-01, 4-APPFS-3D-01)

I. Operating Procedures

A. Duties and Responsibilities

Upon selection by the Governor, the Oklahoma State Senate, or the Oklahoma House of Representatives to the OBOC, the prospective new OBOC member(s) shall promptly receive a copy of these Operating Procedures and Policies and its attachments, including the “Performance Expectations for Members of the Oklahoma Board of Corrections” which is incorporated by reference ([Attachment A](#), attached).

The Governor will appoint five members to the OBOC, with the President Pro Tempore of the Senate and the Speaker of the House of Representatives each appointing two members. (57 O.S. § 503)

The duties and responsibilities outlined in these Operating Procedures and Policies will be reviewed annually by the OBOC and the ODOC director. The OBOC will have the following powers and duties:

1. Establishment of Policies

The OBOC will establish policies for the operation of the ODOC.

2. Approval of Personnel Matters (2-CO-1A-10)

a. The OBOC may require the agency director and any other ODOC personnel, when deemed necessary by the OBOC, to give bond for the faithful performance of their duties. (57 O.S. Section 504(b)(5)).

b. The OBOC will consider for confirmation and vote on the appointments of positions to be determined by the OBOC.

3. Approval of Contracts and Budgets

a. The OBOC will be involved in the selection of architectural firms for projects when the architect's fee is over \$200,000.

The OBOC will also approve requisitions for construction contracts for projects where estimated construction costs are greater than \$500,000. Approval of construction documents must occur before acceptance of a bid.

- b. The OBOC will be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities.
- c. The OBOC will review and approve the proposed ODOC budget request before it is submitted to the office of Management and Enterprise Services (OMES) in October of each year for review by the Governor.
- d. The OBOC will review and approve the ODOC budget work program before it is submitted to OMES on June 1 or as soon thereafter as possible.
- e. The OBOC will review and approve all emergency expenditures of money that exceed the agency director's authority as allowed by law.

4. Private Prison Construction or Operation

- a. If ODOC proposes to enter into a contract for the construction or the operation, or both, of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC. ~~(57 O.S. § 561, 561.1(D)(4)& (G)).~~
- b. ODOC shall then deliver to the OBOC the top three qualified prospective private prison contractors identified pursuant to law together with the information reviewed and analyzed by ODOC during analysis of the proposals. The OBOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information. ~~(57 O.S. § 561.1(H)).~~
- c. Should ODOC choose to negotiate with current private prison contractors for a new contract for the operation or lease/purchase of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC. The OBOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information. Additional time may be provided, when necessary. ~~(57 O.S. § 561, 57 O.S. § 561.1).~~

B. Orientation

Within three months of their appointment, all newly appointed OBOC members shall attend an orientation to become familiar with ODOC operations.

C. Officers, Terms of Office, and Qualifications

1. The OBOC, composed of nine members, will have the following offices: a chair, vice chair, and secretary. These offices will be filled by OBOC election at the regular meeting held annually in June.
2. An incumbent officer may be re-elected as often as such officer receives the necessary votes. Newly elected officers will assume their offices at the conclusion of the OBOC meeting in which they were elected.

D. OBOC Vacancies and Succession

1. If a vacancy occurs in the office of the chair, the vice chair will automatically succeed to the office of the chair and complete the remaining term of office.
2. Upon assuming the office of chair, the office of vice chair will become vacant through succession, and the chair may appoint a vice chair to complete the remaining term of office.
3. Any vacancy occurring in the office of vice chair or secretary may be filled by the chair by appointment for the remaining term of office.
4. A newly appointed officer will assume office at the conclusion of the OBOC meeting in which they were elected.

E. Facility/Office Tours

Besides the tours or inspections, which may be taken during the regular OBOC meetings, each OBOC member is encouraged to conduct at least one visit of an ODOC institution, community corrections center and probation and parole office per year.

