



Oklahoma Board of Corrections

REGULAR MEETING

June 24, 2020

Oklahoma Department of Corrections
North Conference Room
Oklahoma City, Oklahoma

OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING AGENDA
Oklahoma Department of Corrections
3400 N. Martin Luther King Ave.
Oklahoma City, OK 73111
1:00 PM on June 24, 2020

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 11, 2020	T. Hastings Siegfried, Chair
3. Director's Comments A. Agency response to COVID-19 B. Comanche County Detention Center Assistance C. Emergency Purchases <i>Pursuant to 61 O.S. § 130, the chief administrative officer of a public agency with a governing body shall notify the governing body within ten (10) days of the declaration of an emergency if the governing body did not approve the emergency. The notification shall contain a statement of the reasons for the action, and shall be recorded in the official minutes of the governing body.</i> I. Emergency purchase authorization to repair collapsed sewer line at Lexington Assessment and Reception Center on June 1, 2020. II. Emergency purchase authorization to repair power at Union City Community Corrections on June 9, 2020.	Scott Crow, Director
4. Legislative Update A. End of Session Report B. Senate Bill 1424 C. House Bill 3756	Jessica Brown Chief of Strategic Engagement
5. Inmate/Offender Population Update	Jason Bryant, Director Classification and Population
6. Agency Budget Update A. Board Reports July – April 2020-Detailed B. Statement Revolving Funds July-April FY20 C. Statement Federal Funds July-April FY20 D. FY2020 Appropriated Operating Budget 4-30-20	Ashlee Clemmons Chief Financial Officer
7. Approval of Board of Corrections Policy: A. P-020100 entitled "Management of Oklahoma Department of Corrections Information."	Penny Lewis Chief Compliance Officer

- B. P-060100 entitled “Classification and Case Management of Inmates/Offenders”
 - C. P-090100 entitled “Provisions of Programs”
 - D. P-120100 entitled “Management of State Funds and Assets”
 - E. P-170100 entitled “Community Sentencing”
8. FY 2020 2nd Quarter Internal Audit Summary Report Penny Lewis
Chief Compliance Officer
- A. Jess Dunn Correctional Center
 - B. Eddie Warrior Correctional Center
 - C. Jackie Brannon Correctional Center
 - D. Agri-Services at John Lilley and Lexington Assessment & Reception Center
 - E. Agri-Services at Jess Dunn Correctional Center
 - F. Agri-Services at James Crabtree Correctional Center
 - G. Agri-Services at William S. Key Correctional Center
 - H. Agri-Services at Washita Valley
 - I. Oklahoma State Penitentiary
 - J. Agri-Services at Jackie Brannon Meat Plant
 - K. Agri-Services at Howard McLeod Correctional Center
 - L. Agri-Services at Jackie Brannon & Mack Alford
 - M. Agri- Services Northeast Oklahoma Correctional Center
 - N. Agri-Services Oklahoma State Reformatory
 - O. Lawton Community Corrections Center
 - P. Health Services
9. Committee Reports – Standing Committees: Committee Chairs
- A. Executive – Chair Hastings Siegfried, Members Lynn Haueter and Dr. Kathryn LaFortune
 - B. Population/Security/Private Prison – Chair Hastings Siegfried, Members Dr. Kathryn LaFortune and Calvin Prince
 - C. Public Policy/Affairs/Criminal Justice – Chair Betty Gesell, Members Joe Griffin, Dr. Kathryn LaFortune, Stephan Moore
 - D. Audit/Finance/Technology – Chair Lynn Haueter, Members Randy Chandler and Daryl Woodard
10. New Business T. Hastings Siegfried, Chair
11. Approval to Enter into Executive Session Gary Elliott, General Counsel
Pursuant to 25 O.S. § 307(B)(10), discussing contract negotiations involving contracts requiring approval of the Board of Corrections, which shall be limited to members of the public body, the attorney for the public body, and the immediate staff of the public body. No person who may profit directly or indirectly by a proposed transaction which is under consideration may be present or participate in the executive session.

- A. Discussion of contract negotiations involving an amendment of the current Correctional Services Contract with Corrections Corporation of America (CoreCivic).

- 12. Approval to Return from Executive Session Gary Elliott, General Counsel
- 13. Discussion and Approval of Amendment #5 Correctional Services Contract with Corrections Corporation of America (Core Civic) to amend the term of the Contract by extending it for two years. Gary Elliott, General Counsel
- 14. Election of Officers All Members
 - A. Chair
 - B. Vice-Chair
 - C. Secretary
- 15. Adjournment T. Hastings Siegfried, Chair

The next regular meeting of the Board of Corrections will be held at 1:00 PM on Wednesday, July 15, 2020 at the Eddie Warrior Correctional Center Taft, Oklahoma.

Updated on 6/12/2020 2:03:47 PM

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES
March 11, 2020**

1. Call to Order

Vice Chairman Lynn Haueter called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:06 p.m. on Wednesday, March 11, 2020, at Cimarron Correctional Facility, 3200 S. Kings Highway, Cushing, Oklahoma 74023.

The meeting was preceded by advance notice of the date, time and place, filed with the Oklahoma Secretary of State on December 8, 2019. 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 11:47 a.m. on Tuesday, March 10, 2020, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma.

A. Pledge of Allegiance

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

B. Roll Call

Vice Chairman Haueter asked the clerk to call roll:

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

Calling of the roll reflected a quorum was present.

2. Approval of Board of Corrections Regular Meeting Minutes

Vice Chairman Haueter requested approval of the meeting minutes as presented to members in the BOC packet for March 11, 2020.

A. February 12, 2020

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

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

Meeting minutes for November 13, 2019 were approved by majority vote. There was no further discussion.

3. Director's Comments

Director Crow welcomed everyone to the meeting and recognized Warden Raymond Byrd and Assistant Warden Michael Miller and thanked them for their hospitality.

A. Inmate Telephone Services System Contract Award

The inmate telephone system went out for bid approximately two (2) years ago. A contract has been awarded and ODOC is hoping to have orientation within the next sixty (60) days. The opportunities for technological advances the new system will allow is going to be huge for the department. The system will allow for inmates to have access to kiosks in each of the housing units which will allow the inmates to have access to their offender banking, canteen, inmate requests to staff, etc. The technologic advances this system provides will be a great addition to facilities across the state of Oklahoma. The system also provides an added value of cell phone detection to assist with interdiction.

BOC members inquired about the cell phone detection piece; ODOC staff responded. There was no further discussion.

B. Lock-Down of ODOC Facilities and Private Prisons

This administration will not hesitate to lock-down facilities to prevent incidents and ensure the safety of inmates, staff and the public.

On February 28, 2020, an inmate on inmate assault occurred at Lawton Correctional Facility (LCF). The incident appeared to be gang related and it appeared to only involve one unit. They locked down and gained control over the situation. LCF was able to provide reassurance that it was localized and would not escalate further. In a preventative effort, ODOC alerted all other facilities, in order to allow facility's to be vigilant of their respective environment.

On March 2, 2020 Mach Alford Correctional Center (MACC) had a small gathering but due to ODOC's prompt response to such situations it was able to be dispersed quickly.

ODOC locked all facilities down due to the incidents that occurred on February 28, 2020 and March 2, 2020. The decision to lock the facilities down was made to allow time for an assessment of the situation. The Office of the Inspector General, Security Threats Intelligence and facility staff were able to interview involved inmates and resolve the issues. Many of the facilities were let off lock-down status within two days of the initial lock down and all facilities were returned to normal operations on March 10, 2020. Intelligence will continue to monitor the situation closely to ensure the safety of inmates and staff.

BOC members inquired about the process of a lock-down; Director Crow responded. There was no further discussion.

C. Office 365 Roll-Out

Office 365 will bring ODOC into the 21st Century. The Chief Information Officer Mr. Shah has been very instrumental in assisting the agency with the Office 365 initiative. Office 365 will not only upgrade our current email system but will also allow the agency to collaborate some systems the agency utilizes and pay for and move them into one solution which would be cost effective, saving the agency money. The cost will be approximately 1.2 million to implement across the agency but if you look at the collaboration piece there appears to be some savings. Chief Financial Officer Ashlee Clemmons was able to identify funding for Office 365 and the agency plans to move forward with the Office 365 implementation.

BOC members provided their support of the implementation of Office 365. There was no further discussion.

Director Crow stated his updates were complete and asked if there were any comments.

BOC members asked Director Crow if he could speak briefly about the “Top Goals” for the agency.

Director Crow listed the following items as some of his top goals for the agency:

1. Cultural Change – Focusing on the Positive
2. Programs and Recidivism
3. Managing Efficiencies and Inefficiencies
4. Prison Plans (optimizing facility culture and rehabilitation)
5. Managing Property Leases
6. Execution Procedures
7. Electronic Time Keeping

BOC members thanked the Director for his response. There was no further discussion.

4. Agency Budget Update

A. FY 2020 ODOC Monthly Budget Update

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2020 ODOC Monthly Budget. A copy of the overview was included in the BOC packet for March 11, 2020.

CFO Clemmons and Director Crow discussed overtime cost and obtaining an electronic time keeping system to provide a more efficient process for calculating time. There was no further discussion.

B. FY 2020 Statement – Federal Funds July-February

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2020 federal funds. A copy of the overview was included in the BOC packet for March 11, 2020. There was no further discussion.

C. FY 2020 Statement – Revolving Funds July-February

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2020 revolving funds. A copy of the overview was included in the BOC packet for March 11, 2020. There was no further discussion.

D. FY 2020 Statement – Appropriated Operating Budget through February 2020

Chief Financial Officer (CFO) Ashlee Clemmons provided an overview of the FY 2020 appropriated operating budget. A copy of the overview was included in the BOC packet for March 11, 2020. There was no further discussion.

CFO Clemmons stated her updates were complete and asked if there were any comments.

BOC members asked CFO Clemmons if there would be a budget impact related to recent events surrounding the COVID-19 virus.

CFO Clemmons stated there could be potential budget impact. At this time, the agency was looking into which staff could telework and which would be categorized critical infrastructure staff that would be required to report to work. CFO Clemmons also discussed sanitation products, indicating at the current time, there was not a supply issue.

CFO Clemons referred other questions to Chief of Staff (COS) Clint Castleberry. COS Castleberry indicated that he was able to participate in the Governor's table top drill where the committee participated in a drill scenario on how to respond in the event of an outbreak. The state is monitoring the virus closely, reviewing all Central Disease Control (CDC) recommendations and creating plans in the event of an outbreak. The take away was do not panic and practice good hygiene. COS Castleberry, Offender Services Director Millicent Newton-Embry and Chief of Operations (COO) Justin Farris have been working to create facility plans. Signs have been posted all over the agency requesting staff and visitors to not enter facilities and work locations if they are displaying symptoms or are sick. Flyers are being passed out reminding staff and inmates of proper sanitation and hygiene practices. The agency does have a pandemic outbreak policy and the agency is in weekly contact with the State Health Department.

Director Crow indicated the American Correctional Association (ACA) was also assisting in developing protocols nationwide. Director Crow indicated the agency's response was a very collaborative effort; the agency is working with several other entities to provide the best response possible.

BOC members inquired about general COVID-19 protocols the agency implementing; ODOC staff responded. There was no further discussion.

5. Inmate/ Offender Population Update

Classification and Population Director Jason Bryant provided an overview of the inmate/ offender population as of February 28, 2020. A copy of the overview was included in the BOC packet for March 11, 2020.

BOC members inquired about timeframe inmates wait in county jails before transferring to the agency's reception center; Mr. Bryant indicated the average wait was sixty (60) days.

BOC members inquired about inmate/offender population and the relation to current and future budget impacts; ODOC staff responded. There was no further discussion.

6. Legislative Update

Chief of Strategic Engagement Jessica Brown presented the legislative update. A copy of the update was included in the BOC packet for March 11, 2020.

The following bills on reentry services provided by ODOC remain active:

1. HB 1310: Requires ODOC to provide identification cards to every inmate releasing, nine months in the advance of release. ODOC has a variation of this in policy but this bill would create a state statute.
2. HB 3113: Requires ODOC to provide all certifications to inmates upon release. ODOC has a variation of this in policy but this bill would create a state statute.
3. SB 1298: Requires ODOC to provide a special certificate listing all classes the inmate participated in during incarceration upon the inmate's release.

Other Bills include:

1. HB 2897: Authorizes DOC to sell tobacco products in canteens and to designate outside smoking areas. This bill passed through the house and is going to the senate. ODOC is not promoting bill and are maintaining a neutral stance. The bill has pros and cons.
2. HB 4080: Consolidates the Pardon & Parole Board agency into ODOC. The Pardon and Parole Board remains independent due to its constitutional mandate. The bill gives DOC the authority to hire necessary staff to perform the administrative functions of the board.
3. SB 1489: Makes using a drone to deliver contraband inside a prison a felony. ODOC is supportive of this bill.
4. SB 1772: dissolved the Department of Corrections Board. This bill is no longer active.

5. SB 1612: ODOC requests bill to exclude Community Sentencing funds (sourced from participant fees) from Central Purchasing Act requirements. The amendatory language was absorbed into another comprehensive bill to restructure the entire Central Purchasing Act.

All other agency request bills are working their way through the process.

BOC members inquired about mentioned bills; ODOC staff responded. There was no further discussion.

Mr. Griffin exited at 1:55 p.m.

Mr. Griffin returned at 1:57 p.m.

7. Committee Reports – Standing Committees:

A. Executive

Chairman Hastings Siegfried

Members Lynn Haueter and Dr. Kathryn LaFortune

Nothing to report.

B. Population/ Security/ Private Prisons

Chairman Hastings Siegfried

Members Dr. Kathryn LaFortune and Calvin Prince

Nothing to report.

C. Public Policy/ Affairs/ Criminal Justice

Chairwoman Betty Gesell

Members Joe Griffin, Dr. Kathryn LaFortune, Stephan Moore

Met on Friday, March 6, 2020 and discussed about ongoing legislation. There is a lot of energy surrounding programs. There is interest and concern on losing medical professions due to compensation and the committee is reviewing staffing needs and working on possible solutions. There was no further discussion.

D. Audit/ Finance/ Technology

Chairman Lynn Haueter

Members Randy Chandler and Daryl Woodard

Chairman Haueter provided an Audit/Finance/Technology update. A copy of the update was included in an amended BOC packet for March 11, 2020 and was made available online.

BOC members inquired about evidence kit implementation and ACISS system; ODOC staff responded. No further discussion.

8. New Business

There was no new business.

9. Adjournment

Vice Chairman Haueter indicated there were no items listed for Executive Session.

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

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

There being no further business to discuss, adjournment of the meeting was approved by majority vote at 2:19 p.m.

Submitted to the Board of Corrections By:

Tasha Parker, Minutes Clerk

Date

I hereby certify that these minutes were duly approved by the Board of Corrections on June 24, 2020, in which a quorum was present and voting.

X

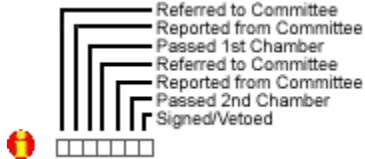
Dr. Kathryn LaFortune, Secretary
Board of Corrections

LEGISOK

LEGISLATIVE INFORMATION SERVICE OF OKLAHOMA

FINAL REPORT

06-02-2020 - 15:44:10



HB
2893



Conley, Sherrie (F)(R)
Bergstrom, Micheal (F)(R)

Allows for an employee of the Dept. of Corrections to maintain their peace officer status when voluntarily moving into a position which does not require peace officer status.

Last Action: 5-29-20 S Dead pursuant to the rules

HB
3073



Steagall, Jay (F)(R)
Hall, Chuck (F)(R)

Removes the authority of the Board of Corrections to determine the salary of the Director of the Dept. of Corrections.

Last Action: 5-29-20 S Dead pursuant to the rules

HB
3295



Newton, Carl(R)
Brooks, Michael (F)(D)

Extends the age that one may be considered to be an adult offender to 25-years, as related to the Delayed Sentencing Program for Young Adults.

Last Action: 5-29-20 S Dead pursuant to the rules

HB
3535



Roe, Cynthia (F)(R)
Hicks, Carri (F)(D)

Removes requirements to notify certain correctional personnel when they will be interacting with inmates who are infected with HIV or AIDS.

Last Action: 5-29-20 S Dead pursuant to the rules

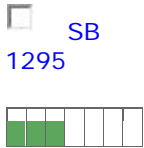
HB
3558



Roe, Cynthia (F)(R)
Weaver, Darrell (F)(R)

Removes requirement that the Dept. of Corrections reimburse certain entities for inmate mental and healthcare services at a rate no lower than the fee structure put in place in 2007.

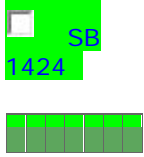
Last Action: 5-29-20 S Dead pursuant to the rules



Paxton, Lonnie (F)(R)
Hardin, David (F)(R)

Requires the Department of Corrects to receive the judgement and sentence before assuming custody of an inmate from a county.

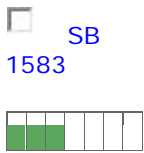
Last Action: 5-29-20 H Dead pursuant to the rules



Pugh, Adam (F)(R)
Ford, Ross (F)(R)

Provides for a pay increase to certain Dept. of Corrections personnel at certain correctional facilities; EMERGENCY.

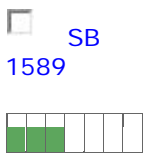
Last Action: 5-19-20 G Earliest Effective Date: 07/01/2020



Weaver, Darrell (F)(R)
Humphrey, Justin J.J.(R)

Adjusts reference under the Community Sentencing Act to refer to a supervising agency or contracted provider when directing that certain statements must be filed to the court.

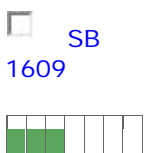
Last Action: 5-29-20 H Dead pursuant to the rules



Shaw, Wayne(R)
Humphrey, Justin J.J.(R)

Permits persons with valid Oklahoma driver licenses at the time of incarceration to be considered to have valid licenses for 60 days after release.

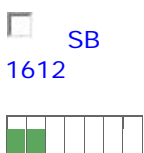
Last Action: 5-29-20 H Dead pursuant to the rules



Shaw, Wayne(R)
Townley, Tammy (F)(R)

Repeals the position of Deputy Directors of the Dept. of Corrections and all related powers and requirements for such positions.

Last Action: 5-29-20 H Dead pursuant to the rules



Shaw, Wayne(R)
Newton, Carl(R)

Exempts the Community Sentencing Revolving Fund from the requirements of the Central Purchasing Act.

Last Action: 2-28-20 S Dead pursuant to the rules

	All	Track
Total Bills:	11	11

An Act

ENROLLED SENATE
BILL NO. 1424

By: Pugh and Hall of the Senate

and

Ford of the House

An Act relating to prisons and reformatories; granting wage increase to personnel of Department of Corrections in certain job classifications; providing for certain reduction; providing limitations; providing for codification; providing an effective date; and declaring an emergency.

SUBJECT: Department of Corrections personnel wage increase

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

SECTION 1. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 528.8 of Title 57, unless there is created a duplication in numbering, reads as follows:

A. On the effective date of this act, all personnel of the Department of Corrections pursuant to subsection C of this section, who are employed by the state on the last working day of June 2020, and whose assigned work location on the date is either North Fork Correctional Center, Oklahoma City Community Correctional Center, or a facility listed in Section 509 of Title 57 of the Oklahoma Statutes, shall be awarded an increase of up to Two Dollars (\$2.00) per hour over their current hourly wage, or an equivalent amount if not receiving an hourly wage.

