



Oklahoma Board of Corrections

REGULAR MEETING

December 1, 2021

Oklahoma State Reformatory
Activity Center
Granite, Oklahoma

OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING AGENDA
OKLAHOMA STATE REFORMATORY
1700 East First St
Granite, Oklahoma 73547
1:00 PM on December 1, 2021

ITEM	PRESENTER
1. Call to Order: A. Pledge of Allegiance B. Roll Call	T. Hastings Siegfried Chair
2. Approval of Board of Corrections Regular Meeting Minutes for: A. October 27, 2021	T. Hastings Siegfried Chair
3. Facility Warden Welcome	Chad Dennis Warden
4. Director's Comments: A. William S. Key Correctional Center Update B. Vaccine Update	Scott Crow Director
5. Inmate/Offender Population Update	Jason Bryant Chief Administrator of Institutions
6. Agency Budget Update: A. FY2022 BOC Budget Reports	Ashlee Clemmons Chief Financial Officer
7. 50 th Anniversary of Oklahoma CareerTech Skills Center	Marcie Mack, Ed.D. State Director of Oklahoma Department of Career and Technology Education
8. Approval of Board of Corrections Policy: A. P-010200 entitled "Operating Procedures and Policies for the Oklahoma Board of Corrections" B. P-010300 entitled "Mission and Organization of the Oklahoma Department of Corrections" C. P-020800 entitled "Guidelines for Research and Research- Related Activities"	Shelly Bear Chief Administrator of Auditing and Compliance
9. Unit Spotlight: A. Community Corrections	James Rudek Chief Administrator of Community Corrections

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|---|--------------------------------|
| 10. Committee Reports – Standing Committees: | Committee Chairs |
| A. Executive – Chair Hastings Siegfried, Vice-Chair Calvin Prince and Secretary Dr. Kathryn LaFortune | |
| B. Population/Security/Private Prison – Chair Calvin Prince, Members Hastings Siegfried, and Lynn Haueter | |
| C. Public Policy/Affairs/Criminal Justice – Chair Betty Gesell, Members Daryl Woodard, Dr. Kathryn LaFortune, and Stephan Moore | |
| D. Audit/Finance– Chair Randy Chandler, Members Hastings Siegfried, Lynn Haueter, and Erick Harris | |
| E. FY22 Focus – Chair Hastings Siegfried, Members Calvin Prince, and Randy Chandler | |
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| 11. New Business | T. Hastings Siegfried
Chair |
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| 12. Adjournment | T. Hastings Siegfried
Chair |

The next regular meeting of the Board of Corrections will be held at 1:00 PM on Wednesday, January 26, 2022, at the Oklahoma Department of Corrections, Oklahoma City, Oklahoma.

Updated on 11/30/2021 9:24:54 AM

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES**

October 27, 2021

1. Call to Order

Chairman Hastings Siegfried called the meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 p.m., on Wednesday, October 27, 2021, at Oklahoma Department of Corrections, 3400 North Martin Luther King Ave., Oklahoma City, Oklahoma 73111.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on Wednesday, October 21, 2020. An amended meeting notice changing the date and location was posted with the Oklahoma Secretary of State on May 26, 2021. An announcement was also given at least twenty-four (24) hours in advance by posting notice of the date, time, place, and agenda of the meeting at 11:26 p.m., on Tuesday, October 26, 2021, 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

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

B. Roll Call

Chairman Siegfried asked the clerk to call roll:

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

Calling of the roll reflected a quorum was present.

2. Approval of Board of Corrections Meeting Minutes

Chairman Siegfried requested approval of the meeting minutes as presented to members in the BOC packet for October 27, 2021.

A. September 29, 2021

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

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

Meeting minutes for September 29, 2021, were approved by majority vote.

There was no further discussion.

3. Chairman's Comments

A. Introduction of New Board of Corrections Member Erick Harris

Chairman Siegfried welcomed and introduced new board member Erick Harris to the Oklahoma Board of Corrections. Member Harris thanked everyone and stated he looks forward to working with everyone during his time with the Oklahoma Board of Corrections

4. Director's Comments

Director Crow welcomed everyone and provided the following updates:

A. Introduction of Chief of Staff Penny Lewis

Penny Lewis began her career with the agency in 1989 as a correctional officer at Eddie Warrior Correctional Center. Since that time Ms. Lewis has held many positions within the agency and has experience in many divisions to include Institutions, Private Prisons, Probation and Parole, and Auditing and Compliance. Ms. Lewis led the agency through its first accreditation with the American Correctional Association and under her leadership facilities and administration achieved 100% compliance. With 32 years of experience, Ms. Lewis has a wealth of knowledge, and the agency is excited to announce Penny Lewis as Chief of Staff.

B. Recognition of the Seminary Program at Baptist Convention

In May 2021, Dr. Perkins with Oklahoma Baptist University (OBU) presented to the Oklahoma Board of Corrections information regarding the Divinity Program located at the Lexington Assessment and Reception Center (LARC). Participants of this program are provided the opportunity to earn a bachelor's degree and may enter into a two-year internship with the chaplain.

This program was implemented in March of 2020, which coincides with the time period the Oklahoma Department of Corrections (ODOC) was dealing with effects of the pandemic. Given the circumstances, it was a huge achievement for LARC and ODOC to implement this program. On October 8, 2021, ODOC was recognized at the Prison Seminaries Foundation Conference for implementation of the Divinity Program during the COVID-19 pandemic.

Director Crow stated it was an honor to be recognized and ODOC is pleased to be able to offer such a worthy program.

C. Oklahoma State Reformatory (OSR) Transition to Medium Security

In 2020, an assessment conducted by ODOC determined there was a higher need for medium security bed space versus minimum security. Based on that assessment, a process was initiated at the beginning of 2021, to transition OSR to a medium security facility. The process included installing a new fence alarm system, high-mast lighting, and electric gate controls; enhancing the facility armory; and updating doors, locks, post orders, and field memorandums. These requirements will be completed by the end of October and the facility will officially return to a medium-security facility November 1, 2021.

To provide OSR the opportunity to be successful the Classification and Population unit has selected offenders at level three or four, over 36 years of age, and no negative behavior history. Director Crow reported the first group of offenders will be transferred to OSR on November 2, with transfers continuing weekly through November. This will allow security to be heightened while not overwhelming the facility or disrupting offender transports system wide.

D. William S. Key Correctional Center Closure Update

The agency has been working with Oklahoma Management Enterprise Services Real Estate and Leasing Services (OMES REALS) and is on track to vacate the property by January 2022.

As of today, the facility has 24 support staff, 24 security staff, and 6 offenders remaining on-site. All inmates, except four, will be relocated by November 1; the remaining four inmates will assist with Construction and Maintenance projects until November 15. On November 1 the relocation of CareerTech to Jim E. Hamilton Correctional Center and Bill Johnson Correctional Center will be complete. A property surplus letter has been submitted to OMES REALS; all inventory counts have been completed, and work continues on the determination of facility needs so disbursement of facility inventory may begin.

E. Emergency Purchase

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. Emergency purchase to repair booster station pumps at Mack Alford Correctional Center (MACC) on August 25, 2021.

Director Crow reports on August 25, 2021, he declared an emergency at Mack Alford Correctional Center (MACC) in response to issues with wastewater booster pumps.

In May of 2021, MACC's wastewater booster pumps were not maintaining the facility's demand, which caused water to rise above Department of Environmental Quality (DEQ) standards. Several attempts were made to correct the issue and a vacuum pump was rented to assist with the load and maintain facility operations.

After repeated attempts to correct the issue, it was determined there was a flaw in the design of the system. The cost to correct the issue was \$154,587. The purchase of this item was necessary to prevent health hazards that directly affect staff and offenders.

There was no further discussion.

5. Legislative Update

A. Legislative Initiatives

Chief Administrator of Communications and Government Relations Justin Wolf provided an overview of the proposed legislative initiatives for the agency for the FY22 legislative session. These initiatives were formed by both, initiatives that failed in previous years and by staff throughout the agency. The first four initiatives were carry-overs from previous years that failed.

- Staff who are commissioned peace officers will retain their commission if moved to a non-commissioned position
- Sarah Stitt Act edits including birth certificate access
- Create authority to hire 18-year-olds in a job classification with limited job duties (detention officer)
- Correct language on appointing authority for ODOC Director.
- Create authority for a hospice and CNA training program
- Authorize ODOC to hold its own CLEET Academy
- Expand community sentencing to include misdemeanors and deferred sentences
- County Jail reimbursement
- Correctional Teacher pay scale in statue
- Update the list of prisons/community correction centers in the state

Mr. Wolf requested the board approval of the proposed legislative initiatives.

Motion: Ms. Gesell made the motion to approve the minutes. Dr. LaFortune seconded the motion.

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

The legislative initiatives were approved by majority vote.

There was no further discussion.

6. Inmate/Offender Population Update

Administrator of Classification and Population Travis Gray provided an overview of the inmate/offender population as of September 30, 2021. A copy of the overview was included in the BOC packet for October 27, 2021.

There was no further discussion.

7. Agency Budget Update

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

A. FY2021 BOC Budget Reports

CFO Clemmons provided an overview of the FY2021 BOC Budget. A copy of the overview was included in the BOC packet for October 27, 2021.

There was no further discussion.

8. Approval of Fixed and Uniform Rates Currently Approved and Established by the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS)

Chief Administrator James Rudek introduced Administrator of Community Sentencing Melinda Guilfoyle to the board members. Administrator Guilfoyle provided an overview of the DOC fixed rate increase that will be presented for approval for October’s meetings. The rate increases are as follows:

- A. Residential Treatment for Women with Dependent Children – Substance Abuse – current rate is \$100/day and the proposed rate is \$180/day.
- B. Medically Supervised Withdraw Management – current rate is \$144/day and the proposed rate is \$200/day.
- C. Halfway House Services for Women with Dependent Children – current rate is \$63/day and the proposed rate is \$117/day.
- D. Intensive Residential Substance Use Disorder Treatment - \$160/day.
- E. Intensive Residential Treatment for Women with Dependent Children/Pregnant Women - \$250/day.

The intensive residential substance use disorder treatment and the intensive residential treatment for women with dependent children/pregnant women are new programmatic services for female inmates this year. Administrator Guilfoyle requested the board approval for the fixed and uniform rates currently approved and established by ODMHSAS.

Motion: Mr. Siegfried made the motion to approve the fixed and uniform rates currently approved and established by ODMHSAS. Dr. LaFortune seconded the motion.

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

Approval of the fixed and uniform rates currently approved by ODMHSAS was approved by majority vote.

There was no further discussion.

9. Unit Spotlight

A. Community Sentencing

Administrator Melinda Guilfoyle provided the following overview of the Community Sentencing unit.

The Oklahoma Community Sentencing Act was signed into law in 1999, (Title 22, § 988 Chapters 1-25). This act created the Community Sentencing unit within the Oklahoma Department of Corrections (ODOC). It is an integral part of criminal justice reform which was seen as a necessary component to address the offenders' needs to divert them from the prison system. A community sentence is a punishment imposed by the court as a condition of a deferred or a suspended sentence for an eligible offender. It is hoped through collaboration with the supervising entity, the treatment provider, and the local administrator, the behavior of the offender can be re-directed in a positive direction and ultimately reduce recidivism.

The purposes of the Community Sentencing Act are to:

- Protect the public.
- Establish a statewide community sentencing system.
- Adequately supervise felony offenders punished under a court-ordered community sentence.
- Provide a series of sanctions to the court for eligible felony offenders sentenced to a community sentence within the community sentencing system.
- Increase availability of punishment and treatment programs to eligible felony offenders.
- Improve the criminal justice system within this state through public/private partnerships, reciprocal and inter-local governmental agreements and the interagency cooperation and collaboration.
- Operate effectively within the allocation of state and local resources for the criminal justice system.

The local Community Sentencing system means the use of public and private entities to deliver services to the sentencing court for the punishment of eligible felony offenders under the authority of a community sentence. Community Sentencing uses incentives, sanctions, and disciplinary sanctions. Non-compliance is addressed immediately to have the most effect on the behavior. Examples of sanctions are:

- Community service
- Writing an essay pertaining to their non-compliance
- Increased reporting
- Increased urinalysis testing
- Attending additional treatment sessions
- Jail sanctions.

The statute clearly outlines who makes up a Community Sentencing Planning Council and the duties performed. Each council is subject to the provisions of the Open Meeting Act and the Oklahoma Open Records Act.

An eligible offender is a felony offender who has been convicted of or who has entered a plea other than not guilty to a felony offense; who upon completion of a risk and needs assessment has been found to be in a range other than the low range; who is not otherwise prohibited by law; has not plead guilty to a violent offense (the DA may consent to eligibility). The assessments currently used to determine that eligibility is the Level of Service Inventory-Revised (LSI) and the Ohio Risk Assessment System (ORAS).

Funding for the Community Sentencing Act is outlined in 988.7 and requires that a detailed plan be submitted to the Community Sentencing Unit within the DOC requested funding. Offenders in the community sentencing program are required to pay a supervision fee. The supervising agency will establish the amount of the fee, but it cannot exceed \$40 per month. For eligible offenders, they must also pay an administrative fee not to exceed \$20 per month. Supervision fees are paid directly to the agency providing the service and no agency can deny supervision services for the sole basis of an offender being indigent. Administrative fees are collected and placed into a 210 account. This money is deposited into the local community sentencing system and is considered that council's money. These funds can be used to assist with transportation costs, incentives, alcohol monitoring, hair follicle testing for drug use, employment specialists, ODOC training costs for private supervision staff and office supplies directly relating to supervisory duties. These costs must be approved by the planning council and signed off by 48 of 49 the chairperson of the council. Each council has their own fund, but the expenditures and balance are maintained by the ODOC.

Community Sentencing currently has 31 active planning councils across the state. There are 9 local administrators assigned to his/her respective areas/councils. There are currently 2 administrators located in Oklahoma City, 2 in the Tulsa area, Muskogee, Stillwater, Norman, McAlester, and Alva. One local administrator is assigned to the Female Diversion Program and works in both Oklahoma City and Tulsa. The current number of participants in the Community Sentencing Program is 2,449. The local administrators are involved in all aspects of the system and attend all planning council meetings, court dockets, and meetings with treatment providers and supervising entities. Their collaboration is constant. Supervision for community sentencing is completed by both Probation and Parole and private providers. Community Sentencing has entered into contracts to pay for services by specific providers identified as a need. Community Sentencing pays for offenders to attend outpatient and inpatient substance abuse services, mental health services, co-occurring treatment which addresses both substance abuse and mental health, cognitive and behavior skills programs and the Female Opportunity Group. Offenders are also given access to education and employment assistance they might not otherwise have. Community Sentencing also includes services such as assessments and offender case management. From the time the offender is sentenced into the program, they are monitored and given the resources and assistance they need to succeed to ensure they become productive members of society. Community sentencing staff work with the sentencing judge, the district attorney, the defense attorney, the supervising entity, and the treatment provider so there are no secrets as to how the offender is doing and what steps can be taken to reward or sanction if the behavior is non-compliant.