F. Inquiries

Any inquiries regarding ODOC's operations, actions, or policies received by OBOC members from the public, employees, or inmates/offenders will be referred to the agency director or designee for response. If those inquiries are of such a nature that referral to the agency director may be inappropriate, then referral should be made to the chair of the OBOC for appropriate disposition.

II. Administration of OBOC Functions

A. Rules of Order

1. The *Modern Rules of Order* shall act as a guide to the OBOC in the transaction of business during meetings, unless otherwise provided by law or these OBOC operating policies.
2. A quorum of the OBOC consists of five OBOC members.
3. A roll-call vote of the OBOC is taken on the following:
 - a. All actions requiring OBOC approval or confirmation as identified in this policy;
 - b. Convening an executive session of the OBOC; and/or
 - c. On any other action at the request of any OBOC member or upon the advice of legal counsel.

B. OBOC Meetings

The OBOC will normally meet with the agency director at least monthly to review the administration and activities of the ODOC to include reports on the operation and performance of facilities and units, review OBOC policies as needed, and other appropriate matters. (4-ACRS-7D-34)

1. The chair will preside over OBOC meetings. The vice chair will preside in the absence of the chair.
2. The monthly meetings will be conducted at a time and place designated by the chair (or vice chair in the chair's absence), and published by ODOC.
 - a. Members who know that they will be unable to attend will notify the ODOC of their intended absence at least one week before the scheduled meeting.
 - b. A majority of affirmative votes of a quorum will be required to conduct and transact the business of the OBOC.
3. ODOC support staff will be responsible for the following:
 - a. Recording the minutes of every OBOC meeting;
 - b. The certification of the approval of the minutes;
 - c. Ensuring whenever possible, all documents and information relevant to the OBOC meeting is provided to the OBOC in

electronic form, no less than five days prior to the scheduled OBOC meeting; and

- d. Maintaining the official records of the OBOC as required by law.
4. Upon approval of the minutes, the OBOC secretary will execute the following:

Certificate of Approval

I hereby certify that these minutes were duly approved by the Oklahoma Board of Corrections on _____, 20____, in which a quorum was present and voting.

Date: _____ Secretary of the Oklahoma Board of Corrections

5. All meetings of the OBOC will be conducted according to the Oklahoma Open Meeting Act, (25 O.S. § 301-314):
 - a. The agency director will ensure that notice is given in writing to the Secretary of State, by December 15 of each calendar year, of the regularly scheduled meetings of the OBOC for the next calendar year.
 - b. The agency director will ensure that the proposed agenda is posted at least 24 hours before each meeting. The agenda will be posted in prominent public view at ODOC Administration, 3400 North Martin Luther King Avenue in Oklahoma City.
 - c. If any change is to be made in the date, time, or place of the regularly scheduled meeting, then notice in writing will be given to the Secretary of State not less than ten days before the implementation of the change.
 - d. The agency director shall certify, prior to the beginning of each meeting, that all requirements under the open meetings act were completed.
6. OBOC executive sessions are authorized only under the circumstances provided by Oklahoma law.
7. Any vote or action must be taken in public meeting with the vote of each member publicly cast and recorded. At the end of each executive session, a public announcement will be made memorializing the executive session discussion and announcing whether a vote is necessary.