B. The Two-Dollar raise as provided for in subsection A of this section shall be reduced for personnel of the Department of Corrections by an amount proportional to the raise that was received

pursuant to Enrolled House Bill No. 2771 of the 1st Session of the 57th Oklahoma Legislature.

C. Personnel of the Department of Corrections that qualify pursuant to the provisions of subsection A of this section are:

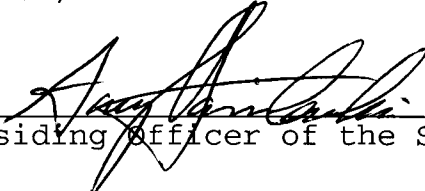
1. Accountant;
2. Accounting Technician;
3. Administrative Assistant;
4. Administrative Programs Officer;
5. Administrative Specialist;
6. Administrative Technician;
7. Alcohol and Drug Counselor;
8. Business Manager;
9. Business Process Analyst;
10. Chaplain;
11. Chief Dental Officer;
12. Community Corrections Center Director;
13. Correctional Activities Officer;
14. Correctional Training Officer;
15. Deputy Warden;
16. Director of Classification/Population;
17. Electrician;
18. Executive Secretary;

19. Facility Classification Manager;
20. Fleet Specialist;
21. Human Resources Management Specialist;
22. Maintenance Technician;
23. Mechanical Systems Technician;
24. Offender Program Coordinator;
25. Physical Plant Operator;
26. Population Coordinator;
27. Program Facilitator;
28. Program Manager;
29. Secretary;
30. Substance Abuse Program Coordinator;
31. Warden; and
32. Wastewater Treatment Operator.

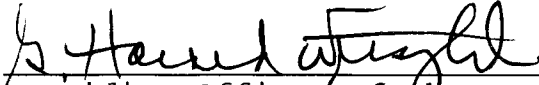
SECTION 2. This act shall become effective July 1, 2020.

SECTION 3. It being immediately necessary for the preservation of the public peace, health or safety, an emergency is hereby declared to exist, by reason whereof this act shall take effect and be in full force from and after its passage and approval.

Passed the Senate the 9th day of March, 2020.


Presiding Officer of the Senate

Passed the House of Representatives the 12th day of May, 2020.


Presiding Officer of the House
of Representatives

OFFICE OF THE GOVERNOR


Received by the Office of the Governor this 13th

day of May, 2020, at 11:49 o'clock a. M.

By: Jumer Curry

Approved by the Governor of the State of Oklahoma this 19th

day of May, 2020, at 8:57 o'clock a. M.


Governor of the State of Oklahoma

OFFICE OF THE SECRETARY OF STATE

Received by the Office of the Secretary of State this 19th

day of May, 2020, at 12:18 o'clock p. M.

By: Michael Rogers

An Act

ENROLLED HOUSE
BILL NO. 3756

By: Miller of the House

and

Brooks of the Senate

An Act relating to courts; authorizing use of videoconferencing in district court proceedings; providing exceptions; providing for codification; and providing an effective date.

SUBJECT: Videoconferencing in district court proceedings

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

SECTION 1. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 130 of Title 20, unless there is created a duplication in numbering, reads as follows:


The use of videoconferencing technology, or the equivalent thereof, in the district courts is hereby authorized in all stages of civil or criminal proceedings and shall be governed by the Rules for District Courts of Oklahoma; provided, however, such technology shall not be used in a jury trial or a trial before a judge.

SECTION 2. This act shall become effective November 1, 2020.

Passed the House of Representatives the 15th day of May, 2020.


Presiding Officer of the House
of Representatives

Passed the Senate the 15th day of May, 2020.


Presiding Officer of the Senate

OFFICE OF THE GOVERNOR

Received by the Office of the Governor this 16th
day of May, 20 20, at 2:33 o'clock a. M.


By: 

Approved by the Governor of the State of Oklahoma this 21st
day of May, 20 20, at 10:11 o'clock a. M.


Governor of the State of Oklahoma

OFFICE OF THE SECRETARY OF STATE

Received by the Office of the Secretary of State this 21st
day of May, 20 20, at 12:57 o'clock p. M.

By: 

Incarcerated Inmate Grand Total	Females	Males	Total
Current Population	2,315	20,895	23,210
Population Last Year	2,860	23,339	26,199
Change from last year	(545)	(2444)	(2989)

State Facilities	Females	Males	Total
Current Population	2,298	14,807	17,105
Population Last Year	2,705	16,542	19,247
Change	(407)	(1735)	(2142)

Private Prisons	Females	Males	Total
Current Population	0	5,451	5451
Population Last Year	0	5,804	5804
Change	0	(353)	(353)

County Jail Contracts	Females	Males	Total
Current Population	0	13	13
Population Last Year	0	9	9
Change	0	4	4

Halfway Houses	Females	Males	Total
Current Population	0	410	410
Population Last Year	113	639	752
Change	(113)	(229)	(342)

Out Count	Females	Males	Total
Current Population	17	214	231
Population Last Year	42	345	387
Change	(25)	(131)	(156)

Community Supervision Offender Grand Total	Females	Males	Total
Current Population	7,328	24,135	31,463
Population Last Year	7,800	24,650	32,450
Change from last year	(472)	(515)	(987)

Probation Supervision	Females	Males	Total
Current Population	5,757	18,992	24,749
Population Last Year	6,068	19,369	25,437
Change	(311)	(377)	(688)

Parole Supervision	Females	Males	Total
Current Population	472	2,202	2,674
Population Last Year	439	2,061	2,500
Change	403	141	174

GPS	Females	Males	Total
Current Population	165	441	606
Population Last Year	347	754	1101
Change	(182)	(313)	(495)

Community Sentencing	Females	Males	Total
Current Population	932	2,490	3422
Population Last Year	940	2,452	3,392
Change	(8)	38	30

EMP	Females	Males	Total
Current Population	0	0	0
Population Last Year	0	0	0
Change	0	0	0

PPCS	Females	Males	Total
Current Population	0	1	1
Population Last Year	0	1	1
Change	0	0	0

CSP	Females	Males	Total
Current Population	0	0	0
Population Last Year	0	0	0
Change	0	0	0

Community Program Failures	Females	Males	Total
Current Population	2	9	11
Population Last Year	6	13	19
Change	(4)	(4)	(8)

Total System Population	Females	Males	Total
Current System Population	9,747	46,021	55,768
Population Last Year	10,694	48,617	59,311
Change	(947)	(2,596)	(3,543)

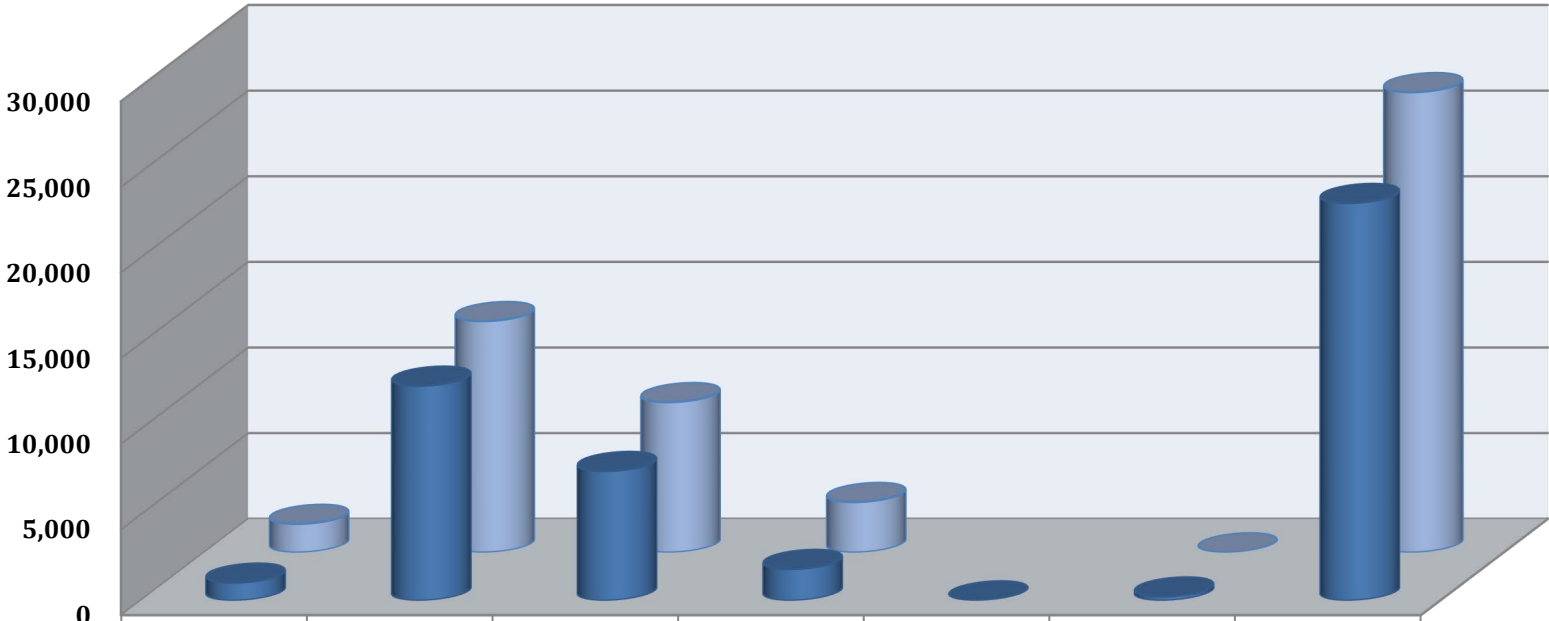
County Jail Transfers Pending	Females	Males	Total
May 29, 2020	104	991	1095
Population Last Year	34	628	662
Change	70	363	433

Facility Type	Rated Operating Capacity	Special Use	Inside Total Incarcerated Inmate Population	Inside Total as a Percent of Rated Operating Capacity
Assessment & Reception Centers	620	N/A	51	8%
In Transit	N/A	N/A	2	N/A
Institutions	15,336	472	15,623	102%
Community Corrections Centers	2,034	72	1,429	70%
Total State	18,462	544	17,105	93%
Private Prisons	5,950	N/A	5,451	92%
Contracted County Jails	18	N/A	13	72%
Halfway Houses	921	N/A	410	45%
Total Contract	6,889	N/A	5,874	85%
System Total	24,807	544	22,979	93%

Pardon & Parole Board Results	Females	Males	Total
May-20			
Reviewed	22	272	294
Denied	10	162	172
Recommended	12	110	122
Percentage Recommended	54.55%	40.44%	41.50%

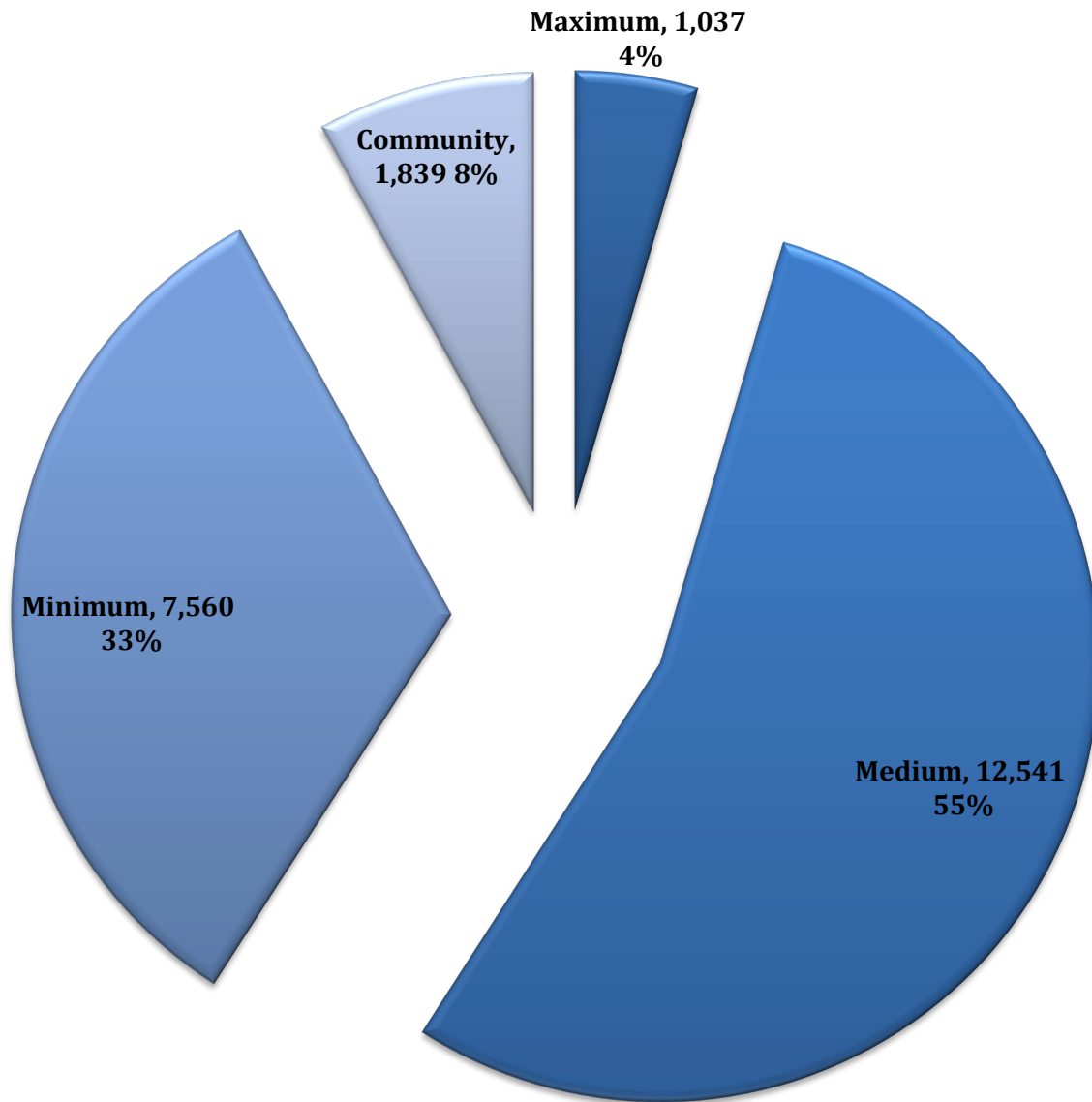
Governor's Actions	Females	Males	Total
Month: May 2020			
Reviewed	0	6	6
Approved	0	5	5
Denied	0	1	1
Percentage Approved	0.00%	83.33%	83.33%

Inmate and Bed Distribution May 29, 2020

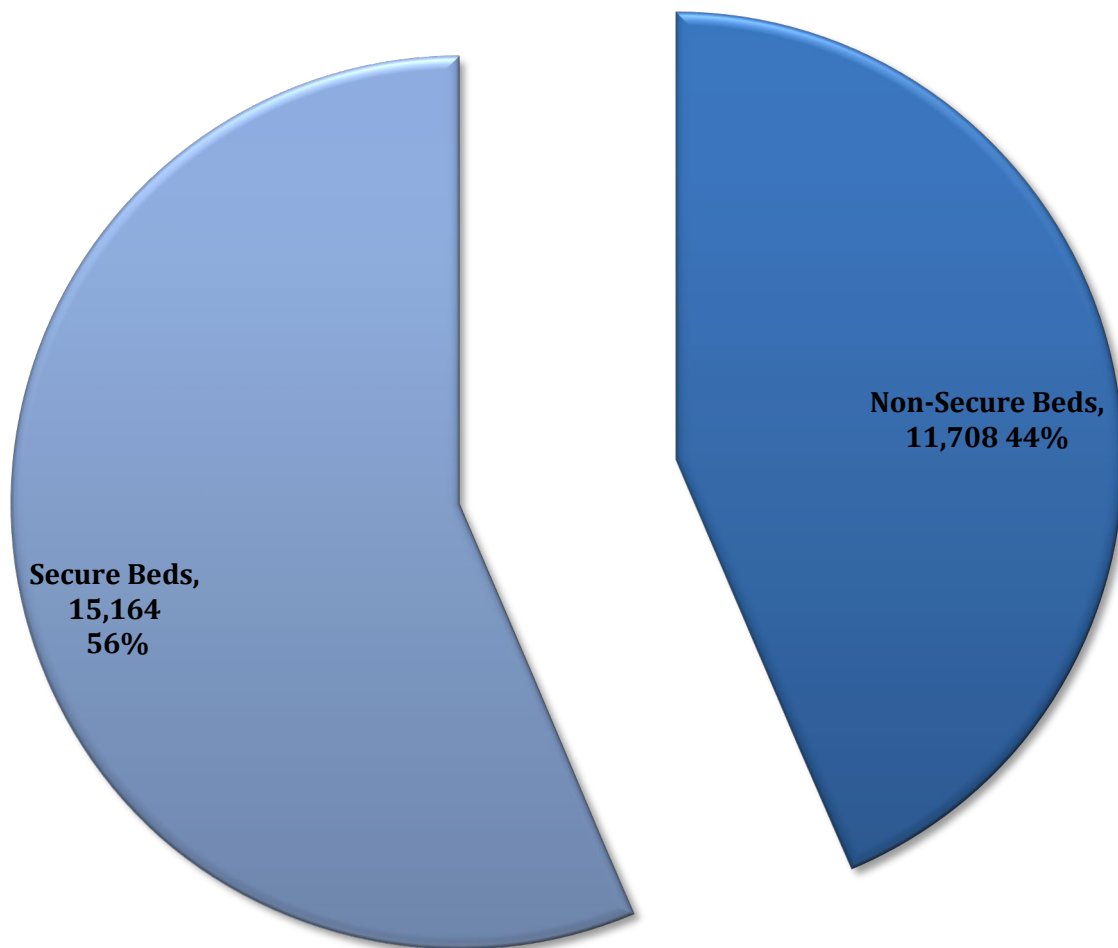


	Maximum	Medium	Minimum	Community	In-Transit	Outside Total	Total
Inmates	1,037	12,541	7,560	1,839	2	231	23,210
Rated + Temporary Beds	1,660	13,504	8,771	2,937		0	26,872

**Inmate Distribution by Security Level
May 29, 2020**



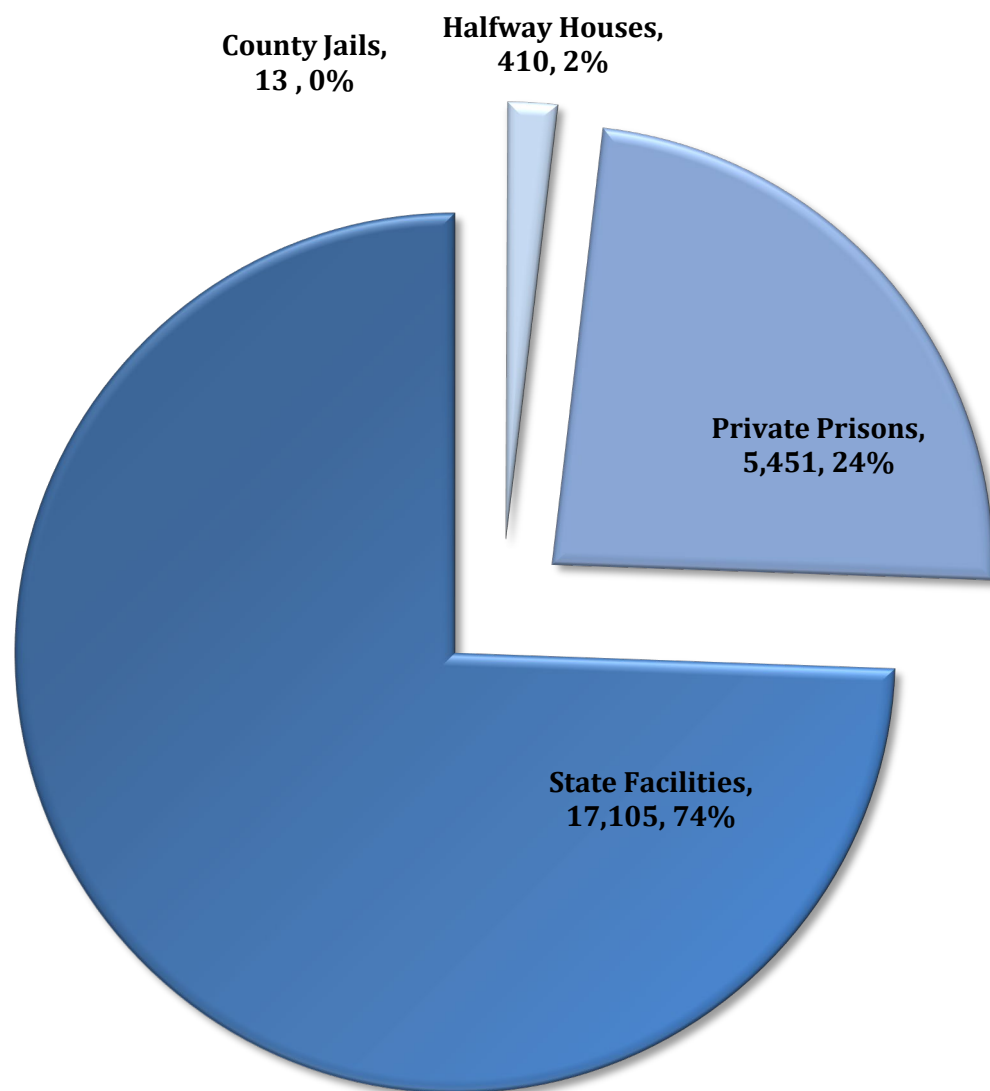
Percentage of Inmates in Secure and Non-Secure Beds May 29, 2020



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.