The Female Diversion Program focuses on the unique needs of the female and has specific providers with treatment groups specifically for them. They have their own docket and team of professionals who work together for the goal of helping them to realize they are not alone and can get the help and resources they need. The females assigned to the program are seen by a specific probation officer who meets with the offender, attends staffing twice per month and attends the court docket with the offender. The treatment provider is present for all meetings as well to ensure all information about

the offender's attendance in treatment and compliance with treatment is openly discussed. The treatment focuses on substance use, mental health, parenting, cognitive/behavioral, and trauma. Everything the offender has completed, and all positive aspects of their participation are addressed in each meeting and court date. All obstacles the offender is facing are discussed during these meetings and addressed by all involved parties. The judge meets with the diversion team prior to the court docket and is apprised as to who will be receiving an incentive or who will be receiving a sanction. When an offender successfully completes the program, the judge provides a certificate, and the team comes together to congratulate her on completion and that this is an extremely important occasion. The collaboration and communication in this program is critical and it works. We currently have 59 active participants in the program in Oklahoma and Tulsa Counties. There are several offenders waiting to plead into the program within the next few months so it is hoped the program will continue to grow.

Administrator Guilfoyle stated she has been the administrator of the Community Sentencing Program since the end of May 2021. Since that time, I have found there are judges and district attorneys who may not understand all the program has to offer. My goal is to reach as many jurisdictions for the inactive counties in the state to ensure they have all the facts regarding Community Sentencing and can see what a benefit this program is. I have attended numerous planning council meetings and have seen graduations that are incredible to watch. Judges who support the program are positive with the offenders who are participating, and I can see that it makes a difference to the offenders. My goal is to make these programs thrive.

There was no further discussion.

10. Committee Reports – Standing Committees:

A. Executive

Chairman Hastings Siegfried

Members Calvin Prince and Dr. Kathryn LaFortune

Members in this committee discussed the proposed agenda for the board meeting and 2022 proposed BOC meeting dates and locations.

There was no further discussion.

B. Population/ Security/ Private Prisons

Chairman Calvin Prince

Members Hastings Siegfried and Lynn Haueter

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

There was no further discussion.

C. Public Policy/ Affairs/ Criminal Justice

Chairwoman Betty Gesell

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

Members in this committee discussed Legislative & Roundtable updates, Medical updates and Program updates.

There was no further discussion.

D. Audit and Finance

Chairman Randy Chandler

Members Hastings Siegfried, Lynn Haueter, and Daryl Woodard
Members in this meeting discussed the BOC budget report, DOC Fixed Rate, FY22 Smart Goals and update on pay scales.

There was no further discussion.

E. FY22 Focus Committee

Chairman Hastings Siegfried

Members Calvin Prince and Randy Chandler

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

There was no further discussion.

11. Approval to Enter into Executive Session

Pursuant to 25 O.S. § 307(B)(4), discussion regarding Glossip v. Chandler, CIV 14-665 OKWD and Stouffer v. Crow, CIV 21-1000 OKWD.

Motion: Mr. Siegfried made the motion to approve entering into Executive Session. Dr. LaFortune seconded the motion.

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

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

12. Approval to Return from Executive Session

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

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

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

13. New Business

There was no new business.

14. Adjournment

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

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

There being no further business to discuss, adjournment of the meeting was approved by majority vote at 3:32 p.m.

Submitted to the Board of Corrections By:

Kim Rotelli, Minutes Clerk

Date

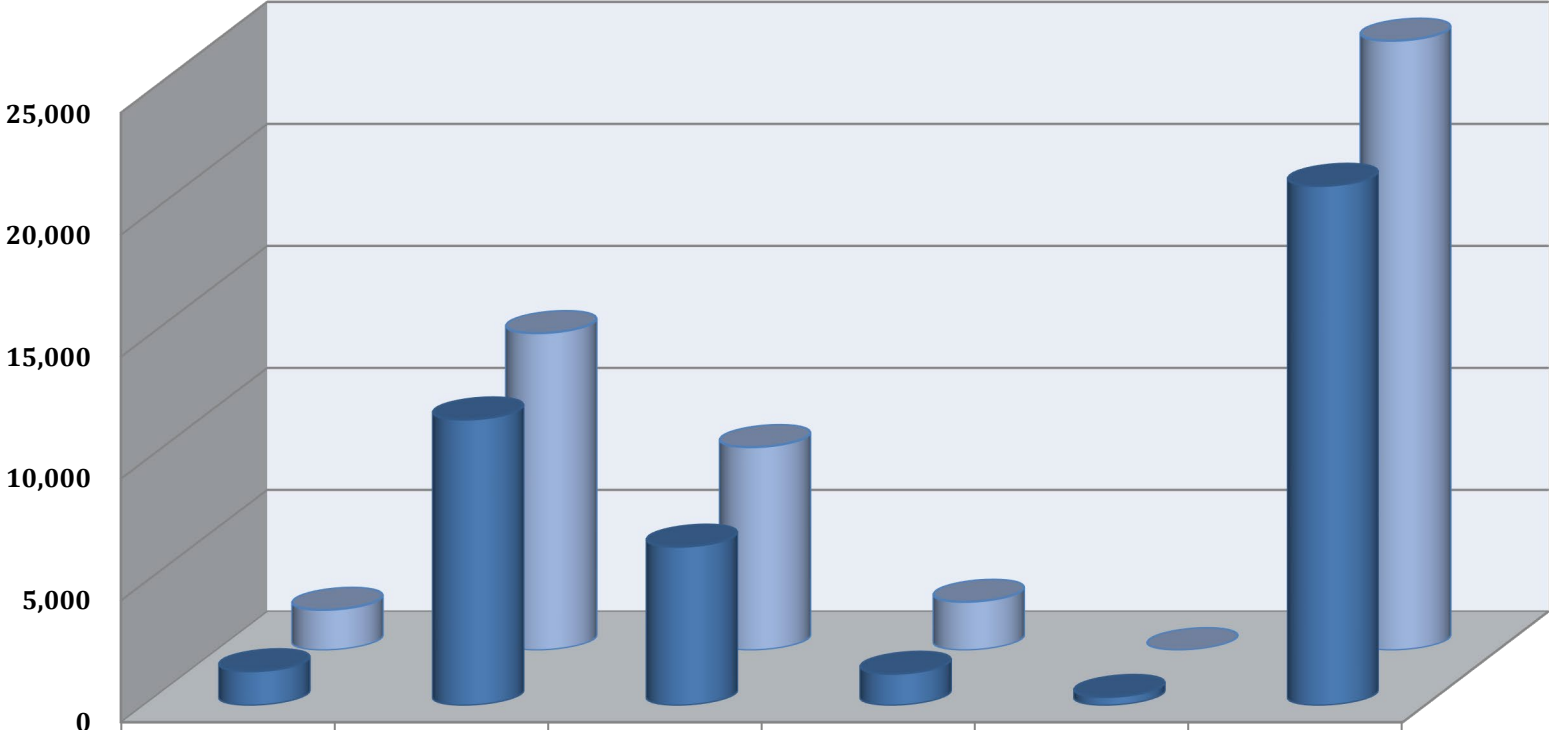
I hereby certify that these minutes were duly approved by the Board of Corrections on December 1, 2021, in which a quorum was present and voting.

X

Dr. Kathryn LaFortune,
Secretary Board of
Corrections

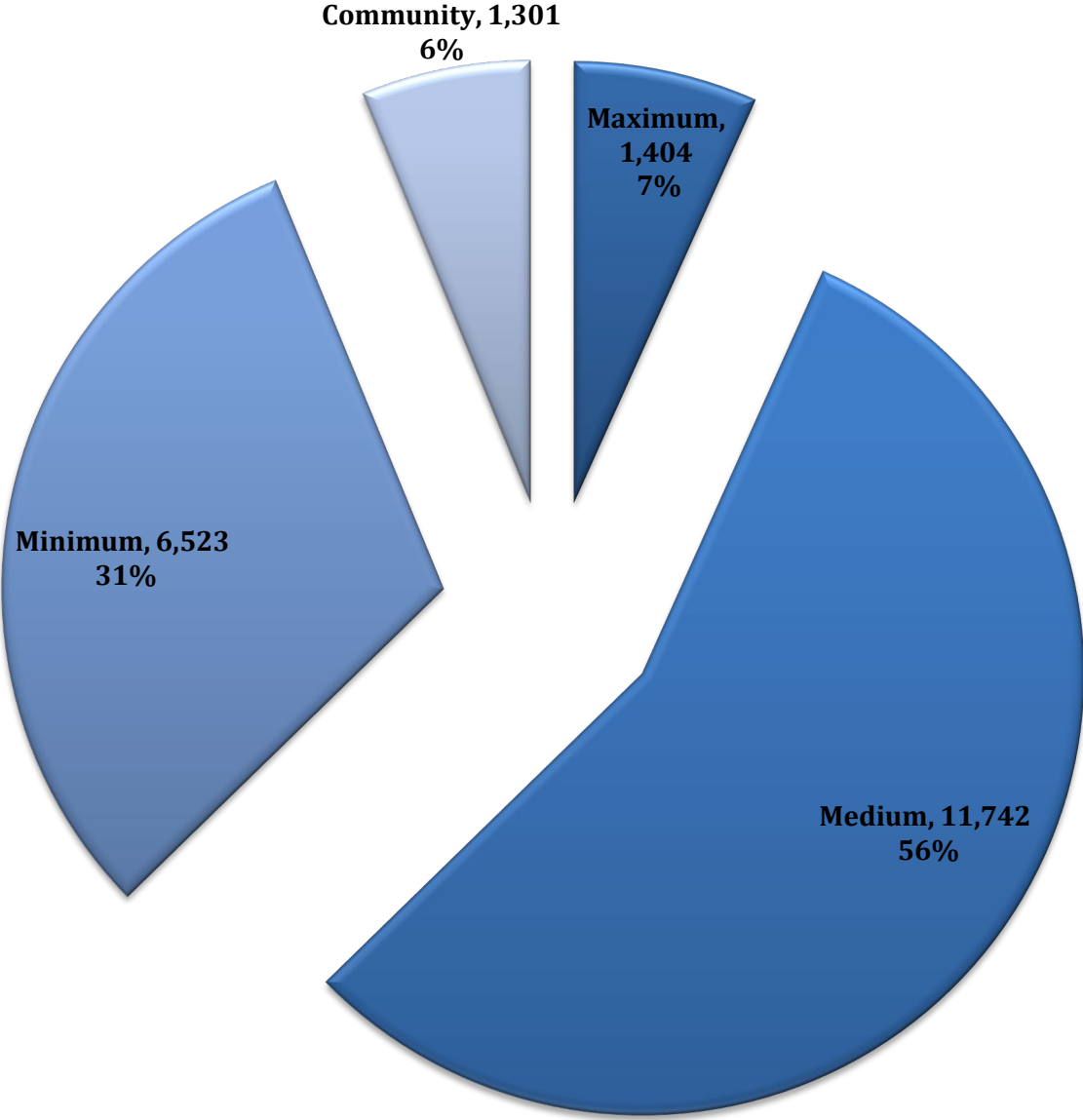
Incarcerated Inmate Grand Total	Females	Males	Total	Community Supervision Offender Grand Total	Females	Males	Total
Current Population	2,179	19,139	21,318	Current Population	5,438	19,591	25,029
Population Last Year	1,662	19,901	21,563	Population Last Year	6,677	23,019	29,696
Change from last year	517	(762)	(245)	Change from last year	(1,239)	(3428)	(4,667)
State Facilities	Females	Males	Total	Probation Supervision	Females	Males	Total
Current Population	2,025	14,480	16,505	Current Population	4,290	15,612	19,902
Population Last Year	1,543	15,347	16,890	Population Last Year	5,420	18,646	24,066
Change	482	(867)	(385)	Change	(1,130)	(3034)	(4,164)
Private Prisons	Females	Males	Total	Parole Supervision	Females	Males	Total
Current Population	0	4,268	4,268	Current Population	450	2,052	2,502
Population Last Year	0	4,230	4,230	Population Last Year	518	2,350	2,868
Change	0	38	38	Change	(68)	(298)	(366)
County Jail Contracts	Females	Males	Total	GPS	Females	Males	Total
Current Population	0	0	0	Current Population	77	151	228
Population Last Year	0	11	11	Population Last Year	103	277	380
Change	0	(11)	(11)	Change	(26)	(126)	(152)
Halfway Houses	Females	Males	Total	Community Sentencing	Females	Males	Total
Current Population	84	113	197	Current Population	621	1,776	2,397
Population Last Year	107	75	182	Population Last Year	636	1,746	2,382
Change	(23)	38	15	Change	(15)	30	15
Out Count	Females	Males	Total	County Jail Transfers Pending	Females	Males	Total
Current Population	70	278	348	Current Population	20	1116	1136
Population Last Year	12	238	250	Population Last Year	104	1374	1478
Change	58	40	98	Change	(84)	(258)	(342)
Total System Population	Females	Males	Total				
Current System Population	7,637	39,846	47,483				
Population Last Year	8,443	44,294	52,737				
Change	(806)	(4,448)	(5,254)				