8. Special meetings may be called by the chair or by a majority of the OBOC as necessary and according to the "Oklahoma Open Meeting Act."
9. In the event any meeting is to be continued or reconvened, public notice of the action, including date, time, and place of continued meeting, will be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting that is continued will be discussed at the continued or reconvened meeting.
10. An emergency meeting of the OBOC as permitted by the "Oklahoma Open Meeting Act" may be held without public notice. The person calling an emergency meeting will give as much advance public notice as is reasonable and possible under the existing circumstances.
11. Matters of business that require further investigation or detailed study may be delegated to an ad hoc OBOC committee appointed by the chair with the advice and consent of the Executive Committee.
12. At each meeting, the chair may provide an opportunity for any relevant business to be introduced by any OBOC member, the agency director or any citizen attending the meeting, however, business may not be transacted unless such business constitutes "new business" within the meaning of the "Oklahoma Open Meeting Act."
13. Every meeting of the OBOC will be electronically taped (except executive session) from which minutes will be transcribed in summary form. A copy of the minutes will be forwarded to the OBOC before the next meeting for their review. After formal approval of the minutes, as submitted or as amended, the taped recordings shall be destroyed, unless the OBOC or the Executive Committee requests that the tape recording not be destroyed. A certified copy of the approved minutes will constitute the official record of the OBOC.
14. Members of the OBOC will be reimbursed for travel expenses, as provided by law for other state officers and employees, while attending meetings of the OBOC or performing other official duties.

C. OBOC Committees

The chair of the OBOC shall appoint or reappoint up to four members of the OBOC to a standing committee at the beginning of a fiscal year. Any OBOC member may offer a motion to create a standing or ad hoc committee, which shall include the proposed committee's specific tasks and/or goals. If approved, the chair shall appoint up to four members to the committee and name a member to act as chair of the newly created committee.

Each committee may meet as required by the respective chair of the committee and report their findings and recommendations to the full OBOC for formal approval and action. After each meeting of any committee, a report will be made during the next regular or special OBOC meeting as required. Committee meetings will be coordinated with the agency director and staff schedules.

The following committees are standing committees:

1. Executive Committee

a. The Executive Committee shall consist of the following OBOC members:

- (1) Chair of the OBOC;
- (2) Vice chair of the OBOC; and
- (3) The immediate past chair of the OBOC. In the event the past chair is no longer serving as a OBOC member, the secretary of the OBOC shall succeed to the Executive Committee.

b. Duties of the Executive Committee shall include:

- (1) Developing, reviewing, and approving the monthly OBOC agenda;
- ~~(2) Performing OBOC self-assessments by developing performance targets and assessing annually their achievement using a survey, interviews, or by other methods the OBOC deems appropriate;~~
- ~~(23)~~ Reviewing OBOC policies and recommending changes to be presented to the OBOC; and
- ~~(34)~~ Any matter referred to it by the OBOC chair or agency director.

2. Audit and Finance Committee

a. The Audit and Finance Committee will meet with the agency director and designated staff to conduct business, including but not limited to:

- (1) Reviewing and analyzing the OBOC's annual budget request and budget work program;

- (2) Recommending to the OBOC the type and scope of the audits to be performed for the agency, the Oklahoma Correctional Industries and Agri-Services;
 - (3) Recommending to the OBOC the entity, firm or person to perform audits;
 - (4) Determining the type, content and frequency of financial reports to fulfil proper financial oversight and compliance with Oklahoma Statutes; and
 - (5) Ensuring controls are in place to safeguard the assets of the agency as well as controls for proper financial reporting.
- b. The Audit and Finance Committee will meet as needed to review the budget request due in October of each fiscal year.
 - c. The Audit and Finance Committee will meet as needed to review the budget work program due June 1 or as soon thereafter as possible of each fiscal year.
 - d. The Audit and Finance Committee chair or a designee will report to the OBOC and request formal approval of the budget request and budget work program.
3. Population/Security/Private Prison Committee
 - a. The Population/Security/Private Prison Committee will meet as needed with the agency director and designated staff to conduct business, including but not limited to:
 - (1) Reviewing the ODOC's population status, operating procedures, and the review and approval of facilities' authorized capacity;
 - (2) Reviewing and approving requests for proposals, determining contract performance standards, proposing rules and regulations, reviewing and approving proposed per diem costs for the ensuing fiscal year, and reviewing the cost benefit analysis required by law;
 - (3) Reviewing ODOC policies and procedures, which may affect female inmates/offenders to ensure a level of parity that avoids and/or minimizes any discrimination;
 - (4) Reviewing security operations that enhance the safety and security of the agency's staff and facilities; and

- (5) Reviewing internal reports or investigations related to inmate deaths, suicides, or non-routine security matters.