**INMATES IN STATE FACILITIES VS. CONTRACT FACILITIES
MAY 29, 2020**



Board of Corrections

Audit Finance Committee



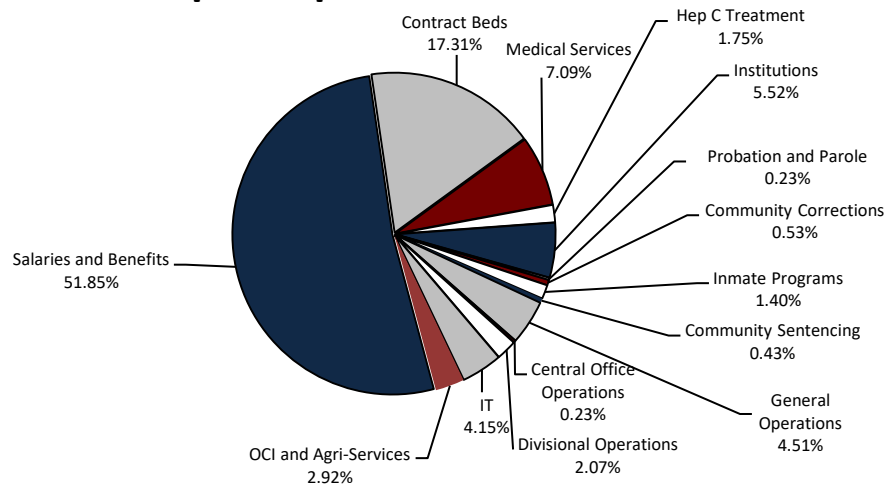
Three Year Expenditure Comparison

	FY 20 July-April	% Change from FY 19	FY 19 July-April	% Change from FY 18	FY 18 July-April
Salaries and Benefits					
Salaries	158,291,985	10.01%	143,887,854	3.83%	138,582,738
Overtime	16,033,288	15.99%	13,823,009	20.23%	11,497,378
Insurance	44,965,690	3.33%	43,516,023	-4.65%	45,638,788
Retirement	38,955,936	9.74%	35,499,609	4.49%	33,975,100
Contract Beds	19,518	-28.62%	27,344	4.02%	26,286
Private Prisons	70,167,944	-2.49%	71,959,932	2.97%	69,884,676
Halfway Houses	6,282,873	-40.08%	10,485,985	-9.86%	11,633,123
Contracted County Jails	69,417	-15.95%	82,593	-25.06%	110,219
Jail Backup	3,561,678	-32.05%	5,241,321	-34.72%	8,028,801
Jail Backup Transportation Reim	232,394		-		-
Medical Services	34,475,552	5.75%	32,600,746	8.39%	30,077,001
Hep C Treatment	8,178,432				
Institutions	22,210,303	1.41%	21,900,752	0.01%	21,897,687
Probation and Parole	1,194,419	3.90%	1,149,587	-0.05%	1,150,114
Community Corrections	2,188,414	-5.05%	2,304,799	-2.32%	2,359,485
Inmate Programs	3,712,102	-13.61%	4,296,967	47.57%	2,911,799
Community Sentencing	2,145,757	8.41%	1,979,307	-17.18%	2,389,975
General Operations	11,750,315	103.43%	5,776,084	0.68%	5,737,043
NFCC Lease	9,166,667	10.00%	8,333,333	122.22%	3,750,000
Central Office Operations	1,356,425	29.09%	1,050,738	-0.77%	1,058,918
Divisional Operations	11,027,505	-8.56%	12,059,449	-1.36%	12,226,084
IT	6,873,806	11.87%	6,144,700	-6.65%	6,582,208
Offender Management System	958,162				
OCI and Agri-Services	14,481,422	5.13%	13,775,137	-2.28%	14,097,159
	<u>\$ 468,300,002</u>	<u>7.43%</u>	<u>\$ 435,895,268</u>	<u>2.90%</u>	<u>\$ 423,614,581</u>

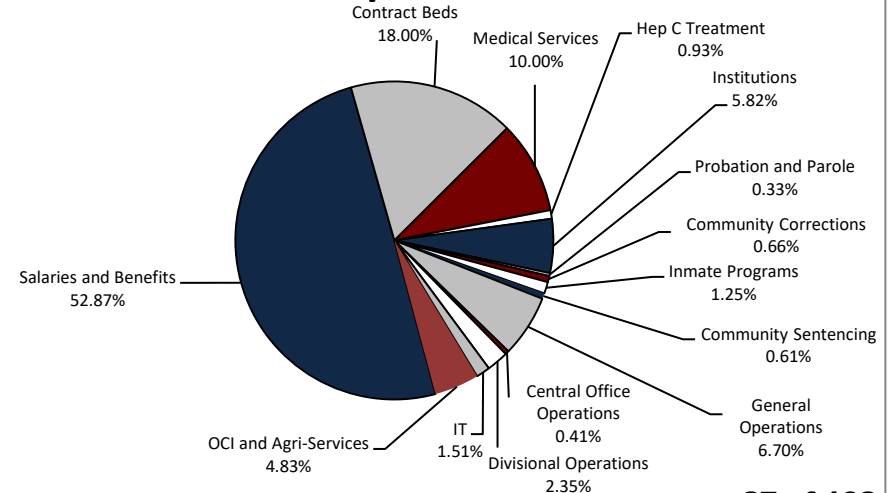
April / March Expenditure Comparison

	FY 20 April	FY 20 March	\$ Net Change
Salaries and Benefits	\$ 26,254,293	\$ 25,256,639	\$ 997,654
Contract Beds	8,766,868	8,598,734	168,133
Medical Services	3,588,785	4,776,506	(1,187,721)
Hep C Treatment	887,824	441,934	445,890
Institutions	2,796,706	2,780,729	15,978
Probation and Parole	117,194	158,793	(41,599)
Community Corrections	270,518	314,606	(44,087)
Inmate Programs	709,076	595,945	113,131
Community Sentencing	219,965	292,974	(73,009)
General Operations	2,283,515	3,199,465	(915,950)
Central Office Operations	114,869	193,627	(78,758)
Divisional Operations	1,046,483	1,121,910	(75,427)
IT	2,101,542	719,867	1,381,675
OCI and Agri-Services	1,478,496	2,305,879	(827,383)
	<u>\$ 50,636,136</u>	<u>\$ 50,757,608</u>	<u>\$ (121,472)</u>

April Expenditures

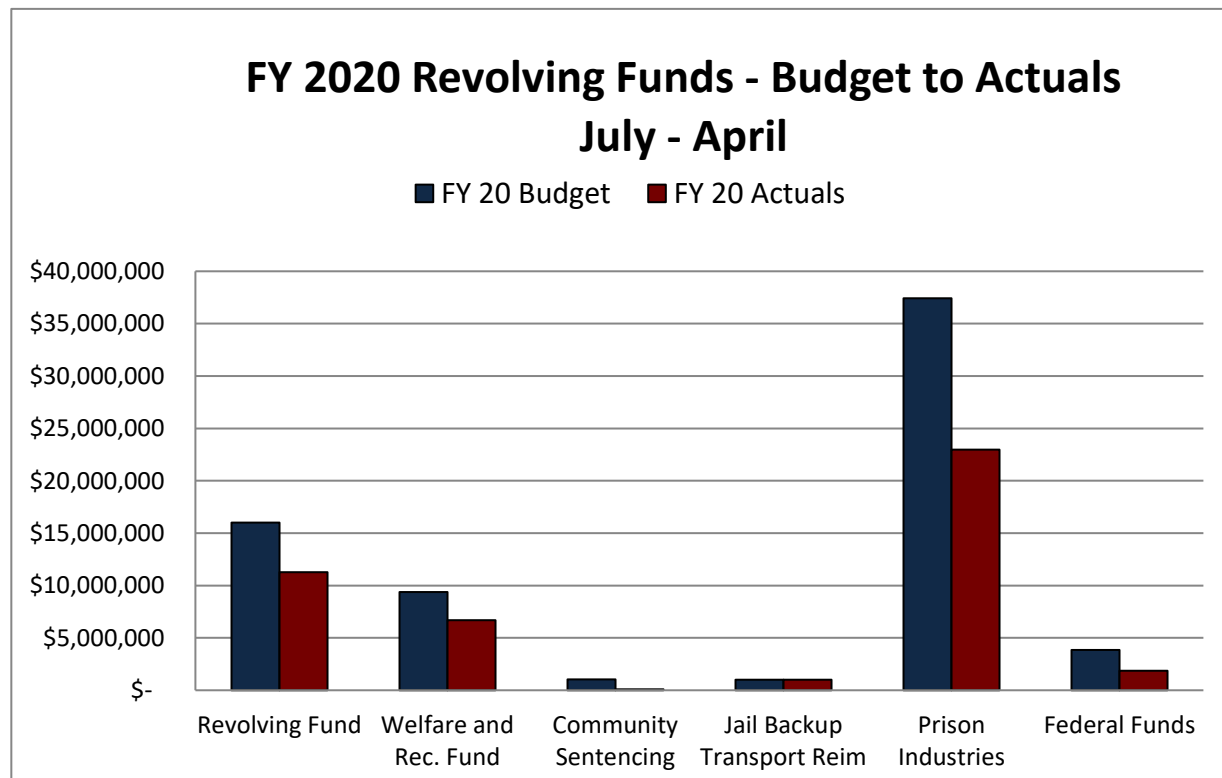


March Expenditures



Three Year Revolving Fund Comparison

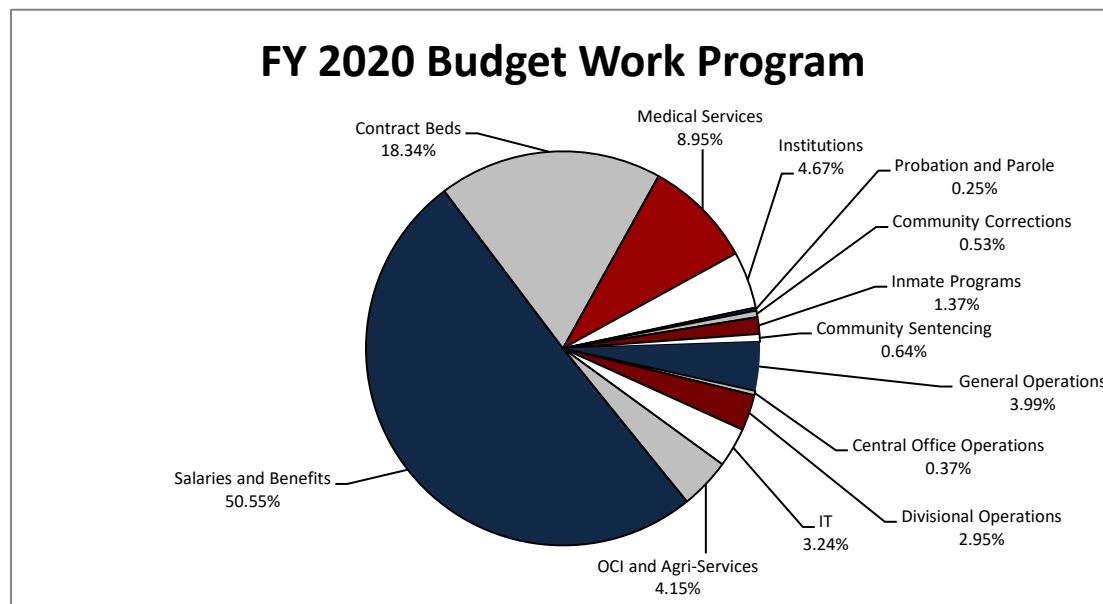
	FY 2020 Budget	FY 20 July -April	% Change from FY 19	FY 19 July - April	% Change from FY 18	FY 18 July - April
200 Revolving Fund	\$ 16,006,300	\$ 11,262,139	7.41%	\$ 10,484,988	9.18%	\$ 9,603,433
205 Welfare and Rec. Fund	9,367,250	6,686,587	-3.64%	6,938,871	27.59%	5,438,440
210 Community Sentencing	1,045,591	102,919	-34.04%	156,025	12.07%	139,220
225 County Jail Transport Reim	1,000,000	1,000,000		-		-
280 Prison Industries	37,434,185	22,971,409	1.79%	22,568,110	-9.13%	24,836,279
410 & 430 Federal Funds	3,837,112	1,864,778	-18.75%	2,295,043	79.66%	1,277,469
	<u>\$ 68,690,438</u>	<u>\$ 43,887,832</u>		<u>\$ 42,443,036</u>		<u>\$ 41,294,839</u>



FY 2020 Budget Work Program

	Current Budget	Expenditures	Trended	Balance
Salaries and Benefits	\$ 320,075,841	\$ 258,246,898	\$ 58,598,273	\$ 3,230,670
Contract Beds	116,139,866	80,333,824	27,692,156	8,113,886
Medical Services	44,645,500	34,475,552	14,822,373	(4,652,425)
Hep C Treatment	12,000,000	8,178,432	3,821,568	-
Institutions	29,579,789	22,210,303	6,711,848	657,638
Probation and Parole	1,586,940	1,194,419	297,831	94,690
Community Corrections	3,368,868	2,188,414	1,081,725	98,729
Inmate Programs	8,674,433	3,712,102	3,784,156	1,178,176
Community Sentencing	4,053,786	2,145,757	408,029	1,500,000
General Operations	25,274,985	20,916,982	4,358,004	-
Central Office Operations	2,321,629	1,356,425	427,065	538,139
Divisional Operations	18,653,925	11,027,505	5,290,129	2,336,291
IT	20,523,528	7,831,968	11,810,614	880,946
OCI and Agri-Services	26,269,099	14,481,422	11,430,576	357,101
Grand Total	\$ 633,168,189	\$ 468,300,002	\$ 150,534,346	\$ 14,333,841

FY 2020 Budget Work Programs includes all funding sources.



Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non- Appropriated Funds
July 1, 2019 through April 30, 2020

		200 Fund	205 Fund	210 Fund	225 Fund	280 Fund	Funds
Revenue	Revenues						
<u>Code</u>	Current:						
428199	Disbursement Fees	\$ 11,362.15	\$ -	\$ -	\$ -	\$ -	\$ 11,362.15
433147	Bank Charge Back / Returned Check Fee	1,738.90	-	-	-	-	1,738.90
433199	Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	172,668.50	-	102,919.17	-	-	275,587.67
443103	Rent from Land & Buildings	43,947.79	-	-	-	-	43,947.79
451101	Insurance and Other Reimbursement for Damages	22,463.69	-	-	-	-	22,463.69
452005	Reimbursement for Administrative Expense (PPWP)	460,852.33	-	-	-	-	460,852.33
452117	Reimbursement of Data Processing Fees	-	-	-	-	-	-
453003	Reimbursement for Travel Expense	-	-	-	-	-	-
455201	Federal Reimbursements	1,023,508.00	-	-	-	-	1,023,508.00
456101	Federal Funds Rec'd from Non-Gov. Ag.	-	-	-	-	-	-
458101	Refunded Money Previously Disbursed - Goods & Services	286.00	-	-	-	-	286.00
458105	Reimbursement for Funds Expended (Refunds - Payroll Reim.)	3,119,167.40	-	-	-	-	3,119,167.40
459171	Program Income (Dog Programs)	10,997.29	-	-	-	-	10,997.29
459199	Other Grants, Refunds and Reimbursements (P-card Rebate)	-	-	-	-	-	-
471122	Farm Products General	-	-	-	-	8,202,992.44	8,202,992.44
473105	Charge for Service - (Water Treatment Plant)	29,993.99	-	-	-	-	29,993.99
473176	Laboratory and Medical Services	180,993.80	-	-	-	-	180,993.80
474105	Sale of Documents (Copies)	9,576.43	-	-	-	-	9,576.43
474131	Sale of Merchandise	-	-	-	-	14,686,542.43	14,686,542.43
474124	Canteen and Concession Income	-	6,686,587.01	-	-	-	6,686,587.01
478105	Registration Fees	2,250.00	-	-	-	-	2,250.00
479121	Paper & Other Recyclable Materials	26.36	-	-	-	-	26.36
479131	Notification of Confinement - Social Security Admin	19,200.00	-	-	-	-	19,200.00
481102	Contributions - Patients & Inmates	36,484.94	-	-	-	-	36,484.94
481121	Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	2,486,954.31	-	-	-	-	2,486,954.31
482101	Deposits by Patients and Offenders (Program Fees - Work Relea	3,611,356.57	-	-	-	81,874.47	3,693,231.04
483607	Sale of Salvage	18,310.16	-	-	-	-	18,310.16
488191	Purchase Card Refunds	-	-	-	-	-	-
	Total Revenues	11,262,138.61	6,686,587.01	102,919.17	-	22,971,409.34	41,023,054.13
Account	Expenditures						
<u>Code</u>	Current:						
11,12,13	Payroll	76,416.10	-	-	-	6,800,280.79	6,876,696.89
15	Professional Services	6,476,499.59	2,197,158.95	4,166.94	-	548,480.96	9,226,306.44
21, 22	Travel	18,262.92	15,811.93	4,071.84	-	70,678.99	108,825.68
31	Misc. Admin. Expenses	11,028.07	313,769.62	1,191.22	-	693,800.35	1,019,789.26
32	Rent	110,134.31	116,406.37	-	-	147,253.33	373,794.01
33	Maintenance and Repair	583,516.63	349,317.26	-	-	859,449.20	1,792,283.09
34	Specialized Supplies and Materials	675,584.00	497,137.54	6,000.00	-	333,546.02	1,512,267.56
35	Production, Safety and Security	25,355.35	57,141.50	-	-	804,799.59	887,296.44
36	General Operating Expenses	6,983.77	212,643.87	-	-	86,806.94	306,434.58
37	Shop Expense	101,239.97	26,215.79	341.01	-	837,936.41	965,733.18
41	Furniture and Equipment	274,828.66	390,263.98	-	-	1,612,809.33	2,277,901.97
42	Library Equipment and Resources	-	9,925.67	-	-	499.61	10,425.28
43	Lease Purchases	-	-	-	-	-	-
44	Livestock and Poultry	-	-	-	-	87,210.00	87,210.00
45	Land and Right-of-way	57,096.75	-	-	-	-	57,096.75
46, 47	Building, Construction and Renovation	15,582.00	981.53	-	-	4,360.18	20,923.71
48	Debt Service	-	-	-	-	-	-
51	Inmate Pay and Health Services	42,150.12	2,289,479.39	-	-	1,796,892.42	4,128,521.93
52	Tuitions, Awards and Incentives	-	83.50	200.00	-	103.50	387.00
53	Refunds and Restitutions	2,124.00	-	53,400.46	-	628.00	56,152.46
54	Jail Backup, County Jails and Other	(4,739.12)	-	-	232,393.86	-	227,654.74
55	Payment to Gov. Sub-Division	-	-	-	-	-	-
59	Assistance Payments to Agencies	-	-	-	-	-	-
61	Loans, Taxes and other Disbursements	18,073.50	151.40	-	-	260.06	18,484.96
62	Transfers - Out Sourced Health Care	181,687.32	69,272.12	-	-	-	250,959.44
64	Merchandise for Resale	3,056.79	-	-	-	10,626,274.34	10,629,331.13
	Total Expenditures	8,674,880.73	6,545,760.42	69,371.47	232,393.86	25,312,070.02	40,834,476.50
	Cash						
	Beginning Cash Balance	9,117,438.49	869,920.20	1,076,675.07	-	8,800,549.69	19,864,583.45
	Revenue Received this Year	11,262,138.61	6,686,587.01	102,919.17	-	22,971,409.34	41,023,054.13
	Expenditures made this Year	(8,674,880.73)	(6,545,760.42)	(69,371.47)	(232,393.86)	(25,312,070.02)	(40,834,476.50)
	Beginning Change in Liabilities	(197,479.84)	(13,318.96)	-	-	(138,459.67)	(349,258.47)
	Transfers	(1,747.46)	-	-	1,000,000.00	-	998,252.54
	Adjustments	-	-	-	-	-	-
	Ending Cash Balance	\$ 11,505,469.07	\$ 997,427.83	\$ 1,110,222.77	\$ 767,606.14	\$ 6,321,429.34	\$ 20,702,155.15

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non- Appropriated Funds
For the Month of April 2020

		200 Fund	205 Fund	210 Fund	225 Fund	280 Fund	Funds
Revenue	Revenues						
Code	Current:						
428199	Disbursement Fees	\$ 1,225.51	\$ -	\$ -	\$ -	\$ -	\$ 1,225.51
433147	Bank Charge Back / Returned Check Fee	-	-	-	-	-	-
433199	Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	24,399.83	-	5,685.00	-	-	30,084.83
443103	Rent from Land	3,713.20	-	-	-	-	3,713.20
451101	Insurance and Other Reimbursement for Damages	9,189.92	-	-	-	-	9,189.92
452005	Reimbursement for Administrative Expense (PPWP)	61,287.49	-	-	-	-	61,287.49
453003	Reimbursement for Travel Expense	-	-	-	-	-	-
455201	Federal Reimbursements	-	-	-	-	-	-
456101	Federal Funds Rec'd from Non-Gov. Ag.	-	-	-	-	-	-
458105	Reimbursement for Funds Expended (Refunds - Payroll Reim.)	218,335.13	-	-	-	-	218,335.13
459171	Program Income	3,383.94	-	-	-	-	3,383.94
459199	Other Grants, Refunds and Reimbursements (P-card Rebate)	-	-	-	-	-	-
471122	Farm Products General	-	-	-	-	176,153.83	176,153.83
473105	Charge for Service - (Water Treatment Plant)	3,284.94	-	-	-	-	3,284.94
473176	Laboratory and Medical Services	23,358.00	-	-	-	-	23,358.00
474105	Sale of Documents (Copies)	1,001.75	-	-	-	-	1,001.75
474131	Sale of Merchandise	-	-	-	-	3,527,143.09	3,527,143.09
474124	Canteen and Concession Income	-	-	-	-	-	-
478105	Registration Fees	-	-	-	-	-	-
479131	Notification of Confinement to Social Security Admin	-	817,573.19	-	-	-	817,573.19
481102	Contributions - Patients & Inmates	2,454.44	-	-	-	-	2,454.44
481121	Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	291,817.88	-	-	-	-	291,817.88
482101	Deposits by Patients and Offenders (Program Fees - Work Releas	376,280.67	-	-	-	11,050.61	387,331.28
483607	Sale of Salvage	2,682.20	-	-	-	-	2,682.20
488191	Purchase Card Refunds	-	-	-	-	-	-
	Total Revenues	1,022,414.90	817,573.19	5,685.00	-	3,714,347.53	5,560,020.62
Account	Expenditures						
Code	Current:						
11,12,13	Payroll	5,585.13	-	-	-	702,047.48	707,632.61
15	Professional Services	415,038.16	460,512.00	-	-	50,756.77	926,306.93
21, 22	Travel	2,681.53	-	-	-	3,277.80	5,959.33
31	Misc. Admin. Expenses	885.00	56,476.66	108.56	-	61,061.10	118,531.32
32	Rent	9,480.82	9,830.10	-	-	12,738.69	32,049.61
33	Maintenance and Repair	84,999.01	80,648.20	-	-	78,011.69	243,658.90
34	Specialized Supplies and Materials	8,970.55	95,142.77	-	-	22,907.21	127,020.53
35	Production, Safety and Security	297.45	2,463.57	-	-	50,880.00	53,641.02
36	General Operating Expenses	900.00	29,925.16	-	-	11,158.60	41,983.76
37	Shop Expense	12,802.89	14,020.51	-	-	112,166.73	138,990.13
41	Furniture and Equipment	553.00	26,621.06	-	-	138,240.99	165,415.05
42	Library Equipment and Resources	-	-	-	-	-	-
43	Lease Purchases	-	-	-	-	-	-
44	Livestock and Poultry	-	-	-	-	-	-
45	Land and Right-of-way	-	-	-	-	-	-
46, 47	Building, Construction and Renovation	-	-	-	-	-	-
48	Debt Service	-	-	-	-	-	-
51	Inmate Pay and Health Services	1,739.88	226,066.47	-	-	161,858.87	389,665.22
52	Tuitions, Awards and Incentives	-	-	-	-	-	-
53	Refunds and Restitutions	-	-	0.00	-	-	0.00
54	Jail Backup, County Jails and Other	-	-	-	17,777.14	-	17,777.14
55	Payment to Gov. Sub-Division	-	-	-	-	-	-
59	Assistance Payments to Agencies	-	-	-	-	-	-
61	Loans, Taxes and other Disbursements	-	151.40	-	-	-	151.40
62	Transfers - Out Sourced Health Care	14,317.22	-	-	-	-	14,317.22
64	Merchandise for Resale	652.49	-	-	-	870,280.51	870,933.00
	Total Expenditures	558,903.13	1,001,857.90	108.56	17,777.14	2,275,386.44	3,854,033.17
	Cash						
	Beginning Cash Balance	11,090,717.94	1,220,494.51	1,104,646.33	792,631.89	5,198,342.46	19,406,833.13
	Revenue Received this Month	1,022,414.90	817,573.19	5,685.00	-	3,714,347.53	5,560,020.62
	Expenditures made this Month	(558,903.13)	(1,001,857.90)	(108.56)	(17,777.14)	(2,275,386.44)	(3,854,033.17)
	Beginning Change in Liabilities	(48,760.64)	(38,781.97)	-	(7,248.61)	(315,874.21)	(410,665.43)
	Transfers	-	-	-	-	-	-
	Adjustments	-	-	-	-	-	-
	Ending Cash Balance	\$ 11,505,469.07	\$ 997,427.83	\$ 1,110,222.77	\$ 767,606.14	\$ 6,321,429.34	\$ 20,702,155.15

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
July 1, 2019 through April 30, 2020

Revenue	Revenues	410 Fund	430 Fund	Funds
Code	Current:			
556	Federal Funds Rec'd from Non-Gov. Ag.	\$ 504,722.48	\$ -	\$ 504,722.48
561	Private Grants and Donations for Opns.	-	1,360,055.22	1,360,055.22
581	Reimbursements	-	-	-
	<i>Total Revenues</i>	<u>504,722.48</u>	<u>1,360,055.22</u>	<u>1,864,777.70</u>
Account	Expenditures			
Code	Current:			
11,12,13	Payroll	184,426.67	197,531.56	381,958.23
15	Professional Services	-	1,018,079.41	1,018,079.41
21, 22	Travel	47,457.41	-	47,457.41
31	Misc. Admin. Expenses	94.15	712.00	806.15
32	Rent	89,778.60	-	89,778.60
33	Maintenance and Repair	12,794.13	-	12,794.13
34	Specialized Supplies and Materials	-	-	-
35	Production, Safety and Security	-	4,521.97	4,521.97
36	General Operating Expenses	81,674.96	4,328.79	86,003.75
37	Shop Expense	-	21,168.75	21,168.75
41	Furniture and Equipment	2,139.68	42,798.06	44,937.74
42	Library Equipment and Resources	-	-	-
43	Lease Purchases	-	-	-
44	Livestock and Poultry	-	-	-
45	Land and Right-of-way	-	-	-
46	Building, Construction and Renovation	-	5,734.93	5,734.93
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>418,365.60</u>	<u>1,294,875.47</u>	<u>1,713,241.07</u>
	Cash			
	Beginning Cash Balance	199,628.99	167,725.31	367,354.30
	Revenue Received this Year	504,722.48	1,360,055.22	1,864,777.70
	Expenditures made this Year	(418,365.60)	(1,294,875.47)	(1,713,241.07)
	Beginning Change in Liabilities	-	-	-
	Transfers	-	-	-
	Adjustments	-	-	-
	<i>Ending Cash Balance</i>	<u>\$ 285,985.87</u>	<u>\$ 232,905.06</u>	<u>\$ 518,890.93</u>

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
For the Month of April 2020

	410 Fund	430 Fund	Funds
Revenue Revenues			
<u>Code</u> Current:			
556 Federal Funds Rec'd from Non-Gov. Ag.	\$ 207,250.27	\$ -	\$ 207,250.27
561 Private Grants and Donations for Opns.	-	62,335.78	62,335.78
581 Reimbursements	-	-	-
	<u>207,250.27</u>	<u>62,335.78</u>	<u>269,586.05</u>
<i>Total Revenues</i>			
Account Expenditures			
<u>Code</u> Current:			
11,12,13 Payroll	17,297.87	14,778.67	32,076.54
15 Professional Services	-	13,026.65	13,026.65
21, 22 Travel	25.00	-	25.00
31 Misc. Admin. Expenses	94.15	-	94.15
32 Rent	-	-	-
33 Maintenance and Repair	-	-	-
34 Specialized Supplies and Materials	-	-	-
35 Production, Safety and Security	-	-	-
36 General Operating Expenses	10,211.81	-	10,211.81
37 Shop Expense	-	740.00	740.00
41 Furniture and Equipment	-	-	-
42 Library Equipment and Resources	-	-	-
43 Lease Purchases	-	-	-
44 Livestock and Poultry	-	-	-
45 Land and Right-of-way	-	-	-
46 Building, Construction and Renovation	-	-	-
48 Debt Service	-	-	-
51 Inmate Pay and Health Services	-	-	-
52 Tuitions, Awards and Incentives	-	-	-
53 Refunds and Restitutions	-	-	-
54 Jail Backup, County Jails and Other	-	-	-
55 Payment to Gov. Sub-Division	-	-	-
59 Assistance Payments to Agencies	-	-	-
61 Loans, Taxes and Other Disbursements	-	-	-
62 Transfers - Out Sourced Health Care	-	-	-
64 Merchandise for Resale	-	-	-
	<u>27,628.83</u>	<u>28,545.32</u>	<u>56,174.15</u>
<i>Total Expenditures</i>			
Cash			
Beginning Cash Balance	106,364.43	199,114.60	305,479.03
Revenue Received this Month	207,250.27	62,335.78	269,586.05
Expenditures made this Month	(27,628.83)	(28,545.32)	(56,174.15)
Beginning Change in Liabilities	-	-	-
Transfers	-	-	-
Adjustments	-	-	-
	<u>285,985.87</u>	<u>232,905.06</u>	<u>518,890.93</u>
<i>Ending Cash Balance</i>			

Oklahoma Department of Corrections
FY 2020 Appropriated Operating Budget through April 2020

Account Code	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Total Balance
11,12,13 Payroll, Insurance, FICA and Retirement	\$ 310,339,322.61	\$ 251,013,710.05	\$ 102,895.07	\$ -	\$ 251,116,605.12	\$ 59,222,717.49
15 Professional Services	121,817,276.00	91,448,162.69	32,326,270.71	-	123,774,433.40	(1,957,157.40)
17 Moving Expenses	-	-	-	-	-	-
19 Flexible Benefits	270,000.00	220,714.20	89,285.80	-	310,000.00	(40,000.00)
21, 22 Travel	1,128,386.42	380,188.84	83,716.02	(10,000.00)	453,904.86	674,481.56
31 Miscellaneous Administrative Expenses	15,717,067.00	11,327,817.18	4,537,631.42	(100.00)	15,865,348.60	(148,281.60)
32 Rent Expense	14,958,561.00	12,119,836.20	2,886,921.30	675.00	15,007,432.50	(48,871.50)
33 Maintenance & Repair Expense	12,671,088.00	4,548,233.15	747,625.26	9,075.65	5,304,934.06	7,366,153.94
34 Specialized Supplies and Materials	40,939,825.00	36,256,826.19	9,439,065.83	-	45,695,892.02	(4,756,067.02)
35 Production, Safety and Security	1,815,635.00	901,371.13	418,098.35	-	1,319,469.48	496,165.52
36 General Operating Expenses	657,893.00	443,683.56	27,779.18	1,098.91	472,561.65	185,331.35
37 Shop Supplies	7,780,370.00	1,971,206.86	692,747.32	5,599.99	2,669,554.17	5,110,815.83
41 Property Furniture and Equipment	3,607,154.00	1,947,036.85	1,382,286.99	8,483.89	3,337,807.73	269,346.27
42 Library Equipment and Resources	2,650.00	2,600.25	-	-	2,600.25	49.75
43 Lease Purchase	673,900.00	144,269.52	15,605.29	-	159,874.81	514,025.19
44 Live Stock – Poultry	-	-	-	-	-	-
45,46,47 Building Construction and Renovation	1,000.00	-	-	-	-	1,000.00
48 Bond Payment	9,721,625.00	8,746,501.48	1,410,587.12	-	10,157,088.60	(435,463.60)
49 Inter-Agency Payments	-	-	-	-	-	-
51 Inmate Pay and Health Services	765,000.00	638,259.66	260,436.87	-	898,696.53	(133,696.53)
52 Scholarships, Tuition and other incentives	5,900.00	-	-	-	-	5,900.00
53 Refunds, Indemnities, and Restitution	300,000.00	203,963.83	-	-	203,963.83	96,036.17
54 Jail Back Up and others	8,405,000.00	3,577,960.68	4,901,340.24	-	8,479,300.92	(74,300.92)
55,59 Assistance Payments to Agencies	-	-	-	-	-	-
60 Authority Orders	-	-	3,337,252.55	-	3,337,252.55	(3,337,252.55)
61 Loans, Taxes, and other Disbursements	11,100.00	2,934.86	31.56	-	2,966.42	8,133.58
62 Transfers – Inmate Medical Payments	12,889,000.00	8,991,155.23	8,981.96	-	9,000,137.19	3,888,862.81
64 Merchandise for Resale	-	-	-	-	-	-
TOTAL	\$ 564,477,753.03	\$ 434,886,432.41	\$ 62,668,558.84	\$ 14,833.44	\$ 497,569,824.69	\$ 66,907,928.34

Funding	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Total Balance
19001 GRF - Duties	553,418,360.00	428,848,701.17	59,422,283.33	14,220.36	488,285,204.86	65,133,155.14
19832 FY 18 Carryover	1,310.42	1,310.42	-	-	1,310.42	-
19902 Duties	1,141,464.00	1,141,464.00	-	-	1,141,464.00	-
19911 FY 19 Carryover	9,916,618.61	4,894,956.82	3,246,275.51	613.08	8,141,845.41	1,774,773.20
TOTAL	\$ 564,477,753.03	\$ 434,886,432.41	\$ 62,668,558.84	\$ 14,833.44	\$ 497,569,824.69	\$ 66,907,928.34
					Remaining Payroll	59,359,963.00
						\$ 7,547,965.34

Section-02 Information Management	P-020100	Page: 1	Effective Date: 06/30/2020
Management of Information	ACA Standards: 2-CO-1A-25, 2-CO-1A-26, 2-CO-1A-27, 2-CO-1A-27-1, 2-CO-1E-07, 2-CO-1F-04, 2-CO-1F-06, 2-CO-1F-07, 5-ACI-1A-06, 5-ACI-1A-18, 5-ACI-1A-21, 5-ACI-1A-22, 5-ACI-1E-05, 5-ACI-1F-08, 4-ACRS-7D-05, 4-ACRS-7D-06, 4-ACRS-7D-08, 4-ACRS-7F-01, 4-ACRS-7F-02, 4-ACRS-7F-04, 4-ACRS-7F-05, 4-ACRS-7F-06, 4-APPFS-1A-01, 4-APPFS-1A-02, 4-APPFS-1C-01, 4-APPFS-3D-16, 4-APPFS-3D-32, 4-APPFS-3D-33		
T. Hastings Siegfried , Chair Oklahoma Board of Corrections			

Management of Oklahoma Department of Corrections Information

I. Dissemination of Information

The Oklahoma Department of Corrections (ODOC) will ensure that the public is informed concerning the operations of the agency and has access to agency records in accordance with the Open Records Act.