Inmate and Bed Distribution October 29, 2021

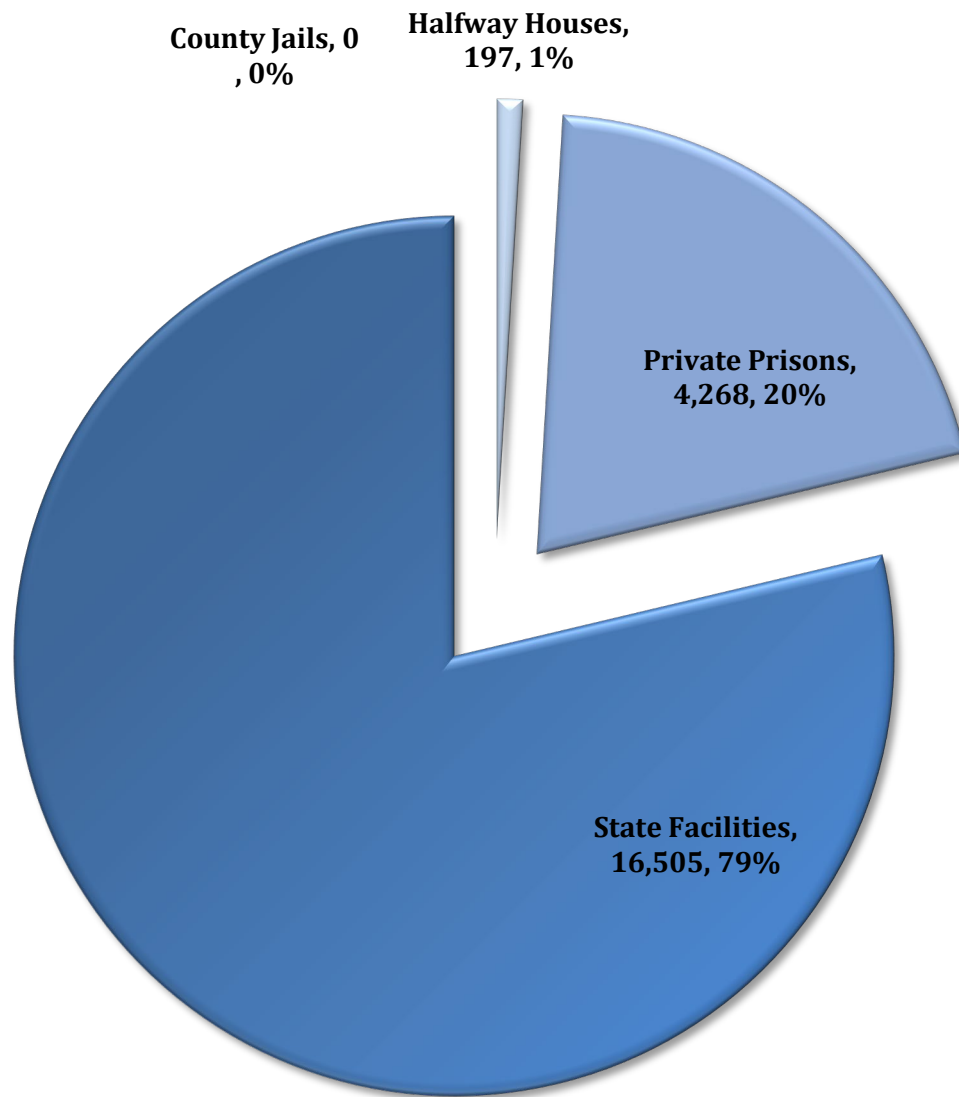


	Maximum	Medium	Minimum	Community	Outside Total	Total
Inmates	1,404	11,742	6,523	1,301	348	21,318
Rated + Temporary Beds	1,658	13,011	8,339	1,987	0	24,995

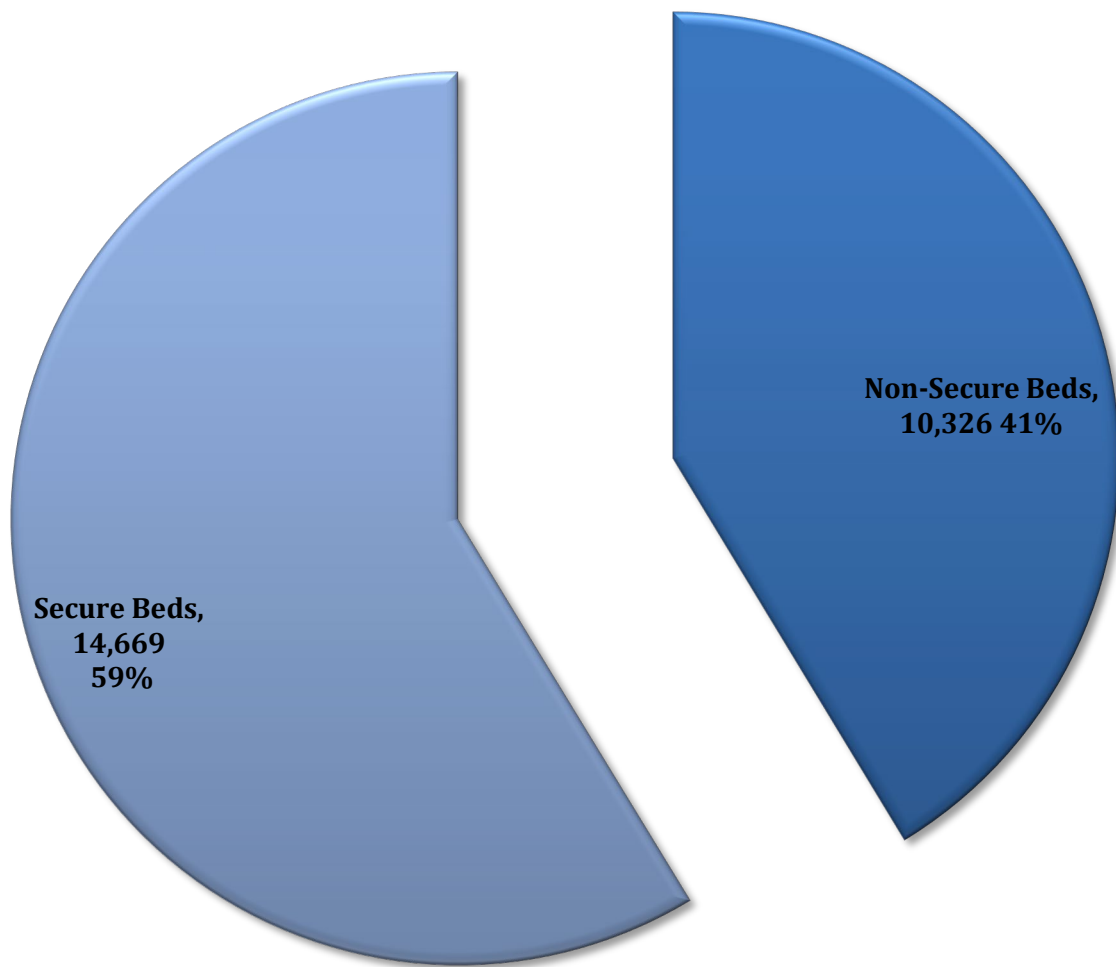
**Inmate Distribution by Security Level
October 29, 2021**



**INMATES IN STATE FACILITIES VS. CONTRACT FACILITIES
OCTOBER 29, 2021**

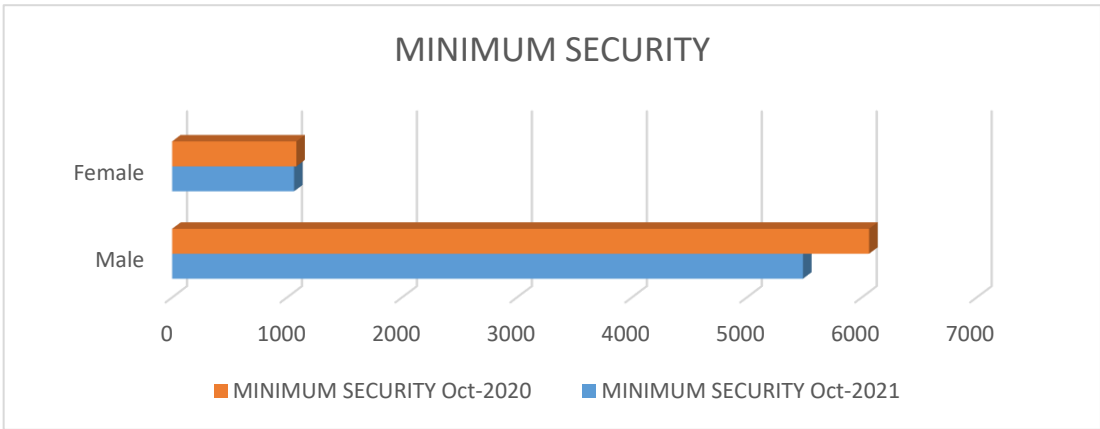
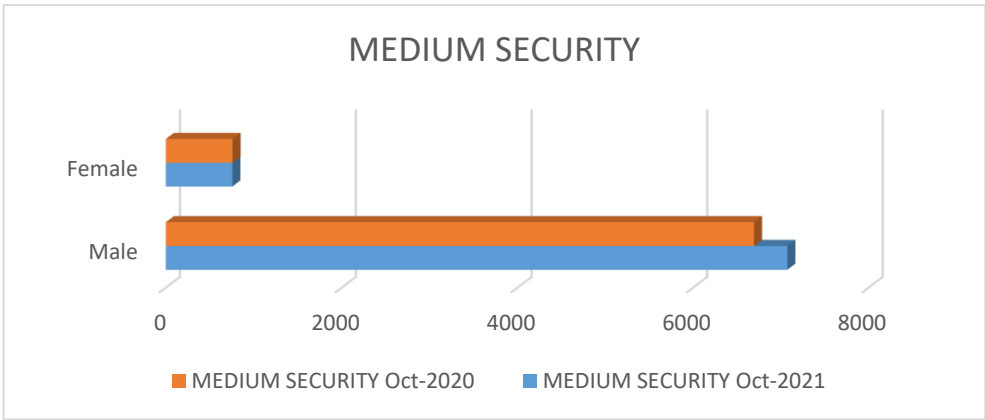
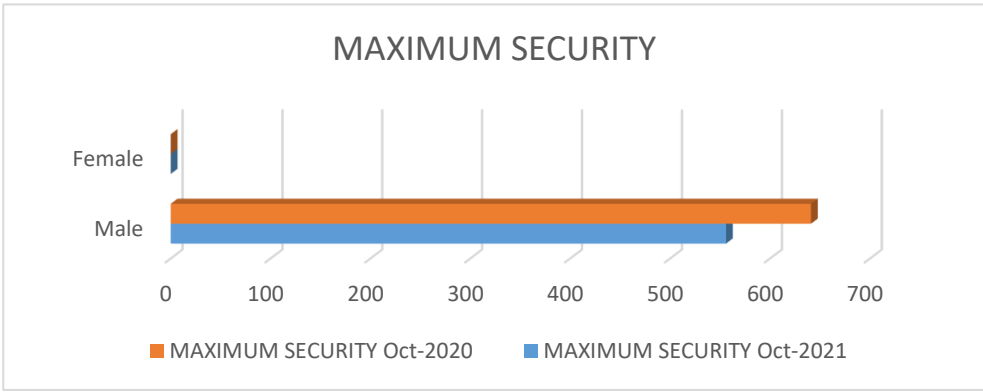
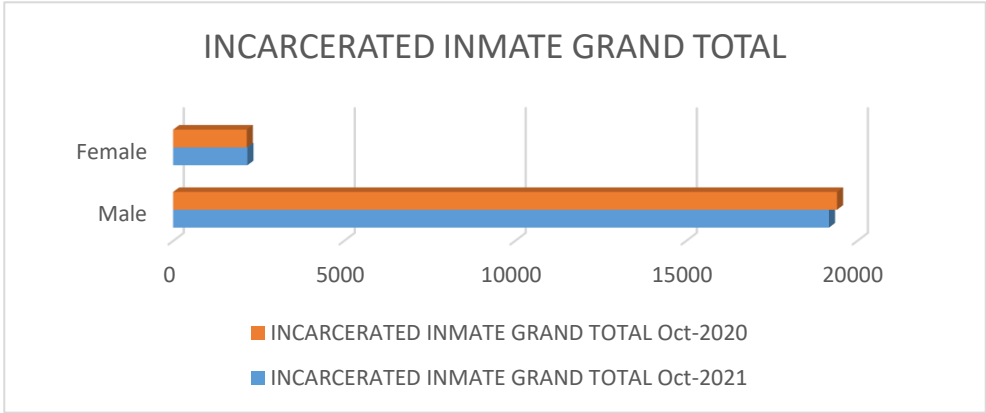


Percentage of Inmates in Secure and Non-Secure Beds October 29, 2021



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

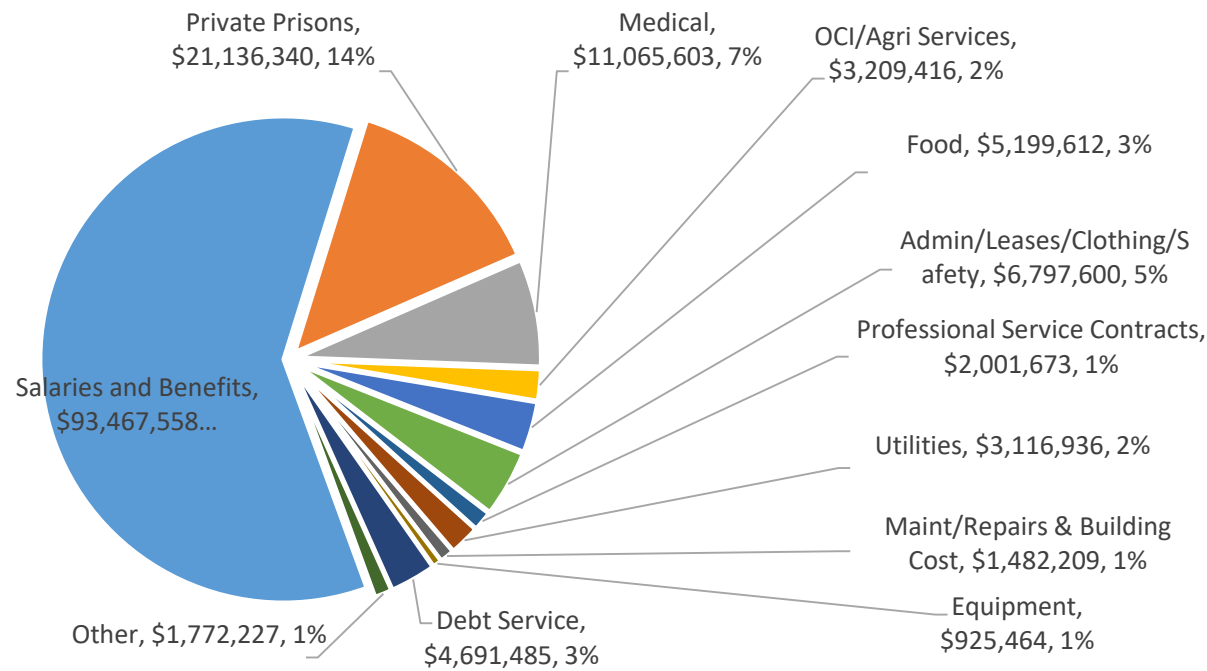
Non-Secure beds include beds in minimum state and contract facilities, community corrections centers and halfway houses.



