



Oklahoma Board of Corrections

REGULAR MEETING

March 30, 2022

Mack Alford Correctional Center
Visitation
Atoka, Oklahoma

OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING AGENDA
MACK ALFORD CORRECTIONAL CENTER
13001 North, US-69,
Atoka, Oklahoma 74525
1:00 PM on March 30, 2022

ITEM	PRESENTER
1. Call to Order: <ul style="list-style-type: none">A. Pledge of AllegianceB. Roll Call	T. Hastings Siegfried Chair
2. Approval of Board of Corrections Regular Meeting Minutes for: <ul style="list-style-type: none">A. January 26, 2022	T. Hastings Siegfried Chair
3. Facility Warden Welcome	David Louthan Warden
4. Director's Comments: <ul style="list-style-type: none">A. 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.<ul style="list-style-type: none">I. Emergency purchase to repair the facility boiler room utility tunnel at Jess Dunn Correctional Center (JDCC) on March 7, 2022.B. Officer RecognitionC. Crisis Negotiation Team RecognitionD. Federal Communications Commission Grant AwardE. American Correctional Association AuditF. Employee Recognition	Scott Crow Director
5. Inmate/Offender Population Update	Travis Gray Administrator of Classification and Population
6. Agency Budget Update: <ul style="list-style-type: none">A. FY2022 BOC Budget ReportsB. Oklahoma State Auditor and Inspector 2021 Audit Report	Ashlee Clemmons Chief Financial Officer
7. Legislative Update	Justin Wolf Chief Administrator of Communications and Government Relations

8. Internal Audit Update for FY22 2nd Quarter Shelly Bear
Chief Administrator of
Auditing and Compliance
9. Approval of Board of Correction Policy: Shelly Bear
Chief Administrator of
Auditing and Compliance
- A. P-030200 entitled “Inmate Housing, Job and Program Integration”
 - B. P-100100 entitled “Training and Staff Development Standards”
 - C. P-110300 entitled “Drug-Free Workplace Program”
 - D. P-130100 entitled “Oklahoma Department of Corrections Annual Inspections and Monitoring”
 - E. P-140100 entitled “Inmate Medical, Mental Health and Dental Care”
 - F. P-150500 entitled “Eight Year, System-wide Capital Improvement Program”
 - G. P-160100 entitled “Purpose and Function of Probation and Parole”
10. Resolution: Volunteer Appreciation Week Leo Brown
Agency Chaplain & Volunteer
Services Administrator
11. Unit Spotlight: Todd Bourland
Administrator of
Environmental Health and
Safety
- A. Environmental Health and Safety Unit
12. Committee Reports – Standing Committees: Committee Chairs
- A. Executive – Chair Hastings Siegfried, Vice-Chair Calvin Prince and Secretary Dr. Kathryn LaFortune
 - B. Population/Security/Private Prison – Chair Calvin Prince, Members Hastings Siegfried, and Lynn Haueter
 - C. Public Policy/Affairs/Criminal Justice – Chair Betty Gesell, Members Daryl Woodard, Dr. Kathryn LaFortune, and Stephan Moore
 - D. Audit/Finance– Chair Randy Chandler, Members Hastings Siegfried, Lynn Haueter, and Erick Harris
 - E. FY22 Focus – Chair Hastings Siegfried, Members Calvin Prince, and Randy Chandler
13. Approval to Enter into Executive Session: Gary Elliott
General Counsel
- A. Pursuant to 25 O.S. § 307(B)(4), discussion regarding Glossip v. Chandler, CIV 14-665 OKWD
14. Approval to Return from Executive Session Gary Elliott
General Counsel

15. New Business

T. Hastings Siegfried
Chair

16. Adjournment

T. Hastings Siegfried
Chair

The next regular meeting of the Board of Corrections will be held at 1:00 PM on Wednesday, April 27, 2022, at the Union City Community Corrections Center, Union City, Oklahoma.

Updated on 3/28/2022 4:54:18 PM

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING MINUTES**

January 26, 2022

1. Call to Order

Vice-Chairman Calvin Prince called the meeting of the Oklahoma Board of Corrections (BOC) to order at 1:03 p.m., on Wednesday, January 26, 2022, at Oklahoma Department of Corrections, 3400 N. Martin Luther King Ave., Oklahoma City, OK 73111.

The meeting was preceded by advance notice of the date, time, and place, filed with the Oklahoma Secretary of State on Wednesday, October 28, 2021. An announcement was also given at least twenty-four (24) hours in advance by posting notice of the date, time, place, and agenda of the meeting at 4:04 p.m., on Monday, January 24, 2022, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma.

A. Pledge of Allegiance

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

B. Roll Call

Vice-Chairman Calvin Prince asked the clerk to call roll:

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

Calling of the roll reflected a quorum was present.

2. Approval of Board of Corrections Meeting Minutes

Vice-Chairman Calvin Prince requested approval of the meeting minutes as presented to members in the BOC packet for January 26, 2022.

A. December 1, 2022

Motion: Mr. Chandler made the motion to approve the minutes. Mr. Moore seconded the motion.

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

Meeting minutes for December 1, 2021, were approved by majority vote.

There was no further discussion.

3. Director's Comments

Director Crow welcomed everyone and provided the following updates:

A. FY2023 Budget Request Update

Ashlee Clemmons and Director Crow met with executive leadership last week and presented the agency budget request to the Senate and House Appropriation Committees. This year the agency did not request any additional funds and basically, the agency's budget request was flat. The agency did ask to utilize the funds that were remaining to help fund an agency-wide compensation plan for all employees. The goal of this package is to provide competitive wages. The compensation plan is dependent on remaining whole with last year's appropriations. If they will provide appropriations as they did last year, then the agency has the ability to move forward with the compensation plan. Overall, all the hearings went really well.

B. Health Service Update

Influenza Vaccinations

Influenza clinics began in September. As of last Friday, 5,918 inmates have received the vaccination, and 3,842 elected to not receive the vaccine. Our Chief Medical Officer continues to closely monitor vaccination rates and has made it a priority to educate and encourage inmates to receive vaccinations. At this time, the agency has not experienced a major influenza outbreak. Numbers have remained low. The agency will continue to monitor very closely.

COVID-19 Vaccinations

Since February 2020, the agency has provided 15,100 vaccinations to the inmate population. Since September 2021, the agency has provided 5,175 booster vaccinations. Inmates may request a vaccination at any time. New receptions are encouraged to receive the vaccination or booster. As of yesterday, the agency had 112 active cases. 125 in isolation either pending a test result or in the process of recovering and 1,994 in quarantine under observation due to exposure. These numbers have increased significantly over the last several weeks. There was a period of time where the agency's case numbers were below 50, but as we see spikes in the general public, and of course, those are the same individuals working at the facilities and coming to work every day. The agency has seen an increase of employees who have tested positive, but the agency does not have a baseline of those numbers since staff positives are self-reporting. At this time, the agency has not had an outbreak that would require an area to be identified as a "hotspot." A "hotspot" is identified when 20% of the population at a certain location becomes positive. The facilities continue to maintain precautions such as encouraging staff to wear masks, requiring inmates to wear masks in common areas, social distancing, isolating and quarantining as necessary, and allowing visitation by appointment only. Staff are encouraged to report positive test results to their supervisor and follow CDC guidelines. Staff testing is self-reported therefore the exact number of positive staff is unable to be determined. We continue to work with the Oklahoma Department of Health Services to monitor the COVID trends and variations to ensure practices are maintained.

C. Emergency Purchases

An emergency was declared on December 17, 2021, at the Dick Conner Correctional Center (DCCC). The main sewage line that exits the facility and enters the treatment plant lift station was leaking. The facility could not repair the leak; it required removing and replacing the ductile pipe. The leak had saturated the ground in the area, affecting the perimeter fence’s stability and perimeter road in the area, causing instability and loss of integrity. All repairs began last Monday and are expected to be complete within two weeks. The estimated repair cost is \$96,338.41.

D. Approval to Remove William S. Key Correctional Center (WSKCC) and Marshall County from Count

William S. Key Correctional Center (WSKCC)

During our last meeting, I mentioned our closure deadline was the first of this year and we are on track to completing that deadline. Currently, there is one staff member working with the Woodward County Sheriff Office to provide nightly patrol. All remaining surplus inventory will be taken to surplus or discarded by February 15, 2022. Also in February, utilities for the lagoon and medical buildings will be transferred to Northwest Health Hospital. Our staff involved in the closure process worked diligently to stay on track and meet all deadlines. I am extremely thankful to the team and their dedication.

Marshall County

Earlier in 2021, there was a security issue involving one of our inmates that was in Marshall County on contract. As a result of that issue, Executive staff met with Marshall County leadership to revise the contract to enhance security requirements. The issue was the inmate having an electronic device and accessing pornography which ultimately the inmate was charged with a violation of pornography. During the process of negotiation of the contract and to address the security issue, Marshall County requested to end the contract. All inmates were assessed and relocated based on their security needs.

With that being said, I would like to request approval from the Board to remove WSKCC’s and Marshall County’s inmate beds from the agency bed count. WSKCC held 1,087 inmates and Marshall County held 18 inmates. Previously the agency count was 24,995. The new agency count will be 23,890.

Motion: Mr. Prince made the motion to approve the removal of WSKCC and Marshall County from the agency count. Mr. Woodard seconded the motion.

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

The removal of WSKCC and Marshall County from the agency count was approved by majority vote.

There was no further discussion.

4. Warden Appointment

Division of Institutions Chief Administrator Jason Bryant welcomed everyone and provided the biography of the following interim wardens and requested approval for their appointments:

A. Jess Dunn Correctional Center (JDCC) Interim Warden Casey Hamilton

Mr. Casey Hamilton began his career with the Texas Department of Criminal Justice where he served as a Correctional Officer assigned to Death Row at the Polunsky Unit in Livingston, Texas. In 2008, Mr. Hamilton transferred to the Oklahoma Department of Corrections as a Probation and Parole Officer for the Tulsa District. In 2012, he began working as an agent with the Office of Fugitive Apprehension and Investigations. Shortly after, in April of 2014, he transferred to James Crabtree Correctional Center as Deputy Warden. In September 2016, Mr. Hamilton was appointed as the acting Warden of the Northeast Correctional Center and in October he was confirmed as the Warden. Mr. Hamilton received his bachelor’s degree from Northeastern State University in 2006.

Board members provided their support and words of encouragement.

Motion: Mr. Harris made the motion to approve the appointment of Casey Hamilton to Warden at JDCC. Ms. Gesell seconded the motion.

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

The warden appointment of Casey Hamilton as JDCC warden was approved by majority vote.

5. Inmate/Offender Population Update

Administrator of Classification and Population Travis Gray provided an overview of the inmate/offender population as of December 31, 2021. A copy of the overview was Included in the BOC packet for January 26, 2022.

There was no further discussion.

6. Agency Budget Update

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

A. FY2022 BOC Budget Reports

CFO Clemmons provided an overview of the FY2022 BOC Budget. A copy of the overview was included in the BOC packet for January 26, 2022.

There was no further discussion.

7. Approval of Annual Average Daily Cost of Incarceration per Inmate

CFO Ashlee Clemmons provided an overview of the cost of incarceration. A copy of the Cost of Incarceration was included in the BOC packet for January 26, 2022.

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

Motion: Mr. Woodard made the motion to approve the annual average daily cost of incarceration per inmate. Mr. Harris seconded the motion.

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

The annual average daily cost of incarceration per inmate was approved by majority vote.

There was no further discussion.

8. Legislative Update:

Chief Administrator of Government Relations Justin Wolf welcomed everyone and provided an overview of the legislative summary report. A copy of the overview was included in the BOC packet for January 26, 2022.

There was no further discussion.

9. FY2022 – First Quarter Internal Financial Audit:

Chief Administrator of Auditing and Compliance Shelly Bear welcomed everyone and provided an overview of the FY2022 First Quarter Internal Financial Audit. A copy of the overview was included in the BOC packet for January 26, 2022.

10. Unit Spotlight:

A. Office of Inspector General

Inspector General Ted Woodhead welcomed everyone and provided an overview of

the Community Corrections division. A copy of the overview was included in the BOC packet for January 26, 2022.

11. 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 appointment of Interim Warden Casey Hamilton.

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 the removal of WSKCC and Marshall County from the agency count.

There was no further discussion.

C. Public Policy/ Affairs/ Criminal Justice

Chairwoman Betty Gesell

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

No meeting was held for this committee.

There was no further discussion.

D. Audit and Finance

Chairman Randy Chandler

Members Hastings Siegfried, Lynn Haueter, and Daryl Woodard

Members in this meeting discussed the BOC budget report, cost of incarceration, and FY22 1st Quarter Internal Financial Audit.

There was no further discussion.

E. FY22 Focus Committee

Chairman Hastings Siegfried

Members Calvin Prince and Randy Chandler

No meeting was held.

There was no further discussion.

12. New Business

There was no new business.