A. Release of Information (2-CO-1A-27-1, 5-ACI-1A-22, 4-APPFS-1C-01)

The public has a right to information concerning the operation of governmental agencies. Therefore, the agency will establish:

1. A public information office; (2-CO-1A-25, 2-CO-1A-27, 4-ACRS-7F-01, 4-ACRS-7F-02, 4-APPFS-1C-01)
2. Procedures for access to agency records and a process to specify materials which are confidential or have restricted access; (5-ACI-1A-22, 4-ACRS-7F-02)
3. Persons designated to release information from agency records;
4. Fees for the reproduction of agency records; and
5. Fees for the production of agency records that require the agency to search for records that are not readily available.

B. Release of Inmate Information (5-ACI-1A-21, 4-ACRS-7F-04)

The agency's procedures for distribution of information concerning inmates released to the community to appropriate law enforcement agencies will be in accordance with federal and state law and in the interest of public safety.

C. Release of Records (2-CO-1A-26)

The Board of Corrections (BOC) finds that the release of public records already in existence is in the best interest of the people of Oklahoma. Therefore:

1. The ODOC will fulfill all legitimate Open Records Act requests to the

best of the agency's ability. The BOC finds that requests for reports requiring agency staff to do more than gather already existing records is disruptive to agency operations, as staffing shortages are a continuing problem.

- a. Any request from the public for records or information that will require the agency to create a new record may be denied.
 - b. The agency will notify the requesting party of an existing record when such record closely matches the request and will determine whether the requesting party desires that existing record.
2. The BOC finds that any request for records requiring the agency staff to search files that are not readily available in current and active agency files is disruptive to agency operations.
- a. Any request from the public for records or information that will require the agency to search old or archived files in any manner will require that the requesting party reimburse the agency for the search.
 - b. The agency will notify the requesting party whether a search will be necessary, provide an estimate of the cost of the search and notify the requesting party that pre-payment is required before the search is initiated.
 - c. Upon acknowledgement and pre-payment by the requesting party, the agency may begin to search for the records.
- D. Privacy (2-CO-1E-07, 2-CO-1F-06, 5-ACI-1E-05, 4-ACRS-7F-02, 4-APPFS-1C-01)

Requests for information or records regarding an inmate/offender that require the release of sensitive or personal information will not be fulfilled without a notarized release signed by the inmate/offender.

1. This information may include, but is not limited to social security numbers, medical records and/or the identification of the inmate/offender's relatives.
2. Where permissible, private information will be deleted before a document is released.
3. Requests for records that involve a misconduct report or grievance will not be fulfilled until the misconduct report and the appeal are complete or the grievance and appeal are complete.
4. If the grievance concerns a sensitive issue, such as medical care or

the protection of the inmate/offender, the record request will not be fulfilled without a notarized release signed by the inmate/offender.

E. Responding to Inquiries

The BOC finds that the goal of a safe, effective and efficient management of agency operations is best accomplished when alleged problems are addressed and resolved at the level of the agency closest to where the issue arose and by those assigned to manage and supervise the agency. Further, this goal is subverted if the inmate/offender bypasses the chain of command within the agency through the agency grievance and disciplinary process. It is the policy of the BOC that inmates/offenders are to address their problems or requests with agency staff who directly supervise the inmate/offender. If unable to reach resolution, inmates/offenders are to utilize the agency grievance process and the agency disciplinary appeal process.

1. Requests to Board Members

Inquiries or requests for open records received by a member of the BOC from the public will be forwarded to the director. If there is a request on behalf of an inmate/offender that does not constitute a request for records, the director or his designee will notify the requesting party that the inmate/offender has been advised to file a grievance or file a proper appeal of misconduct. Request for records will be forwarded to the director for response.

2. Requests from Staff

The agency will develop procedures for responding to inquiries and open records that are requested from staff. The response will be consistent with the agency grievance and disciplinary process and will comply with the Open Records Act.

II. Management Reports

The agency will develop ongoing management reports to be used by the BOC and the agency as a basis for management decisions in order to ensure maximum efficiency and to provide accurate information for planning programs, services and security needs. Reports will be provided which convey accurate information at least quarterly to appropriate decision makers. (2-CO-1F-04, 5-ACI-1A-18, 4-APPFS-3D-02, 4-APPFS-3D-33)

III. Standards for Inter-Agency Planning and Coordination

The ODOC will participate with external agencies and organizations in mutual exchange of information and resources, coordinated planning, and inter-agency consultation. (2-CO-1F-07, 5-ACI-1A-06, 5-ACI-1F-08, 4-ACRS-7D-06, 4-ACRS-7F-04, 4-APPFS-1A-02, 4-APPFS-3D-16, 4-APPFS-3D-33)

A. Purpose

Inter-agency planning and coordination will:

1. Promote increased interaction, coordination, and communication between the agency and external agencies and organizations;
2. Ensure agency actions do not duplicate or conflict with the efforts of other organizations and agencies; and
3. Ensure the agency has a voice in planning activities that will have impact upon corrections and the criminal justice system.

B. Procedure (5-ACI-1A-06, 4-ACRS-7F-05, 4-APPFS-1A-01)

1. The agency will seek to involve representatives from other agencies and organizations in policy development and will solicit their advice and assistance as needed in the development of new programs.
2. The agency will actively participate with external agencies in advisory councils and committees, planning conferences, training seminars, task force projects and other planning and coordinating activities.

IV. References

51 O.S. § 24 et. seq.

V. Action

The agency director is responsible for compliance of this policy.

The agency director of communication and government relations for the annual review and revisions.

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

This policy statement is effective as indicated.

Replaced: Policy Statement No. P-020100 entitled "Management of Oklahoma Department of Corrections Information" dated October 4, 2017

Distribution: Policy and Operations Manuals
Agency Website

Section-02 Information Management	P-020100	Page: 1	Effective Date: draft 10/04/2017
Management of Information	ACA Standards: 2-CO-1A-25, 2-CO-1A-26, 2-CO-1A-27, 2-CO-1A-27-1, 2-CO-1E-07, 2-CO-1F-04, 2-CO-1F-06, 2-CO-1F-07, 5-ACI-1A-06 4-4005 , 5-ACI-1A-18 4-4018 , 5-ACI-1A-21 4-4019 , 5-ACI-1A-22 4-4024 , 5-ACI-1E-05 4-4099 , 5-ACI-1F-08 4-4102 , 4-ACRS-7D-05, 4-ACRS-7D-06, 4-ACRS-7D-08, 4-ACRS-7F-01, 4-ACRS-7F-02, 4-ACRS-7F-04, 4-ACRS-7F-05, 4-ACRS-7F-06, 4-APPFS-1A-01, 4-APPFS-1A-02, 4-APPFS-1C-01, 4-APPFS-3D-16, 4-APPFS-3D-32, 4-APPFS-3D-33		
T. Hastings Siegfried Michael-W. Roach , Chair			
Oklahoma Board of Corrections			

Management of Oklahoma Department of Corrections Information

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1. A public information office; (2-CO-1A-25, 2-CO-1A-27, 4-ACRS-7F-01, 4-ACRS-7F-02, 4-APPFS-1C-01)
2. Procedures for access to agency records and a process to specify materials which are confidential or have restricted access; ([5-ACI-1A-22 4-4024](#), 4-ACRS-7F-02)
3. Persons designated to release information from agency records;
4. Fees for the reproduction of agency records; and
5. Fees for the production of agency records that require the agency to search for records that are not readily available.

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B. Release of Inmate Information ([5-ACI-1A-21 4-4019](#), 4-ACRS-7F-04)

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 - a. Any request from the public for records or information that will require the agency to search old or archived files in any manner will require that the requesting party reimburse the agency for the search.
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 - c. Upon acknowledgement and pre-payment by the requesting party, the agency may begin to search for the records.

- D. Privacy (2-CO-1E-07, 2-CO-1F-06, ~~5-ACI-1E-05-4-4099~~, 4-ACRS-7F-02, 4-APPFS-1C-01)

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1. This information may include, but is not limited to social security numbers, medical records and/or the identification of the inmate/offender's relatives.
2. Where permissible, private information will be deleted before a document is released.
3. Requests for records that involve a misconduct report or grievance will not be fulfilled until the misconduct report and the appeal are

complete or the grievance and appeal are complete.

4. If the grievance concerns a sensitive issue, such as medical care or the protection of the inmate/offender, the record request will not be fulfilled without a notarized release signed by the inmate/offender.

E. Responding to Inquiries

The BOC finds that the goal of a safe, effective and efficient management of agency operations is best accomplished when alleged problems are addressed and resolved at the level of the agency closest to where the issue arose and by those assigned to manage and supervise the agency. Further, this goal is subverted if the inmate/offender bypasses the chain of command within the agency through the agency grievance and disciplinary process. It is the policy of the BOC that inmates/offenders are to address their problems or requests with agency staff who directly supervise the inmate/offender. If unable to reach resolution, inmates/offenders are to utilize the agency grievance process and the agency disciplinary appeal process.

1. Requests to Board Members

Inquiries or requests for open records received by a member of the BOC from the public will be forwarded to the director. If there is a request on behalf of an inmate/offender that does not constitute a request for records, the director or his designee will notify the requesting party that the inmate/offender has been advised to file a grievance or file a proper appeal of misconduct. Request for records will be forwarded to the director for response.

2. Requests from Staff

The agency will develop procedures for responding to inquiries and open records that are requested from staff. The response will be consistent with the agency grievance and disciplinary process and will comply with the Open Records Act.

II. Management Reports

The agency will develop ongoing management reports to be used by the BOC and the agency as a basis for management decisions in order to ensure maximum efficiency and to provide accurate information for planning programs, services and security needs. Reports will be provided which convey accurate information at least quarterly to appropriate decision makers. (2-CO-1F-04, [5-ACI-1A-18-4-4018](#), 4-APPFS-3D-02, 4-APPFS-3D-33)

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III. Standards for Inter-Agency Planning and Coordination

The ODOC will participate with external agencies and organizations in mutual exchange of information and resources, coordinated planning, and inter-agency

consultation. (2-CO-1F-07, ~~5-ACI-1A-06-4-4005~~, ~~5-ACI-1F-08-4-4102~~, 4-ACRS-7D-06, 4-ACRS-7F-04, 4-APPFS-1A-02, 4-APPFS-3D-16, 4-APPFS-3D-33)

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A. Purpose

Inter-agency planning and coordination will:

1. Promote increased interaction, coordination, and communication between the agency and external agencies and organizations;
2. Ensure agency actions do not duplicate or conflict with the efforts of other organizations and agencies; and
3. Ensure the agency has a voice in planning activities that will have impact upon corrections and the criminal justice system.

B. Procedure (~~5-ACI-1A-06-4-4005~~, 4-ACRS-7F-05, 4-APPFS-1A-01)

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1. The agency will seek to involve representatives from other agencies and organizations in policy development and will solicit their advice and assistance as needed in the development of new programs.
2. The agency will actively participate with external agencies in advisory councils and committees, planning conferences, training seminars, task force projects and other planning and coordinating activities.

IV. References

51 O.S. § 24 et. seq.

V. Action

The agency director is responsible for compliance of this policy.

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

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

This policy statement is effective as indicated.

Replaced: Policy Statement No. P-020100 entitled "Management of Oklahoma Department of Corrections Information" dated ~~September 30, 2014~~ [October 4, 2017](#)

Distribution: Policy and Operations Manuals
Agency Website

~~AR 11/21/19 CR~~
~~SR 12/13/19 CR~~

~~Ready for proofing 12/31/19 CR~~
Final proof 20200413 PL

Section-06 Classification and Case Management	P-060100	Page: 1	Effective Date: 06/30/2020
Classification and Case Management of Inmates/Offenders	ACA Standards: 2-CO-1E-01, 2-CO-1E-02, 2-CO-1E-05, 2-CO-1E-06, 2-CO-1E-07, 2-CO-1E-08, 2-CO-1E-09, 2-CO-4B-01, 2-CO-4B-02, 5-ACI-1E-01, 5-ACI-1E-03, 5-ACI-1E-04, 5-ACI-1E-10, 5-ACI-5B-01, 5-ACI-5B-05, 5-ACI-5B-10, 5-ACI-5E-09, 5-ACI-5F-03, 4-ACRS-5A-01, 4-ACRS-5A-07, 4-ACRS-7D-08, 4-ACRS-7D-11, 4-APPFS-2A-03, 4-APPFS-2A-07, 4-APPFS-2A-16, 4-APPFS-2C-01, 4-APPFS-3D-28		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Classification and Case Management of Inmates/Offenders

The Oklahoma Department of Corrections (ODOC) properly classifies inmates/offenders, administers sentences and provides clemency consideration in accordance with the order of the courts and statutory requirements.

I. Classification

Written policy, procedure, and practice provide for a written inmate classification plan. The plan specifies the objectives of the classification system and methods for achieving them, and it provides a monitoring and evaluation mechanism to determine whether the objectives are being met. (5-ACI-5B-01)

A. Classification Standards (2-CO-4B-01, 5-ACI-5B-01, 4-ACRS-5A-01, 4-APPFS-2A-03)

1. The ODOC has established a comprehensive and uniform classification system, based on security and programmatic needs, for the supervision of incarcerated inmates and supervised offenders.
2. Established procedures ensure the classification system of the agency is an objective/descriptive system.

B. Parole Procedures

ODOC will comply with the procedures established by the Pardon and Parole Board to provide equitable clemency consideration for inmates. The agency has established procedures to ensure:

1. Information necessary to determine an appropriate docket date is provided to the staff members of the Pardon and Parole Board;
2. Information regarding an inmate's incarceration, which is required in determining clemency, is provided to the Pardon and Parole Board; (5-ACI-5B-10)
3. The preparation of parole programs; and (4-APPFS-2A-07)
4. The release of eligible inmates to parole supervision.

C. Transfers (5-ACI-5F-03, 4-ACRS-5A-06, 4-APPFS-2A-11)

In order to provide adequate security, supervision and programmatic opportunity compatible with each inmate's individualized needs, the agency has established uniform procedures for inmate transfers, including emergency transfers.

II. Case Management (5-ACI-5B-05, 5-ACI-5E-09, 4-ACRS-5A-07)

A. The ODOC case management responsibilities include:

1. Appropriate and timely classification of all inmates and offenders;
2. Providing crisis intervention;
3. Work assignments;
4. Programmatic activities;
5. Managing behavior;
6. Developing open communication between staff and inmates;
7. Appropriate assistance with reentry; and
8. Assisting with facility operations and inmate development.

B. Other functions include documenting and communicating any behavior that may present a risk to the facility, staff, other inmates or the public in order to ensure appropriate action is taken to fulfill the agency's mission.

III. Sentence Administration (5-ACI-1E-03)

The ODOC ensures the length of confinement or supervision is calculated accurately, recorded and implemented in accordance with the order of the court and statutory requirements.

1. Standards for sentence administration are established to ensure inmates/offenders under the jurisdiction of the agency are incarcerated/supervised according to the order of the sentencing court.
2. Standards for sentence administration are established consistent with Gubernatorial Memorandum 2015-01.
3. Procedures for the foreign and domestic extradition process, the Interstate Agreement on Detainers, the application of statutory time credits and sentence sequencing are developed. (2-CO-4B-02, 4-

APPFS-2A-16)

IV. Inmate/Offender Records (2-CO-1E-01, 2-CO-1E-02, 5-ACI-1E-01, 4-ACRS-7D-08, 4-APPFS-3D-28)

Written policy and procedure govern case record management, including at a minimum the following areas: the establishment, use, and content of inmate records; right to privacy; secure placement and preservation of records; and schedule for retiring or destroying inactive records. (5-ACI-1E-01)

Procedures are established for:

1. The creation, organization, transfer, closure, review and preservation of inmate/offender records; (2-CO-1E-02, 2-CO-1E-09)
2. Inmate/offender access to records; (2-CO-1E-06, 5-ACI-1E-04, 4-ACRS-7D-11)
3. Assignment of a unique register number to all inmates/offenders; and
4. The appropriate release of inmate/offender information ([OP-060212 Attachment F.](#)) (2-CO-1E-07, 2-CO-1E-08, 5-ACI-1E-10)

V. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-060100 entitled "Classification and Case Management of Inmates/Offenders" dated February 22, 2019

Distribution: Policy and Operations Manual
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Section-06 Classification and Case Management	P-060100	Page: 1	Effective Date: draft 02/22/2019
Classification and Case Management of Inmates/Offenders	ACA Standards: 2-CO-1E-01, 2-CO-1E-02, 2-CO-1E-05, 2-CO-1E-06, 2-CO-1E-07, 2-CO-1E-08, 2-CO-1E-09, 2-CO-4B-01, 2-CO-4B-02, 5-ACI-1E-01 4-4095 , 5-ACI-1E-03 4-4097 , 4-4098 , 5-ACI-1E-04 , 5-ACI-1E-10 4-4099 , 5-ACI-5B-01 4-4295 , 5-ACI-5B-05 , 5-ACI-5B-10 4-4304 , 5-ACI-5E-09 , 5-ACI-5F-03 4-4444 , 4-ACRS-5A-01, 4-ACRS-5A-07, 4-ACRS-7D-08, 4-ACRS-7D-11, 4-APPFS-2A-03, 4-APPFS-2A-07, 4-APPFS-2A-16, 4-APPFS-2C-01, 4-APPFS-3D-28		
<u>T. Hastings Siegfried</u> Frank X. Henke, IV , Chair			
Oklahoma Board of Corrections			

Classification and Case Management of Inmates/Offenders

The Oklahoma Department of Corrections (ODOC) properly classifies inmates/offenders, administers sentences and provides clemency consideration in accordance with the order of the courts and statutory requirements.

I. Classification

Written policy, procedure, and practice provide for a written inmate classification plan. The plan specifies the objectives of the classification system and methods for achieving them, and it provides a monitoring and evaluation mechanism to determine whether the objectives are being met. (5-ACI-5B-01)

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A. Classification Standards (2-CO-4B-01, [5-ACI-5B-01 4-4295](#), 4-ACRS-5A-01, 4-APPFS-2A-03)

1. The ~~Oklahoma Department of Corrections~~ (ODOC) has established a comprehensive and uniform classification system, based on security and programmatic needs, for the supervision of incarcerated inmates and supervised offenders.
2. Established procedures ensure the classification system of the agency is an objective/descriptive system.

B. Parole Procedures

ODOC will comply with the procedures established by the Pardon and Parole Board to provide equitable clemency consideration for inmates. The agency has established procedures to ensure:

1. Information necessary to determine an appropriate docket date is provided to the staff members of the Pardon and Parole Board;
2. Information regarding an inmate's incarceration, which is required in determining clemency, is provided to the Pardon and Parole Board; ([5-ACI-5B-10 4-4304](#))

3. The preparation of parole programs; and (4-APPFS-2A-07)
4. The release of eligible inmates to parole supervision.

C. Transfers (4-4296, [5-ACI-5F-03 4-4444](#), 4-ACRS-5A-06, 4-APPFS-2A-11)

In order to provide adequate security, supervision and programmatic opportunity compatible with each inmate's individualized needs, the agency has established uniform procedures for inmate transfers, including emergency transfers.

II. Case Management ([5-ACI-5B-05 4-4299](#), [5-ACI-5E-09 4-4435](#), 4-ACRS-5A-07)

A. The ~~ODOC Department of Corrections~~ case management responsibilities include:

1. Appropriate and timely classification of all inmates and offenders;
2. Providing crisis intervention;
3. Work assignments;
4. Programmatic activities;
5. Managing behavior;
6. Developing open communication between staff and inmates;
7. Appropriate assistance with reentry; and
8. Assisting with facility operations and inmate development.