BUDGET OVERVIEW

Department	Budget	Payroll Expenditures	Operating Expenditures	Total Expenditures	Available Budget Balance
Institutions	\$184,988,203	\$44,263,613	\$7,143,682	\$51,407,295	\$133,580,908
Probation & Parole	\$32,297,960	\$9,650,371	\$503,711	\$10,154,082	\$22,143,878
Community Corrections	\$20,652,656	\$5,331,719	\$567,759	\$5,899,477	\$14,753,179
Inmate Programs – GPS	\$25,283,425	\$5,672,279	\$753,063	\$6,425,342	\$18,858,083
Community Sentencing	\$3,938,775	\$309,388	\$431,286	\$740,673	\$3,198,102
Contracted Services	\$91,560,004	\$293,718	\$21,136,340	\$21,430,057	\$70,129,947
General Operations	\$43,578,447	\$1,461,977	\$10,241,161	\$11,703,138	\$31,875,309
Central Office Operations	\$34,660,937	\$10,276,055	\$398,361	\$10,674,416	\$23,986,521
Divisional Operations	\$25,938,908	\$3,089,456	\$3,500,363	\$6,589,819	\$19,349,089
Health Services	\$91,939,924	\$10,660,641	\$11,065,603	\$21,726,244	\$70,213,680
Information Technology	\$23,624,073		\$2,496,427	\$2,496,427	\$21,127,646
Prison Industries	\$25,289,473	\$2,458,343	\$3,160,808	\$5,619,151	\$19,670,322
TOTAL	\$603,752,785	\$93,467,558	\$61,398,563	\$154,866,122	\$448,886,663

EXPENDITURES



STAFFING LEVELS

	Budget	October	Over/(Under)
Correctional Officers	1,759	1,288	(471)
Probation Officers	327	264	(63)
Medical	398	337	(61)
Other	1,969	1,768	(202)
Total Staff	4,453	3,657	(797)

SMART Project Status Update

as of 11/12/2021

Master Menu



Goal - 3/1/2022 Full Implementation

Current Status - 11/1/2021 Research

Sarah Stitt Act



Goal - 7/1/2022 85%

Current Status - 11/1/2021 20%

Target - 2/1/2022 50%

Cost - Annual \$360,000

Medicaid Enrollment



Goal - 7/1/2022 85%

Current Status - 11/1/2021 0%

Target - 2/1/2022 20%

Cost - Annual

Diversity, Equity and Inclusion Council



Goal - 7/1/2022 Initial Recommendation

Current Status Research



OKLAHOMA
Corrections

BUDGET UPDATE

as of October 31, 2021



OKLAHOMA Corrections STATUS REPORT

Current Project Status

Project:
Master Menu

Key Milestones

1. Reduce fat and sugar content of dessert items by 50%.
2. Increase fruit consumption by 25%.
3. Increase fiber content by 10%.
4. Decrease sodium content by 25%.
5. Increase vegetable consumption by 20%.

Current Status:

- The male and female regular diets menus have been created and entered into the ESHA nutritional analysis program. Currently in the process of developing the diet for health menu.
- A meeting with Agri-Services concerning the reduction of sodium in process meat items was held on November 1, 2021. Agri-Services is projected to have completed reformulations by January 2021.
- Once finalized pricing from reformulations are received by Agri-Services a final cost analysis can be conducted.
- A meeting with Dr. Fisher, CMO, was held on November 9, 2021 concerning medical diets requirements.

Action/Task	Start Date	Estimated Completion Date
Completion of menu	6/1/2021	1/1/2022
Release Master Menu	2/1/2022	3/1/2022
Full implementation of new menu	2/1/2022	3/1/2022

Obstacles/Setbacks

Electronic platform for tracking.



OKLAHOMA Corrections STATUS REPORT

Current Project Status   

Project:
Sarah Stitt Act

Key Milestones

1. Obtain Real ID noncompliant identification cards or driver's licenses for discharging inmates.
2. Ensure all inmates discharge with a resume.
3. Ensure all inmates participate in mock/practice job interviews before discharging.
4. Provide all discharging inmates with information regarding vocational licensure and certifications.
5. Standardize the processes of resume building as well as storing, gathering, and documenting the personal forms of identification.
6. Coordinate implementation with Department of Public Safety, Department of Vital Statistics, and Career and Technology Education.

Current Status:

- MOU between DOC/DPS signed on 11/9
- DPS workstations installed at JCCC and MBCC. OSR install scheduled for 11/10, DCCC 11/15 and JBCC 11/22.
- P-card in process of being obtained for staff operating workstations
- 200 in-state birth certificate requests batched to vital statistics on 11/1
- Processes for out-of-state birth certificates and centralized state IDs operational by 11/4.

Action/Task	Start Date	Estimated Completion Date
Case managers document efforts to gather personal identifications	8/17/2021	8/31/2021
Resume Builder format standardized by Education/Reentry Units	8/25/2021	11/1/2021
Obtain co-op agreement with DPS for issuing Real ID at five ODOC locations	8/1/2021	11/1/2021
Work with discharging inmate population to build resume prior to release date	11/1/2021	Ongoing after 11/1
Create report for monthly update on ID collection efforts	11/1/2120	Ongoing after 11/1
Training for case managers	Ongoing as needed	Ongoing as needed
Notify wardens of requirements of new law	Monthly wardens meetings	Ongoing
Install DPS workstation in select facilities	11/1/2021	12/1/2021

Obstacles/Setbacks

Inability to obtain birth certificate and/or other valid forms of personal identification for some inmates. May be unable to produce State IDs for sex offenders until after discharge. Difficulty with placing resume template on inmate tablets. Implementation timing with OMES for workstations. Logistics of staff trained to operate workstations and hold P-cards.



OKLAHOMA Corrections STATUS REPORT

Current Project Status   

Project:
Medicaid enrollment

Key Milestones

1. Determine which inmates meet criteria to enroll in Medicaid.
2. Enroll Medicaid-eligible inmates at least 30 days prior to release/discharge.
3. Provide Medicaid instructions to inmate at release/discharge.
4. Activate portal access for ODOC staff to access online application.

Current Status:

- Awaiting completion of Cost Allocation plan (12/1 target)
- According to OMES, still on target for portal access to be granted by end of November.
- Met with Patient Sortal, a Texas-based company specializing in insurance enrollment and provider networking for releasing offenders. Working to set up meeting with Patient Sortal and OHCA. Target meeting date before 12/1

Action/Task	Start Date	Estimated Completion Date
Sign Agency Partner Agreement with OHCA	5/1/2021	6/17/2021
Work with OHCA staff to activate portal access	7/1/2021	11/1/2021
Create Medicaid instructions template to be given to inmates upon release/discharge	7/1/2021	7/30/2021
Pilot paper enrollment with inmates	7/28/2021	8/31/2021
Hire/select staff to conduct online enrollment	Ongoing	Ongoing
Develop Cost Allocation Plan for DOC so OHCA can determine if Medicaid can offset salary cost of those doing enrollment	9/2/2021	12/1/2021

Obstacles/Setbacks

- Difficulty in tracking discharge dates for enrollment
- Delays to activating portal access for ODOC employees
- Need for Cost Allocation Plan

Updated 11/09/2021



OKLAHOMA Corrections STATUS REPORT

**Project:**

Diversity, Equity, and Inclusion Council

Key Milestones

1. Identify, attract, and retain diverse staff to the agency and advance a climate that promotes inclusion.
2. Review data concerning offender access to equitable programs, services, education, and jobs.
3. Review misconducts and sanctions to determine unequitable outcomes.

Current Status:

The original follow up meeting scheduled for Friday, October 29, 2021 has been rescheduled to Monday, November 15, 2021. During the November meeting, the Executive Council will review HR data to determine initiatives and submissions from staff to join the DEI Council. After review by the Council, an email will be sent out to the supervisors of those interested asking if there are any conflicts. Responses will be due by Friday, November 19, 2021.

On the inmate side, ODOC is working with the Vera Institute of Justice in partnership with four states to participate in an equity assessment in an effort to provide recommendations on changes in policies and practices that would improve equity and provide technical assistance to help implement the recommendations.

Action/Task	Target Date	Completion Date
Approval of goal by agency director	8/25/2021	8/25/2021
Determine size and parameters of each subcommittee	9/17/2021	9/17/2021
Establish leads for each subcommittee	9/17/2021	9/17/2021
Email to staff asking for volunteers for the employee subcommittee and gather responses	10/31/2021	10/31/2021
Hold first subcommittee meetings	January 2022	

Obstacles/Setbacks

Agency support

Employee support

Inmate support

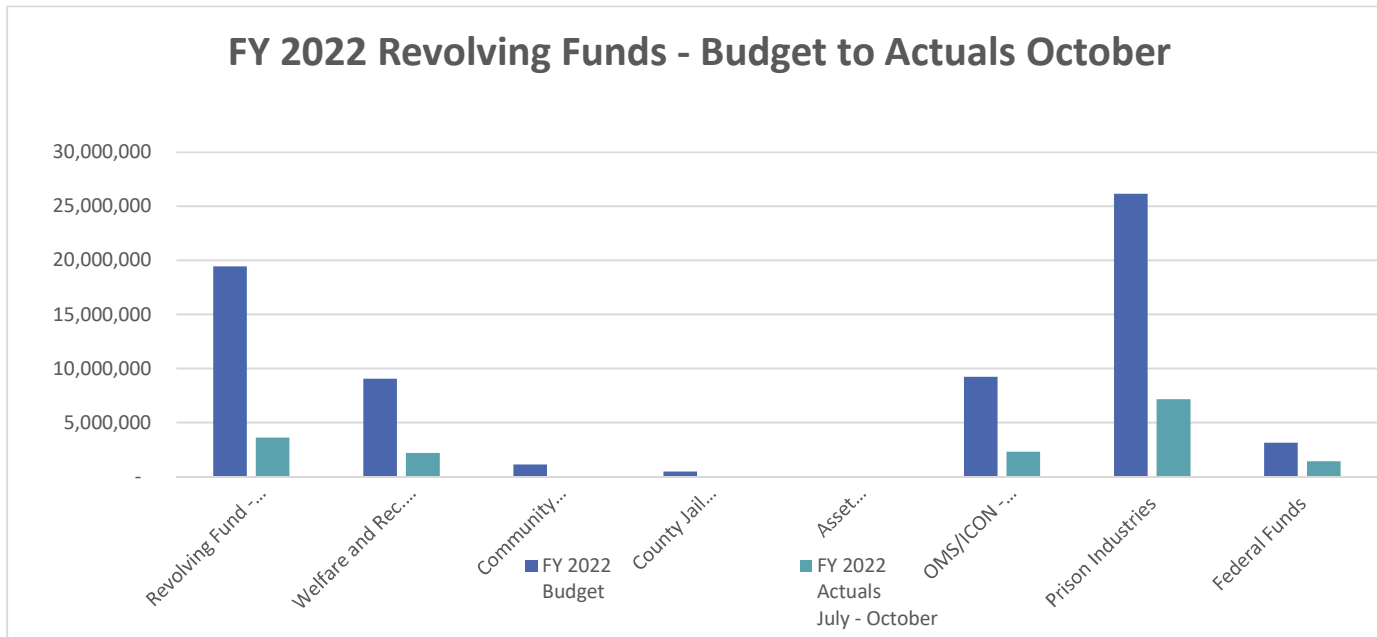
Public support

Three Year Expenditure Comparison

	FY 22 July - October	% Change from FY 21	FY 21 July - October	% Change from FY 20	FY 20 July - October
Salaries and Benefits					
Salaries	\$ 57,553,666	-6.95%	\$ 61,850,754	-1.67%	\$ 62,899,358
Overtime	5,708,564	21.01%	4,717,403	-16.76%	5,667,250
Insurance	16,081,233	-5.20%	16,963,238	-1.20%	17,168,401
Retirement	14,124,095	-6.21%	15,059,238	-2.24%	15,405,065
Contract Beds	8,961	56.83%	5,714	-6.79%	6,130
Private Prisons	19,083,061	-2.79%	19,631,618	-17.88%	23,906,145
Halfway Houses	674,393	16.08%	580,985	-76.10%	2,430,853
Contracted County Jails	10,719	-62.01%	28,215	31.61%	21,438
Jail Backup	1,305,558	-31.62%	1,909,332	60.68%	1,188,270
Jail Backup Transportation Reim	53,648	78.41%	30,070	-63.77%	82,991
Medical Services	8,788,237	-5.61%	9,310,922	10.60%	8,418,838
Hep C Treatment	2,277,366	76.27%	1,292,010		1,416,553
Institutions	7,143,682	-1.57%	7,257,856	-0.12%	7,266,420
Probation and Parole	503,711	10.47%	455,975	4.26%	437,361
Community Corrections	567,759	5.69%	537,178	-25.12%	717,391
Inmate Programs	753,063	-12.58%	861,420	59.07%	541,526
Community Sentencing	431,286	-1.24%	436,717	-20.88%	551,962
General Operations	5,151,161	15.26%	4,469,128	113.84%	2,089,931
NFCC Lease	5,090,000	27.25%	4,000,000	45.45%	2,750,000
Central Office Operations	398,361	47.15%	270,726	-32.01%	398,179
Divisional Operations	3,500,363	9.44%	3,198,482	-19.48%	3,972,050
IT	1,718,295	-26.43%	2,335,554	14.06%	2,047,741
Offender Management System	778,132	-16.16%	928,164		-
OCI / Agri-Services	3,160,808	-3.22%	3,265,940	-19.06%	4,035,058
	<u>\$ 154,866,122</u>	<u>-2.84%</u>	<u>\$ 159,396,640</u>	<u>-2.46%</u>	<u>\$ 163,418,912</u>