The Population/Security/Private Prison Committee chair or a designee will report to the full OBOC their recommendations and request formal approval thereof.

4. Public Policy/Affairs/Criminal Justice Committee

- a. The Public Policy/Affairs/Criminal Justice Committee will meet with the agency director and designated and appropriate staff to conduct business, including but not limited to the review and approval of the specific language of the legislative initiatives of the ODOC.
- b. The Public Policy/Affairs/Criminal Justice Committee will meet prior to each legislative session, and from time to time during the legislative session, to review and discuss any necessary changes.
- c. The Public Policy/Affairs/Criminal Justice Committee, the agency director and designated staff will interface, as necessary, with members of other state boards, associations, organizations, agencies and designated appropriate staff to coordinate activities relating to the above named entities.
- d. The Public Policy/Affairs/Criminal Justice Committee chair or a designee will report to the OBOC their recommendations and request formal approval thereof.
- e. The Public Policy/Affairs/Criminal Justice Committee will review policies and make recommendations to support criminal justice reform.
- f. The Public Policy/Affairs/Criminal Justice Committee will explore opportunities for cooperative efforts to promote awareness of ODOC policies and procedures as it relates to criminal justice reform.

D. Committee Sunset Provision

All committees not designated as a standing committee shall expire after one calendar year from the date of the committee's inception, unless the OBOC approves the committee's continued existence.

E. OBOC Agenda

The chair and/or the Executive Committee shall be contacted in order for any item to be placed on the OBOC agenda for a regular or special OBOC meeting. Proposed agendas will be prepared and posted approximately seven days prior to any OBOC meeting. A final agenda will be posted at least 24 hours in advance of any OBOC meeting. After final posting, no additions to the agenda will be considered unless it falls under the item of new business in compliance with the "Oklahoma Open Meeting Act." The decision of the chair will be final for placing items on the agenda for the next meeting unless requested by three members of the OBOC in a timely manner.

F. Requests for Information by OBOC Members

Any OBOC member or committee may request information from ODOC that is within the OBOC's statutory authority, provided such request is presented to the agency director who may refer the request to the appropriate member of the ODOC staff. Copies of such information shall be provided to all members of the OBOC, as deemed appropriate by the agency director and/or the OBOC Executive Committee. Any requests that cause significant increases in workload for the agency director or ODOC staff should be referred to the OBOC Executive Committee for approval or placed on the next OBOC meeting's agenda for consideration by the OBOC. The agency director will determine whether the request presents a significant increase in workload and the time required responding to the request. If required, the agency director will request that the OBOC member contact the OBOC chair to place the item on the agenda for the next OBOC meeting.

III. Public Access

The ODOC and its OBOC share the responsibility to provide information concerning ODOC to Oklahoma citizens. The OBOC will allow public and press inquiry of each OBOC member after each OBOC meeting, as each individual OBOC member's schedule permits. All requests for information from OBOC members shall be referred to the agency director for appropriate response.

A. Requests for Information

Requests for information from the public regarding an individual inmate must meet the following requirements:

1. The request must comply with [OP-060212](#) entitled "Maintenance and Access of Inmate/Offender Records" and "Authorization to Release Department of Corrections Record Information" form ([DOC 060212F](#)).
2. If the request is regarding questionable policy practices or possible criminal behavior by staff or an inmate, specific facts must be provided by the requesting party prior to any response.

For any request that does not involve possible criminal behavior by the inmate or that places the requesting party in jeopardy, the information gathered for the response shall be provided to the inmate by the unit staff. The inmate shall then have the opportunity to forward the information to the requesting party. The inmate shall be encouraged to utilize the grievance procedure, when appropriate.

This section will not apply to open records requests or requests by an inmate's attorney of record or elected public officials.