B. Other functions include documenting and communicating any behavior that may present a risk to the facility, staff, other inmates or the public in order to ensure appropriate action is taken to fulfill the agency's mission.

III. Sentence Administration ([5-ACI-1E-03 4-4097](#))

The ~~_Oklahoma Department of Corrections_ (ODOC)~~ ensures the length of confinement or supervision is calculated accurately, recorded and implemented in accordance with the order of the court and statutory requirements.

1. Standards for sentence administration are established to ensure inmates/offenders under the jurisdiction of the agency are incarcerated/supervised according to the order of the sentencing court.
2. Standards for sentence administration are established consistent with

Gubernatorial Memorandum 2015-01.

3. Procedures for the foreign and domestic extradition process, the Interstate Agreement on Detainers, the application of statutory time credits and sentence sequencing are developed. (2-CO-4B-02, 4-APPFS-2A-16)

IV. Inmate/Offender Records (2-CO-1E-01, 2-CO-1E-02, [5-ACI-1E-01 4-4095](#), 4-ACRS-7D-08, 4-APPFS-3D-28)

Written policy and procedure govern case record management, including at a minimum the following areas: the establishment, use, and content of inmate records; right to privacy; secure placement and preservation of records; and schedule for retiring or destroying inactive records. (5-ACI-1E-01)

Procedures are established for:

1. The creation, organization, transfer, closure, review and preservation of inmate/offender records; (2-CO-1E-02, 2-CO-1E-09, 4-4096)
2. Inmate/offender access to records; (2-CO-1E-06, [5-ACI-1E-04 4-4098](#), 4-ACRS-7D-11)
3. Assignment of a unique register number to all inmates/offenders; and
4. The appropriate release of inmate/offender information ([OP-060212 Attachment F.](#)) (2-CO-1E-07, 2-CO-1E-08, [5-ACI-1E-10 4-4099](#))

V. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-060100 entitled "Classification and Case Management of Inmates/Offenders" dated February 22, 2019~~November 8, 2017~~

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Section-09 Programs	P-090100	Page: 1	Effective Date: 06/30/2020
Provisions of Programs	ACA Standards: 2-CO-4F-01, 2-CO-5B-01, 5-ACI-3D-04, 4-ACRS-5A-02, 4-ACRS-6B-01		
T. Hasting Siegfried, Chair Oklahoma Board of Corrections			

Provisions of Programs

The Oklahoma Department of Corrections (ODOC) has established a system of inmate programs that delivers services incorporating the best correctional practices and current correctional theory and technology. The goal of inmate programs is to reduce criminal risk through methods that demonstrate measurable change in inmate behavior, which may in turn reduce recidivism. The provision of programs prohibits discrimination based on an inmate's race, religion, national origin, sex, disability, or political views in making administrative decisions and in providing access to programs and ensures gender parity and a standardized continuum of treatment based upon assessed needs and risk assessment. (5-ACI-3D-04, 4-ACRS-6B-01)

I. Inmate Programs (2-CO-4F-01)

Core inmate programs consist of education, substance abuse treatment, cognitive behavioral programming, career and technical training and reentry. Inmates are to be placed in appropriate programs based upon assessed level of need, time to projected release and available resources. (4-ACRS-5A-02)

II. Objective Criteria for Programs (2-CO-5B-01)

A. Education

ODOC will adhere to Title 57 § 510.7 which requires that inmates are given the opportunity to receive at least a high school equivalency education based upon available resources and in accordance with eligibility requirements. All inmates will have an educational assessment at the first facility placement post reception. Priority will be given to inmates lacking basic literacy skills.

B. Substance Abuse Treatment (SAT)

Inmates are assessed for substance abuse treatment needs at reception. Priority will be given to inmates having a moderate to high need for substance abuse treatment who have sufficient time to complete a program and who are projected to release upon or shortly after program completion.

C. Cognitive Behavioral

Cognitive behavioral programs address criminogenic factors that increase risk for re-incarceration. These programs are designed to promote

positive changes in thinking and behavior. Inmates are assessed at reception. Placement of inmates into these programs is based upon available resources and sufficient time to complete the program.

D. Vocational Programs

In partnership with the Oklahoma Department of Career and Technology Education, and other vocational providers, ODOC will provide inmates the opportunities to learn a skill before returning to society and to the extent resources are available.

E. Reentry

Every inmate will have the opportunity to receive assistance with reentry resources through a well-developed pre-release plan prior to being released from custody.

III. References

57 O.S. § 504(2) and 510.6

57 § 510.7

IV. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-090100 entitled "Provisions of Programs" dated February 22, 2019

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Section-09 Programs	P-090100	Page: 1	Effective Date: <u>draft02/22/2019</u>
Provisions of Programs	ACA Standards: 2-CO-4F-01, 2-CO-5B-01, <u>5-ACI-3D-04 4-4277</u> , 4-ACRS-5A-02, 4-ACRS-6B-01		
<u>T. Hasting Siegfried</u> <u>Frank X. Henke, IV</u> , Chair			
Oklahoma Board of Corrections			

Provisions of Programs

The Oklahoma Department of Corrections (ODOC) has established a system of inmate programs that delivers services incorporating the best correctional practices and current correctional theory and technology. The goal of inmate programs is to reduce criminal risk through methods that demonstrate measurable change in inmate behavior, which may in turn reduce recidivism. The provision of programs prohibits discrimination based on an inmate's race, religion, national origin, sex, disability, or political views in making administrative decisions and in providing access to programs and ensures gender parity and a standardized continuum of treatment based upon assessed needs and risk assessment. (5-ACI-3D-04-044-4277, 4-ACRS-6B-01)

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I. Inmate Programs (2-CO-4F-01)

Core inmate programs consist of education, substance abuse treatment, cognitive behavioral programming, career and technical training and reentry. Inmates are to be placed in appropriate programs based upon assessed level of need, time to projected release and available resources. (4-ACRS-5A-02)

II. Objective Criteria for Programs (2-CO-5B-01)

A. Education

ODOC will adhere to Title 57 § 510.7 which requires that inmates are given the opportunity to receive at least a high school equivalency education based upon available resources and in accordance with eligibility requirements. All inmates will have an educational assessment at the first facility placement post reception. Priority will be given to inmates lacking basic literacy skills.

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Inmates are assessed for substance abuse treatment needs at reception. Priority will be given to inmates having a moderate to high need for substance abuse treatment who have sufficient time to complete a program and who are projected to release upon or shortly after program completion.

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Cognitive behavioral programs address criminogenic factors that increase risk for re-incarceration. These programs are designed to promote

positive changes in thinking and behavior. _Inmates are assessed at reception. _Placement of inmates into these programs is based upon available resources and sufficient time to complete the program.

D. Vocational Career Technical Programs

In partnership with the Oklahoma Department of Career and Technology Education, and other vocational providers, _ODOC will provide inmates the opportunities to learn a skill before returning to society and to the extent resources are available.

E. Reentry

Every inmate will have the opportunity to receive assistance with reentry resources through a well-developed pre-release plan prior to being released from custody.

III. References

57 O.S. § 504(2) and 510.6

57 § 510.7

IV. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-090100 entitled "Provisions of Programs" dated ~~February~~August 22, 2019~~7~~

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[Final proofing 20200413 PL](#)

Section-12 Fiscal Management	P-120100	Page: 1	Effective Date: 06/30/2020
Management of State Funds and Assets	ACA Standards: 2-CO-1B-01, 2-CO-1B-02, 2-CO-1B-03, 2-CO-1B-04 through 2-CO-1B-09, 2-CO-1B-12, 2-CO-1B-13, 2-CO-1B-14, 5-ACI-1B-07, 5-ACI-1B-11, 5-ACI-1B-12, 5-ACI-1B-13, 5-ACI-1B-21, 5-ACI-1B-22, 5-ACI-1B-23		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Management of State Funds and Assets

Funds and other assets of the Oklahoma Department of Corrections (ODOC) will be properly managed and accounted for in accordance with state laws and procedures. (2-CO-1B-09)

I. Fiscal Management

A. Regulatory Authority

ODOC will follow state statutes, procedures of the Office of Management and Enterprise Services (OMES), the Division of Capital Assets Management (DCAM), the Office of the State Treasurer (OST), federal grantor agencies, and generally accepted accounting principles. (2-CO-1B-01, 2-CO-1B-04, 5-ACI-1B-07, 5-ACI-1B-21)

B. Financial System

The agency will utilize, to the maximum extent practicable, state financial systems supported by the OMES, the OST, and the DCAM. Additional financial systems established and maintained by the ODOC will comply with the following standards in conjunction with state systems:

1. The schedule for budget preparation will allow for the timely preparation and submittal of the budget to the director of the OMES and the staff of the Joint Legislative Committee on Budget and Program Oversight as provided by law. (2-CO-1B-02)
2. Procedures for purchasing, disbursing funds, depositing funds, and fiscal reporting will be established, maintained and monitored. The results are reported in writing at least quarterly and are forwarded to the agency director. (5-ACI-1B-11) The agency director will provide the Board of Corrections with the current fiscal status of the agency at each regularly scheduled meeting. (2-CO-1B-03, 2-CO-1B-05, 2-CO-1B-06, 2-CO-1B-09, 5-ACI-1B-07)
3. By delegation of the BOC, the agency director's authority to declare an emergency for exemption to the provisions of the Public Competitive Bidding Act of 1974 (as amended by statute) with reference to notice and bid shall be equal to the maximum amount permitted in Title 61 §130.
4. Enterprise accounting reports on Agri-Services and Oklahoma

Correctional Industries operations will be prepared by the directors of each unit for quarterly presentation to the BOC.

5. All accounts will be audited on a scheduled basis to ensure compliance with laws, policies, and procedures. (2-CO-1B-07, 2-CO-1B-13, 5-ACI-1B-12)
6. Complete documentation of all financial transactions will be maintained in accordance with state law and the Consolidated General Records Disposition Schedule.
7. Procedures for grant applications, disbursing funds and monitoring grants will be established. The agency director will notify the BOC of all grant funds received by the agency either for use by the agency, or to pass-through to other entities, and the intended use of such grant funds.
8. Procedures for routine inspection and inventory of state property, supplies, and other assets will be established and maintained. (5-ACI-1B-13)
9. A current inventory system will be maintained of equipment with a cost of \$2,500 or greater owned by the agency. (2-CO-1B-08) An Information and Technology (IT) inventory is maintained by IT for IT equipment with a cost of \$500 or greater.

II. Canteen Services

A board of directors will be established for all canteen services within the ODOC to provide general guidance to agency staff responsible for administering canteen operations. The Canteen Board of Directors will establish procedures for the budgeting of the Inmate and Employee Welfare and Canteen Support Revolving Fund.

Profits from canteen, inmate telephone and electronic mail operations will be utilized to support inmate/employee welfare activities and special projects. A report on income and expenditures and fund balance from canteen operations along with inmate/employee fund expenditures will be made at the end of each year to the BOC. (2-CO-1B-12)

A. Board Creation

The director of the ODOC will appoint the members of the board of directors for Canteen Operations.

B. Board Responsibilities

The board of directors for Canteen Operations will control canteen operations and establish written guidelines for canteen operations, inmate

and employee welfare and canteen support fund disbursements.

1. The overall canteen operation will be self-supporting.
2. All profits from the canteen operations will be used for the benefit of the inmates of the various facilities and personnel of the ODOC.

III. Inmate Trust Funds (5-ACI-1B-21)

A. Trust Funds Account

The agency will establish a trust fund account for each inmate under the care and custody of the ODOC.

B. Inmate Obligations

Wages earned by inmates will be available for apportionment to inmate mandatory savings; to the inmate for his or her personal use; to the lawful dependents of the inmate, if any; to the victim of the inmate's crime; for payment to creditors; for payment of costs and expenses for criminal actions against such inmate; and to the agency for costs of incarceration. (57. O.S. § 549) The percentages of such wages which shall be available for apportionment are hereby established in the "Inmate Obligation Deduction Matrix" ([Attachment A](#), attached).

C. Mandatory Savings

A mandatory savings account will be established for each inmate sentenced to incarceration, except those inmates sentenced to life without parole, with 20 percent of all wages earned by the inmate deposited into a mandatory savings account with balances individually tracked for each inmate by an accounting system of the agency. (57 O.S. § 549)

D. Distribution of Interest

Trust fund accounts will be deposited with the OST in an account authorized for such purpose by the state Special Agency Account Board. The interest earned on these deposits in aggregate will be payable to the Victim's Compensation Fund as provided by law. An inmate will not have the right, use, or control of any interest derived from their mandatory savings trust fund account.

IV. Interest Bearing Savings Accounts (5-ACI-1B-22)

A. Inmate Savings Account

The agency will establish an optional interest-bearing inmate savings account. Deposits into this account will only be allowed when the inmate's draw account has a balance in excess of \$100. Inmate mandatory savings

account balances will not be used to determine the eligibility of the inmate to participate in the interest-bearing savings account.

B. Interest

Interest will be posted to the account monthly based on OST rates and only on the inmate's prorated balance. Inmates who participate in the interest-bearing trust account option will be allowed to draw funds from this account only once within a 90-day period. All transfer of funds from the interest-bearing account to an external recipient must be approved by appropriate agency staff.

C. Fund Transfers

All transfer of funds from the interest-bearing account to another inmate must be reviewed and approved by appropriate agency staff. (5-ACI-1B-23) Interest-bearing fund balances will not be used by an inmate to make any purchase that would normally be made by the inmate using a draw account reduction.

V. Departmental Transportation

Use of agency-owned and state motor pool vehicles will comply with state law, administrative rule, and agency policy and may only be used by agency employees, contract employees, and volunteers conducting agency business.

VI. References

OP-120103 entitled "Acquisitions and Dispositions"

57 O.S. §§ 537, 549 and 513

61 O.S. § 130

62 O.S. §§ 34.12, 34.42 to 34.50, 34.47 to 34.64, 34.41 to 34.94, 45.1 to 45.9

74 O.S. §§ 85.1 to 85.44c, 86.1, 87.1 to 87.2, 88.1 to 88.2, 90.1 to 90.7, 110.1 to 110.3, and 1008

Office of Management and Enterprise Services Procedures Manual

VII. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-120100 entitled "Management of State Funds and Assets" dated August 08, 2018

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Attachments

Title

Location

[Attachment A](#)

“Inmate Obligation Deduction Matrix”

Attached

Inmate Obligation Deduction Matrix
(In order of priority)

Obligation Type	Deduction Percentage	Payroll	Income Categories to Deduct From Outside Source Funds (except settlements/workers comp benefits)	Statute/Policy Reference
Mandatory Savings	20%	Yes	Auto	57 O.S. § 549/OP-120230 ¶ III, A
Program Support Fee	Computed	Auto	Auto	57 O.S. § 849 ¶ C/OP-120230 ¶ III B./OP-090110 ¶ VIII B.
Initial Federal State Court Filing Fee Contribution (Both Fed & State PLRA)	100%	Yes	Yes	28 U.S.C. § 1915/57 O.S. § 566.3
Monthly Payment (Both Fed & State PLRA)	20% per case, if balance exceeds \$10.00	Yes	No	28 U.S.C. § 1915/ 57 O.S. § 566.3
Institutional Debt (Restitution)	50%	Yes	Yes	OP-060125, Attachment A
Fines - Class X Violation	100%	Yes	Yes	OP-060125, Attachment A
Medical Co-pay	100%	Yes	Yes	OP-140117 § F/OP-030115 - Attachment 140117A
Legal Co-pay	100%	Yes	Yes	OP-030115, Attachment 030115A
Court Ordered Sanctions	80%	Yes	Yes	57 O.S. § 566 ¶ D.
Badge Reissue Fee	100%	Yes	Yes	OP-040115 ¶ I. B2d
Postage Return Co-pay	100%	Yes	Yes	OP-030117 ¶ I. B.8f
Inmate Requested Copies	100%	Yes	Yes	
Private Prison Debt (Restitution)	50%	Yes	Yes	OP-060125, Attachment A
Child Support	Court defined	Yes	No	12 O.S. § 1171.2
Court-Ordered Garnishments	100%	Yes	Yes	Defined by specific court documents
Garnishment - Payroll Only	50%	Yes	No	Court Order only defines it as a payroll deduction
Private Prison Administrative Charge	100%	Yes	Yes	OP-120230

(R 06/20)

Section-12 Fiscal Management	P-120100	Page: 1	Effective Date: <u>draft08/08/2018</u>
Management of State Funds and Assets	ACA Standards: 2-CO-1B-01, 2-CO-1B-02, 2-CO-1B-03, 2-CO-1B-04 through 2-CO-1B-09, 2-CO-1B-12, 2-CO-1B-13, 2-CO-1B-14, <u>5-ACI-1B-07, 4-4034, 5-ACI-1B-11, 4-4035, 5-ACI-1B-12 4-4036, 5-ACI-1B-13 4-4037, 5-ACI-1B-21, 4-4045, 5-ACI-1B-22, 4-4046, 5-ACI-1B-23, 4-4047</u>		
<u>T. Hastings Siegfried</u> <u>Frank X. Henke, IV</u> , Chair			
Oklahoma Board of Corrections			

Management of State Funds and Assets

Funds and other assets of the Oklahoma Department of Corrections (ODOC) will be properly managed and accounted for in accordance with state laws and procedures. (2-CO-1B-09)

I. Fiscal Management

A. Regulatory Authority

ODOC will follow state statutes, procedures of the Office of Management and Enterprise Services (OMES), the Division of Capital Assets Management (DCAM), the Office of the State Treasurer (OST), federal grantor agencies, and generally accepted accounting principles. (2-CO-1B-01, 2-CO-1B-04, 5-ACI-1B-07, 4-4034, 5-ACI-1B-21, 4-4045)

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B. Financial System

The agency will utilize, to the maximum extent practicable, state financial systems supported by the OMES, the OST, and the DCAM. Additional financial systems established and maintained by the ODOC will comply with the following standards in conjunction with state systems:

1. The schedule for budget preparation will allow for the timely preparation and submittal of the budget to the director of the OMES and the staff of the Joint Legislative Committee on Budget and Program Oversight as provided by law. (2-CO-1B-02)
2. Procedures for purchasing, disbursing funds, depositing funds, and fiscal reporting will be established and maintained. The agency director will provide the Board of Corrections with the current fiscal status of the agency at each regularly scheduled meeting. (2-CO-1B-03, 2-CO-1B-05, 2-CO-1B-06, 2-CO-1B-09, 5-ACI-1B-07, 4-4034)
3. By delegation of the BOC, the agency director's authority to declare an emergency for exemption to the provisions of the Public Competitive Bidding Act of 1974 (as amended by statute) with reference to notice and bid shall be equal to the maximum amount permitted in Title 61 §130.
4. Enterprise accounting reports on Agri-Services and Oklahoma Correctional Industries operations will be prepared by the directors of

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each unit for quarterly presentation to the BOC.