Three Year Revolving Fund Comparison

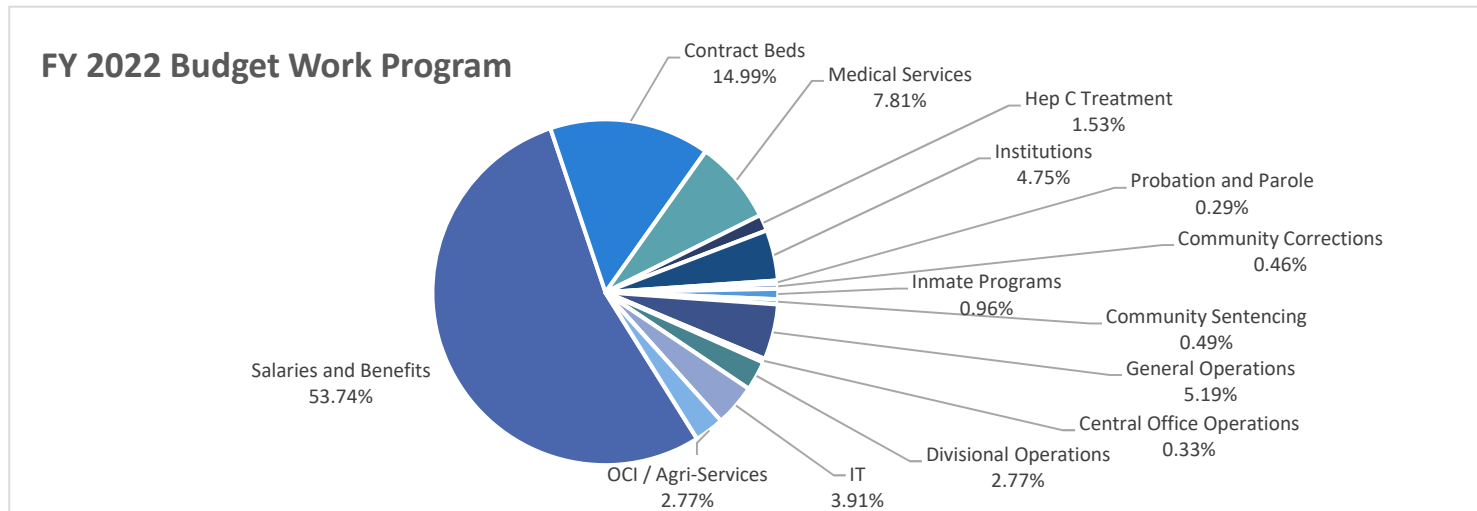
	FY 2022 Budget	FY 2022 Actuals July - October	% Change from FY 21	FY 2021 Actuals July - October	% Change from FY 20	FY 2020 Actuals July -October
200 Revolving Fund - Transfer of Funds	19,458,640	3,620,815	-54.09%	7,887,310	109.03%	3,773,205
205 Welfare and Rec. Fund	9,066,289	2,214,865	-23.63%	2,900,139	25.67%	2,307,801
210 Community Sentencing	1,147,325	30,927	11.93%	27,631	-41.51%	47,237
225 County Jail Transportation	500,000	-		-		-
230 Asset Forfeitures/Seizures Fund	-	-	0.00%	-	0.00%	-
235 OMS/ICON - Transfer of Funds	9,235,258	2,308,815	0.00%	-	0.00%	-
280 Prison Industries	26,153,573	7,161,270	-2.71%	7,360,953	-19.46%	9,139,091
410 & 430 Federal Funds	3,148,054	1,438,940	157.68%	558,432	-24.55%	740,134
	\$ 68,709,139	\$ 16,775,631		\$ 18,734,465		\$ 16,007,468



FY 2022 Budget Work Program

	Current Budget	Expenditures	Encumbrances	Available Balance
Salaries and Benefits	\$ 324,473,011	\$ 93,467,558	\$ 2,687,173	\$ 228,318,280
Contract Beds	90,507,139	21,136,340	67,888,299	\$ 1,482,500
Medical Services	47,141,383	8,788,237	33,521,645	\$ 4,831,501
Hep C Treatment	9,240,000	2,277,366	5,957,134	\$ 1,005,500
Institutions	28,653,688	7,143,682	20,024,280	\$ 1,485,726
Probation and Parole	1,766,456	503,711	940,869	\$ 321,876
Community Corrections	2,749,199	567,759	2,044,135	\$ 137,306
Inmate Programs	5,813,249	753,063	3,736,536	\$ 1,323,650
Community Sentencing	2,947,975	431,286	868,680	\$ 1,648,009
General Operations	31,354,447	10,241,161	17,412,206	\$ 3,701,081
Central Office Operations	2,015,267	398,361	860,753	\$ 756,153
Divisional Operations	16,735,648	3,500,363	12,505,426	\$ 729,858
IT	23,624,073	2,496,427	13,891,049	\$ 7,236,597
OCI / Agri-Services	16,731,250	3,160,808	5,793,899	\$ 7,776,544
Grand Total	\$ 603,752,785	\$ 154,866,122	\$ 188,132,084	\$ 260,754,579

FY 2022 Budget Work Programs includes all funding sources.



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

Dick Conner Correctional Center (DCCC)	14,443,187.23
Eddie Warrior Correctional Center (EWCC)	2,462,125.09
Howard McLeod Correctional Center (HMCC)	2,134,409.53
Jackie Brannon Correctional Center (JBCC)	4,955,318.16
Jess Dunn Correctional Center (JDCC)	3,982,325.80
Jim E. Hamilton Correctional Center (JEHCC)	1,750,482.29
Mack Alford Correctional Center (MACC)	6,213,588.06
Northeast Oklahoma Correctional Center (NEOCC)	547,348.84
Oklahoma State Penitentiary (OSP)	13,891,385.31
Bill Johnson Correctional Center (BJCC)	423,586.56
James Crabtree Correctional Center (JCCC)	836,538.36
John Lilley Correctional Center (JLCC)	4,246,996.01
Joseph Harp Correctional Center (JHCC)	11,259,598.73
Kate Barnard Correctional Center (KBCC)	1,592,497.77
Lexington Assessment and Reception Center (LARC)	9,727,247.49
Mabel Bassett Correctional Center (MBCC)	2,567,672.03
William S. Key Correctional Center (WSKCC)	-
Clara Waters Community Corrections Center (CWCCC)	338,932.44
Enid Community Corrections Center (ECCC)	57,360.92
Lawton Community Corrections Center (LCCC)	1,461,274.09
Oklahoma City Community Corrections Center (OKCCC)	361,336.02
Oklahoma State Reformatory (OSR)	8,185,504.00
Union City Community Corrections Center (UCCCC)	942,508.15
Other Projects	1,535,514.19
Total	\$ 93,916,737.07

Oklahoma Department of Corrections
FY 2022 Appropriation as of September 2021

Account Code	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Balance
11,12,13 Payroll, Insurance, FICA and Retirement	\$ 315,133,479.00	\$ 90,864,281.65	\$ 2,687,172.51	\$ -	\$ 93,551,454.16	\$ 221,582,024.84
15 Professional Services	90,747,434.00	23,933,561.91	66,135,082.17	-	90,068,644.08	678,789.92
17 Moving Expenses	100,000.00	22,104.00	187,896.00	-	210,000.00	(110,000.00)
19 Flexible Benefits	370,000.00	86,869.02	223,130.98	-	310,000.00	60,000.00
21, 22 Travel	656,392.00	187,078.42	146,637.09	-	333,715.51	322,676.49
31 Miscellaneous Administrative Expenses	17,919,613.00	3,618,728.90	12,449,229.11	-	16,067,958.01	1,851,654.99
32 Rent Expense	17,192,717.00	5,901,515.23	9,706,512.28	-	15,608,027.51	1,584,689.49
33 Maintenance & Repair Expense	7,231,186.00	1,182,410.62	1,596,875.88	-	2,779,286.50	4,451,899.50
34 Specialized Supplies and Materials	43,501,358.50	10,265,614.11	33,253,669.45	-	43,519,283.56	(17,925.06)
35 Production, Safety and Security	2,033,766.00	171,867.69	1,782,757.78	-	1,954,625.47	79,140.53
36 General Operating Expenses	552,015.00	249,770.56	151,177.04	-	400,947.60	151,067.40
37 Shop Supplies	2,367,627.50	554,920.42	939,955.06	-	1,494,875.48	872,752.02
41 Property Furniture and Equipment	2,049,969.00	332,088.88	369,420.44	441.20	701,950.52	1,348,018.48
42 Library Equipment and Resources	8,267.00	-	-	-	-	8,267.00
43 Lease Purchase	195,888.00	81,395.25	115,342.14	-	196,737.39	(849.39)
44 Live Stock – Poultry	-	-	-	-	-	-
45,46,47 Building Construction and Renovation	-	-	-	-	-	-
48 Bond Payment	11,961,164.00	4,610,089.53	7,349,722.89	-	11,959,812.42	1,351.58
49 Inter-Agency Payments	-	-	-	-	-	-
51 Inmate Pay and Health Services	1,000,000.00	17,271.85	804,487.17	-	821,759.02	178,240.98
52 Scholarships, Tuition and other incentives	15,500.00	-	-	-	-	15,500.00
53 Refunds, Indemnities, and Restitution	-	(40.03)	-	-	(40.03)	40.03
54 Jail Back Up and others	9,115,300.00	1,393,727.43	7,799,815.57	-	9,193,543.00	(78,243.00)
55,59 Assistance Payments to Agencies	-	-	-	-	-	-
60 Authority Orders	-	-	5,757,321.14	-	5,757,321.14	(5,757,321.14)
61 Loans, Taxes, and other Disbursements	2,970.00	542.32	1,180.68	-	1,723.00	1,247.00
62 Transfers – Inmate Medical Payments	12,889,000.00	2,224,371.98	6,775,628.02	-	9,000,000.00	3,889,000.00
64 Merchandise for Resale	-	-	-	-	-	-
TOTAL	\$ 535,043,646.00	\$ 145,698,169.74	\$ 158,233,013.40	\$ 441.20	\$ 303,931,624.34	\$ 231,112,021.66
Funding						
19102 Duties	50,000,000.00	19,083,060.70	30,916,939.30	-	50,000,000.00	-
19201 Duties	483,463,932.00	125,873,398.05	126,708,902.17	441.20	252,582,741.42	230,881,190.58
38302 Opioid Lawsuit Settlement Fund	1,579,714.00	741,710.99	607,171.93	-	1,348,882.92	230,831.08
TOTAL	\$ 535,043,646.00	\$ 145,698,169.74	\$ 158,233,013.40	\$ 441.20	\$ 303,931,624.34	\$ 231,112,021.66
					Remaining Payroll	221,582,024.84
						\$ 9,529,996.82

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

	200 Fund	205 Fund	210 Fund	225 Fund	230 Fund	235 Fund	280 Fund	Funds
Revenues								
Current:								
Disbursement Fees	\$ 7,740.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,740.43
Sale of Contraband	57,535.25	-	-	-	-	-	-	57,535.25
Bank Charge Back / Returned Check Fee	-	-	-	-	-	-	-	-
Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	45,723.39	-	30,926.83	-	-	-	-	76,650.22
Interest on Investments	70,356.91	4,102.64	-	-	-	-	25,843.52	100,303.07
Rent from Land & Buildings	10,393.85	-	-	-	-	-	-	10,393.85
Insurance and Other Reimbursement for Damages	21,984.38	-	-	-	-	-	-	21,984.38
Reimbursement for Administrative Expense (PPWP)	53,377.01	-	-	-	-	-	-	53,377.01
Reimbursement of Data Processing Fees	-	-	-	-	-	-	-	-
Reimbursement for Travel Expense	-	-	-	-	-	-	-	-
Federal Reimbursements	55,833.82	-	-	-	(170.60)	-	-	55,663.22
Federal Funds Rec'd from Non-Gov. Ag.	45,000.00	-	-	-	-	-	-	45,000.00
Refunded Money Previously Disbursed - Goods & Services	98,893.38	-	-	-	-	-	-	98,893.38
Reimbursement for Funds Expended (Refunds - Payroll Reim.)	13,323.51	-	-	-	-	-	-	13,323.51
Program Income (Dog Programs)	125.00	-	-	-	-	-	-	125.00
Other Grants, Refunds and Reimbursements (P-card Rebate)	14,755.63	-	-	-	-	-	-	14,755.63
Farm Products General	-	-	-	-	-	-	3,249,609.55	3,249,609.55
Charge for Service - (Water Treatment Plant)	15,400.00	-	-	-	-	-	-	15,400.00
Laboratory and Medical Services	60,792.65	-	-	-	-	-	-	60,792.65
Sale of Documents (Copies)	9,403.14	-	-	-	-	-	-	9,403.14
Sale of Merchandise	-	-	-	-	-	-	3,868,327.82	3,868,327.82
Canteen and Concession Income	-	2,210,762.27	-	-	-	-	-	2,210,762.27
Registration Fees	-	-	-	-	-	-	-	-
Paper & Other Recyclable Materials	-	-	-	-	-	-	-	-
Notification of Confinement - Social Security Admin	36,200.00	-	-	-	-	-	-	36,200.00
Contributions - Patients & Inmates	15,874.46	-	-	-	-	-	-	15,874.46
Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	982,174.41	-	-	-	-	-	-	982,174.41
Deposits by Patients and Offenders (Program Fees - Work Release)	1,632,980.52	-	-	-	-	-	17,488.79	1,650,469.31
Sale of Salvage	23,391.95	-	-	-	-	-	-	23,391.95
Sale of Land and/or Land Improvements	-	-	-	-	-	-	-	-
Total Revenues	3,271,259.69	2,214,864.91	30,926.83	-	(170.60)	-	7,161,269.68	12,678,150.51
Expenditures								
Current:								
Payroll	23,513.94	-	-	-	-	-	2,497,704.61	2,521,218.55
Professional Services	1,067,647.84	665,881.00	5,495.37	-	-	199,982.50	91,673.91	2,030,680.62
Travel	18,060.64	4,591.48	524.00	-	-	-	18,512.23	41,688.35
Misc. Admin. Expenses	4,629.83	167,882.10	191.50	-	-	-	325,103.43	497,806.86
Rent	25,364.96	55,272.09	-	-	-	-	17,047.46	97,684.51
Maintenance and Repair	274,612.40	273,601.29	-	-	-	-	352,985.54	901,199.23
Specialized Supplies and Materials	49,472.50	201,821.81	-	-	-	-	151,045.67	402,339.98
Production, Safety and Security	9,897.26	33,047.60	5,391.00	-	-	-	131,674.99	180,010.85
General Operating Expenses	3,612.01	52,191.08	-	-	-	-	25,086.51	80,889.60
Shop Expense	39,212.56	12,545.41	1,146.90	-	-	-	409,929.39	462,834.26
Furniture and Equipment	18,469.22	388,154.61	-	-	-	407,733.32	7,060.20	821,417.35
Library Equipment and Resources	-	1,155.31	-	-	-	-	-	1,155.31
Lease Purchases	-	-	-	-	-	-	-	-
Livestock and Poultry	-	-	-	-	-	-	-	-
Land and Right-of-way	-	-	-	-	-	-	-	-
Building, Construction and Renovation	250.00	-	-	-	-	-	-	250.00
Debt Service	-	-	-	-	-	-	-	-
Inmate Pay and Health Services	20,080.25	817,604.14	-	-	-	170,416.66	810,628.23	1,818,729.28
Tuitions, Awards and Incentives	-	-	-	-	-	-	-	-
Refunds and Restitutions	24,606.92	377.92	-	-	-	-	-	24,984.84
Jail Backup, County Jails and Other	440,370.00	-	-	79,182.85	-	-	-	519,552.85
Payment to Gov. Sub-Division	-	-	-	-	-	-	-	-
Assistance Payments to Agencies	-	-	-	-	-	-	-	-
Loans, Taxes and other Disbursements	200.00	629.10	-	-	-	-	-	829.10
Transfers - Out Sourced Health Care	32,975.68	-	-	-	-	-	-	32,975.68
Merchandise for Resale	2,727.19	-	-	-	-	-	3,572,434.51	3,575,161.70
Total Expenditures	2,055,703.20	2,674,754.94	12,748.77	79,182.85	-	778,132.48	8,410,886.68	14,011,408.92
Cash								
Beginning Cash Balance	17,919,346.44	1,180,568.63	1,173,765.53	552,495.01	170.60	-	6,243,006.50	27,069,352.71
Revenue Received this Year	3,271,259.69	2,214,864.91	30,926.83	-	(170.60)	-	7,161,269.68	12,678,150.51
Expenditures made this Year	(2,055,703.20)	(2,674,754.94)	(12,748.77)	(79,182.85)	-	(778,132.48)	(8,410,886.68)	(14,011,408.92)
Beginning Change in Liabilities	(79,878.15)	(72,302.34)	(1,029.50)	(2,579.63)	-	-	(234,924.68)	(390,714.30)
Transfers (Cares Act Funds & OMS/CON Funding)	349,554.98	-	-	-	-	3,078,420.00	-	3,427,974.98
Adjustments	(346.66)	-	-	-	-	-	-	(346.66)
Ending Cash Balance	\$ 19,404,233.10	\$ 648,376.26	\$ 1,190,914.09	\$ 470,732.53	\$ -	\$ 2,300,287.52	\$ 4,758,464.82	\$ 28,773,008.32