13. Adjournment

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

Randy Chandler Approve
Betty Gesell Approve
Erick Harris Approve
Lynn Haueter Absent
Dr. Kathryn LaFortune Absent

Stephan Moore Approve
Calvin Prince Approve
T. Hastings Siegfried Absent
Daryl Woodard Approve

There being no further business to discuss, adjournment of the meeting was approved by majority vote at 2:35 p.m.

Submitted to the Board of Corrections By:

Whitney Brueggert, Minutes Clerk

Date

I hereby certify that these minutes were duly approved by the Board of Corrections on February 23, 2022, in which a quorum was present and voting.

X

Dr. Kathryn LaFortune,
Secretary Board of
Corrections



WARDEN DAVID LOUTHAN

MACK ALFORD CORRECTIONAL CENTER

Mack Alford Correctional Center (MACC) is a multi-functional, state operated, correctional facility located near Stringtown. This facility houses more than 500 male inmates in a medium-security, long-term unit. MACC also has a minimum-security unit with approximately 260 male inmates.



EDUCATION

Many inmates lack education, a key component in avoiding re-incarceration. MACC offers literacy courses as well as Pre-High School Equivalency and High School Equivalency diplomas. College courses (not provided with state funding) are available to inmates who can pay for them or those who have alternative funding or scholarships.



SUBSTANCE ABUSE TREATMENT

For inmates who need substance abuse treatment, MACC teaches them ways to avoid drug and alcohol use, while also helping them develop cognitive, social, emotional, and coping skills needed to avoid using. The primary goal is to provide a sober environment for medium and minimum-security inmates.



CRIMINAL THINKING

MACC offers Thinking for a Change, Anger Management, Victim Impact, Parenting and Life Skills programs to address thinking, judgment errors, and relationships linked with criminal thinking and behavior.

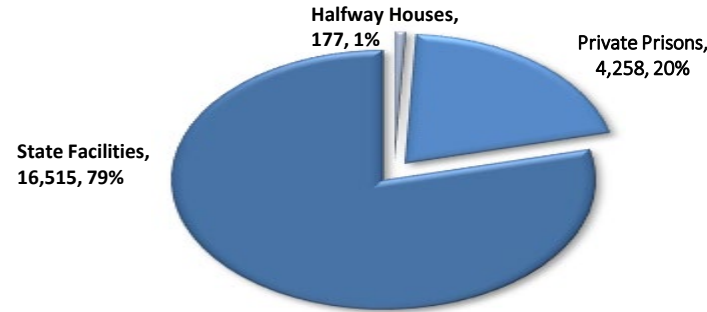
MACC was established in the 1930s as a sub-prison of Oklahoma State Penitentiary (OSP). It provided separation for first-time convicts from OSP inmates, and provided work on the farm. During World War II, the facility, became a camp for foreign prisoners of war. Following the war, it became the Stringtown Boys School. Oklahoma Correctional Industry (OCI) factories, located on facility grounds, teach inmates to renovate furniture, produce metal signs, and sew garments. Inmates working for MACC Agri-Services division help run a 150 herd cow/calf operation.



Incarcerates

Grand Total	Females	Males	Total
Current Population	2,130	19,131	21,261
Population Last Year	1,785	19,855	21,640
Change	345	(724)	(379)
State Facilities	Females	Males	Total
Current Population	2,014	14,501	16,515
Population Last Year	1,695	15,281	16,976
Change	319	(780)	(461)
Private Prisons	Females	Males	Total
Current Population	0	4,258	4,258
Population Last Year	0	4,263	4,263
Change	0	(5)	(5)
Halfway Houses	Females	Males	Total
Current Population	77	100	177
Population Last Year	72	76	148
Change	5	24	29
Out Count	Females	Males	Total
Current Population	39	272	311
Population Last Year	18	222	240
Change	21	50	71
County Jail Transfers Pending	Females	Males	Total
Current Population	29	993	1,022
Population Last Year	44	888	932
Change	(15)	105	90

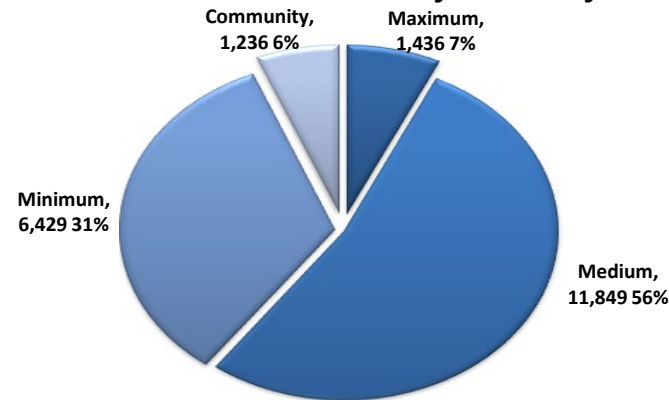
Inmates in State Facilities vs. Contract Facilities



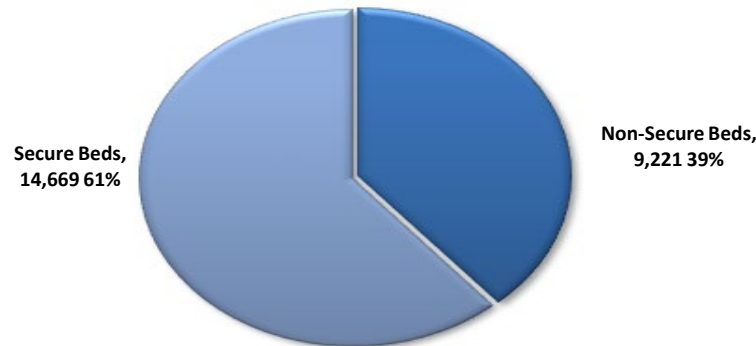
Community Offenders

Community Supervision	Females	Males	Total
Current Population	5,179	18,177	23,356
Population Last Year	6,547	22,887	29,434
Change	(1,368)	(4,710)	(6,078)
GPS	Females	Males	Total
Current Population	59	121	180
Population Last Year	118	211	329
Change	(59)	(90)	(149)
Community Sentencing	Females	Males	Total
Current Population	575	1,648	2,223
Population Last Year	616	1,695	2,311
Change	(41)	(47)	(88)
Parole Supervision	Females	Males	Total
Current Population	401	1,844	2,245
Population Last Year	534	2,435	2,969
Change	(133)	(591)	(724)
Probation Supervision	Females	Males	Total
Current Population	4,144	14,564	18,708
Population Last Year	5,279	18,546	23,825
Change	(1,135)	(3,982)	(5,117)

Inmate Distribution by Security Level



Percentage of Inmates in Secure and Non-Secure Beds



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

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

Board of Corrections – Population Analysis

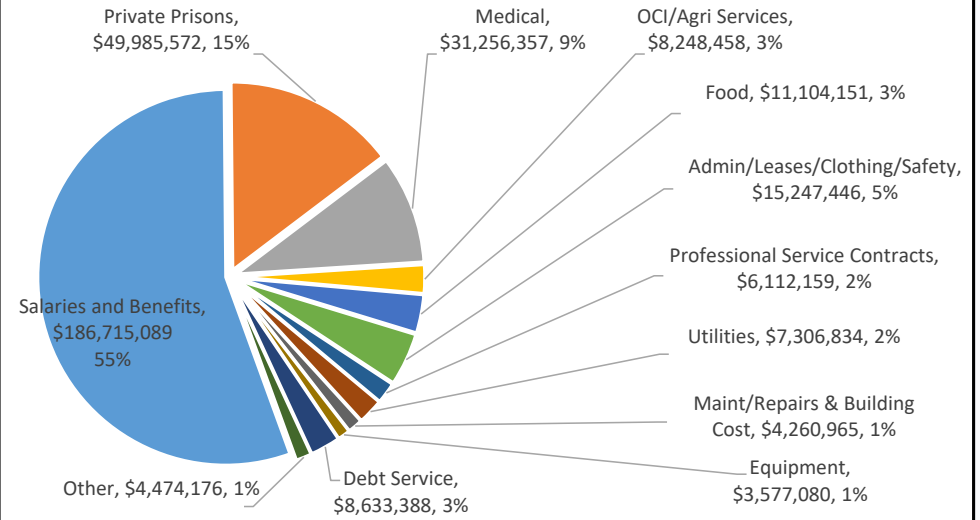


As of
February 28, 2022

BUDGET OVERVIEW

Department	Budget	Payroll Expenditures	Operating Expenditures	Total Expenditures	Available Budget Balance
Institutions	\$185,093,276	\$88,700,318	\$16,319,030	\$105,019,347	\$80,073,929
Probation & Parole	\$32,419,553	\$19,383,044	\$1,062,279	\$20,445,322	\$11,974,231
Community Corrections	\$20,683,429	\$10,843,390	\$1,344,141	\$12,187,532	\$8,495,897
Inmate Programs – GPS	\$25,293,295	\$11,140,411	\$1,608,932	\$12,749,343	\$12,543,952
Community Sentencing	\$3,938,775	\$637,812	\$1,072,825	\$1,710,636	\$2,228,139
Contracted Services	\$98,802,898	\$592,370	\$49,985,572	\$50,577,942	\$48,224,957
General Operations	\$43,178,447	\$2,224,865	\$21,008,196	\$23,233,061	\$19,945,386
Central Office Operations	\$35,149,451	\$20,519,900	\$888,762	\$21,408,662	\$13,740,789
Divisional Operations	\$32,287,086	\$6,465,752	\$9,934,631	\$16,400,383	\$15,886,703
Health Services	\$100,311,304	\$21,375,099	\$31,256,357	\$52,631,457	\$47,679,847
Information Technology	\$24,625,831	\$0	\$7,768,586	\$7,768,586	\$16,857,245
Prison Industries	\$25,289,473	\$4,832,129	\$7,957,275	\$12,789,404	\$12,500,069
TOTAL	\$627,072,818	\$186,715,089	\$150,206,585	\$336,921,674	\$290,151,144

EXPENDITURES



BUDGET UPDATE

as of February 28, 2022

STAFFING LEVELS

	Budget	February	Over/(Under)
Correctional Officers	1,759	1,135	(624)
Probation Officers	327	260	(67)
Medical	398	320	(78)
Other	1,969	1,8801	(169)
Total Staff	4,453	3,515	(938)

SMART PROJECT STATUS UPDATE

as of 02/14/2022

Master Menu

Goal – 3/1/2022 Current Status: ● ● ●

Sarah Stitt Act

Goal – 7/1/2022 Current Status: ● ● ●

Medicaid Enrollment

Goal – 7/1/2022 Current Status: ● ● ●

Diversity, Equity and Inclusion Council

Goal – 7/1/2022 Current Status: ● ● ●

ADMINISTRATIVE SERVICES PROJECTS

- Agency-wide Compensation Proposal
- Performance Calibration
- Centralization of Human Resources
- BrightPath Project / Workday Human Resources Platform
- Budget Work Program

TRENDED SURPLUS / (DEFICIT)

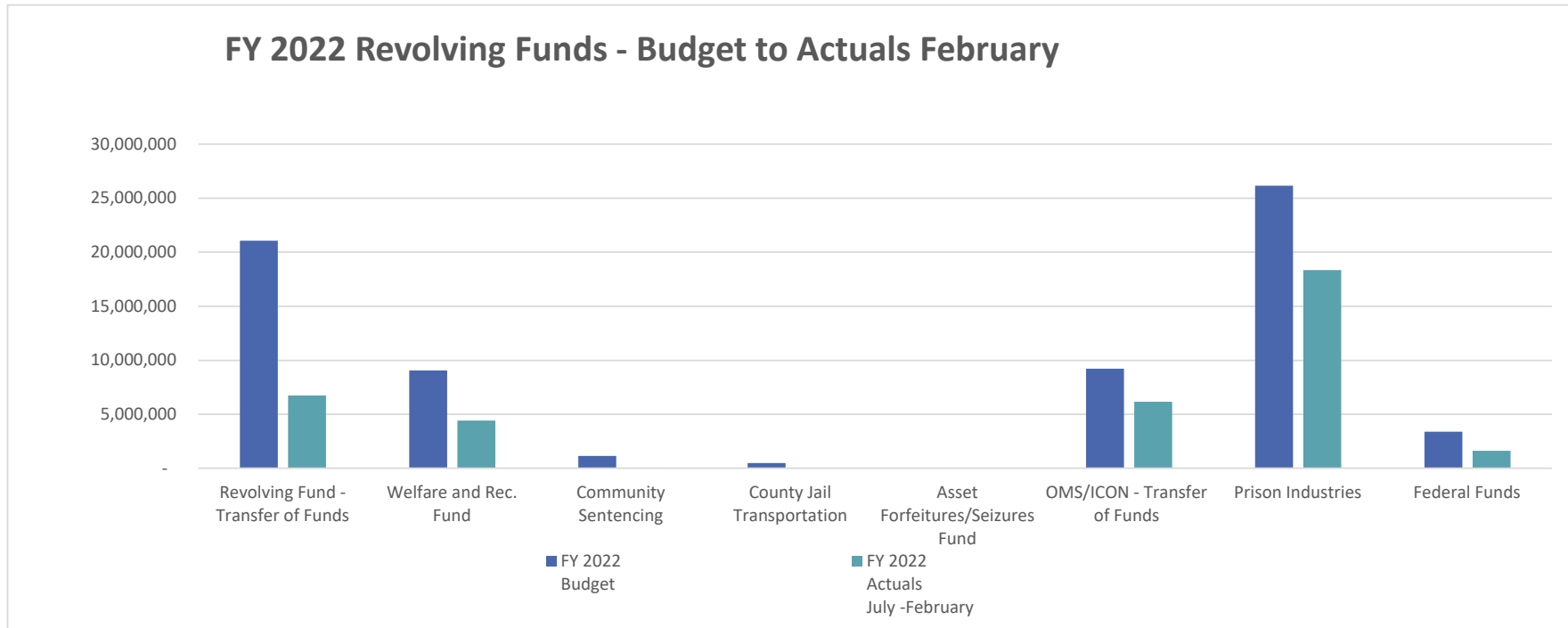
Payroll	\$27,994,716
Medical	\$8,640,814
Contract Beds	
Private Prisons	\$7,809,036
Halfway Houses	\$37,921
Contract County Jails	\$147,393
Jail Backup	-
GRAND TOTAL	\$44,629,879