5. All accounts will be audited on a scheduled basis to ensure compliance with laws, policies, and procedures. (2-CO-1B-07, 2-CO-1B-13, ~~5-ACI-1B-12, 12, 4-4036~~)
6. Complete documentation of all financial transactions will be maintained in accordance with state law and the Consolidated General Records Disposition Schedule.
7. Procedures for grant applications, disbursing funds and monitoring grants will be established. The agency director will notify the BOC of all grant funds received by the agency either for use by the agency, or to pass-through to other entities, and the intended use of such grant funds.
8. Procedures for routine inspection and inventory of state property, supplies, and other assets will be established and maintained. (~~5-ACI-1B-13~~)
9. A current inventory system will be maintained of equipment with a cost of \$2,500 or greater owned by the agency. (2-CO-1B-08, ~~5-ACI-1B-13, 4-4037~~) An Information and Technology (IT) inventory is maintained by IT for IT equipment with a cost of \$500 or greater.

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II. Canteen Services

A board of directors will be established for all canteen services within the ODOC to provide general guidance to agency staff responsible for administering canteen operations. The Canteen Board of Directors will establish procedures for the budgeting of the Inmate and Employee Welfare and Canteen Support Revolving Fund.

Profits from canteen, inmate telephone and electronic mail operations will be utilized to support inmate/employee welfare activities and special projects. A report on income and expenditures and fund balance from canteen operations along with inmate/employee fund expenditures will be made at the end of each year to the BOC. (2-CO-1B-12)

A. Board Creation

The director of the ODOC will appoint the members of the board of directors for Canteen Operations.

B. Board Responsibilities

The board of directors for Canteen Operations will control canteen operations and establish written guidelines for canteen operations, inmate and employee welfare and canteen support fund disbursements.

1. The overall canteen operation will be self-supporting.
2. All profits from the canteen operations will be used for the benefit of the inmates of the various facilities and personnel of the ODOC.

III. Inmate Trust Funds ([5-ACI-1B-21](#))

A. Trust Funds Account

The agency will establish a trust fund account for each inmate under the care and custody of the ODOC.

B. Inmate Obligations

Wages earned by inmates will be available for apportionment to inmate mandatory savings; to the inmate for his or her personal use; to the lawful dependents of the inmate, if any; to the victim of the inmate's crime; for payment to creditors; for payment of costs and expenses for criminal actions against such inmate; and to the agency for costs of incarceration. (57. O.S. § 549) The percentages of such wages which shall be available for apportionment are hereby established in the "Inmate Obligation Deduction Matrix" ([Attachment A](#), attached).

C. Mandatory Savings

A mandatory savings account will be established for each inmate sentenced to incarceration, except those inmates sentenced to life without parole, with 20 percent of all wages earned by the inmate deposited into a mandatory savings account with balances individually tracked for each inmate by an accounting system of the agency. (57 O.S. § 549)

D. Distribution of Interest

Trust fund accounts will be deposited with the OST in an account authorized for such purpose by the state Special Agency Account Board. The interest earned on these deposits in aggregate will be payable to the Victim's Compensation Fund as provided by law. An inmate will not have the right, use, or control of any interest derived from their mandatory savings trust fund account.

IV. Interest Bearing Savings Accounts ([5-ACI-1B-22](#))

A. Inmate Savings Account

The agency will establish an optional interest-bearing inmate savings account. Deposits into this account will only be allowed when the inmate's draw account has a balance in excess of \$100. Inmate mandatory savings account balances will not be used to determine the eligibility of the inmate to participate in the interest-bearing savings account.

B. Interest

Interest will be posted to the account monthly based on OST rates and only on the inmate's prorated balance. Inmates who participate in the interest-bearing trust account option will be allowed to draw funds from this account only once within a 90-day period. All transfer of funds from the interest-bearing account to an external recipient must be approved by appropriate agency staff.

C. Fund Transfers

All transfer of funds from the interest-bearing account to another inmate must be reviewed and approved by appropriate agency staff. ~~(5-ACI-1B-23-4-4047)~~ Interest-bearing fund balances will not be used by an inmate to make any purchase that would normally be made by the inmate using a draw account reduction.

V. Departmental Transportation

Use of agency-owned and state motor pool vehicles will comply with state law, administrative rule, and agency policy and may only be used by agency employees, contract employees, and volunteers conducting agency business.

VI. References

OP-120103 entitled "Acquisitions and Dispositions"

57 O.S. §§ 537, 549 and 513

61 O.S. § 130

62 O.S. §§ 34.12, 34.42 to 34.50, 34.47 to 34.64, 34.41 to 34.94, 45.1 to 45.9

74 O.S. §§ 85.1 to 85.44c, 86.1, 87.1 to 87.2, 88.1 to 88.2, 90.1 to 90.7, 110.1 to 110.3, and 1008

Office of Management and Enterprise Services Procedures Manual

VII. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

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Replaced: Policy Statement No. P-120100 entitled "Management of State Funds and Assets" dated ~~June 30, 2017~~ [August 08, 2018](#)

Distribution: Policy and Operations Manual
Agency Website

~~[AR 11-20-19 CR](#)~~

~~[SR 12/26/19 CR](#)~~

~~[Ready for proofing 1/13/20 CR](#)~~

[Final proofing \(PL\) 20200413](#)

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Attachments

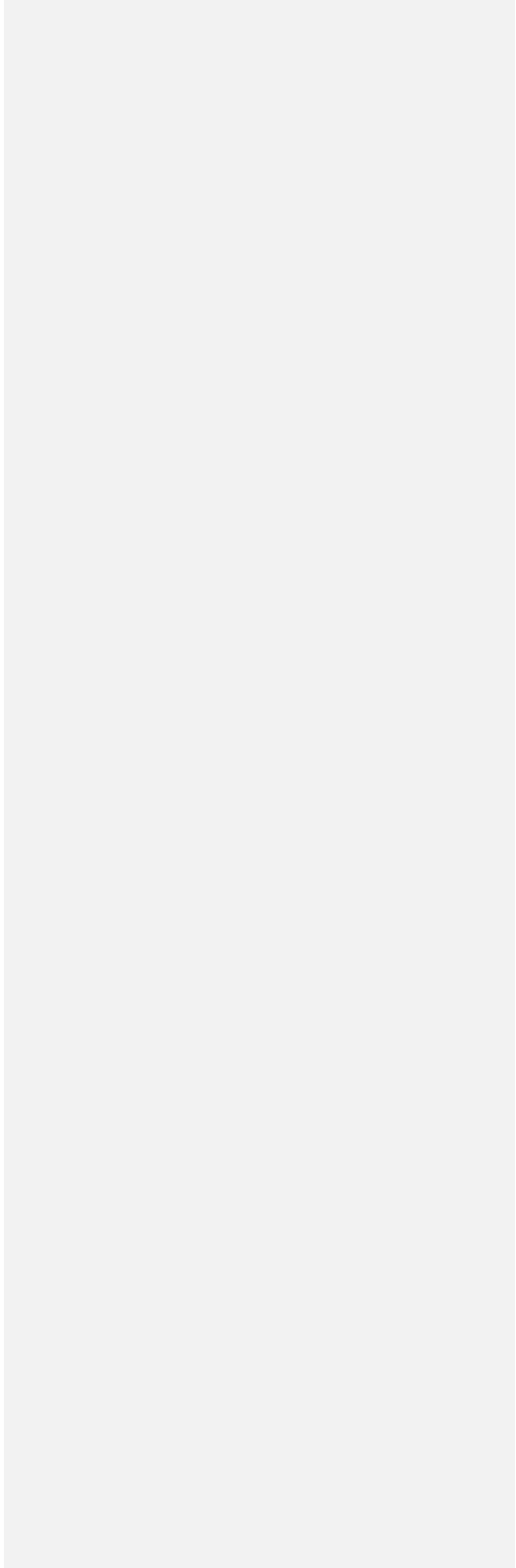
Title

Location

[Attachment A](#)

"Inmate Obligation Deduction Matrix"

Attached



Inmate Obligation Deduction Matrix
(in order of priority)

Income Categories to Deduct From

Obligation Type	Deduction Percentage	Payroll	Income Categories to Deduct From Outside Source Funds (except settlements/workers comp benefits)	Statute/Policy Reference
Mandatory Savings	20%	Yes	Auto	57 O.S. § 549/OP-120230 ¶ III, A
Program Support Fee	Computed	Auto	Auto	57 O.S. § 849 ¶ C/OP-120230 ¶ III B./OP-090110 ¶ VIII B.
Initial Federal State Court Filing Fee Contribution (Both Fed & State PLRA)	100%	Yes	Yes	28 U.S.C. § 1915/57 O.S. § 566.3
Monthly Payment (Both Fed & State PLRA)	20% per case, if balance exceeds \$10.00	Yes	No	28 U.S.C. § 1915/ 57 O.S. § 566.3
Institutional Debt (Restitution)	50%	Yes	Yes	OP-060125, Attachment A
Fines - Class X Violation	100%	Yes	Yes	OP-060125, Attachment A
Medical Co-pay	100%	Yes	Yes	OP-140117 § ¶ F/OP-030115 - Attachment 140117A
Legal Co-pay	100%	Yes	Yes	OP-030115, Attachment 030115A
Court Ordered Sanctions	80%	Yes	Yes	57 O.S. § 566 ¶ D.
Badge Reissue Fee	100%	Yes	Yes	OP-040115 ¶ I. B2d
Postage Return Co-pay	100%	Yes	Yes	OP-030117 ¶ I. B.8f
Inmate Requested Copies	100%	Yes	Yes	
Private Prison Debt (Restitution)	50%	Yes	Yes	OP-060125, Attachment A
Child Support	Court defined	Yes	No	12 O.S. § 1171.2
Court-Court -Ordered Garnishments	100%	Yes	Yes	Defined by specific court documents
Garnishment - Payroll Only	50%	Yes	No	Court Order only defines it as a payroll deduction
Private Prison Administrative Charge	100%	Yes	Yes	OP-120230

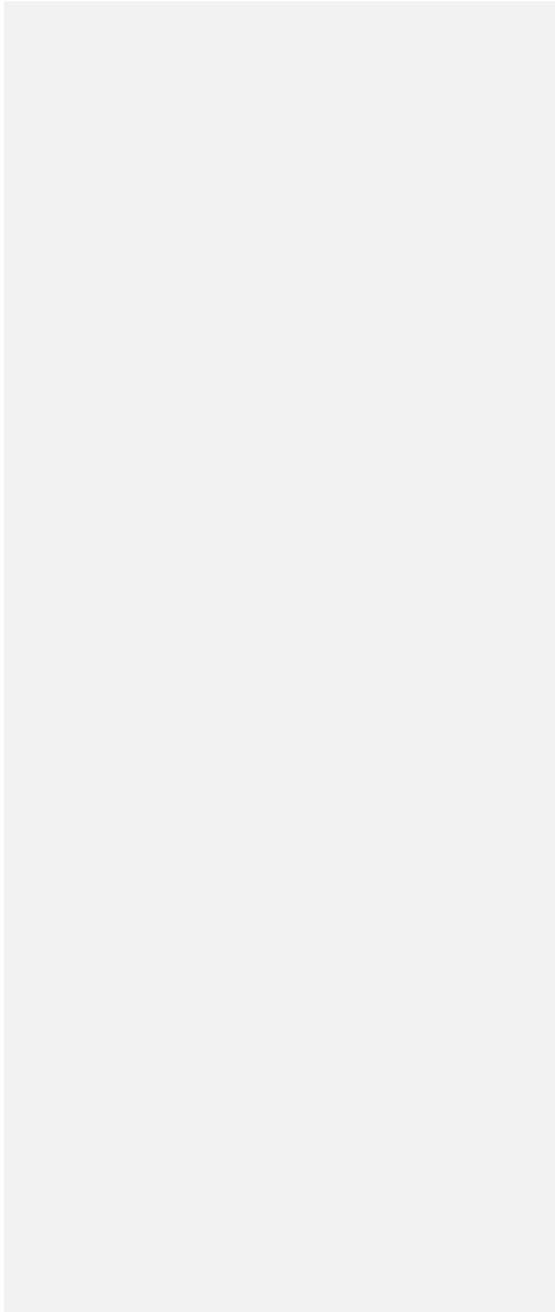
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(R-8/18)



Section-17 Community Sentencing	P-170100	Page: 1	Effective Date: 06/30/2020
Community Sentencing	ACA Standards: 2-CO-1A-15		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Community Sentencing

I. Purpose/Function

A. Management of Systems

It is the policy of the Oklahoma Board of Corrections (BOC) that the Oklahoma Department of Corrections (ODOC) implement and administer the Oklahoma Community Sentencing Act and any additional provisions of law relating to the operation and management of a statewide community sentencing system.

B. Duties

The Oklahoma Department of Corrections (ODOC) will have the duty to:

1. Administer a statewide community sentencing system pursuant to the provisions of the Oklahoma Community Sentencing Act and other provisions of law;
2. Establish goals and standards for the statewide community sentencing system and the local community sentencing systems;
3. Promulgate rules pursuant to the Administrative Procedures Act for the implementation and operation of the Oklahoma Community Sentencing Act;
4. Provide technical assistance and administrative support to each local community sentencing system;
5. Coordinate and collaborate with other state agencies for services and technical assistance to each local community sentencing system;
6. Apply for and accept money and other assets to be utilized for support of a statewide community sentencing system and to allocate and disburse appropriated funds to local community sentencing systems through an appropriate funding method;
7. Review, analyze, and fund local system plans within budgetary limitations;
8. Contract with local service providers and state agencies for services to the local system;

9. Identify and solicit other funding sources and resources to support the statewide community sentencing system;
10. Request post audits of state funds;
11. Monitor and coordinate local systems;
12. Provide performance-based evaluations for all service providers of the statewide system;
13. Report annually (by January 15 of each year) to the legislature and the Governor on the statewide system; and
14. Disseminate information to local administrators and community sentencing systems concerning corrections issues.

II. References

22 O.S. § 988.1 through 988.24

III. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-170100 entitled "Community Sentencing" dated October 10, 2018

Distribution: Policy and Operations Manual
Agency Website

Section-17 Community Sentencing	P-170100	Page: 1	Effective Date: draft 10/10/2018
Community Sentencing	ACA Standards: 2-CO-1A-15		
<u>T. Hastings Siegfried</u> Steven Harpe Frank X. Henke, IV , Chair <hr/> Oklahoma Board of Corrections			

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The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-170100 entitled "Community Sentencing" dated ~~August 22, 2017~~ October 10, 2018

Distribution: Policy and Operations Manual
Agency Website

AR 7/2/19 CR

SR 8/1/19 CR

Ready for proofing 8/16/19 CR

Final Proofing 20200413 PL

Oklahoma Department of Corrections
Internal Audit Summary Report
Second Quarter FY20

Reporting Period: 2nd Quarter of FY20

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, Agri-Services, Livestock, Feedstock and Fixed Assets Management System.

In this reporting period, the financial internal audit unit closed and submitted 16 compliance audit reports to the Board of Corrections and to the State Auditor and Inspector's Office.

Audited Facilities/Units	Date of Audit
1. Jess Dunn Correctional Center	10/09/2019
2. <i>Eddie Warrior Correctional Center</i>	<i>10/16/2019</i>
3. Jackie Brannon Correctional Center	10/23/2019
4. Agri-Services at John Lilley and Lexington Assessment & Reception Center	10/31/2019
5. Agri-Services at Jess Dunn Correctional Center	10/31/2019
6. Agri-Services at James Crabtree Correctional Center	10/31/2019
7. Agri-Services at William S. Key Correctional Center	10/31/2019
8. Agri-Services at Washita Valley	11/04/2019
9. <i>Oklahoma State Penitentiary</i>	<i>11/07/2019</i>
10. Agri-Services at Jackie Brannon Meat Plant	11/07/2019
11. Agri-Services at Howard McLeod Correctional Center	11/07/2019
12. Agri-Services at Jackie Brannon & Mack Alford Correctional	11/07/2019
13. Agri-Services at Northeast Oklahoma Correctional Center	11/07/2019
14. Agri-Services at Oklahoma State Reformatory	11/25/2019
15. <i>Lawton Community Corrections Center</i>	<i>12/16/2019</i>
16. <i>Health Services</i>	<i>12/17/2019</i>

Of the 16 facilities/units audited in this quarter, four had reportable noncompliance or internal control findings (indicated above; bold and italicized), which are attached to this report and included in the summary below.

Summary of Noncompliance Findings in accordance with Fiscal Management Policy

CANTEEN

- Oklahoma State Penitentiary
- Eddie Warrior Correctional Center

Summary of Findings:

- Returns for this period indicated that several food items were purchased by inmates and had been returned to the canteen inventory.
- Adjustments and corrections had no justification documented.
- The facility was not conducting quarterly canteen board meetings.

Summary of Actions Taken:

- Canteen staff will verify the cell assignment of the inmate prior to the delivery of items.
- Inmates will be notified that food items will not be accepted as return items.
- The Deputy Warden will conduct quarterly meetings according to policy, and document minutes.

PURCHASE CARDS

- Lawton Community Corrections Center

Summary of Findings:

- P-Card transactions and supporting documentation were not received by the agency purchase card accountant by the final working day of the following month.
- Unauthorized approving official.

Summary of Action Taken

- Follow-up procedures were put into place to insure compliance; such as scanning the documentation to the P-Card accountant.
- Training was conducted to identify authorized approvers.

ACCOUNTS PAYABLE

- Health Services

Summary of Findings:

- Invoices were paid late (45 days after accounting received them for payment)

Summary of Action Taken:

- A tracking process was put into place to insure payments are made on a timely basis.

INVENTORY

- **Oklahoma State Penitentiary**

Summary of Findings:

- Inventories reflected items that were placed in surplus (sold) from two previous audits.
- The facility had items present that were not included on the Fixed Assets Inventory System.

Summary of Action Taken:

- Property Inventory Control (PIC) forms were completed reflecting removal of the weapons.
- Assets were included in the Fixed Asset Inventory System.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Oklahoma State Penitentiary

November 7, 2019

FOR THE PERIODS

FY 19, October 1, 2018 to June 30, 2019
FY 20 July 1, 2019 to September 30, 2019

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Oklahoma State Penitentiary

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Oklahoma State Penitentiary

November 7, 2019

Chairman, Board of Corrections
Department of Corrections

We have conducted a compliance audit of Oklahoma State Penitentiary a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 19, October 1, 2018 to June 30, 2018 and FY 20, July 1, 2019 to September 30, 2019. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Debit Cards, Canteen (OBS & Inventory), Trust Fund, Warehouse Inventory, and Fixed Assets Inventory System.

The audit was conducted in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether Oklahoma State Penitentiary is materially in compliance with state law and department directives. OS Title §74-228 and §74-229.

Compliance with laws, regulations, and contracts applicable to Oklahoma State Penitentiary is the responsibility of the Oklahoma State Penitentiary management. As part of obtaining reasonable assurance about whether Oklahoma State Penitentiary 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 in Schedule A – Compliance disclosed certain conditions that are required to be reported. The Plan of Corrective Action is included.