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

		200 Fund	205 Fund	210 Fund	225 Fund	230 Fund	235 Fund	280 Fund	Funds
Revenue	Revenues								
Code	Current:								
428199	Disbursement Fees	\$ 1,192.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,192.95
433107	Sale of Contraband	-	-	-	-	-	-	-	-
433147	Bank Charge Back / Returned Check Fee	-	-	-	-	-	-	-	-
433199	Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	12,683.09	-	10,266.10	-	-	-	-	22,949.19
441105	Interest on Investments	16,865.97	954.40	-	-	-	-	5,587.08	23,407.45
443103	Rent from Land & Buildings	2,559.30	-	-	-	-	-	-	2,559.30
451101	Insurance and Other Reimbursement for Damages	4,785.54	-	-	-	-	-	-	4,785.54
452005	Reimbursement for Administrative Expense (PPWP)	20,547.99	-	-	-	-	-	-	20,547.99
452117	Reimbursement of Data Processing Fees	-	-	-	-	-	-	-	-
453003	Reimbursement for Travel Expense	-	-	-	-	-	-	-	-
455201	Federal Reimbursements	26,766.98	-	-	-	-	-	-	26,766.98
456100	Donations / Grants Funds Rec'd from Non-Gov. Ag.	45,000.00	-	-	-	-	-	-	45,000.00
458101	Refunded Money Previously Disbursed - Goods & Services	927.00	-	-	-	-	-	-	927.00
458105	Reimbursement for Funds Expended (Refunds - Payroll Reim.)	262.79	-	-	-	-	-	-	262.79
459171	Program Income (Dog Programs)	25.00	-	-	-	-	-	-	25.00
459199	Other Grants, Refunds and Reimbursements (P-card Rebate)	14,541.80	-	-	-	-	-	-	14,541.80
471122	Farm Products General	-	-	-	-	-	-	661,900.83	661,900.83
473105	Charge for Service - (Water Treatment Plant)	3,850.00	-	-	-	-	-	-	3,850.00
473176	Laboratory and Medical Services	11,951.20	-	-	-	-	-	-	11,951.20
474105	Sale of Documents (Copies)	1,758.45	-	-	-	-	-	-	1,758.45
474131	Sale of Merchandise	-	-	-	-	-	-	1,053,512.88	1,053,512.88
474124	Canteen and Concession Income	-	500,408.51	-	-	-	-	-	500,408.51
478105	Registration Fees	-	-	-	-	-	-	-	-
479121	Paper & Other Recyclable Materials	-	-	-	-	-	-	-	-
479131	Notification of Confinement - Social Security Admin	19,200.00	-	-	-	-	-	-	19,200.00
481102	Contributions - Patients & Inmates	6,122.73	-	-	-	-	-	-	6,122.73
481121	Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	291,217.80	-	-	-	-	-	-	291,217.80
482101	Deposits by Patients and Offenders (Program Fees - Work Releas	442,048.09	-	-	-	-	-	-	442,048.09
483607	Sale of Salvage	1,562.95	-	-	-	-	-	-	1,562.95
483612	Sale of Land and/or Land Improvements	-	-	-	-	-	-	-	-
	Total Revenues	923,869.63	501,362.91	10,266.10	-	-	-	1,721,000.79	3,156,499.43
Account	Expenditures								
Code	Current:								
11,12,13	Payroll	5,878.49	-	-	-	-	-	632,754.22	638,632.71
15	Professional Services	271,492.61	307,930.00	2,183.90	-	-	76,660.00	33,516.79	691,783.30
21, 22	Travel	4,682.00	724.01	61.00	-	-	-	4,419.54	9,886.55
31	Misc. Admin. Expenses	1,307.28	38,907.08	-	-	-	-	70,877.17	111,091.53
32	Rent	12,828.82	9,315.20	-	-	-	-	2,243.41	24,387.43
33	Maintenance and Repair	59,431.11	41,615.16	-	-	-	-	74,547.66	175,593.93
34	Specialized Supplies and Materials	15,164.12	34,143.79	-	-	-	-	28,376.07	77,683.98
35	Production, Safety and Security	6,853.50	6,963.67	2,767.50	-	-	-	62,446.07	79,030.74
36	General Operating Expenses	148.27	7,841.59	-	-	-	-	5,099.11	13,088.97
37	Shop Expense	12,993.46	105.14	131.96	-	-	-	118,583.24	131,813.80
41	Furniture and Equipment	324.40	76,945.79	-	-	-	-	-	77,270.19
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	9,532.97	203,229.70	-	-	-	170,416.66	268,766.52	651,945.85
52	Tuitions, Awards and Incentives	-	-	-	-	-	-	-	-
53	Refunds and Restitutions	18,376.92	377.92	-	-	-	-	-	18,754.84
54	Jail Backup, County Jails and Other	81,891.00	-	-	32,206.35	-	-	-	114,097.35
55	Payment to Gov. Sub-Division	-	-	-	-	-	-	-	-
59	Assistance Payments to Agencies	-	-	-	-	-	-	-	-
61	Loans, Taxes and other Disbursements	-	-	-	-	-	-	-	-
62	Transfers - Out Sourced Health Care	(862,209.42)	-	-	-	-	-	-	(862,209.42)
64	Merchandise for Resale	-	-	-	-	-	-	891,047.28	891,047.28
	Total Expenditures	(361,304.47)	728,099.05	5,144.36	32,206.35	-	247,076.66	2,192,677.08	2,843,899.03
	Excess of Revenues Over (Under) Expenditures	1,285,174.10	(226,736.14)	5,121.74	(32,206.35)	-	(471,676.29)	528,812.71	312,600.40
	Cash								
	Beginning Cash Balance	18,144,532.86	890,201.62	1,186,064.63	502,938.88	-	1,777,759.18	5,352,525.89	27,854,023.06
	Revenue Received this Month	923,869.63	501,362.91	10,266.10	-	-	-	1,721,000.79	3,156,499.43
	Expenditures made this Month	361,304.47	(728,099.05)	(5,144.36)	(32,206.35)	-	(247,076.66)	(2,192,677.08)	(2,843,899.03)
	Beginning Change in Liabilities	(25,473.86)	(15,089.22)	(272.28)	-	-	-	(122,384.78)	(163,220.14)
	Transfers (Cares Act Funding & OMS/CON Funding)	-	-	-	-	-	769,605.00	-	769,605.00
	Adjustments	-	-	-	-	-	-	-	-
	Ending Cash Balance	\$ 19,404,233.10	\$ 648,376.26	\$ 1,190,914.09	\$ 470,732.53	\$ -	\$ 2,300,287.52	\$ 4,758,464.82	\$ 28,773,008.32

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

	410 Fund	430 Fund	Funds
Revenues			
Current:			
Federal Funds Rec'd from Non-Gov. Ag.	\$ 1,123,284.51	\$ 315,655.15	\$ 1,438,939.66
Private Grants and Donations for Opns.	-	-	-
Reimbursements	-	-	-
<i>Total Revenues</i>	<u>1,123,284.51</u>	<u>315,655.15</u>	<u>1,438,939.66</u>
Expenditures			
Current:			
Payroll	75,617.31	62,532.37	138,149.68
Professional Services	-	63,845.68	63,845.68
Travel	14,364.07	5,367.24	19,731.31
Misc. Admin. Expenses	-	-	-
Rent	22.37	-	22.37
Maintenance and Repair	12.18	39,745.33	39,757.51
Specialized Supplies and Materials	-	-	-
Production, Safety and Security	-	-	-
General Operating Expenses	545,417.18	4,002.21	549,419.39
Shop Expense	-	-	-
Furniture and Equipment	212,713.02	139,235.56	351,948.58
Library Equipment and Resources	-	-	-
Lease Purchases	-	-	-
Livestock and Poultry	-	20,000.00	20,000.00
Land and Right-of-way	-	-	-
Building, Construction and Renovation	-	-	-
Debt Service	-	-	-
Inmate Pay and Health Services	-	-	-
Tuitions, Awards and Incentives	-	-	-
Refunds and Restitutions	-	-	-
Jail Backup, County Jails and Other	-	-	-
Payment to Gov. Sub-Division	-	46,957.07	46,957.07
Assistance Payments to Agencies	-	-	-
Loans, Taxes and Other Disbursements	-	-	-
Transfers - Out Sourced Health Care	-	-	-
Merchandise for Resale	-	-	-
<i>Total Expenditures</i>	<u>848,146.13</u>	<u>381,685.46</u>	<u>1,229,831.59</u>
<i>Excess of Revenues Over (Under) Expenditures</i>	<u>275,138.38</u>	<u>(66,030.31)</u>	<u>209,108.07</u>
Cash			
Beginning Cash Balance	154,652.99	186,317.26	340,970.25
Revenue Received this Year	1,123,284.51	315,655.15	1,438,939.66
Expenditures made this Year	(848,146.13)	(381,685.46)	(1,229,831.59)
Beginning Change in Liabilities	(73,316.36)	-	(73,316.36)
Transfers	-	-	-
Adjustments	-	-	-
<i>Ending Cash Balance</i>	<u>\$ 356,475.01</u>	<u>\$ 120,286.95</u>	<u>\$ 476,761.96</u>

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

	410 Fund	430 Fund	Funds
Revenue Revenues			
<u>Code</u> Current:			
556 Federal Funds Rec'd from Non-Gov. Ag.	\$ -	\$ -	\$ -
561 Private Grants and Donations for Opns.	-	5,724.60	5,724.60
581 Reimbursements	-	-	-
<i>Total Revenues</i>	<u>-</u>	<u>5,724.60</u>	<u>5,724.60</u>
Account Expenditures			
<u>Code</u> Current:			
11,12,13 Payroll	15,184.05	13,714.54	28,898.59
15 Professional Services	-	8,362.79	8,362.79
21, 22 Travel	1,898.58	2,344.34	4,242.92
31 Misc. Admin. Expenses	-	-	-
32 Rent	-	-	-
33 Maintenance and Repair	-	-	-
34 Specialized Supplies and Materials	-	-	-
35 Production, Safety and Security	-	-	-
36 General Operating Expenses	584.00	4,002.21	4,586.21
37 Shop Expense	-	-	-
41 Furniture and Equipment	-	-	-
42 Library Equipment and Resources	-	-	-
43 Lease Purchases	-	-	-
44 Livestock and Poultry	-	-	-
45 Land and Right-of-way	-	-	-
46 Building, Construction and Renovation	-	-	-
48 Debt Service	-	-	-
51 Inmate Pay and Health Services	-	-	-
52 Tuitions, Awards and Incentives	-	-	-
53 Refunds and Restitutions	-	-	-
54 Jail Backup, County Jails and Other	-	-	-
55 Payment to Gov. Sub-Division	-	10,197.63	10,197.63
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>17,666.63</u>	<u>38,621.51</u>	<u>56,288.14</u>
Cash			
Beginning Cash Balance	397,626.54	153,183.86	550,810.40
Revenue Received this Month	-	5,724.60	5,724.60
Expenditures made this Month	(17,666.63)	(38,621.51)	(56,288.14)
Change in Liabilities	(23,484.90)	-	(23,484.90)
Transfers	-	-	-
Adjustments	-	-	-
<i>Ending Cash Balance</i>	<u>\$ 356,475.01</u>	<u>\$ 120,286.95</u>	<u>\$ 476,761.96</u>

STATE OF OKLAHOMA



EXECUTIVE DEPARTMENT

Proclamation

Whereas, 2021 marks the 50th anniversary of the Oklahoma CareerTech Skills Centers inmate training program, created in response to legislation authored by Oklahoma Sen. Jim E. Hamilton; and

Whereas, the Skills Centers program was designed to equip inmates with employment skills needed to make a positive transition after release; and

Whereas, Oklahoma CareerTech Skills Centers Month is designed to increase public awareness of and express appreciation for CareerTech's inmate training programs in correctional facilities statewide, including juvenile facilities; and

Whereas, in FY21, Oklahoma CareerTech Skills Centers served 418 full-time students, 325 short-term students and 151 students in partner programs; and

Whereas, offenders who find employment are less likely to return to crime, and more than 91 percent of FY21 program completers secured positive job placement, with an average hourly wage of \$14.81;

Now Therefore, I, Governor J. Kevin Stitt, do hereby proclaim November 2021, as

“Oklahoma CareerTech Skills Centers Month”

in the State of Oklahoma.