Three Year Expenditure Comparison

	FY 22 July - February	% Change from FY 21	FY 21 July - February	% Change from FY 20	FY 20 July - February
Salaries and Benefits					
Salaries	\$ 114,498,987	-7.10%	\$ 123,249,635	-2.89%	\$ 126,917,208
Overtime	13,139,881	9.34%	12,017,162	-6.64%	12,871,795
Insurance	30,836,403	-11.73%	34,933,699	-2.19%	35,714,165
Retirement	28,239,818	-6.43%	30,181,903	-3.36%	31,232,798
Contract Beds	28,305	146.19%	11,497	-22.21%	14,780
Private Prisons	44,553,885	2.24%	43,576,387	-21.07%	55,206,062
Halfway Houses	1,292,345	-5.30%	1,364,734	-73.26%	5,103,028
Contracted County Jails	10,719	-83.53%	65,097	50.88%	43,146
Jail Backup	3,990,546	-32.21%	5,886,216	141.81%	2,434,266
Jail Backup Transportation Reim	109,772	-6.77%	117,739	-29.47%	166,939
Medical Services	25,369,363	8.66%	23,348,006	-10.58%	26,110,261
Hep C Treatment	5,886,995	216.35%	1,860,935	-72.83%	6,848,673
Institutions	16,319,030	-0.71%	16,435,951	-1.18%	16,632,721
Probation and Parole	1,062,279	9.89%	966,701	5.24%	918,579
Community Corrections	1,344,141	-2.56%	1,379,487	-13.96%	1,603,289
Inmate Programs	1,608,932	-18.28%	1,968,752	-18.21%	2,407,080
Community Sentencing	1,072,825	-3.12%	1,107,350	-32.18%	1,632,818
General Operations	11,846,196	1.87%	11,629,284	43.56%	8,100,669
NFCC Lease	9,162,000	14.53%	8,000,000	9.09%	7,333,333
Central Office Operations	888,762	26.75%	701,166	-33.09%	1,047,929
Divisional Operations	9,934,631	31.41%	7,560,017	-14.66%	8,859,111
IT	5,733,631	-12.70%	6,567,657	33.01%	4,937,883
Offender Management System	2,034,955	-40.52%	3,421,213	4607.49%	72,676
OCI / Agri-Services	7,957,275	-0.46%	7,993,821	-25.27%	10,697,047
	<u>\$ 336,921,674</u>	<u>-2.16%</u>	<u>\$ 344,344,407</u>	<u>-6.15%</u>	<u>\$ 366,906,258</u>

Three Year Revolving Fund Comparison

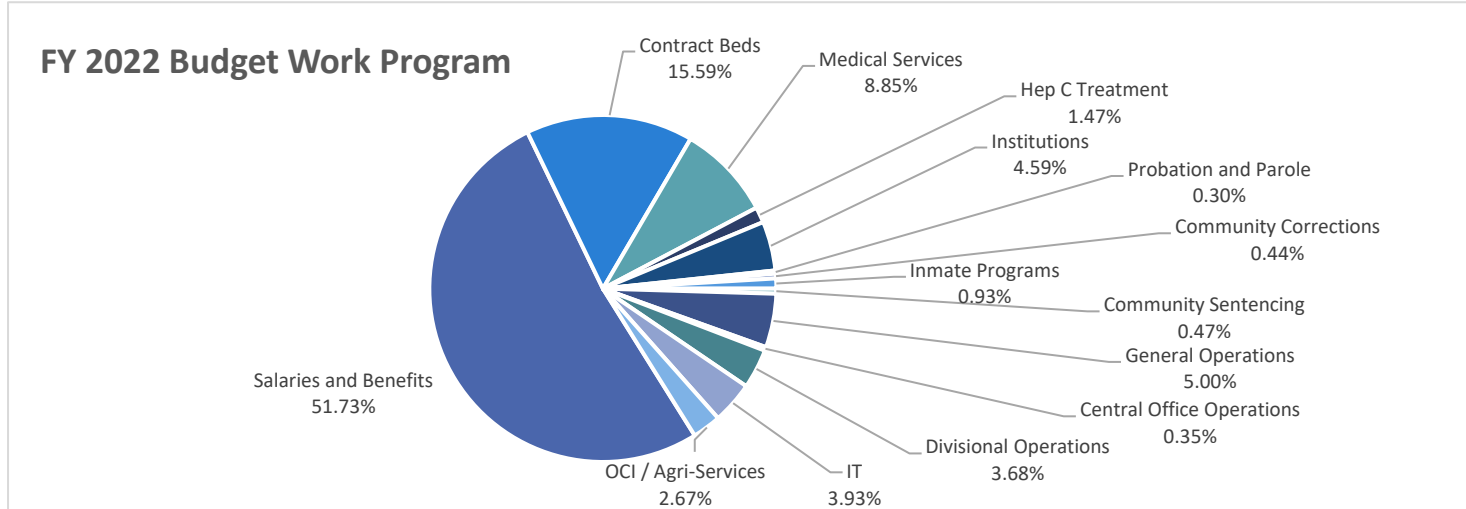
	FY 2022 Budget	FY 2022 Actuals July -February	% Change from FY 21	FY 2021 Actuals July - February	% Change from FY 20	FY 2020 Actuals July -February
200 Revolving Fund - Transfer of Funds	21,054,058	6,751,387	-48.56%	13,125,609	37.34%	9,556,931
205 Welfare and Rec. Fund	9,066,289	4,426,668	-17.18%	5,345,031	5.92%	5,046,322
210 Community Sentencing	1,147,325	58,432	0.88%	57,924	-31.74%	84,852
225 County Jail Transportation	500,000	-	-	-	-	1,000,000
230 Asset Forfeitures/Seizures Fund	-	-	0.00%	-	0.00%	-
235 OMS/ICON - Transfer of Funds	9,235,258	6,156,840	0.00%	-	0.00%	-
280 Prison Industries	26,153,573	18,344,741	16.87%	15,697,020	-8.63%	17,179,085
410 & 430 Federal Funds	3,394,862	1,639,928	131.44%	708,591	-54.49%	1,557,077
	\$ 70,551,365	\$ 37,377,996		\$ 34,934,175		\$ 34,424,267



FY 2021 Budget Work Program

	Current Budget	Expenditures	Encumbrances	Available Balance
Salaries and Benefits	\$ 324,373,011	\$ 186,715,089	\$ 1,924,285	\$ 135,733,637
Contract Beds	97,750,033	49,985,572	39,039,067	\$ 8,725,394
Medical Services	55,512,763	25,369,363	27,911,557	\$ 2,231,843
Hep C Treatment	9,240,000	5,886,995	2,387,505	\$ 965,500
Institutions	28,758,761	16,319,030	11,523,009	\$ 916,723
Probation and Parole	1,888,049	1,062,279	796,045	\$ 29,725
Community Corrections	2,779,972	1,344,141	1,305,453	\$ 130,377
Inmate Programs	5,823,119	1,608,932	3,075,835	\$ 1,138,352
Community Sentencing	2,947,975	1,072,825	755,803	\$ 1,119,347
General Operations	31,354,447	21,008,196	8,019,535	\$ 2,326,716
Central Office Operations	2,203,781	888,762	670,228	\$ 644,791
Divisional Operations	23,083,826	9,934,631	10,433,649	\$ 2,715,546
IT	24,625,831	7,768,586	11,924,726	\$ 4,932,519
OCI / Agri-Services	16,731,250	7,957,275	6,885,719	\$ 1,888,256
Grand Total	\$ 627,072,818	\$ 336,921,674	\$ 126,652,419	\$ 163,498,725

FY 2022 Budget Work Programs includes all funding sources.



Oklahoma Department of Corrections
FY 2022 Appropriation as of February 2022

Account Code	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Balance
11,12,13 Payroll, Insurance, FICA and Retirement	\$ 315,033,479.00	\$ 181,602,521.90	\$ 1,924,284.84	\$ -	\$ 183,526,806.74	\$ 131,506,672.26
15 Professional Services	98,530,113.49	57,992,124.54	35,694,942.42	300.00	93,687,366.96	4,842,746.53
17 Moving Expenses	100,000.00	25,534.00	184,466.00	-	210,000.00	(110,000.00)
19 Flexible Benefits	370,000.00	194,111.15	115,888.85	-	310,000.00	60,000.00
21, 22 Travel	872,552.00	428,052.40	103,284.30	-	531,336.70	341,215.30
31 Miscellaneous Administrative Expenses	18,945,238.00	10,445,839.67	6,564,740.76	-	17,010,580.43	1,934,657.57
32 Rent Expense	17,243,999.00	11,049,614.04	5,353,863.64	-	16,403,477.68	840,521.32
33 Maintenance & Repair Expense	7,459,282.00	3,284,877.01	1,270,428.64	67,666.96	4,622,972.61	2,836,309.39
34 Specialized Supplies and Materials	46,571,426.19	27,515,641.04	17,827,709.10	-	45,343,350.14	1,228,076.05
35 Production, Safety and Security	3,445,478.00	624,450.78	1,835,190.28	-	2,459,641.06	985,836.94
36 General Operating Expenses	582,252.00	294,470.77	288,816.96	166.14	583,453.87	(1,201.87)
37 Shop Supplies	2,368,108.50	1,343,271.70	598,841.74	-	1,942,113.44	425,995.06
41 Property Furniture and Equipment	4,309,520.00	1,326,849.41	2,012,714.40	50,441.20	3,390,005.01	919,514.99
42 Library Equipment and Resources	8,267.00	289.04	-	-	289.04	7,977.96
43 Lease Purchase	195,888.00	147,305.09	49,432.30	-	196,737.39	(849.39)
44 Live Stock – Poultry	1,916.00	-	43,000.00	-	43,000.00	(41,084.00)
45,46,47 Building Construction and Renovation	-	-	-	-	-	-
48 Bond Payment	11,961,164.00	8,486,082.87	3,473,729.55	-	11,959,812.42	1,351.58
49 Inter-Agency Payments	-	-	-	-	-	-
51 Inmate Pay and Health Services	1,000,000.00	236,686.93	634,146.25	-	870,833.18	129,166.82
52 Scholarships, Tuition and other incentives	15,500.00	-	-	-	-	15,500.00
53 Refunds, Indemnities, and Restitution	-	81,171.97	-	-	81,171.97	(81,171.97)
54 Jail Back Up and others	9,115,300.00	4,272,484.52	5,470,233.48	-	9,742,718.00	(627,418.00)
55,59 Assistance Payments to Agencies	-	-	-	-	-	-
60 Authority Orders	-	-	3,922,595.02	-	3,922,595.02	(3,922,595.02)
61 Loans, Taxes, and other Disbursements	2,970.00	1,370.03	590.64	-	1,960.67	1,009.33
62 Transfers – Inmate Medical Payments	18,389,000.00	5,160,276.87	9,381,723.11	-	14,541,999.98	3,847,000.02
64 Merchandise for Resale	-	-	-	-	-	-
TOTAL	\$ 556,521,453.18	\$ 314,513,025.73	\$ 96,750,622.28	\$ 118,574.30	\$ 411,382,222.31	\$ 145,139,230.87

Funding	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Balance
10511 Carryover	521,406.51	521,406.51	-	-	521,406.51	-
19021 Carryover	700.00	-	700.00	-	700.00	-
19102 Duties	50,000,000.00	36,444,863.66	13,555,136.34	-	50,000,000.00	-
19111 Carryover	20,955,700.67	11,405,191.57	9,550,509.08	-	20,955,700.65	0.02
19201 Duties	483,463,932.00	264,561,850.01	73,644,276.84	118,574.30	338,324,701.15	145,139,230.85
38302 Opioid Lawsuit Settlement Fund	1,579,714.00	1,579,713.98	0.02	-	1,579,714.00	-
TOTAL	\$ 556,521,453.18	\$ 314,513,025.73	\$ 96,750,622.28	\$ 118,574.30	\$ 411,382,222.31	\$ 145,139,230.87
					Remaining Payroll	\$ 131,506,672.26
						\$ 13,632,558.61