Unless otherwise provided by the "Oklahoma Open Meeting Act," all OBOC meetings will be open and accessible by the public. All members of the public attending OBOC meetings shall be subject to any security procedures deemed necessary by the ODOC. Any person who has been denied access to any ODOC facility or institution may be allowed to attend a OBOC meeting, provided the person meets all security concerns, and shall be limited to the specific room where the meeting is held, and shall be required to arrive within a reasonable time before the meeting and leave within a reasonable time after the adjournment of the meeting.

IV. Members Representing the OBOC

Only members or committees authorized by the chair and/or the Executive Committee or pursuant to a duly adopted OBOC resolution may represent the OBOC before the executive or legislative branch or before any other branch or agency of the state or federal government or before any private entity, including the press. Except as noted above, media comments may be made stating only the personal views or positions of the member on matters that may come before the OBOC. Members may express their personal views on any proposed legislation affecting the ODOC.

V. References

OP-060212 entitled "Maintenance and Access of Inmate/Offender Records"

25 O.S. § 301-314

57 O.S. § 503,

57 O.S. § 504,

57 O.S. § 504(b)(5)

57 O.S. § 561,561.1

VI. Action

The agency director is responsible for compliance with this policy.

The agency director and the Oklahoma Board of Corrections are 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 P-010200 entitled "Operating Procedures and Policies for the Oklahoma Board of Corrections" dated ~~October 26, 2020~~December 8, 2021

Distribution: Policy and Operations Manuals
Agency Website

Section-01 Organization	Page: 13	P-010200	Effective Date: draft12/08/2021
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<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 060212F	“Authorization to Release Department of Corrections Record Information”	OP-060212

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Performance Expectations for Members of the Oklahoma Board of Corrections”	Attached

PERFORMANCE EXPECTATIONS for MEMBERS of THE OKLAHOMA BOARD of CORRECTIONS

Board members recognize that being selected to serve, as a member is a significant honor. Our Oklahoma Department of Corrections (ODOC) system includes a 77-county, 24-hour, seven day a week, comprehensive network of institutions, community corrections centers, statewide probation and parole services, correctional industries, agriculture operations, treatment programs, work release, halfway house and private prison contracting and oversight, medical, programs, community sentencing acts, and a variety of other mandates, expectations, and operations. Couple these with death penalty requirements, life and death decisions with hostage and riot situations, and the need to constantly educate all stakeholders, and ODOC has one of the most complex and comprehensive correctional systems in the nation.

This complexity is enhanced by a system that has antiquated facilities in dire need of refurbishment, funding, and staffing shortages, and other increasing demands on the system. ODOC has a budget of over a half billion dollars and approximately 4,000 employees. Thus, the Board member position is comparable to that of a large corporate director position, as the demands, expectations, qualifications, and external interactions, resemble those of many of our country's major corporations.

The Board sets challenging goals that focus on educating, directing and holding accountable the ODOC to relentlessly seek improvement, while advocating correctional excellence. Because the Board seeks to lead and set an example for all of ODOC's stakeholders, the Board of the State of Oklahoma has adopted certain performance expectations for its members. The following are legal and moral responsibilities, operational responsibilities, professional development requirements, and essential Board duties:

A. Legal and Moral Responsibilities

Board members are expected to conduct themselves above reproach in all of their public and private affairs, and wherever possible, avoid even the appearance of impropriety. They are expected to be models of integrity in their working relationships that demonstrates trust, honesty, and ethical behavior. They realize their high calling and place great importance on their roles as members, and possess a strong belief in the mission and goals of the Board and ODOC.