In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the State of Oklahoma to be affixed.



Done at the Capitol, in the City of Oklahoma City, this fifteenth day of October, in the Year of Our Lord two thousand and twenty-one, and of the State of Oklahoma in the one hundred and thirteenth year.

Kevin Benjamin Stitt

ATTEST:

SECRETARY OF STATE

GOVERNOR

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Section-01 Organization	Page: 1	P-010200	Effective Date: 12/08/2021
Board Operating Procedures	ACA Standards: 2-CO-1A-10, 5-ACI-1A-01, 4-ACRS-7A-01, 4-ACRS-7D-34, 4-APPFS-3D-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Operating Procedures and Policies for the Oklahoma Board of Corrections

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

I. Operating Procedures

A. Duties and Responsibilities

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

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

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

1. Establishment of Policies

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

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

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

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

3. Approval of Contracts and Budgets

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

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

- b. The OBOC will be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities.
 - c. The OBOC will review and approve the proposed ODOC budget request before it is submitted to the office of Management and Enterprise Services (OMES) in October of each year for review by the Governor.
 - d. The OBOC will review and approve the ODOC budget work program before it is submitted to OMES on June 1 or as soon thereafter as possible.
 - e. The OBOC will review and approve all emergency expenditures of money that exceed the agency director's authority as allowed by law.
4. Private Prison Construction or Operation
- a. If ODOC proposes to enter into a contract for the construction or the operation, or both, of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC (57 O.S. § 561, 561.1(D)(4)& (G)).
 - b. ODOC shall then deliver to the OBOC the top three qualified prospective private prison contractors identified pursuant to law together with the information reviewed and analyzed by ODOC during analysis of the proposals. The OBOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information (57 O.S. § 561.1(H)).
 - c. Should ODOC choose to negotiate with current private prison contractors for a new contract for the operation or lease/purchase of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC. The OBOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information. Additional time may be provided, when necessary (57 O.S. § 561, 57 O.S. § 561.1).

B. Orientation

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

C. Officers, Terms of Office, and Qualifications

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

D. OBOC Vacancies and Succession

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

E. Facility/Office Tours

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

F. Inquiries

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

II. Administration of OBOC Functions

A. Rules of Order

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

B. OBOC Meetings

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

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

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

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

Certificate of Approval

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

Date: _____ Secretary of the Oklahoma Board of Corrections

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

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

C. OBOC Committees

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

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

The following committees are standing committees:

1. Executive Committee

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

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

b. Duties of the Executive Committee shall include:

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

2. Audit and Finance Committee

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

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

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

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

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

4. Public Policy/Affairs/Criminal Justice Committee

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

D. Committee Sunset Provision

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

E. OBOC Agenda

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

F. Requests for Information by OBOC Members

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

III. Public Access

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

A. Requests for Information

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

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

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

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

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

IV. Members Representing the OBOC

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

V. References

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

25 O.S. § 301-314

57 O.S. § 503,

57 O.S. § 504,

57 O.S. § 504(b)(5)

57 O.S. § 561,561.1

VI. Action

The agency director is responsible for compliance with this policy.

The agency director and the Oklahoma Board of Corrections are responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement P-010200 entitled "Operating Procedures and Policies for the Oklahoma Board of Corrections" dated October 26, 2020

Distribution: Policy and Operations Manuals
Agency Website

Section-01 Organization	Page: 13	P-010200	Effective Date: 12/08/2021
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<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 060212F	"Authorization to Release Department of Corrections Record Information"	OP-060212

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

Section-01 Organization	Page: 1	P-010200	Effective Date: 10/26/2020 draft
Board Operating Procedures	ACA Standards: 2-CO-1A-10, 5-ACI-1A-01, 4-ACRS-7A-01, 4-ACRS-7D-34, 4-APPFS-3D-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Operating Procedures and Policies for the Oklahoma Board of Corrections

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

I. Operating Procedures

A. Duties and Responsibilities

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

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

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

1. Establishment of Policies

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

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

a. The OBOC may require the agency director and any other ODOC personnel, when deemed necessary by the OBOC, to give bond for the faithful performance of their duties (57 O.S. Section 504(b)(5), repealed by Laws 1980, c. 210, § 11, eff. Oct. 1, 1980).

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

3. Approval of Contracts and Budgets
 - a. The OBOC will be involved in the selection of architectural firms for projects when the architect's fee is over \$200,000. The OBOC will also approve requisitions for construction contracts for projects where estimated construction costs are greater than \$500,000. Approval of construction documents must occur before acceptance of a bid.
 - b. The OBOC will be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities.
 - c. The OBOC will review and approve the proposed ODOC budget request before it is submitted to the Office of Management and Enterprise Services (OMES) in October of each year for review by the Governor.
 - d. The OBOC will review and approve the ODOC budget work program before it is submitted to OMES on June 1 or as soon thereafter as possible.
 - e. The OBOC will review and approve all emergency expenditures of money that exceed the agency director's authority as allowed by law.
4. Private Prison Construction or Operation
 - a. If ODOC proposes to enter into a contract for the construction or the operation, or both, of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC (57 O.S. § 561, ~~57 O.S. § 561.1(D)-(4)~~, 57 O.S. § 561.1 & (G)).
 - b. ODOC shall then deliver to the OBOC the top three qualified prospective private prison contractors identified pursuant to law together with the information reviewed and analyzed by ODOC during analysis of the proposals. The OBOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information (57 O.S. § 561.1-(H)).
 - c. Should ODOC choose to negotiate with current private prison contractors for a new contract for the operation, ~~lease~~, or lease/purchase of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC. The

OBOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information. Additional time may be provided, when necessary (57 O.S. § 561, 57 O.S. § 561.1).

B. Orientation

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

C. Officers, Terms of Office, and Qualifications

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

D. OBOC Vacancies and Succession

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

E. Facility/Office Tours

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

F. Inquiries

Any inquiries regarding ODOC's operations, actions, or policies received by OBOC members from the public, employees, or inmates/offenders will be

referred to the agency director or designee for response. If those inquiries are of such a nature that referral to the agency director may be inappropriate, then referral should be made to the chair of the OBOC for appropriate disposition.

II. Administration of OBOC Functions

A. Rules of Order

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

B. OBOC Meetings

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

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

- b. The certification of the approval of the minutes;
 - c. Ensuring whenever possible, all documents and information relevant to the OBOC meeting is provided to the OBOC in electronic form, no less than five days prior to the scheduled OBOC meeting; and
 - d. Maintaining the official records of the OBOC as required by law.
4. Upon approval of the minutes, the OBOC sSecretary will execute the following:

Certificate of Approval

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

Date: _____ Secretary of the Oklahoma Board of Corrections

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

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

C. OBOC Committees

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

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

The following committees are standing committees:

1. Executive Committee

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

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

b. Duties of the Executive Committee shall include:

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

2. Audit and Finance Committee

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

fiscal year, and reviewing the cost benefit analysis required by law.

- (3) Reviewing ODOC policies and procedures, which may affect female inmates/offenders to ensure a level of parity that avoids and/or minimizes any discrimination.
- (4) Reviewing security operations that enhance the safety and security of the agency's staff and facilities, and
- (5) Reviewing internal reports or investigations related to inmate deaths, suicides, or non-routine security matters.

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

4. Public Policy/Affairs/Criminal Justice Committee

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

D. Committee Sunset Provision

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

E. BOC Agenda

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

F. Requests for Information by BOC Members

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

III. Public Access

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

A. Requests for Information

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

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

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

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

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

IV. Members Representing the [O](#)BOC

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

V. References

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

25 O.S. [§](#) 301-314

57 O.S. [§](#) 503,

[57 O.S. §](#) 504,

~~[57 O.S. § 504\(b\)\(-5\)](#) (repealed by Laws 1980, c. 210, § 11, eff. Oct. 1, 1980~~

~~[57 O.S. § 506](#), [57 O.S. § 510](#),~~

~~[57 O.S. § 561](#), [561.1](#)~~

~~[57 O.S. § 561.1D-4](#)~~

~~[57 O.S. § 561.1G](#)~~

~~[57 O.S. § 561.1H](#)~~

~~[74 O.S. § 2.2](#)~~

~~[Naylor v. Petuskey](#) 577 P. 2nd 1310 (Okla. 1978)~~

VI. Action

The agency director is responsible for compliance with this policy.

The agency director and the Oklahoma Board of Corrections are responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement ~~No.~~ P-010200 entitled "Operating Procedures and Policies for the Oklahoma Board of Corrections" dated ~~January 27, 2020~~ October 26, 2020

Distribution: Policy and Operations Manuals
Agency Website (~~Public~~)
~~Board Website (Private)~~

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 060212F	"Authorization to Release Department of Corrections Record Information"	OP-060212

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

Section-01 Organization	P-010300	Page: 1	Effective Date: 12/08/2021
Mission and Organization	ACA Standards: 2-CO-1A-02, 2-CO-1A-04, 2-CO-1A-06, 2-CO-1A-07, 2-CO-1A-08, 2-CO-1A-12, 2-CO-1A-13, 2-CO-1A-19, 2-CO-1A-20, 2-CO-1A-21, 4-APPFS-2A-01, 4-APPFS-2D-01, 4-APPFS-3A-29, 4-APPFS-3D-02, 4-APPFS-3D-03, 4-APPFS-3D-05, 4-APPFS-3D-07		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Mission and Organization of the Oklahoma Department of Corrections

The Oklahoma Department of Corrections (ODOC) is established in accordance with applicable statutes and regulations with the goal of ensuring public safety through the provision of professionally managed correctional services pursuant to orders of the court, the Pardon and Parole Board, applicable statutes and Oklahoma Board of Corrections (OBOC) policy. (2-CO-1A-02, 2-CO-1A-04, 4-APPFS-2A-01, 4-APPFS-3D-02)

I. Mission Statements

It is the overall mission of the ODOC to protect the public, the employees and the inmates and offenders. (22 O.S. § 1514.6)

A. Incarceration

It is the mission of the ODOC to provide housing, clothing, food and medical care to its inmates, to maintain a safe and secure prison system, to keep accurate records, to offer job training, education, counseling, work and treatment programs deemed appropriate to monitor and advance the rehabilitative progress of its inmates, to provide a fair and orderly progression through custody levels, and to make data and recommendations regarding parole available to the Pardon and Parole Board. As an inmate demonstrates that he is no longer a threat to society, that the punishment has been effective and that a program of rehabilitation is showing progress, the inmate's level of custody may be commensurately reduced in an orderly progression through custody levels to probation and parole and release.

B. Community Supervision

It is the mission of the ODOC to receive convicted offenders selected by the courts and the Pardon and Parole Board and to protect society through a coordinated program of community supervision which provides realistic opportunities for probationers and parolees to develop skills necessary to adjust to free society. As a probationer or parolee demonstrates that the supervision has been effective and that a community treatment program is showing progress, the level of supervision may be commensurately reduced in an orderly progression to prepare for release from supervision.

The agency and its subdivisions will develop written mission statements that establish desired outcomes. These statements will be reviewed annually and updated as needed. (2-CO-1A-04, 2-CO-1A-06, 2-CO-1A-08, 2-CO-1A-21, 4-APPFS-3D-04, 4-APPFS-3D-07)

II. Goals and Objectives

A. Development of Goals and Management Strategy

The goals of the ODOC include:

1. Provide adequate prison space to ensure that those sentenced to prison will remain incarcerated until such time as they can be safely released, or until their active sentences are completed.
2. Provide community-based supervision for those offenders selected for supervised probation and parole by the courts and the Pardon and Parole Board.
3. Maintain safe and humane operation of a professional correctional system that provides secure confinement and supervision of inmates/offenders.
4. Reduce recidivism by offering programs and services that afford inmates/offenders opportunities for positive change and successful reentry.

The agency's primary goals include the safe and humane operation of a professional correctional system providing secure confinement and supervision of inmates/offenders and the reduction of recidivism by offering programs and services that afford inmates/offenders opportunities for positive change and successful reentry. The goals, management strategy and agency operational procedures will be defined and be consistent with the guiding goals and principles of the agency. (2-CO-1A-06, 2-CO-1A-07, 2-CO-1A-20, 4-APPFS-3D-05)

B. Resources

Within available resources, the agency will offer a range of evidenced based correctional operations. These operations will include institutionalization, community programs, community supervision, treatment and other rehabilitation programs that will best serve the needs of the State of Oklahoma and the individual inmate/offender. These evidence based programs will enhance the inmate's and offender's ability to establish a productive and law-abiding lifestyle. (4-APPFS-2D-01) The agency will administer its programs in an equitable manner in the least restrictive environment consistent with public safety.