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non-Appropriated Funds
As of July 1, 2021 through February 28, 2022

		200 Fund	205 Fund	210 Fund	225 Fund	235 Fund	280 Fund	Funds
Revenue	Revenues							
Code	Current:							
428199	Disbursement Fees	\$ 11,910.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,910.64
433107	Sale of Contraband	65,750.96	-	-	-	-	-	65,750.96
433147	Bank Charge Back / Returned Check Fee	-	-	-	-	-	-	-
433199	Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	72,573.68	-	58,432.00	-	-	-	131,005.68
441105	Interest on Investments	134,709.37	7,202.33	-	-	-	45,324.33	187,236.03
443103	Rent from Land & Buildings	20,315.85	-	-	-	-	-	20,315.85
451101	Right - of - Way Easements	4,501.42	-	-	-	-	-	4,501.42
451101	Insurance and Other Reimbursement for Damages	22,179.50	-	-	-	-	-	22,179.50
452005	Reimbursement for Administrative Expense (PPWP)	132,938.45	-	-	-	-	-	132,938.45
452117	Reimbursement of Data Processing Fees	-	-	-	-	-	-	-
453003	Reimbursement for Travel Expense	-	-	-	-	-	-	-
455201	Federal Reimbursements	84,098.83	-	-	-	-	-	83,928.23
456101	Federal Funds Rec'd from Non-Gov. Ag.	60,000.00	-	-	-	-	-	60,000.00
458101	Refunded Money Previously Disbursed - Goods & Services	111,159.73	-	-	-	-	-	111,159.73
458105	Reimbursement for Funds Expended (Refunds - Payroll Reim.)	20,118.51	-	-	-	-	-	20,118.51
459171	Program Income (Dog Programs)	349.21	-	-	-	-	-	349.21
459199	Other Grants, Refunds and Reimbursements (P-card Rebate)	235,638.78	-	-	-	-	25,773.37	261,412.15
471122	Farm Products General	-	-	-	-	-	7,135,688.46	7,135,688.46
473105	Charge for Service - (Water Treatment Plant)	26,950.00	-	-	-	-	-	26,950.00
473176	Laboratory and Medical Services	112,934.69	-	-	-	-	-	112,934.69
474105	Sale of Documents (Copies)	15,130.53	-	-	-	-	-	15,130.53
474131	Sale of Merchandise	14,000.00	-	-	-	-	11,111,608.21	11,125,608.21
474124	Canteen and Concession Income	-	4,419,465.74	-	-	-	-	4,419,465.74
478105	Registration Fees	-	-	-	-	-	-	-
479121	Paper & Other Recyclable Materials	-	-	-	-	-	-	-
479131	Notification of Confinement - Social Security Admin	45,600.00	-	-	-	-	-	45,600.00
481102	Contributions - Patients & Inmates	27,829.15	-	-	-	-	2,178.11	30,007.26
481121	Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	1,736,879.50	-	-	-	-	-	1,736,879.50
482101	Deposits by Patients and Offenders (Program Fees - Work Release)	3,394,021.69	-	-	-	-	24,168.59	3,418,190.28
483607	Sale of Salvage	52,241.23	-	-	-	-	-	52,241.23
483612	Sale of Land and/or Land Improvements	-	-	-	-	-	-	-
	Total Revenues	6,401,831.72	4,426,668.07	58,432.00	-	-	18,344,741.07	29,231,502.26
Account	Expenditures							
Code	Current:							
11,12,13	Payroll	47,047.79	-	-	-	-	4,871,490.41	4,918,538.20
15	Professional Services	2,207,327.80	1,223,610.99	12,188.87	-	436,262.50	206,212.89	4,085,603.05
21, 22	Travel	34,710.72	7,495.53	1,083.00	-	-	39,167.52	82,456.77
31	Misc. Admin. Expenses	10,358.56	296,231.70	191.50	-	-	550,849.21	857,630.97
32	Rent	87,163.93	91,009.18	-	-	2,688.00	40,174.91	221,036.02
33	Maintenance and Repair	706,446.98	398,031.48	-	-	-	581,562.79	1,686,041.25
34	Specialized Supplies and Materials	96,849.81	313,303.64	12,492.53	-	-	280,215.08	702,861.06
35	Production, Safety and Security	11,406.98	34,938.81	8,284.50	-	-	228,928.95	283,559.24
36	General Operating Expenses	4,928.55	90,360.48	-	-	-	45,721.27	141,010.30
37	Shop Expense	94,657.71	14,347.28	2,750.99	-	-	854,719.13	966,475.11
41	Furniture and Equipment	613,281.91	538,743.14	-	-	1,425,588.13	224,353.84	2,801,967.02
42	Library Equipment and Resources	-	1,155.31	-	-	-	833.73	1,989.04
43	Lease Purchases	-	-	-	-	-	-	-
44	Livestock and Poultry	-	-	-	-	-	-	-
45	Land and Right-of-way	-	-	-	-	-	-	-
46, 47	Building, Construction and Renovation	500.00	-	-	-	-	23,190.67	23,690.67
48	Debt Service	-	-	-	-	-	-	-
51	Inmate Pay and Health Services	54,435.65	1,609,267.36	-	-	170,416.66	1,413,207.10	3,247,326.77
52	Tuitions, Awards and Incentives	-	-	-	-	-	-	-
53	Refunds and Restitutions	24,606.92	377.92	-	-	-	-	24,984.84
54	Jail Backup, County Jails and Other	542,997.00	-	-	135,306.63	-	-	678,303.63
55	Payment to Gov. Sub-Division	-	-	-	-	-	-	-
59	Assistance Payments to Agencies	-	-	-	-	-	-	-
61	Loans, Taxes and other Disbursements	539.60	629.10	-	-	-	-	1,168.70
62	Transfers - Out Sourced Health Care	301,261.21	-	-	-	-	-	301,261.21
64	Merchandise for Resale	2,727.19	-	-	-	-	6,635,321.90	6,638,049.09
	Total Expenditures	4,841,248.31	4,619,501.92	36,991.39	135,306.63	2,034,955.29	15,995,949.40	27,663,952.94
	Cash							
	Beginning Cash Balance	17,919,346.44	1,180,568.63	1,173,765.53	552,495.01	-	6,243,006.50	27,069,352.71
	Revenue Received this Year	6,401,831.72	4,426,668.07	58,432.00	-	-	18,344,741.07	29,231,502.26
	Expenditures made this Year	(4,841,248.31)	(4,619,501.92)	(36,991.39)	(135,306.63)	(2,034,955.29)	(15,995,949.40)	(27,663,952.94)
	Beginning Change in Liabilities	(79,878.15)	(72,302.34)	(1,029.50)	(2,579.63)	-	(234,924.68)	(390,714.30)
	Transfers (Cares Act Funds & OMS/ICON Funding)	349,554.98	-	-	-	6,156,840.00	-	6,506,394.98
	Adjustments	(346.66)	-	-	-	-	-	(346.66)
	Ending Cash Balance	\$ 19,749,260.02	\$ 915,432.44	\$ 1,194,176.64	\$ 414,608.75	\$ 4,121,884.71	\$ 8,356,873.49	\$ 34,752,236.05

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

Revenue Code	Revenues	200 Fund	205 Fund	210 Fund	225 Fund	235 Fund	280 Fund	Funds
428199	Disbursement Fees	\$ 780.39	-	-	-	-	-	\$ 780.39
433107	Sale of Contraband	-	-	-	-	-	-	-
433147	Bank Charge Back / Returned Check Fee	-	-	-	-	-	-	-
433199	Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	9,927.71	-	4,745.00	-	-	-	14,672.71
441105	Interest on Investments	15,971.49	732.46	-	-	-	5,207.83	21,911.78
443103	Rent from Land & Buildings	2,138.90	-	-	-	-	-	2,138.90
451101	Insurance and Other Reimbursement for Damages	39.00	-	-	-	-	-	39.00
452005	Reimbursement for Administrative Expense (PPWP)	23,014.00	-	-	-	-	-	23,014.00
452117	Reimbursement of Data Processing Fees	-	-	-	-	-	-	-
453003	Reimbursement for Travel Expense	-	-	-	-	-	-	-
455201	Federal Reimbursements	-	-	-	-	-	-	-
456101	Federal Funds Rec'd from Non-Gov. Ag.	-	-	-	-	-	-	-
458101	Refunded Money Previously Disbursed - Goods & Services	-	-	-	-	-	-	-
458105	Reimbursement for Funds Expended (Refunds - Payroll Reim.)	2,022.79	-	-	-	-	-	2,022.79
459171	Program Income (Dog Programs)	50.00	-	-	-	-	-	50.00
459199	Other Grants, Refunds and Reimbursements (P-card Rebate)	-	-	-	-	-	-	-
471122	Farm Products General	-	-	-	-	-	836,962.22	836,962.22
473105	Charge for Service - (Water Treatment Plant)	-	-	-	-	-	-	-
473176	Laboratory and Medical Services	13,831.29	-	-	-	-	-	13,831.29
474105	Sale of Documents (Copies)	1,000.30	-	-	-	-	-	1,000.30
474131	Sale of Merchandise	-	-	-	-	-	1,713,919.70	1,713,919.70
474124	Canteen and Concession Income	-	316,137.41	-	-	-	-	316,137.41
478105	Registration Fees	-	-	-	-	-	-	-
479121	Paper & Other Recyclable Materials	-	-	-	-	-	-	-
479131	Notification of Confinement - Social Security Admin	-	-	-	-	-	-	-
481102	Contributions - Patients & Inmates	1,683.38	-	-	-	-	-	1,683.38
481121	Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	189,237.00	-	-	-	-	-	189,237.00
482101	Deposits by Patients and Offenders (Program Fees - Work Release)	373,773.52	-	-	-	-	-	373,773.52
483607	Sale of Salvage	4,999.81	-	-	-	-	-	4,999.81
483612	Sale of Land and/or Land Improvements	-	-	-	-	-	-	-
	Total Revenues	638,469.58	316,869.87	4,745.00	-	-	2,556,089.75	3,516,174.20
Account Code	Expenditures							
11,12,13	Payroll	5,888.45	-	-	-	-	572,403.61	578,292.06
15	Professional Services	429,919.65	50,060.00	1,056.25	-	18,077.50	23,403.69	522,517.09
21, 22	Travel	1,913.00	264.00	498.00	-	-	827.25	3,502.25
31	Misc. Admin. Expenses	1,623.29	31,362.02	-	-	-	63,747.45	96,732.76
32	Rent	22,693.62	6,189.05	-	-	-	5,447.85	34,330.52
33	Maintenance and Repair	15,223.04	24,261.21	-	-	-	49,893.57	89,377.82
34	Specialized Supplies and Materials	6,718.65	33,399.60	2,100.00	-	-	33,873.59	76,091.84
35	Production, Safety and Security	-	253.92	661.50	-	-	12,533.08	13,448.50
36	General Operating Expenses	76.14	9,703.46	-	-	-	1,816.05	11,595.65
37	Shop Expense	7,654.20	279.48	244.40	-	-	196,720.81	204,898.89
41	Furniture and Equipment	73,387.83	33,466.39	-	-	-	265,209.83	384,445.79
42	Library Equipment and Resources	-	-	-	-	-	260.89	260.89
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	14,947.47	203,346.19	-	-	-	167,711.04	386,004.70
52	Tuitions, Awards and Incentives	-	-	-	-	-	-	-
53	Refunds and Restitutions	-	-	-	-	-	-	-
54	Jail Backup, County Jails and Other	2,376.00	-	-	16,154.11	-	-	18,530.11
55	Payment to Gov. Sub-Division	-	-	-	-	-	-	-
59	Assistance Payments to Agencies	-	-	-	-	-	-	-
61	Loans, Taxes and other Disbursements	-	-	-	-	-	-	-
62	Transfers - Out Sourced Health Care	7,726.74	-	-	-	-	-	7,726.74
64	Merchandise for Resale	-	-	-	-	-	743,514.15	743,514.15
	Total Expenditures	590,148.08	392,585.32	4,560.15	16,154.11	283,287.33	1,884,534.77	3,171,269.76
	<i>Excess of Revenues Over (Under) Expenditures</i>	48,321.50	(75,715.45)	184.85	(16,154.11)	(283,287.33)	671,554.98	344,904.44
	Cash							
	Beginning Cash Balance	19,782,109.11	1,000,416.84	1,193,991.79	430,762.86	3,711,567.04	7,803,997.94	33,922,845.58
	Revenue Received this Month	638,469.58	316,869.87	4,745.00	-	-	2,556,089.75	3,516,174.20
	Expenditures made this Month	(590,148.08)	(392,585.32)	(4,560.15)	(16,154.11)	(283,287.33)	(1,884,534.77)	(3,171,269.76)
	Beginning Change in Liabilities	(81,170.59)	(9,268.95)	-	-	(76,000.00)	(118,679.43)	(285,118.97)
	Transfers (Cares Act Funding & OMS/KON Funding)	-	-	-	-	769,605.00	-	769,605.00
	Adjustments	-	-	-	-	-	-	-
	Ending Cash Balance	\$ 19,749,260.02	\$ 915,432.44	\$ 1,194,176.64	\$ 414,608.75	\$ 4,121,884.71	\$ 8,356,873.49	\$ 34,752,236.05