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

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

OKLAHOMA DEPARTMENT OF CORRECTIONS

INTERNAL AUDIT REPORT

Schedule A: COMPLIANCE

Oklahoma State Penitentiary

November 7, 2019

Canteen

Criteria: OP 120230 entitled "Offender Banking System" Section II 'Canteen' sub section C.3.g "Standard for Canteen Services" states: Canteen may not take returns on any sold items except resalable clothing

- (1) Returns on electronic items sold through the canteen are not allowed. The canteen system is not responsible for manufacturers' warranties. Unit staff may assist inmates with product returns provided the inmate has the receipt for the purchase and a copy of the manufacturer's warranty registration. Shipping or postage for returns will be at the inmate's expense.
- (2) No food item may be returned after the inmate takes the food item from the canteen. An exception to this rule is allowed if a canteen has inadvertently sold a food items that is out of date, or for some other reason determined as unfit for human consumption at the time of the sale. Canteens have the option of replacing the item or reversing the sale

Finding 1

A review of the "returns for the period" indicated the canteen has several items that were returned to the system after the initial sale.

Effect: The canteen loses control of the product once it leaves, it cannot be determined if the product has been tampered with or not.

Recommendations:

1. Upon delivery, and distribution of the canteen items to the inmates, a signed document as to the receipt of the requested items and well as an explanation as to why the items should be returned to the canteen inventory. (notice should be given that no food items are to be returned)

Criteria : OP 120230 entitled “Offender Banking System” Section II ‘Canteen’ sub section C.5 “Standard for Canteen Services” “Canteen Inventory states:

a. Canteens will conduct a 100% inventory of all items once a month.

(1) The inventory will be conducted at a consistent time each month, e.g., the second Tuesday of each month or the last day of the month is acceptable.

b. When entering and classifying a canteen inventory adjustment, the following standards will be used.

(1) Inventory Correction

An inventory correction will be used when the problem is known but uncorrectable due to system restrictions.

(a) This will not be used when product is discovered missing and the reason for the product loss is known. Losses discovered during an inventory normally would not qualify for this correction type.

(b) This will be used if a vendor gives credit for salable items that will be added to the inventory.

(2) Shrinkage

This is used when the reason for an inventory adjustment is not known.

(a) If it is discovered that the items on the shelf are a different quantity than the quantity shown on the system inventory, unless a clerical error is confirmed, use this adjustment type.

(b) The adjustments from the monthly inventory and any other inventories and spot checks will normally be entered here.

(3) Spoilage

Spoilage adjustments occur when inventory becomes unsalable due to damage, breakage or item exceeds “sale by date” or “expiration date”.

(4) Disposable Items

This is used for inventory consumed as a point of sale (POS) supply. These are items purchased by the canteen with a purchase order (PO) but given to the customer at no charge to execute a sale (example: sacks, spoons for ice cream, etc.).

(5) Vendor Return

“Vendor Return” is used as an inventory adjustment when inventory is received out of date, damaged or actual count is short from the vendor and the vendor has given an “on-invoice credit.” When a vendor return is recorded as an inventory adjustment, there should be an offsetting account payable “discount/credit” adjustment on an inventory receiving document.

Finding 2

Inventory adjustments are not documented after the monthly inventory count, as defined by policy.

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

Recommendation:

1. Adjustments should be made immediately after the monthly inventory count.
2. All vendor returns should be well documented referencing the purchase order number, receiving number and invoice number. Records should be kept in the vendor’s file.
3. Posting that all food sales are final, and returns will not be accepted or processed without a valid receipt, ID and the “defective” items.

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

Finding 3

Twenty eight percent (28.35%) of the items sampled (17 of 32) on the day of the audit (10/21/19) were not in agreement with the closing inventory balance.

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

- RISKS**
- (1) Theft of Inventory may go undetected.
 - (2) Loss of revenue.
 - (3) Inadequate supplies to meet demand.

(4) Inaccurate disclosed Balance Sheet valuation.

Recommendations:

1. Upon delivery, all canteen goods be counted and quantities compared to the invoice and purchase order. At that time, determine if there will be credits or returns. It is also recommended that the canteen supervisor and another individual compare the bill of lading with the purchase order.
2. Conduct unannounced spot checks of the canteen inventory report against the shelf count at least once every other week or more frequently as determined by the Warden.
3. Adjustments should be accurately detailed on the inventory adjustment screen.
4. All vendor returns should be well documented referencing the purchase order number, receiving number and invoice number. Records should be kept in the vendor's file.
5. Offenders working in the canteen should be subject to regular shakedowns at the end of the day before leaving the canteen.
6. Place a sign outside the canteen window advising that all food sales are final and returns will not be accepted or processed without a valid receipt, ID and the "defective" item.

Plan of Corrective Action

In the past, when canteen staff would deliver canteen to the units, if the inmate had a different cell location than he did when the order was placed canteen staff would return the items and do a refund. Canteen staff have now been advised to locate the inmates new cell assignment and deliver the canteen. In the event the inmate is transferred the canteen items will be brought back and placed onto the shelf and a refund given.

Previously the canteen supervisor was not writing any comments on why the canteen was being written off. The canteen supervisor now will write in the comment section why the canteen was written off as well as the invoice number.

October's inventory reflected a loss of \$1,536.40 in negative adjustments. The adjustments consisted of \$1,386.00 in music, a \$5.00 mp3 player screen protector and a \$10.00 mp3 player arm band for a total of \$1,401.00. In the loss of the \$1,401.00 the money was released and the inmates were not charged. We do not know why the money was released as it was conducted by a former canteen employee. Since May 2019 Deputy Warden Luke Pettigrew has suspended the purchase of music temporarily until we can receive 100% inventory in the canteen and conduct proper training in the selling of music.

Inventory

Criteria: OP-120801 entitled “Property Inventory Control” section VI ‘Entering Equipment into the system’ sub section A. 1 & 2 ‘Reportable Property (Tangible Assets) states: The PIC form, prepared for new property, will be retained by the facility/unit and a copy will be sent or emailed to the agency PCO. The purchase order number (if applicable) must be provided.

Finding 4

On the day of the audit (10/23/19) the following weapons that had been identified during the two previous audits to have been sold are still being carried on the facilities FAIS inventory list.

Item Description	DOC Tag #	Serial #	Cost \$
S & W 9MM Model 5904	CD2008131001	VAE0399	\$ 399.95
S & W 9MM Model 5904	CD2008131002	VAE0405	\$ 399.95
S & W 9MM Model 5904	CD2008131003	TZZ2573	\$ 399.95
S & W 9MM Model 5904	CD2008131004	TZT2676	\$ 399.95
S & W 9MM Model 5904	CD2008131010	B237611	<u>\$ 306.64</u>
Total			\$1,906.44

Effect: As a result of the facility not completing the necessary paperwork (Property Inventory Control forms) the inventory may be overstated as well as giving the impression that they have more weapons than authorized.

Recommendation

Recommend that the facility disposition the weapons as sold removing them from the FAIS inventory report.

Plan of Corrective Action

OSP will be conducting 100% inventory of all fixed assets to ensure compliance with a suspense date of November 30, 2019. Any items not on the inventory will be added and any items on the inventory that are no longer at OSP will be removed.

Criteria: OP-120801 entitled “Property Inventory Control” section VI ‘Entering Equipment into the system’ sub section A. 1 & 2 ‘Reportable Property (Tangible Assets) states: The PIC form, prepared for new property, will be retained by the facility/unit and a copy will be sent or emailed to the agency PCO. The purchase order number (if applicable) must be provided.

A. Reportable Property (Tangible Assets)

1. The reporting threshold for all agencies, as required by the Office of Management and Enterprises Services, Division of Capital Assets Management (DCAM), is \$2,500.00 for each item. The tangible asset inventory reports will be submitted annually to DCAM in accordance with Title 74 O.S. § 110.1 and Oklahoma Administrative Code (OAC) 260:110-1-1

a. Tangible assets refers to: machinery, implements, tools, furniture, livestock, vehicles and other items that the agency may use repeatedly without impairment of its physical condition and which have a calculable period of service and an original acquisition cost exceeding the designated reporting threshold amount (Title 74 O.S. § 110.1 (D) and (OAC260:110-1-1).

b. The tangible asset threshold does not apply to telecommunications and electronic information technology applications as specified in Title 62 O.S. § 34.12., Subsection 6; which requires maintenance of “a directory for the following which have a value of Five Hundred Dollars (\$500.00) or more.”

3. Any item of a sensitive nature purchased for less than \$2,500.00, requires close scrutiny. The determination to include this item in the inventory system will be made by the division/facility/unit heads.

Finding 5

On the day of the audit (10/23/19) the following items were located at the Facility, but the assets were not on the facility’s Fixed Assets Inventory System (FAIS) report at the time of the audit.

Item Description	Estimated Cost
10 Vulcan Convection Ovens	\$ 37,500.00
Hobart 80 quart mixer	\$ 20,000.00
4 Steam Kettles	<u>\$ 72,000.00</u>
Total	\$129,500.00

Cause: The facility received the above items sometime in the past, but failed to complete and submit PIC forms to the Property Control Officer (PCO) at the time the assets were acquired.

Effect: The fixed assets inventory maybe understated an estimated \$129,500.00.

Finding 6

On the day of the audit (10/23/19) the following items were on the FAIS inventory list, but could not be identified or located at the Facility.

Item Description	DOC Tag #	Serial #	Cost \$
Kitchen Bread Slicer	CD2003256001	92130336EF1001446	\$4,533.60
Kitchen Bread Slicer	CD2003256002	92130336EF1001447	<u>\$4,533.60</u>
Total			\$9,067.20

Effect: The fixed assets inventory maybe overstated \$9,067.20.

Recommendation

Recommend that food service complete a 100% inventory of fixed asset.

Plan of Corrective Action

OSP will be conducting 100% inventory of all fixed assets to ensure compliance with a suspense date of November 30, 2019. Any items not on the inventory will be added and any items on the inventory that are no longer at OSP will be removed.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Dr. Eddie Warrior Correctional Center

October 16, 2019

FOR THE PERIODS

FY 19, October 1, 2018 to June 30, 2019
FY 20 July 1, 2019 to September 30, 2019

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Dr. Eddie Warrior Correctional Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Dr. Eddie Warrior Correctional Center

October 16, 2019

Chairman, Board of Corrections
Department of Corrections

We have conducted a compliance audit of Dr. Eddie Warrior Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 19, October 1, 2018 to June 30, 2018 and FY 20, July 1, 2019 to September 30, 2019. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Debit Cards, Canteen (OBS & Inventory), Trust Fund, Warehouse Inventory, and Fixed Assets Inventory System.

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

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

The results of our tests as listed in Schedule A – Compliance disclosed certain conditions that are required to be reported. The Plan of Corrective Action is included.

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

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

OKLAHOMA DEPARTMENT OF CORRECTIONS

INTERNAL AUDIT REPORT

Schedule A: COMPLIANCE

Dr. Eddie Warrior Correctional Center

October 16, 2019

Canteen

Criteria: OP-120230 entitled "Offender Banking System" section II 'Canteen' sub section A 2 C 'Facility Canteen Boards' states: The facility canteen board will meet at least quarterly with documentation of any approved board action.

Finding 1 FY 20

Finding: The last time there was documentation concerning the quarterly canteen board meeting was the third quarter FY 19, and that documentation was to cancel the quarterly meeting.

Effect: The canteen operations may not be benefitting from management oversight at the facility level.

Recommendation: The facility head resume the quarterly canteen meetings.

Plan of Corrective Action

The oversight for the Canteen falls under the supervision of the Deputy Warden. From this point forward quarterly Canteen board meetings will be scheduled and held in accordance with OP-120230. The fourth quarter meeting for Dr. Eddie Warrior Canteen board is tentatively scheduled for Tuesday October 15th at 4 p.m. All issues raised, discussed, and resolved will be documented in the Meeting Minutes and submitted to the Facility Head for approval.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Lawton Community Corrections Center

December 16, 2019

FOR THE PERIODS

FY 19, January 1, 2019 to June 30, 2019

FY 20, July 1, 2019 to October 31, 2019

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Lawton Community Corrections Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Lawton Community Corrections Center

December 16, 2019

Chairman, Board of Corrections
Department of Corrections

We have conducted a compliance audit of Lawton Community Corrections Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 19, January 1, 2019 to June 30, 2019, and FY 20, July 1, 2019 to October 31, 2019. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Debit Cards, Trust Fund, PPWP, Security Items, Warehouse, Food Service 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 Lawton Community Corrections Center is materially in compliance with state law and department directives. (OS Title §74-228, §74-229, §57-510 A.14 and OP-120101 entitled "Fiscal Management Responsibilities").

Compliance with laws, regulations, and contracts applicable to Lawton Community Corrections Center is the responsibility of the Lawton Community Corrections Center management. As part of obtaining reasonable assurance about whether at Lawton 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 listed on Schedule A – Compliance disclosed certain conditions that are required to be reported. The plan of corrective action is included.

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

Sincerely



Patrick Donnelly
Internal Audit

OKLAHOMA DEPARTMENT OF CORRECTIONS

INTERNAL AUDIT REPORT

Schedule A – COMPLIANCE

LAWTON COMMUNITY CORRECTIONS CENTER

December 16, 2019

P Cards

Criteria: OP 120502 section II.F.1&2... entitled End of Cycle.

The billing cycle ends at midnight on the last working day of each month.

1. The cardholder will reconcile, sign, and date the statement available in WORKS, attaching the original receipts, and invoices, and all other supporting documentation to the statement.
2. The cardholder's approving official must verify the statement and supporting documentation for completeness, accuracy, and appropriateness of purchases, and then sign and date the statement.

The statement and attached documentation must be forwarded to the agency purchase card accountant by the final working day of the following month.

Finding 1

Twenty five percent (25.0%) of the P-Card statements and supporting documentation sampled were not received by the agency purchase card accountant by the final working day of the following month. (4 of 16)

Cardholder	Statement Month	Print Date	Rec. Accountant	P-Card Days Late	Amount
J. Bebo	May-19	07/25/19	08/02/19	33	\$1,372.71
D. Bollinger	Oct-18	10/31/18	12/12/19	12	\$6,826.08
S. Fremin	Oct-18	11/20/18	12/12/18	12	\$3,119.77
S. Fremin	Feb-19	03/06/19	04/12/19	12	\$1,270.02

Effect: The facility may be in violation of the above mentioned policy.

Criteria: OP 120502... entitled "Procedures for Purchase Cards" section II B 'Approving Officials' 1 and 2

B. Approving Officials

Each cardholder is required to have an approving official. The approving official must be one level above the cardholder's position. They must have completed the training requirements described in this procedure and submitted an "Oklahoma Purchase Card Employee Agreement."

1. It is recommended that the cardholder be within the approving official's supervisory scope. If the approving official must be outside the supervisory scope, the approving official assigned must have direct knowledge of what the cardholder is authorized to purchase.

2. If the approving official is temporarily unable to approve and monitor a cardholder due to extended time away from their current job duties, a back-up may be designated. The designated back-up must have attended training and have an "Oklahoma Purchase Card Employee Agreement" on file with the purchase card administrator.

Finding 2:

Thirteen percent (12.5%) of P-Card Statements sampled had an unauthorized approving official signature on them. (2 of 16)

Cardholder	Statement Month	Print Date	Amount
J. Puckett	May-19	08/06/19	\$ 955.75
J. Puckett	Jul-19	07/31/18	\$10,098.08

Effect: The facility may be in violation of the above mentioned policy.

Plan of Corrective Action:

A deadlines checklist will be developed and employed by the business office to ensure future deadlines are not missed.

P-Card holders and business office staff will be trained to determine the authorized approving officials.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Health Services

December 17, 2019

FOR THE PERIODS

FY 19 November 1, 2018 to June 30, 2019

FY 20 July 1, 2019 to October 31, 2019

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Health Services

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Health Services

December 17, 2019

Chairman, Oklahoma Board of Corrections

We have conducted a compliance audit of Health Services a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 19, November 1, 2019 to June 30, 2019, FY 20, July 1, 2019 to October 31, 2019. The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, 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 Health Services is materially in compliance with state law and department directives. OS Title §74-228, §74-229, and OP 120101 entitled Fiscal Management Responsibilities.

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

The results of our tests as listed on Schedule A – Compliance disclosed certain instances of noncompliance that are required to be reported herein under department policy or Government Auditing Standards.

This report is intended for the information of the management of the Oklahoma Department of Corrections and its governing Board. The plan of corrective action is included.

Sincerely

Patrick Donnelly

Patrick Donnelly

Internal Audit

OKLAHOMA DEPARTMENT OF CORRECTIONS

INTERNAL AUDIT

Schedule "A" Compliance

Health Services

December 17, 2019

Findings

Criteria: "Per 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: Seven percent (7.34%) of the invoices sampled (8 of 109) from the six-digit expenditure report 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
Compumed, Inc.	\$ 109.00	1254000	07/02/19	09/12/19	27
Medical Waste Services	\$ 79.00	1253987	07/01/19	09/12/19	28
Galt Foundation	\$ 1,374.75	1253976	06/28/19	09/12/19	31
Cell Staff LLC	\$ 1,890.00	1258216	07/22/19	10/04/19	29
Cross Country Staffing	\$ 2,737.97	1260284	08/20/19	10/16/19	12
Medical Waste Services	\$ 297.00	1258431	08/01/19	10/07/19	22
CoreCivic Inc.	\$14,260.65	1260289	07/23/19	10/16/19	40
Geo Group	\$22,456.35	1260293	07/18/19	10/16/19	45

Effect: The department was not in compliance with state law as stated in the quoted criteria above.

RISK: (1) The department may expose itself to reactions from the vendor for Untimely payments.

(2) Delaying the payment of invoices may result in additional cost of Interest charges by the vendor.

PLAN OF CORRECTIVE ACTION:

Additional tracking has been implemented to ensure that invoices received are processed, approved and sent to Accounts Payable within three (3) business weeks. If the invoice is being reviewed or held for additional information necessary to verify its accuracy, the notes and correspondence are added to the invoice file and a note will be added to the face of the invoice stating when the necessary information was received.

AMENDMENT #5
CORRECTIONAL SERVICES CONTRACT

THIS AMENDMENT #5 CORRECTIONAL SERVICES CONTRACT ("Amendment #5"), effective the 1st day of July 2020, by and between CORECIVIC, INC. ("Contractor") and the OKLAHOMA DEPARTMENT OF CORRECTIONS ("State") hereby amends the Correctional Services Contract ("Contract") that first took effect October 1, 2014 for services at the Cimarron Correctional Facility and the Davis Correctional Facility, and Amendment #5 incorporates all amendments to said Contract that have been executed.

NOW, THEREFORE, in consideration of the joint and mutual exercise of their powers, and in consideration of the mutual covenants herein contained, the parties hereto recite and agree to amend the Contract by replacing Article 2, Section 2.2.

ARTICLE 2
TERM OF CONTRACT

Section 2.2 Term of Agreement. The parties agree to review and consider additional proposed revisions which may arise throughout the term of this Contract. The parties hereto agree that the term of this Contract is for a term of five years and ten months with the initial nine-month period beginning October 1, 2014 and ending June 30, 2015, with five one year renewal options beginning July 1, 2015 and ending June 30, 2020, and with a one month extension beginning July 1, 2020 and ending July 31, 2020.

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

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the date indicated below.

Signature on File

Scott Crow, Director
Oklahoma Department of Corrections

06-24-20

Date

Signature on File

Natasha Metcalf, Vice President
CoreCivic, Inc.

06-24-20

Date

Approved by a vote of the Board of Corrections on this 24 day of June, 2020.

Approved as to Form:

Signature on File

Gary Elliott, General Counsel
Oklahoma Department of Corrections