C. Operations

The agency director will ensure policy and procedures governing the management and operations of the agency are established and implemented. (2-CO-1A-06) Regular meetings with the OBOC will provide

opportunity to review and evaluate established policies and agency operations. (4-ACRS-7D-34)

III. Organization

A. Organizational Charts

The agency director will ensure organizational charts and FTE matrices of every staff position within the agency are developed and maintained. These charts reflect the grouping of functions, the area of control, define the lines of authority, and outline a specific channel of communication. (2-CO-1A-12, 4-APPFS-3D-03)

B. Communications

The ODOC will maintain an effective communication system through regular meetings between facility heads and department heads and between department heads and their key staff members at least once each month. The agency will also utilize the latest technology to enhance communications. (2-CO-1A-18, 2-CO-1A-19, 4-APPFS-3A-29, 4-APPFS-3D-07)

IV. References

22 O.S. § 1514.6

57 O.S. § 504 (b) (I), 507, and 508.1

74 O.S. § 18c

V. Action

The agency director is responsible for 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 Oklahoma Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement P-010300 entitled "Mission and Organization of the Oklahoma Department of Corrections" dated December 12, 2018

Distribution: Policy and Operations Manual
Agency Website

Section-01 Organization	P-010300	Page: 1	Effective Date: Draft 12/12/2018
Mission and Organization	ACA Standards:2-CO-1A-02, 2-CO-1A-04, 2-CO-1A-06, 2-CO-1A-07, 2-CO-1A-08, 2-CO-1A-12, 2-CO-1A-13, 2-CO-1A-19, 2-CO-1A-20, 2-CO-1A-21, 4-4001, 4-4002, 4-4003, 4-4010, 4-4015, 4-ACRS-7D-01, 4-ACRS-7D-02, 4-ACRS-7D-03, 4-ACRS-7D-34, 4-ACRS-7D-35, 4-APPFS-2A-01, 4-APPFS-2D-01, 4-APPFS-2A-07, 4-APPFS-3A-29, 4-APPFS-3D-01, 4-APPFS-3D-02, 4-APPFS-3D-03, 4-APPFS-3D-05, 4-APPFS-3D-07		
<u>T. Hastings Siegfried</u> Frank X. Henke, IV , Chair Signature on File Oklahoma Board of Corrections			

Mission and Organization of the Oklahoma Department of Corrections

The Oklahoma Department of Corrections (ODOC) is established in accordance with applicable statutes and regulations with the goal of ensuring public safety through the provision of professionally managed correctional services pursuant to orders of the court, the Pardon and Parole Board, applicable statutes and Oklahoma Board of Corrections (OBOC) policy. (2-CO-1A-02, 2-CO-1A-04, ~~4-4001~~, 4-APPFS-2A-01, 4-APPFS-3D-~~0204~~)

I. Mission Statements

It is the overall mission of the ODOC to protect the public, the employees and the inmates and offenders. (22 O.S. § 1514.6)

A. Incarceration

It is the mission of the ODOC to provide housing, clothing, food and medical care to its inmates, to maintain a safe and secure prison system, to keep accurate records, to offer job training, education, counseling, work and treatment programs deemed appropriate to monitor and advance the rehabilitative progress of its inmates, to provide a fair and orderly progression through custody levels, and to make data and recommendations regarding parole available to the Pardon and Parole Board. As an inmate demonstrates that he is no longer a threat to society, that the punishment has been effective and that a program of rehabilitation is showing progress, the inmate's level of custody may be commensurately reduced in an orderly progression through custody levels to probation and parole and release.

B. Community Supervision

It is the mission of the ODOC to receive convicted offenders selected by the courts and the Pardon and Parole Board and to protect society through a coordinated program of community supervision which provides realistic opportunities for probationers and parolees to develop skills necessary to adjust to free society. As a probationer or parolee demonstrates that the supervision has been effective and that a community treatment program is showing progress, the level of supervision may be commensurately reduced in an orderly progression to prepare for release from supervision.

The agency and its subdivisions will develop written mission statements that establish desired outcomes. These statements will be reviewed annually and updated as needed. (2-CO-1A-04, 2-CO-1A-06, 2-CO-1A-08, 2-CO-1A-21, ~~4-4002, 4-ACRS-7D-01, 4-ACRS-7D-02~~, 4-APPFS-3D-04, 4-APPFS-3D-07)

II. Goals and Objectives

A. Development of Goals and Management Strategy

The goals of the ODOC –include:

1. Provide adequate prison space to ensure that those sentenced to prison will remain incarcerated until such time as they can be safely released, or until their active sentences are completed.
2. Provide community-based supervision for those offenders selected for supervised probation and parole by the courts and the Pardon and Parole Board.
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B. Resources

Within available resources, the agency will offer a range of evidenced based correctional operations. These operations will include institutionalization, community programs, community supervision, treatment and other rehabilitation programs that will best serve the needs of the State of Oklahoma and the individual inmate/offender. These evidence based programs will enhance the inmate's and offender's ability to establish a productive and law-abiding lifestyle. (4-APPFS-~~2D-01 2A-07~~) The agency will

administer its programs in an equitable manner in the least restrictive environment consistent with public safety.

C. Operations

The agency director will ensure policy and procedures governing the management and operations of the agency are established and implemented. -(2-CO-1A-06) Regular meetings with the OBOC will provide opportunity to review and evaluate established policies and agency operations. (4-ACRS-7D--34)

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The agency director will ensure organizational charts and FTE matrices of every staff position within the agency are developed and maintained. These charts reflect the grouping of functions, the area of control, define the lines of authority, and outline a specific channel of communication. (2-CO-1A-12, ~~4-4010, 4-ACRS-7D-03, 4-APPFS-3D-03~~)

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IV. References

22 O.S. § 1514.6

57 O.S. § 504 (b) (I), 507, and 508.1

74 O.S. § 18c

V. Action

The agency director is responsible for 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 Oklahoma Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement ~~No.~~ P-010300 entitled "Mission and Organization of the Oklahoma Department of Corrections" dated December 12, 2018
October 4, 2017

Distribution: Policy and Operations Manual
Agency Website

Section-02 Information Management	P-020800	Page: 1	Effective Date: 12/08/2021
Guidelines for Research and Research-Related Activities	ACA Standards: 2-CO-IF-09, 2-CO-IF-10, 2-CO-1F-11, 2-CO-1F-15, 5-ACI-1F-13, 5-ACI-1F-16, 5-ACI-1F-18, 4-ACRS-7D-12, 4-APPFS-3D-35, 4-APPFS-3D-37		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Guidelines for Research and Research-Related Activities

It is the policy of the Oklahoma Board of Corrections that the Oklahoma Department of Corrections (ODOC) promulgates guidelines for conducting research and ensures research-related activities comply with state and federal guidelines for the use and dissemination of research findings. (2-CO-1F-10, 5-ACI-1F-16, 4-APPFS-3D-35)

I. Purpose

A. Discussion

The agency supports and engages in a wide range of research activities relevant and applicable to its programs, services and operations. (2-CO-1F-10, 5-ACI-1F-13, 4-APPFS-3D-35)

Recognizing the value of research and the impact of research on correctional management, the Oklahoma Board of Corrections has established guidelines for conducting research and research-related activities including the publication and dissemination of the research. (2-CO-IF-09, 2-CO-1F-11, 5-ACI-1F-16, 5-ACI-1F-18, 4-ACRS-7D-12, 4-APPFS-3D-37)

B. Guidelines

The agency will ensure:

1. Research is well organized and conducted in a cost-effective manner; and
2. The rights of inmates or offenders and staff involved in research are protected and govern voluntary inmate participation in non-medical, non-pharmaceutical, and non-cosmetic research programs. (2-CO-1F-15, 5-ACI-1F-16, 5-ACI-1F-18, 4-ACRS-7D-12, 4-APPFS-3D-37)

C. Use of Research

Research results will be used to analyze the agency's present activities and as a guideline for future decision-making and policy development.

II. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement P-020800 entitled "Guidelines for Research and Research-Related Activities" dated September 29, 2020

Distribution: Policy and Operations Manual
Agency Website

Section-02 Information Management	P-020800	Page: 1	Effective Date: draft09/29/2020
Guidelines for Research and Research-Related Activities	ACA Standards: 2-CO-IF-09, 2-CO-IF-10, 2-CO-1F-11, -2-CO-1F-15, 5-ACI-1F-13, 5-ACI-1F-16, 5-ACI-1F-18, 4-ACRS-7D-12, 4-APPFS-3D-35, 4-APPFS-3D-37		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

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

Section-02 Information Management	P-020800	Page: 2	Effective Date: draft 09/29/2020
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Any exceptions to this policy will require prior written approval from the [Oklahoma Board of Corrections](#).

This policy is effective as indicated.

Replaced: Policy Statement ~~No.~~P-020800 entitled "Guidelines for Research and Research-Related Activities" dated ~~September 29, 2020~~~~October 10, 2018~~

Distribution: Policy and Operations Manual
Agency Website

COMMUNITY CORRECTIONS OVERVIEW

The Community Corrections currently oversees the following facilities:

- Six State Facilities
 - Clara Waters Community Corrections Center
 - Enid Community Corrections Center
 - Lawton Community Corrections Center
 - Northeast Oklahoma Community Corrections Center
 - Oklahoma City Community Corrections Center
 - Union City Community Corrections Center
- Two Halfway House (HWH)
 - Bridgeway Halfway House
 - Oklahoma Re-Entry Opportunity Center

Over the last two years, the unit has undergone significant changes and reduced the number of community beds by approximately 40%. The changes include:

- The agency reduced the number of halfway houses from five to two.
- Northeast Oklahoma Correctional Center (NOCC) transitioned from minimum security to community-level supervision.
- Oklahoma State Reformatory (OSR) transitioned from community-level supervision to medium-security.

Community Corrections

Community corrections goal is to assist in the rehabilitation of inmates by preparing them to transition back into society and become productive citizens within their community.

Since the restructure of Community Corrections our facilities have refocused their mission to incorporate/increase work release opportunities for inmates.

Work Release Programs

Many of the jobs that were previously provided at the HWH locations were in the fast-food industry, while these jobs are better than nothing, they are not jobs that result in a living wage for an adult returning to society. We also discovered the supervision/oversite at these jobs were more likely to be inadequate.

When Community Corrections began focusing on increasing job opportunities for the inmates the following guidelines were utilized:

- Employment that could be sustained once incarceration ended.
- Employment that provided a salary above minimum wage.
- Employment that provided benefits (insurance, retirement etc.).
- Employment that provided a trade or skill that would be useful with seeking future employment.



The timing was right for this new venture as many manufactures and businesses needed employees. Several months were spent building relationships with employers and organizations to promote inmates and demonstrate that they were qualified applicants and ready to work.

Understandably many of the businesses were hesitant to hire incarcerated individuals but those that took a chance have been pleased. We have received great support and positive feedback from the employers and organizations.

We now have some ex-inmates who are now managers at businesses that were at first hesitant to hire any inmate. There are currently 45 employers that have employed 492 community inmates.

We have been receiving calls regularly from employers seeking to hire inmates and expect to see the numbers continue to grow next year.

We have also partnered with Workforce Oklahoma, CareerTech, Oklahoma Manufacture Association, Association of General Contractors, and many other great organizations to help spread the word.

FY2019 VS. FY2022 Analysis

In reviewing where we were and how we are doing now I elected not to use data from FY2020 due to unreliable numbers because of the ongoing pandemic and the ongoing transition. Information from FY2019 was used instead. FY2019 was the final complete year with HWH information and was also the peak of the work release program.

In FY19 the total amount of program support fees collected was \$5.3 million.

The first quarter of FY22 have been trending up each month and using the 1st quarter numbers it is projected that program fee collections for FY22 will be \$6.4 million.

These numbers do not necessarily reflect the number of employment opportunities have increased but the types of employment and salary have improved.

The quality of employment has also had a positive impact on inmate behavior and reduction in serious incidents at the community level in the following ways:

- Walk away incidents are down 80%
- Returns to higher security (failures) are down 65%
- TDU placement is down 78%.

Current Challenges

Some of our current challenges with our growing work release programs are transportation and housing.

We are currently working with some non-profit organizations as well as other transportation companies to ensure that we can get inmates to and from the work on time each day.

We are seeing more and more inmates wanting to relocate once they discharge so they can keep their current job.

We are working with some non-profits and employers to help us find housing for these individuals.



Prison Public Works Program (PPWP)

Our Community Corrections have PPWP contracts that we provide inmate labor for, these contracts are with local municipalities, counties, state agencies around the state. There are currently 35 PPWP contracts that utilize 139 inmates.

Programs

There are currently 272 community inmates involved in various programs at all community facilities. Programs range from TFC, Education, SAT to CareerTech skills.

- Enid CCC has a partnership with the tech center in Enid to provide welding training.
- CWCCC has a partnership with Metro Tech in OKC to provide welding training.
- OKCCCC and UCCCC have CDL Truck Driver training through CareerTech and CentralTech.
 - This training has had extremely successful job placement after completion with inmates earning \$60-\$100K per year after discharge.

Outside of the programs offered through the facilities we also partner with non-profit agencies to provide job readiness programs a few of these are:

- **Dress for Success Program:** This program is located in the Oklahoma City area and provides resume writing, mock interview training, interviewing skill training for female inmates. Upon completion, they will provide 2 sets of interview clothes to the inmates and will also help them with job placement.
- **Culinary Arts Program:** CareerTech/TEEM/Regional Food Bank of OKC have all partnered together with OKCCC to provide a Culinary Arts program for female inmates. During this program inmates will assist the Food Bank with preparing 1000's of ready to eat meals for at need citizens of OKC and will also be learning proper kitchen techniques, receive managerial Serve Safe certification.
- **Battle Buddies:** Oklahoma Veterans Affairs and TEEM partner with three metro area community correction centers (OKCCCC; CWCCC and UCCCC) to provide services and support to any inmate that is a veteran.
- **Religious Programs:** Inmates at centers are also provided several religious programs and services through our many volunteers and churches throughout our communities.

Sarah Stitt Act

Community Corrections was ahead of the curve on the Sarah Stitt act which came into effect on November 1st. Our team was already in the practice of getting identification and birth certificates for employment.

The requirement for resume writing and mock interviews were a couple of areas that we enhanced over the last few months to ensure that we are complying with the statute and will continue to work with our Programs Unit for additional guidance.



Upcoming Projects:

General Maintenance Program: We are currently working with CareerTech to develop a General Maintenance program at Enid CCC.

Manufacturing Program: We are also working with CareerTech and business partners from Mid-America Industrial Park to develop a program that will fit the needs of the many manufacturing/factory jobs that are currently available in the area.

Seamless Incarceration to Probation Plan: Shortly after the first of the year we will be implementing our seamless transition to probation plan. With this plan, facility case manager supervisors will reach out to probation and parole offices when an inmate is 60 days from discharging or paroling. The probation office will then assign an officer to the inmate. The probation officer will be required to contact the case manager and begin reviewing the transition plan. The case manager and officer will arrange a video meeting with the inmate at least 30 days prior to release, during the meeting the inmate, case manager and officer will review the transition plan and discuss housing, employment, treatment, and any other relevant items. After this meeting it will provide the officer time to begin working on any areas of need prior to the inmate's arrival:

- If the inmate's housing is not adequate the officer can try and find transition housing.
- If the inmate is working but cannot keep their current job the officer can begin to look for similar employment opportunities for the inmate.
- If the inmate has medical/mental health/treatment needs, they can begin to look for resources in the community.

The inmate, officer, and case manager will have a final video meeting at least one week prior to release to ensure the inmate understands where to report, what they need to bring, and to discuss plans for the inmate's transition.