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
As of July 1, 2021 through February 28, 2022

	410 Fund	430 Fund	Funds
Revenues			
Current:			
Federal Funds Rec'd from Non-Gov. Ag.	\$ 1,123,284.51	\$ 371,503.41	\$ 1,494,787.92
Private Grants and Donations for Opns.	-	144,324.51	144,324.51
Reimbursements	815.78	-	815.78
<i>Total Revenues</i>	<u>1,124,100.29</u>	<u>515,827.92</u>	<u>1,639,928.21</u>
Expenditures			
Current:			
Payroll	129,656.26	120,464.17	250,120.43
Professional Services	-	83,003.63	83,003.63
Travel	16,763.77	7,091.24	23,855.01
Misc. Admin. Expenses	-	-	-
Rent	9,246.77	-	9,246.77
Maintenance and Repair	1,776.93	68,761.33	70,538.26
Specialized Supplies and Materials	-	-	-
Production, Safety and Security	-	-	-
General Operating Expenses	632,375.23	4,002.21	636,377.44
Shop Expense	-	3,795.00	3,795.00
Furniture and Equipment	223,530.70	139,235.56	362,766.26
Library Equipment and Resources	-	-	-
Lease Purchases	-	-	-
Livestock and Poultry	-	20,000.00	20,000.00
Land and Right-of-way	-	-	-
Building, Construction and Renovation	-	-	-
Debt Service	-	-	-
Inmate Pay and Health Services	-	-	-
Tuitions, Awards and Incentives	-	-	-
Refunds and Restitutions	-	-	-
Jail Backup, County Jails and Other	-	-	-
Payment to Gov. Sub-Division	-	52,055.89	52,055.89
Assistance Payments to Agencies	-	-	-
Loans, Taxes and Other Disbursements	-	-	-
Transfers - Out Sourced Health Care	-	-	-
Merchandise for Resale	-	-	-
<i>Total Expenditures</i>	<u>1,013,349.66</u>	<u>498,409.03</u>	<u>1,511,758.69</u>
<i>Excess of Revenues Over (Under) Expenditures</i>	<u>110,750.63</u>	<u>17,418.89</u>	<u>128,169.52</u>
Cash			
Beginning Cash Balance	154,652.99	186,317.26	340,970.25
Revenue Received this Year	1,124,100.29	515,827.92	1,639,928.21
Expenditures made this Year	(1,013,349.66)	(498,409.03)	(1,511,758.69)
Beginning Change in Liabilities	(73,316.36)	-	(73,316.36)
Transfers	-	-	-
Adjustments	-	-	-
<i>Ending Cash Balance</i>	<u>\$ 192,087.26</u>	<u>\$ 203,736.15</u>	<u>\$ 395,823.41</u>

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
For the Month of February 2022

		410 Fund	430 Fund	Funds
Revenue Revenues				
<u>Code</u>	Current:			
556	Federal Funds Rec'd from Non-Gov. Ag.	\$ -	\$ 44,772.29	\$ 44,772.29
561	Private Grants and Donations for Opns.	-	-	-
581	Reimbursements	-	-	-
	<i>Total Revenues</i>	<u>-</u>	<u>44,772.29</u>	<u>44,772.29</u>
Account Expenditures				
<u>Code</u>	Current:			
11,12,13	Payroll	15,623.80	14,570.19	30,193.99
15	Professional Services	-	-	-
21, 22	Travel	-	-	-
31	Misc. Admin. Expenses	-	-	-
32	Rent	46.98	-	46.98
33	Maintenance and Repair	21.03	-	21.03
34	Specialized Supplies and Materials	-	-	-
35	Production, Safety and Security	-	-	-
36	General Operating Expenses	6,192.60	-	6,192.60
37	Shop Expense	-	-	-
41	Furniture and Equipment	-	-	-
42	Library Equipment and Resources	-	-	-
43	Lease Purchases	-	-	-
44	Livestock and Poultry	-	-	-
45	Land and Right-of-way	-	-	-
46	Building, Construction and Renovation	-	-	-
48	Debt Service	-	-	-
51	Inmate Pay and Health Services	-	-	-
52	Tuitions, Awards and Incentives	-	-	-
53	Refunds and Restitutions	-	-	-
54	Jail Backup, County Jails and Other	-	-	-
55	Payment to Gov. Sub-Division	-	-	-
59	Assistance Payments to Agencies	-	-	-
61	Loans, Taxes and Other Disbursements	-	-	-
62	Transfers - Out Sourced Health Care	-	-	-
64	Merchandise for Resale	-	-	-
	<i>Total Expenditures</i>	<u>21,884.41</u>	<u>14,570.19</u>	<u>36,454.60</u>
	<i>Excess of Revenues Over (Under) Expenditures</i>	<u>(21,884.41)</u>	<u>30,202.10</u>	<u>8,317.69</u>
Cash				
	Beginning Cash Balance	213,971.67	192,594.50	406,566.17
	Revenue Received this Month	-	44,772.29	44,772.29
	Expenditures made this Month	(21,884.41)	(14,570.19)	(36,454.60)
	Change in Liabilities	-	(19,060.45)	(19,060.45)
	Transfers	-	-	-
	Adjustments	-	-	-
	<i>Ending Cash Balance</i>	<u>\$ 192,087.26</u>	<u>\$ 203,736.15</u>	<u>\$ 395,823.41</u>

March 23, 2022

Mr. Scott Crow, Director
Members of the Oklahoma Board of Corrections
Oklahoma Department of Corrections
3400 Martin Luther King Avenue
Oklahoma City, OK 73111

Dear Mr. Crow and Members of the Board:

We have audited the accounts listed below as part of our audit of the Annual Comprehensive Financial Report (ACFR) for the State of Oklahoma for the fiscal year ended June 30, 2021.

Material ACFR accounts audited at the Oklahoma Department of Corrections were:

- Public Safety Expenditures Account

Our professional standards require that we communicate with those charged with governance concerning certain matters that may be of interest to you in fulfilling your obligation to oversee the operations of the Oklahoma Department of Corrections. Our comments to assist you in fulfilling your obligation are presented below as required communications.

REQUIRED COMMUNICATIONS

Responsibilities

The auditor's responsibilities with regard to the State of Oklahoma financial statement audit include that the auditor is responsible for forming and expressing an opinion about whether the State of Oklahoma financial statements that have been prepared by the Office of Management and Enterprise Services (OMES), with the oversight of those charged with governance at OMES, are prepared, in all material respects, in conformity with the applicable financial reporting framework. Oklahoma Department of Corrections management is responsible for ensuring that the Oklahoma Department of Corrections Public Safety Expenditures accounting records utilized for the State of Oklahoma financial statements are materially accurate and complete.

An audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

Planned Scope and Timing of the Audit

Our audit was performed according to the planned scope and timing previously communicated in our engagement letter dated June 1, 2021.



Significant Accounting Practices

Oklahoma Department of Corrections management is responsible for the selection and application of appropriate accounting practices including policies, estimates and financial statement disclosures. To our knowledge, no estimates were used, no new accounting policies were adopted and the application of existing policies was not changed and appeared appropriate for the fiscal year ended June 30, 2021.

Significant Difficulties Encountered During the Audit

We did not encounter any significant delays caused by Oklahoma Department of Corrections management not providing required information and were provided adequate time to complete the audit. No extensive efforts were required to obtain sufficient appropriate audit evidence from Oklahoma Department of Corrections. In addition, Oklahoma Department of Corrections management did not impose restrictions on the audit and was willing to provide all requested information.

Corrected Misstatements

We noted no misstatements that were more than trivial to the financial statements in our judgment.

Uncorrected Misstatements

There were no uncorrected misstatements in the current or prior periods.

Disagreements with Management

For the purposes of this communication, professional standards define a disagreement with management as a matter, concerning an accounting, reporting, or auditing matter that if not resolved to our satisfaction, could be significant to the financial statements or our report on those financial statements. We are pleased to report that no such disagreements occurred with Oklahoma Department of Corrections during the course of this audit.

Significant Issues

We noted no significant issues arising from the audit that were discussed, or were the subject of correspondence, with Oklahoma Department of Corrections management.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. To our knowledge, there were no such consultations with other accountants related to this audit by Oklahoma Department of Corrections management.

Other Required Communications

Illegal Acts by Clients

An audit conducted in accordance with generally accepted auditing standards is not designed to provide specific assurance that there were no illegal acts. Consequently, we do not offer any opinion regarding the existence of illegal acts. However, no illegal acts were identified during the course of this audit.

Compliance Requirementsⁱ

All applicable audit requirements were communicated in the terms of this audit engagement.

Consideration of Fraud

An audit conducted in accordance with generally accepted auditing standards is not designed to provide specific assurance that there was no fraudulent activity. Consequently, we do not offer any opinion regarding the existence of fraud. However, we did not identify any instances of fraud involving senior management or other employees that would cause a material misstatement of the financial statements.

Other Issues and Non-Reportable Audit Findings

We noted one finding during the course of our engagement that we feel requires disclosure in this communication (see attachment).ⁱⁱ

I have attached a copy of the management representation letter obtained from Oklahoma Department of Corrections management. Please feel free to contact me if you have any questions or concerns.

The audit report is available for viewing on the Oklahoma State Auditor & Inspector's website at <https://www.sai.ok.gov>.

This communication is intended solely for the information and use of those charged with governance and, if appropriate, management and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,



Stephanie Orsburn, C.P.A.
Audit Manager
Oklahoma State Auditor and Inspector's Office

i This relates to compliance with provisions of laws, regulations, contracts, and grant agreements that could have a direct and material effect on the determination of the financial statement amounts.

ii We are not listing reportable findings since that is communicated in our audit report through the website link listed in the letter.

OKLAHOMA DEPARTMENT OF CORRECTIONS REQUEST BILLS

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

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

Reporting Period: 2nd Quarter of FY 22

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

In this reporting period, the financial internal audit unit closed and submitted 20 compliance audit reports to the Board of Corrections and to the State Auditor and Inspector's Office.

Audited Facilities/Units	Date of Audit
1. <i>Eddie Warrior Correctional Center *</i>	<i>10/07/2021</i>
2. Jackie Brannon Correctional Center	10/07/2021
3. <i>Oklahoma State Penitentiary *</i>	<i>11/01/2021</i>
4. Agri Services at James Crabtree Correctional Center	11/01/2021
5. Agri Services at John Lilley Correctional Center	11/01/2021
6. Agri Services at Jess Dunn Correctional Center	11/01/2021
7. Agri Services at William S. Key Correctional Center	11/01/2021
8. Agri Services at Lexington Assessment and Reception Center and Washita Valley Complex	11/01/2021
9. Agri Services at Northeast Oklahoma Correctional Center	11/04/2021
10. Agri Services at Jackie Brannon Correctional Center Meat Plant	11/04/2021
11. Agri Services at Jackie Brannon and Mack Alford Correctional Center	11/04/2021
12. Agri Services at Howard McLeod Correctional Center	11/04/2021
13. Agri Services at Oklahoma State Reformatory	11/15/2021
14. Health Services	11/08/2021
15. <i>Programs Services, Grants and Education *</i>	<i>11/17/2021</i>
16. North Fork Correctional Center	11/22/2021
17. <i>Oklahoma State Reformatory *</i>	<i>12/02/2021</i>
18. Lawton Community Corrections Center	12/27/2021
19. William S. Key Correctional Center (close out)	12/27/2021
20. Region I Probation and Parole	12/27/2021

Of the facilities/units audited in the 2nd quarter of FY 22, four had reportable noncompliance or internal control findings.

Summary of Noncompliance Findings in accordance with Fiscal Management Policy

Accounts Payable

- Program Services, Grants and Education

Findings:

- Of the items sampled, 18% of the invoices (8 of 44) were paid 45 days late.

Plan of Corrective Action:

- An invoice review to ensure invoices are made on a weekly basis.

Auditors Note:

There will be a three month (90 day) follow-up audit to ensure the plan of corrective action has been initiated and followed. (November 2021)

Canteen:

- OSP
- EWCC
- OSR

Summary of Findings:

- (OSP) Of the items sampled, 33% of the items sampled were not in agreement with closing balance.
- (EWCC) Of the items sampled, 18% of items sampled were not in agreement with closing balance.
- (OSR) Of the items sampled, 62% of the items sampled were not in agreement with closing balance.

Plan of Corrective Action:

- (OSP) Spot checks conducted once a week.
- (EWCC) Deputy Warden to oversee operation to ensure discrepancies are corrected on a timely basis.

- (OSR) plan to hire a new supervisor.