B. Operational Responsibilities

Board members provide effective oversight to ODOC in the enabling legislative Board guidelines. Board members are expected to:

1. Be completely knowledgeable of the Standard Operating Procedures for the Board and understands the history and purpose of the ODOC;
2. Attend all meetings, Board retreats, advancements, training, and strategic planning events, unless unavoidable personal, family, or business issues preclude them from doing so;
3. Arrive prepared for meetings, having read the agenda, minutes of previous meetings, and any reports and information sent out earlier;
4. Sit as Chair and/or members of the various Board standing and/or ad hoc committees;

5. Treat other Board members with respect and appropriate decorum. Sidebar conversations during meetings should be avoided as being potentially disruptive and discourteous;
6. Be open to members with diverse views, opinions, and expectations;
7. Create an environment that encourages learning, growth, and development of its members;
8. Have relationships with other Board members that demonstrate openness, trust, and mutual respect;
9. Foster an atmosphere open to the exchange of ideas and dialogue before, during, and after Board meetings;
10. Participate fully in Board business during meetings;
11. Use skills and talent to positively influence and impact areas within the Board and the ODOC;
12. Put aside personal positions when compromise is necessary;
13. Continuously challenge themselves to improve;
14. Assure themselves that they know what was decided in meeting and any responsibilities that were assigned to them;
15. Be comfortable with changing established ways of doing business; and
16. Understand the ODOC, both financially, and operationally to enable knowledgeable discussion of existing or prospective ODOC policies, including, but not limited to the financial impact of such policies.

C. Professional Development Requirements

Like ODOC employees, Board members are expected to engage in continuous professional development. This includes Board members who:

1. Attend, as a newly appointed Board member, an ODOC orientation to become familiar with ODOC operations;
2. Are knowledgeable of the Modern Rules of Order;
3. Participate in training opportunities;
4. Actively and critically read recommended professional development materials and actively incorporate the lessons learned into action; and
5. Develop new skills to contribute to the Board and ODOC.

D. Essential Board Duties

Board members are required by law to:

1. Consider appointments of facility heads and other staff members as desired by the Board;
2. Select architectural firms for projects when the architect's fee is over \$200,000;
3. Approve requisitions for construction contracts where estimated construction costs are greater than \$500,000;
4. Be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities;
5. Review and approve the proposed ODOC budget before it is submitted to the Office of Management and Enterprise Services in the fall of each year for review by the Governor;
6. Review and approve all emergency expenditures of money that exceed the agency director's authority as allowed by law;
7. Make the final decision in selecting a contractor for the construction, operation or both from a list of the top three qualified prospective private prison contractors identified by ODOC;
8. Evaluate material furnished by ODOC regarding proposed new contracts for the operation, lease, or lease/purchase of a private prison and make a final decision selecting the contractor; and
9. Authorize the agency director of ODOC to issue a letter or memorandum of support for any project involving construction or operation of a correctional facility other than the State of Oklahoma according to established procedures.

Board members are required by Board operating procedures to:

10. Establish policies for the operation of ODOC;
11. Refer to the agency director or designee for response any inquiries regarding ODOC's operations, actions, or policies received by Board members from the public, employees, or inmates. If those inquiries are of such a nature that referral to the agency director may be inappropriate, then referral should be made to the chairperson of the Board for appropriate disposition;
12. Encouraged to annually conduct at least one visit to an ODOC institution, community corrections center, and probation and parole office; and
13. Serve on or chair one or more of the Board's standing or ad hoc committees.

(R 12/21)

Section-09 Programs	P-090200	Page: 1	Effective Date: 06/01/2022
Public Works Programs of the Oklahoma Department of Corrections	ACA Standards: 2-CO-5A-01, 5-ACI-7A-04, 4-ACRS-6D-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Public Works Programs of the Oklahoma Department of Corrections

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

I. Prisoner Public Works Projects (PPWP)

A. Assignment of Inmates

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

B. Procedures

Procedures governing this process address and include the following:

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

II. References

57 O.S. § 510.A.18.

57 O.S. § 215. et seq.

74 O.S. § 1001. et seq.

Title 170, O.A.C. Chapter 10

III. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement P-090200 entitled "Public Works Programs of the Oklahoma Department of Corrections" dated March 24, 2021