Auditor's Note:

There will be a three month (90 day) follow-up to ensure the plan of corrective action is followed. (February 2022)

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Dr. Eddie Warrior Correctional Center

October 7, 2021

FOR THE PERIODS

FY 21 November 1, 2020 to June 30, 2021

FY 22 July 1, 2021 to August 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Dr. Eddie Warrior Correctional Center

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OKLAHOMA DEPARTMENT OF
CORRECTIONS INTERNAL AUDIT REPORT

Dr. Eddie Warrior Correctional Center

October 7, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Dr. Eddie Warrior Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (November 1, 2020 to June 30, 2021) and FY 22 (July 1, 2021 to August 31, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Debit Cards, Canteen (OBS and Inventory), Trust Fund, Warehouse Inventory, and Fixed Assets Inventory System.

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

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

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

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

OKLAHOMA DEPARTMENT OF CORRECTIONS

INTERNAL AUDIT REPORT

Schedule A: COMPLIANCE

Dr. Eddie Warrior Correctional Center

October 7, 2021

Canteen

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

Finding: Fifteen percent (15.38%) of the items sampled (10 of 65) on the day of the audit (09/21/21) were not in agreement with the closing inventory balance.

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

Plan of Corrective Action:

The Deputy Warden who oversees the Canteen will incorporate a mid-month spot check of inventory that will include at least ten items of random inventory for accuracy. These findings will be placed in the quarterly Canteen meeting minutes. This process will allow for any discrepancies to be quickly corrected before the next monthly inventory takes place.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Jackie Brannon Correctional Center

October 7, 2021

FOR THE PERIODS

FY 21 January 1, 2021 to June 30, 2021

FY 22 July 1, 2021 to August 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Jackie Brannon Correctional Center

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OKLAHOMA DEPARTMENT OF
CORRECTIONS INTERNAL AUDIT REPORT

Jackie Brannon Correctional Center

October 7, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Jackie Brannon Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (January 1, 2021 to June 30, 2021) and FY 22 (July 1, 2021 to August 31, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Release Cards, Trust Fund, Canteen, Warehouse Inventory, and Fixed Assets Inventory System.

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

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

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

Sincerely



Patrick Donnelly
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Oklahoma State Penitentiary

November 1, 2021

FOR THE PERIODS

FY 21 January 1, 2021 to June 30, 2021

FY 22 July 1, 2021 to August 31, 2021

DEPARTMENT OF CORRECTIONS

Internal
Audit Report

Oklahoma State Penitentiary

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OKLAHOMA DEPARTMENT OF
CORRECTIONS INTERNAL AUDIT REPORT

Oklahoma State Penitentiary

November 1, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Oklahoma State Penitentiary a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (January 1, 2021 to June 30, 2021) and FY 22 (July 1, 2021 to August 31, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Debit Cards, Canteen (OBS and Inventory), Trust Fund, Warehouse Inventory, and Fixed Assets Inventory System.

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

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

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

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

OKLAHOMA DEPARTMENT OF
CORRECTIONS INTERNAL AUDIT
REPORT

Schedule A: COMPLIANCE

Oklahoma State Penitentiary

November 1, 2021

Canteen

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

Finding: Thirty-three percent (32.73 %) of the items sampled (18 of 55) on the day of the audit (10/06/21) were not in agreement with the closing inventory balance.

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

Plan of Corrective Action:

To correct the inventory in the OSP canteen, the Canteen Supervisor will ensure the following is put in place:

- Weekly spot counting of items.
- Delivery staff will check off each item in the canteen bag before releasing to the inmate.
- Delivery staff will check inmate ID's closely to ensure delivery is given to the correct inmate.
- Training new delivery helpers on proper procedures for delivery.
- All damaged products will be written off on a daily basis as a vendor return and email sent to Keefe for credit.
- Oversee keying of correct amount of item(s) that are being rung for sale.
- Be observant of inmates in the canteen area.
- Deduct approved refunds from inventory with a comment as to why the refund is being done.
- Complete incident report on missing inventory that has been refunded by approval.

- Double check order received from truck to ensure correct amount is received.

The Deputy Warden will ensure that the Canteen Supervisor submits a monthly review of inventory to the Deputy Warden Office.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Agri
Services
At
James Crabtree Correctional Center**

November 1, 2021

FOR THE PERIODS

FY 21 December 1, 2020 to June 30, 2021

FY 22 July 1, 2021 to September 30, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Agri Services at James Crabtree Correctional
Center**

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OKLAHOMA DEPARTMENT OF
CORRECTIONS INTERNAL AUDIT REPORT

**Agri Services at James Crabtree Correctional
Center**

November 1, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Agri Services at James Crabtree Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 20 (December 1, 2020 to June 30, 2021) and FY 22 (July 1, 2021 to September 30, 2021). The areas covered in this audit were Purchase Cards, Fixed Assets, Feedstock and Livestock.

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

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

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

Sincerely

Teresa Davenport

Teressa
Davenport
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Agri
Services
At
John Lilley Correctional Center**

November 1, 2021

FOR THE PERIODS

FY 21 December 1, 2020 to June 30, 2021
FY 21 July 1, 2021 to September 30, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Agri Services at John Lilley Correctional
Center**

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

**Agri Services at John Lilley Correctional
Center**

November 1, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Agri Services at John Lilley Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (December 1, 2020 to June 30, 2021) and FY 22 (July 1, 2021 to September 30, 2021). The areas covered in this audit were Purchase Cards, Fixed Assets, Feedstock, Livestock and Food Warehouse.

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

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

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

Sincerely

Teressa Davenport

Teressa
Davenport
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit
Report

**Agri
Services At
Jess Dunn Correctional Center**

November 1, 2021

FOR THE PERIODS

FY 21 December 1, 2020 to June 30, 2021
FY 21 July 1, 2021 to October 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit
Report

**Agri Services at Jess Dunn Correctional
Center**

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

**Agri Services at Jess Dunn Correctional
Center**

November 1, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Agri Services at Jess Dunn Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (December 1, 2020 to June 30, 2021) and FY 22 (July 1, 2021 to September 30, 2021). The areas covered in this audit were Purchase Cards, Fixed Assets, Feedstock, Livestock and Food Warehouse.

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

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

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

Sincerely



Patrick
Donnelly
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Agri
Services
At
William S. Key Correctional Center**

November 1, 2021

FOR THE PERIODS

FY 21 December 1, 2020 to June 30, 2021
FY 21 July 1, 2021 to September 30, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Agri Services at William S. Key Correctional
Center**

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OKLAHOMA DEPARTMENT OF
CORRECTIONS INTERNAL AUDIT REPORT

**Agri Services at William S. Key Correctional
Center**

November 1, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Agri Services at William S. Key Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (December 1, 2020 to June 30, 2021) and FY 22 (July 1, 2021 to September 30, 2021). The areas covered in this audit were Purchase Cards, Fixed Assets, Feedstock, Livestock and Food Warehouse.

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

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

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

Sincerely



Patrick Donnelly
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Agri
Services At
Lexington Assessment and Reception Center & Washita
Valley Complex**

November 1, 2021

FOR THE PERIODS

FY 21 December 1, 2020 to June 30, 2021
FY 21 July 1, 2021 to October 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Agri Services at Lexington Assessment and Reception Center &
Washita Valley Complex**

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CORRECTIONS INTERNAL AUDIT REPORT

**Agri Services at Lexington Assessment and Reception Center &
Washita Valley Complex**

November 1, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Agri Services at Lexington Assessment and Reception Center & Washita Valley Complex a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (December 1, 2020 to June 30, 2021) and FY 22 (July 1, 2021 to October 31, 2021). The areas covered in this audit were Purchase Cards, Fixed Assets, Feedstock, Livestock and Food Warehouse.

The audit was conducted following department policy and state laws. Those standards and laws require that we plan and perform the audit to obtain reasonable assurance about whether Agri Services at Lexington Assessment and Reception Center & Washita Valley Complex is materially in compliance with state law and department directives, (OS Title §74-228, §74-229 and OP-120101 entitled “ Fiscal Management Responsibilities”).

Compliance with laws, regulations, and contracts applicable to Agri Services at Lexington Assessment and Reception Center & Washita Valley Complex is the responsibility of the Agri Services at Lexington Assessment and Reception Center & Washita Valley Complex management. As part of obtaining reasonable assurance about whether Agri Services at Lexington Assessment and Reception Center & Washita Valley Complex is in material compliance, we performed tests of compliance with certain provisions of laws, regulations, contracts and policy.

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

Sincerely



Patrick Donnelly
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Agri
Services At
Northeast Oklahoma Correctional
Center**

November 4, 2021

FOR THE PERIODS

FY 21 December 1, 2020 to June 30, 2021
FY 22 July 1, 2021 to October 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Agri Services at Northeast Oklahoma Correctional
Center**

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OKLAHOMA DEPARTMENT OF
CORRECTIONS INTERNAL AUDIT REPORT

**Agri Services at Northeast Oklahoma Correctional
Center**

November 4, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Agri Services at Northeast Oklahoma Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (December 1, 2020 to June 30, 2021) and FY 22 (July 1, 2021 to October 31, 2021). The areas covered in this audit were Purchase Cards, Livestock, Feedstock and Fixed Assets Inventory.

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

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

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

Sincerely



Patrick
Donnelly
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Agri Services Meat
Plant At
Jackie Brannon Correctional Center**

November 4, 2021

FOR THE PERIODS

FY 21 December 1, 2020 to June 30, 2021

FY 22 July 1, 2021 to October 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Agri Services Meat Plant at Jackie Brannon Correctional
Center**

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CORRECTIONS INTERNAL AUDIT REPORT

**Agri Services Meat Plant at Jackie Brannon Correctional
Center**

November 4, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Agri Services Meat Plant at Jackie Brannon Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (December 1, 2020 to June 30, 2021) and FY 22 (July 31, 2021 to October 31, 2021). The areas covered in this audit were Purchase Cards, Fixed Asset Inventory, Feedstock and Livestock.

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

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

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

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Agri
Services At
Jackie Brannon and Mack Alford Correctional Centers**

November 4, 2021

FOR THE PERIODS

FY 21 December 1, 2020 to June 30, 2021

FY 22 July 1, 2021 to October 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Agri
Services At
Jackie Brannon and Mack Alford Correctional Centers**

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OKLAHOMA DEPARTMENT OF
CORRECTIONS INTERNAL AUDIT REPORT

**Agri Services at Jackie Brannon and Mack Alford
Correctional Centers**

November 4, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Agri Services at Jackie Brannon and Mack Alford Correctional Centers a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (December 1, 2020 to June 30, 2021) and FY 22 (July 31, 2021 to October 31, 2021). The areas covered in this audit were Purchase Cards, Fixed Asset Inventory, Livestock and Feedstock.

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

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

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

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Agri Services at Howard McLeod Correctional
Center**

November 4, 2021

FOR THE PERIODS

FY 21 December 1, 2020 to June 30, 2021

FY 22 July 1, 2021 to October 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Agri Services at Howard McLeod Correctional
Center**

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CORRECTIONS INTERNAL AUDIT REPORT

**Agri Services at Howard McLeod Correctional
Center**

November 4, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Agri Services at Howard McLeod Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (December 1, 2020 to June 30, 2021) and FY 22 (July 31, 2021 to October 31, 2021). The areas covered in this audit were Purchase Cards, Fixed Asset Inventory, Livestock and Livestock.

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

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

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

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Agri
Services At
Oklahoma State Reformatory**

November 15, 2021

FOR THE PERIODS

FY 21 December 1, 2020 to June 30, 2021
FY 22 July 1, 2021 to October 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Agri Services at Oklahoma State
Reformatory**

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

**Agri Services at Oklahoma State
Reformatory**

November 15, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Agri Services at Oklahoma State Reformatory a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (December 1, 2020 to June 30, 2021) and FY 22 (July 1, 2021 to October 31, 2021). The areas covered in this audit were Purchase Cards, Fixed Assets, Feedstock, Livestock and Other Inventory.

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

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

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

Sincerely



Patrick
Donnelly
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit
Report

Medical Services

November 8, 2021

FOR THE PERIODS

FY 21 December 1, 2020 to June 30, 2021
FY 22 July 1, 2021 to September 30, 2021

DEPARTMENT OF CORRECTIONS

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Medical Services

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OKLAHOMA DEPARTMENT OF
CORRECTIONS INTERNAL AUDIT REPORT

Medical Services

November 8, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Medical Services a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (December 1, 2020 to June 30, 2021) and FY 22 (July 1, 2021 to September 30, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, and Fixed Asset Inventory.

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

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

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

Sincerely,



Patrick Donnelly
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit
Report

Program Services, Grants and Education

November 17, 2021

FOR THE PERIODS

FY 21 December 1, 2020 to June 30, 2021

FY 22 July 1, 2021 to September 30, 2021

DEPARTMENT OF CORRECTIONS

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Program Services, Grants and Education

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OKLAHOMA DEPARTMENT OF
CORRECTIONS INTERNAL AUDIT REPORT

Program Services, Grants and Education

November 17, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Program Services, Grants and Education a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (December 1, 2020 to June 30, 2021) and FY 22 (July 1, 2021 to September 30, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, and Fixed Asset Inventory System.