Distribution: Policy and Operations Manual
Agency Website

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

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II. References

57 O.S. § 510.A. ~~(158.)~~

57 O.S. § 215. et. seq.

74 O.S. § 1001. et. seq.

Title 170, O.A.C. Chapter 10

III. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement ~~No.~~ P-090200 entitled "Public Works Programs of the Oklahoma Department of Corrections" dated ~~January 27, 2020~~
March 24, 2021

Distribution: Policy and Operations Manual
Agency Website

Section-11 Human Resources	P-110100	Page: 1	Effective Date: 06/01/2022
Uniform Personnel Standards	ACA Standards: 2-CO-1A-29, 2-CO-1B-11, 2-CO-1C-01, 2-CO-1C-02, 2-CO-1C-03, 2-CO-1C-04, 2-CO-1C-07, 2-CO-1C-08, 2-CO-1C-09, 2-CO-1C-11, 2-CO-1C-13, 2-CO-1C-14, 2-CO-1C-24		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Uniform Personnel Standards

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

I. Personnel Administration Rules and Civil Service and Human Capital Modernization Rules of Employment

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

II. Equitable Administration

The agency equitably administers and enforces procedures, ensuring they are practiced with consistency and support a non-discriminatory work environment and equal employment opportunity. The agency employs and promotes qualified staff based on merit, ability, and capacity. In addition, the agency ensures that employees can access the State Employee Dispute Resolution Program consistent with applicable law and rules. (2-CO-1C-02, 2-CO-1C-03, 2-CO-1C-09, 2-CO-1C-10, 2-CO-1C-11, 2-CO-1C-14)

III. Code of Conduct

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

IV. Benefit and Compensation Administration

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

V. References

74 O.S. § 840 et seq.

Oklahoma Personnel Act

Personnel Administration Rules and Civil Service and Human Capital Modernization Rules

VI. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement P-110100 entitled "Uniform Personnel Standards" dated March 24, 2021

Distribution: Policy and Operations Manual
Agency Website

Section-11 Human Resources	P-110100	Page: 1	Effective Date: 03/24/2024 draft
Uniform Personnel Standards	ACA Standards: 2-CO-1A-29, 2-CO-1B-11, 2-CO-1C-01, 2-CO-1C-02, 2-CO-1C-03, 2-CO-1C-04, 2-CO-1C-07, 2-CO-1C-08, 2-CO-1C-09, 2-CO-1C-11, 2-CO-1C-13, 2-CO-1C-14, 2-CO-1C-24		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Uniform Personnel Standards

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

I. Personnel Administration Rules and Civil Service and Human Capital Modernization Rules Merit System of Employment

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

II. Equitable Administration

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

III. Code of Conduct

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

IV. Benefit and Compensation Administration

The agency adopts procedures to ensure that employees have access to all benefit programs to which they are entitled and establishes compensation practices

consistent with applicable law and rule. (2-CO-1B-11, 2-CO-1C-05)

V. References

74 O.S. § 840 et seq.

Oklahoma Personnel Act

Personnel Administration Rules and Civil Service and Human Capital Modernization Rules

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

VI. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement ~~No.~~ P-110100 entitled "Uniform Personnel Standards" dated ~~February 27, 2020~~ March 24, 2021

Distribution: Policy and Operations Manual
Agency Website

Section-15 Physical Plant	P-150100	Page: 1	Effective Date: 06/01/2022
Standards and Development for Correctional Facilities	ACA Standards: 2-CO-2A-01, 2-CO-2B-02, 5-ACI-2A-01, 4-ACRS-1A-09		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

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

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

I. Purpose

It is the purpose of this policy to ensure that construction and renovation at all state correctional facilities conforms to applicable federal, state, and local building codes and national correctional standards (American Correctional Association (ACA)). (2-CO-2A-01, 5-ACI-2A-01, 4-ACRS-1A-09)

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

A. Objective

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

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

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

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

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 statement is effective as indicated.