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

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

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

Sincerely

Teressa Davenport

Teressa
Davenport
Internal Audit

OKLAHOMA DEPARTMENT CORRECTIONS

INTERNAL AUDIT REPORT

Schedule A: COMPLIANCE

Programs Services, Grants and Education

November 17, 2021

Accounts Payable

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

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

Finding: Eighteen percent (18.18%) of the invoices sampled (8 of 44) from the six-digit expenditure report and transmittals were paid after forty-five (45) days beginning from the date the invoices were received in the business office.

Vendor	Amount	Voucher Number	Rec'd Facility	Paid Date	Days Late
Staples Inc.	\$ 209.94	1332069	10/8/20	12/7/20	15
Metro Technology	\$ 33,776.25	1339788	11/23/20	01/15/21	8
Norman Alcohol Info	\$ 6,160.00	1387776	05/14/21	08/13/21	46
North OK Co. Mntl Hlth	\$ 942.41	1352079	01/28/21	10/03/19	19
North OK Co. Mntl Hlth	\$ 1,385.55	1379042	03/10/21	07/07/21	74
Staples Inc.	\$ 2,056.38	1354173	12/29/20	03/31/21	47
Brainchild unlimited	\$ 23,484.90	1398488	07/09/21	10/01/21	39
Essential Edu. Corp.	\$ 57,554.81	1393258	04/15/21	09/21/21	83

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

- Risk:**
- (1) The department may expose itself to reactions from the vendor for untimely payments.
 - (2) Delaying the payment of invoices may result in additional cost of interest charges by the vendor.

Plan of Corrective Action:

After review of the invoices listed, it was discovered that the reason for the late payments were due to untimely approval of invoices. It should also be noted that the Administrator of Program Services position was vacant from September 1, 2020 to May 2, 2021 attributing to the delay in payment. To correct this, the business office staff will be following up weekly on all invoices sent for approval. This should result in timely approvals so that payments will be made within 45 days. Any reasons for delay in the approval process will be documented.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

North Fork Correctional Center

November 22, 2021

FOR THE PERIODS

FY 21 January 1, 2021 to June 30, 2021

FY 22 July 1, 2021 to October 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

North Fork Correctional Center

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OKLAHOMA DEPARTMENT OF
CORRECTIONS INTERNAL AUDIT REPORT

North Fork Correctional Center

November 22, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of North Fork Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (January 1, 2021 to June 30, 2021) and FY 22 (July 1, 2021 to October 31, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Security items (weapons, radios and vests), Vehicles, Purchase Cards, Release Cards, Trust Fund, Canteen, Food Service, Warehouse Inventory, and Fixed Assets Inventory System.

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

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

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

Sincerely



Patrick
Donnelly
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Oklahoma State Reformatory

December 2, 2021

FOR THE PERIODS

FY 21 January 1, 2020 to June 30, 2021

FY 22 July 1, 2021 to October 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Oklahoma State Reformatory

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OKLAHOMA DEPARTMENT OF
CORRECTIONS INTERNAL AUDIT REPORT

Oklahoma State Reformatory

December 2, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Oklahoma State Reformatory a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (January 1, 2020 to June 30, 2021) and FY 22 (July 1, 2021 to October 31, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Prison Public Works Projects, Express Checks, Debit Cards, Trust Fund, Canteen, Food Service Inventory and Fixed Assets Inventory.

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

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

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

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

OKLAHOMA DEPARTMENT OF CORRECTIONS

INTERNAL AUDIT REPORT

Schedule A: COMPLIANCE

Oklahoma State Reformatory

December 2, 2021

Canteen

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

Finding: Sixty-two percent (62.12%) of the items sampled (41 of 66), on the day of the audit (11/16/21) were not in agreement with the closing inventory balance.

Auditors Note: There has been a finding in this area for the prior four (4) audits. The previous plans of corrective action need to be reviewed, updated and adhered to:

FY18 June 12, 2018	60.90%	28 of 46
FY19 February 13, 2019	43.86%	100% audit
FY20 January 28, 2020	58.62%	51 of 87
FY21 February 18, 2021	27.27%	18 of 66

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

Risks:

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

Plan of Corrective Action:

1. A canteen supervisor will be hired to assist in adhering to proper processes and guidelines.
2. Adjustments to inventory will be completed the same day or before the opening of business. An adjustment report will be submitted daily to the Deputy Warden for approval and to ensure adjustments are completed daily.

3. Unannounced spot checks will be conducted by the Deputy Warden weekly and results submitted to the Warden weekly to ensure shelf count is accurate.
4. Warden will complete unannounced spot checks of canteen inventory and the results will be recorded for record.
5. All vendor returns will be documented with reference and invoice numbers. Records will be maintained in a file for review by the Deputy Warden.
6. Adjustments should be accurately detailed with full explanations on the inventory adjustment screen.
7. Inmates working in the canteen will continue to be strip searched at the west gate before entering or leaving the canteen.
8. 100% inventory reconciliations will continue to be completed monthly. The dates for 2021 have already been established. Results of the reconciliation will be submitted to the Deputy Warden for review.
9. Canteen staff will continue to work on the accuracy of inventory keyed into the Offender Banking System (OBS).
10. Bomber Exterminator Service (pest control) has been enlisted to help with the control of the mice in the canteen warehouse, which has caused spoilage and loss.
11. All high theft items will be moved to a more controlled area with increased supervision.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Lawton Community Corrections Center

December 27, 2021

FOR THE PERIODS

FY 21 December 1, 2020 to June 30, 2021

FY 22 July 1, 2021 to October 31, 2021

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Lawton Community Corrections Center

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OKLAHOMA DEPARTMENT OF CORRECTIONS
INTERNAL AUDIT REPORT

Lawton Community Corrections Center

December 27, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Lawton Community Corrections Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (December 1, 2020 to June 30, 2021) and FY 22 (July 1, 2021 to October 31, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Prisoner Public Works Program, Security items (weapons, radios and vests), Vehicles, Purchase Cards, Release Cards, Trust Fund, Food Service, Warehouse Inventory, and Fixed Assets Inventory System.

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

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

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

Sincerely



Patrick Donnelly
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

William S. Key Correctional

Center Close Out

December 27, 2021

FOR THE PERIODS

FY 21 October 1, 2020 to June 30, 2021
FY 22 July 1, 2021 to November 30, 2021

DEPARTMENT OF
CORRECTIONS

Internal Audit Report

**William S. Key Correctional
Center**

Close Out

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OKLAHOMA DEPARTMENT OF
CORRECTIONS INTERNAL AUDIT REPORT

**William S. Key Correctional
Center**

Close Out

December 27, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of William S. Key Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (October 1, 2020 to June 30, 2021) and FY 22 (July 1, 2021 to November 30, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Debit Cards, Trust Fund and Canteen.

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

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

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

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

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit
Report

Probation and Parole Services Region I

December 27, 2021

FOR THE PERIODS

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

DEPARTMENT OF CORRECTIONS

Internal Audit
Report

Probation and Parole Services Region I

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OKLAHOMA DEPARTMENT OF
CORRECTIONS INTERNAL AUDIT REPORT

Probation and Parole Services Region I

December 27, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of Probation and Parole Services Region I a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (March 1, 2021 to June 30, 2021) and FY 22 (July 1, 2021 to November 30, 2021). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Probation and Parole Receipts and Fixed Asset Inventory System.

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

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

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

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

Sincerely

Teressa Davenport

Teressa Davenport
Internal Audit

Section-03 Facility Operations	P-030200	Page: 1	Effective Date: 04/06/2022
Inmate Housing/Jobs/Programs	ACA Standards: 2-CO-3C-01, 5-ACI-2C-11, 5-ACI-5E-02, 4-ACRS-6B-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Inmate Housing, Job and Program Integration

It is the policy of the Oklahoma Board of Corrections that the Oklahoma Department of Corrections (ODOC) establish guidelines utilized for the assignment of inmates in the general population are consistent with the mission of the agency, meet the treatment and rehabilitative needs of inmates and ensure equal opportunity is available for all inmates committed to its custody and care. (2-CO-3C-01, 5-ACI-2C-11, 5-ACI-5E-02, 4-ACRS-6B-01)

I. Rational and Objective Criteria for Housing and Living Areas Assignments

A. Housing Integration

All decisions regarding assignment of inmates to housing are based on legitimate safety and security criteria. This will provide for discretion by the appropriate staff to maximize the integration of housing.

B. Assignment to Housing or Living Areas

Inmates assigned to a housing unit will be eligible for an integrated living area until the inmate is determined, according to applicable policy and procedures, as requiring reassignment to another housing area.

C. Identification and Reassignment Documentation

The identification of inmates who require reassignment is based on defined rational and objective criteria. Such identification will be determined through initial assessment and reception or by facility classification committee action.

II. Rational and Objective Criteria for Jobs and Programs Assignments

The assignment of inmates to jobs and programs is determined utilizing criteria specified in agency policy and procedure ensuring the following:

- A. Identified treatment and rehabilitative needs of inmates are being met;
- B. Safety and security of staff and the facility are maintained; and
- C. Assignment to jobs and programs are based on legitimate needs of the individual inmate.

III. Compliance Monitoring

The agency's policies and procedures will establish the process for monitoring compliance for inmate housing, job and program integration.

IV. Action

The agency director is responsible for compliance with this policy.

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

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

This policy statement is effective as indicated.

Replaced: Policy Statement P-030200 entitled "Inmate Housing, Job and Program Integration" dated February 27, 2020

Distribution: Policy and Operations Manuals
Agency Website

Section-03 Facility Operations	P-030200	Page: 1	Effective Date: 02/27/2020 Draft
Inmate Housing/Jobs/Programs	ACA Standards: 2-CO-3C-01, 5-ACI-2C-11, 5-ACI-5E-02, 4-ACRS-6B-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Inmate Housing, Job and Program Integration

It is the policy of the Oklahoma Board of Corrections that the Oklahoma Department of Corrections (ODOC) establish guidelines utilized for the assignment of inmates in the general population are consistent with the mission of the agency, meet the treatment and rehabilitative needs of inmates and ensure equal opportunity is available for all inmates committed to its custody and care. (2-CO-3C-01, 5-ACI-2C-11, 5-ACI-5E-02, 4-ACRS-6B-01)

I. Rational and Objective Criteria for Housing and Living Areas Assignments

A. Housing Integration

All decisions regarding assignment of inmates to housing are based on legitimate safety and security criteria. This will provide for discretion by the appropriate staff to maximize the integration of housing. ~~The policy for housing integration will not apply to inmates in special management status.~~

B. Assignment to Housing or Living Areas

Inmates assigned to a housing unit will be eligible for an integrated living area until the inmate is determined, according to applicable policy and procedures, as requiring reassignment to another housing area.

C. Identification and Reassignment Documentation

The identification of inmates who require reassignment is based on defined rational and objective criteria. Such identification will be determined through initial assessment and reception or by facility classification committee action.

II. Rational and Objective Criteria for Jobs and Programs Assignments

The assignment of inmates to jobs and programs is determined utilizing criteria specified in agency policy and procedure ensuring the following:

- A. Identified treatment and rehabilitative needs of inmates are being met;
- B. Safety and security of staff and the facility are maintained; and
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III. Compliance Monitoring

The agency's policies and procedures will establish the process for monitoring compliance for inmate housing, job and program integration.

IV. Action

The agency director is responsible for compliance with this policy.

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

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

This policy statement is effective as indicated.

Replaced: Policy Statement~~Operations Memorandum No.~~ P-030200 entitled "Inmate Housing, Job and Program Integration" dated ~~December 12, 2018~~February 27, 2020

Distribution: Policy and Operations Manuals
Agency Website

Section-10 Training	P-100100	Page: 1	Effective Date: 04/06/2022
Training and Staff Development	ACA Standards: 2-CO-1C-14, 2-CO-1D-01, 2-CO-1D-03, 2-CO-1D-04, 2-CO-1D-05, 2-CO-2D-10, 5-ACI-1D-01, 5-ACI-1D-03, 5-ACI-1D-05, 5-ACI-1D-07, 5-ACI-1D-17, 5-ACI-1D-22, 4-ACRS-7B-10, 4-ACRS-7B-11, 4-ACRS-7B-18, 4-ACRS-7B-19, 4-APPFS-3A-06, 4-APPFS-3A-19, 4-APPFS-3A-21		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Training and Staff Development Standards

I. Training and Staff Development

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

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

A. Orientation

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

B. Job Specific Training

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

C. In-Service Training

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

D. Leadership/Management Training

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

E. Succession Planning

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

Section-10 Training and Staff Development	P-100100	Page: 2	Effective Date: 04/06/2022
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strengths, and identify the best candidates for categories of positions.