Replaced: Policy Statement P-150100 entitled "Physical Plant Standards and Long-Range Plant Development for Correctional Facilities" dated March 24, 2021

Distribution: Policy and Operations Manuals
Agency Website

Section-15 Physical Plant	P-150100	Page: 1	Effective Date: 03/24/2021 draft
Standards and Development for Correctional Facilities	ACA Standards: 2-CO-2A-01, 2-CO-2B-02, 5-ACI-2A-01, <u>4-ACRS-1A-09</u>		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

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

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

I. Purpose

It is the purpose of this policy to ensure that construction and renovation at all state correctional facilities conforms to applicable federal, state, and local building codes and national correctional standards (American Correctional Association (ACA)). (2-CO-2A-01, 5-ACI-2A-01, 4-ACRS-1A-09)

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

A. Objective

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

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

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

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

II. Action

The agency director is responsible for compliance with this policy.

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

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

This policy statement is effective as indicated.

Replaced: Policy Statement ~~No.~~P-150100 entitled "Physical Plant Standards and Long-Range Plant Development for Correctional Facilities" dated ~~February 27, 2020~~ [March 24, 2021](#)

Distribution: Policy and Operations Manuals
Agency Website

Recruitment and Retention Overview

Unit Mission

The Recruitment and Retention unit was created in November 2021 to assist the agency's efforts to increase staffing with a focus on addressing the inmate to correctional officer ratio within facilities. Also, the unit works collaboratively with all agency units across the state to impact hiring through increased presence in our communities while sharing information about the opportunities and overall impact one can make through a career in corrections. While our focus is correctional officer recruitment, current shortages of healthcare and other critical staffing is also supported by enhancing our units' efforts with assistance from medical, probation and parole and other employees within the agency.

Recruitment and Retention

Staffing

The Recruitment and Retention unit is comprised of four employees located at the Kate Barnard Training Center. As the recruitment and retention administrator, I oversee the Recruitment and Retention Unit. I have an administrative assistant and two recruitment and retention specialists who are responsible for recruiting new staff for the agency as well as helping identify areas that may assist in the retention of employees. The Recruitment and Retention Unit also utilizes feedback from staff to assist in impacting gaps that may increase retention rates in the agency.

Current Initiatives

Currently, the Recruitment and Retention Unit has conducted community outreach and engagement activities at statewide recruiting events such as: career fairs, Veterans' centers, vocational schools, colleges, universities, and employment agencies in order to generate leads and potential prospects. Additionally, the unit has created partnerships with community outreach programs to be utilized as additional resources; established and maintained relationships with agency units, facility heads, facility management, employees, and external state agencies such as the Office of Management and Enterprise Services (OMES) division of Human Capital Management.

An internal exit survey has been developed to provide more immediate feedback that may allow interventions to retain an employee. Additionally, cadet surveys are conducted during the academy to gauge feedback to determine gaps,



satisfaction and other areas of improvement with the goal of increasing retention of correctional officers. Retention plans also include working with field units to enhance the use of the Field Training Officer position that will provide increased training, support and mentorship of the correctional officer during their first year.

Recruitment teams have also initiated visits to nursing schools and work is being coordinated through our agency medical unit for future partnerships with nursing teaching schools that would provide approved clinical practicum experience and greater recruiting opportunities.

The recent compensation plan may be beneficial in providing greater hiring incentives for the agency. Particularly, for correctional officers and medical and mental health positions to impact the identified critical posts.

Feedback from employees hired in the last six months through cadet academy survey and focus sessions has indicated favorable responses for the state benefits and the opportunity for stable employment with a 20-year retirement.

We continue our efforts daily to broaden our scope of engagement that will allow us to increase education and awareness to potential applicants about the professional satisfaction and impact one can realize in a career in corrections.