F. Professional Seminars and Conferences

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

II. Annual Review

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

III. References

74 O.S. § 840-3.1.

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

IV. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement P-100100 entitled “Training and Staff Development Standards” dated March 24, 2021

Distribution: Policy and Operations Manuals
Agency Website

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

Training and Staff Development Standards

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

A. Orientation

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

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

II. Annual Review

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

III. References

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

Merit Rule 260:25-17-90 through [Merit Rule 260:25-17-97](#) “Mandatory Supervisory Training”

IV. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement ~~No.~~ P-100100 entitled “Training and Staff Development Standards” dated ~~January 27, 2020~~ [March 24, 2021](#)

Distribution: Policy and Operations Manuals
Agency Website

Section-11 Human Resources	P-110300	Page: 1	Effective Date: 04/06/2022
Drug-Free Workplace	ACA Standards: 2-CO-1C-20, 5-ACI-1C-16, 4-ACRS-7C-02, 4-APPFS-3C-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Drug-Free Workplace Program

I. Establishment of a Drug-Free Workplace Program

The Oklahoma Department of Corrections (ODOC) has established and shall maintain a drug-free workplace program that, through commitment of appropriate resources and adoption of a “zero tolerance” standard, advances the mission of the agency. (2-CO-1C-20, 5-ACI-1C-16, 4-ACRS-7C-02, 4-APPFS-3C-01)

The use of controlled substances and alcohol by employees jeopardizes the agency’s ability to accomplish its mission in that such use may serve to diminish alertness, response time, and sound decision making; increase accidents and the use of sick leave and adversely affect the general health and well being of employees; decrease productivity, efficiency, and effectiveness in the performance of duties; and compromise the agency’s position with the public, inmates and offenders as role models, law enforcement personnel, and public servants.

The agency has established and shall maintain a program in support of a drug and alcohol free workplace that promotes a safer and healthier workplace and holds employees accountable to high professional standards for work and conduct.

The requirement to be drug and alcohol free shall extend to all employees in that each employee contributes to the achievement of the agency’s mission. Failure to achieve the mission may place the safety of the public, the employees, and the inmates and offenders in jeopardy.

II. References

40 O.S. § 551. et seq.

III. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement P-110300 entitled “Drug-Free Workplace Program” dated February 27, 2020

Distribution: Policy and Operations Manuals
Agency Website

Section-11 Human Resources	P-110300	Page: 1	Effective Date: 02/27/2020Draft
Drug-Free Workplace	ACA Standards: 2-CO-1C-20, 5-ACI-1C-16, 4-ACRS-7C-02, 4-APPFS-3C-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

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II. References

40 O.S. § 551, et seq.

III. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement ~~No.~~ P-110300 entitled “Drug-Free Workplace Program” dated ~~August 8, 2018~~ [February 27, 2020](#)

Distribution: Policy and Operations Manuals
Agency Website

Section-13 Inspections	P-130100	Page: 1	Effective Date: 04/06/2022
Annual Inspections and Monitoring	ACA Standards: 2-CO-1A-21, 2-CO-1A-22, 2-CO-2A-01, 2-CO-2A-02, 2-CO-3B-01, 2-CO-4D-01, 5-ACI-1A-17, 5-ACI-2A-02M, 5-ACI-3B-01M, 5-ACI-5D-01M, 4-ACRS-1A-02M, 4-ACRS-1A-09, 4-ACRS-1C-08M, 4-ACRS-7D-02, 4-APPFS-3D-08, 4-APPFS-3D-09, 4-APPFS-3F-03M		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Oklahoma Department of Corrections Annual Inspections and Monitoring

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

I. Annual Inspections

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

II. Monitoring

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

III. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement P-130100 entitled "Oklahoma Department of Corrections Annual Inspections and Monitoring" dated March 24, 2021

Distribution: Policy and Operations Manual
Agency Website

Section-13 Inspections	P-130100	Page: 1	Effective Date: 03/24/2024 <u>Draft</u>
Annual Inspections and Monitoring	ACA Standards: 2-CO-1A-21, 2-CO-1A-22, 2-CO-2A-01, 2-CO-2A-02, 2-CO-3B-01, 2-CO-4D-01, 5-ACI-1A-17, 5-ACI-2A-02M, 5-ACI-3B-01M, 5-ACI-5D-01M, 4-ACRS-1A-02M, 4-ACRS-1A-09, 4-ACRS-1C-08M, 4-ACRS-7D-02, 4-APPFS-3D-08, 4-APPFS-3D-09, 4-APPFS-3F-03M		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Oklahoma Department of Corrections Annual Inspections and Monitoring

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I. Annual Inspections

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II. Monitoring

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

III. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement ~~No.~~P-130100 entitled "Oklahoma Department of Corrections Annual Inspections and Monitoring" dated ~~January 27, 2020~~March 24, 2021

Distribution: Policy and Operations Manual

Agency Website

Section-14 Health Services	P-140100	Page: 1	Effective Date: 04/06/2022
Inmate Medical, Mental Health and Dental Care	ACA Standards: 2-CO-4E-01, 5-ACI-6A-02, 5-ACI-6A-03, 5-ACI-6A-05, 5-ACI-6A-08M, 5-ACI-6A-18M, 5-ACI-6A-25M, 5-ACI-6A-27, 5-ACI-6A-28M, 5-ACI-6A-43M, 5-ACI-6B-03M, 5-ACI-6C-03M, 4-ACRS-4C-01M, 4-ACRS-4C-03M, 4-ACRS-4C-04M, 4-ACRS-4C-11, 4-ACRS-4C-12, 4-ACRS-4C-15, 4-ACRS-4C-18, 4-ACRS-4C-22, 4-ACRS-7B-02M		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Inmate Medical, Mental Health and Dental Care

I. Medical, Mental Health and Dental Care

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

A. Purpose

The purposes of health standards are to:

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

B. Definition

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

II. Compliance with Licensure Requirements

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

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

Appropriate healthcare will be provided as required by the United States and Oklahoma constitutions to all inmates in the custody of the ODOC facilities and/or contract facilities housing Oklahoma inmates. Services will be provided in an equitable manner. Qualified health care professionals will be available to serve inmates’ needs and provide medical referrals as appropriate.

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

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

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

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

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

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

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

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

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

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

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

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

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

A. Health Assessments

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

B. Healthcare Records

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

VI. References

57 O.S. § 504 (b) (1)

The 8th Amendment to the United States Constitution

Section 9 of Article 2 of the Oklahoma Constitution

VII. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement P-140100 entitled "Inmate Medical, Mental Health and Dental Care" dated March 24, 2021

Distribution: Policy and Operations Manual
Agency Website

Section-14 Health Services	P-140100	Page: 1	Effective Date: 03/24/2024 <u>draft</u>
Inmate Medical, Mental Health and Dental Care	ACA Standards: 2-CO-4E-01, 5-ACI-6A-02, 5-ACI-6A-03, 5-ACI-6A-05, 5-ACI-6A-08M, 5-ACI-6A-18M, 5-ACI-6A-25M, 5-ACI-6A-27, 5-ACI-6A-28M, 5-ACI-6A-43M, 5-ACI-6B-03M, 5-ACI-6C-03M, 4-ACRS-4C-01M, 4-ACRS-4C-03M, 4-ACRS-4C-04M, 4-ACRS-4C-11, 4-ACRS-4C-12, 4-ACRS-4C-15, 4-ACRS-4C-18, 4-ACRS-4C-22, 4-ACRS-7B-02M		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Inmate Medical, Mental Health and Dental Care

I. Medical, Mental Health and Dental Care

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

A. Purpose

The purposes of health standards are to:

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

B. Definition

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

II. Compliance with Licensure Requirements

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

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

Appropriate healthcare will be provided as required by the United States and Oklahoma constitutions to all inmates in the custody of the ~~Oklahoma Department of Corrections~~ ODOC facilities and/or contract facilities housing Oklahoma inmates. Services will be provided in an equitable manner. Qualified health care professionals will be available to serve inmates' needs and provide medical referrals as appropriate.

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

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

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

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

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

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

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

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

1. A formulary will be available and utilized for inmate pharmaceuticals.
2. A formalized process will be established for obtaining non-formulary

medications.

3. Facilities will provide secure storage and daily inventory of all controlled substances, syringes and needles.
4. The proper management of pharmaceuticals is administered in accordance with state and federal law.

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

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

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

A. Health Assessments

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

B. Healthcare Records

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

VI. References

57 O.S. § 504 (b) (1)

The 8th Amendment to the United States Constitution

Section 9 of Article 2 of the Oklahoma Constitution

VII. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Section-14 Health Services	P-140100	Page: 4	Effective Date: 03/24/2021<u>draft</u>
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Replaced: Policy Statement ~~No.~~P-140100 entitled "Inmate Medical, Mental Health and Dental Care" dated ~~January 27, 2020~~ March 24, 2021

Distribution: Policy and Operations Manual
Agency Website

Section-15 Physical Plant	P-150500	Page: 1	Effective Date: 04/06/2022
Eight Year, System-wide Capital Improvement Program	ACA Standards: 2-CO-1A-06, 2-CO-1A-09, 2-CO-1B-02, 2-CO-1B-03, 2-CO-2A-01, 2-CO-3B-01M		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Eight Year, System-wide Capital Improvement Program

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

I. Health, Safety and Security

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

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

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

All Oklahoma state-level agencies, boards, trusts, and commissions are required to provide eight-year capital requests to the Commission even if not acquired with state appropriated funds. The Commission has defined “capital projects” as any one-time project with a cost of at least \$25,000 and a useful life of five years or more.

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

A. Preparation of Agency Request

The chief financial officer will prepare a capital outlay budget request, which includes input from senior staff.

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

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

C. OBOC Approval

The agency will present the capital budget request annually to the OBOC for approval.

D. Submission to Long Range Capital Planning Commission

Upon approval by the OBOC, the agency will submit the capital budget request to the Commission as required. If OBOC approval is not obtained by July 1, the agency may submit a proposal draft.

III. Reference

State and Federal Health and Safety Regulations

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

62 O.S. § 901

IV. Action

The agency director is responsible for compliance with this policy.

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

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

This policy statement is effective as indicated.

Replaced: Policy Statement P-150500 entitled "Eight Year, System-wide Capital Improvement Program" dated March 24, 2021

Distribution: Policy and Operations Manuals
Agency Website

Section-15 Physical Plant	P-150500	Page: 1	Effective Date: 03/24/2021 draft
Eight Year, System-wide Capital Improvement Program	ACA Standards: 2-CO-1A-06, 2-CO-1A-09, 2-CO-1B-02, 2-CO-1B-03, 2-CO-2A-01, 2-CO-3B-01M		
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The ~~Commission is staffed by the~~ State Bond Advisor’s Office staffs the Commission and, ~~which~~ maintains a web-based capital request system. Capital requests are due by July 1 of each year.

A. Preparation of Agency Request

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

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

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

C. Board-OBOC Approval

The agency ~~will present the~~ 's capital budget request ~~will be presented~~ annually to ~~the~~ the Board of Corrections OBOC for ~~their~~ approval.

D. Submission to Long Range Capital Planning Commission

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

This policy statement is effective as indicated.

Replaced: Policy Statement ~~No.~~ P-150500 entitled "Eight Year, System-wide Capital Improvement Program" dated ~~February 27, 2020~~ March 24, 2021

Distribution: Policy and Operations Manuals
Agency Website

Section-16 Probation and Parole	P-160100	Page: 1	Effective Date: 04/06/2022
Purpose and Function of Probation and Parole	ACA Standards: 4-APPFS-2A-01, 4-APPFS-3D-01		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

Purpose and Function of Probation and Parole

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

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

I. Agency Director’s Authority

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

II. Peace Officer Authority

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

III. Responsibility of Probation and Parole

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

B. ODOC will:

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

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

IV. Operations Memoranda

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

V. References

22 O.S. 991a.

57 O.S. § 512.

57 O.S. § 515.

VI. Action

The agency director is responsible for compliance with this policy.

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

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

This policy statement is effective as indicated.

Replaced: Policy Statement P-160100 entitled "Purpose and Function of Probation and Parole" dated March 24, 2021

Distribution: Policy and Operations Manual
Agency Website

Section-16 Probation and Parole	P-160100	Page: 1	Effective Date: 03/24/2021 draft
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Replaced: Policy Statement ~~No.~~P-160100 entitled "Purpose and Function of Probation and Parole" dated ~~January 27, 2020~~ March 24, 2021

Distribution: Policy and Operations Manual
Agency Website

Resolution

Board of Corrections



WHEREAS, April 17-23, 2022, is National Volunteer Week and provides a most appropriate time to recognize volunteers for demonstrating, on a daily basis, the true spirit of giving; and

WHEREAS, millions of volunteers serve in their communities across our nation and throughout our state utilizing their time and their talents daily to make a difference in the lives of others; and

WHEREAS, the Oklahoma Department of Corrections is privileged to have over three thousand men and women, many of whom serve as part of a faith community, who tirelessly give of themselves to provide much needed programmatic and occupational services throughout the agency, across the great state of Oklahoma; and

WHEREAS, these volunteers are dedicated to serving as positive role models for the inmate population, leading inmates toward pro-social behavior while incarcerated, supporting inmates in reentry, and providing much needed resources that assist the Oklahoma Department of Corrections in fulfilling its mission in a professional manner; therefore be it

BE IT THEREFORE RESOLVED, that the Oklahoma Board of Corrections does hereby announce and proclaim to all its recognition and sincere appreciation of Oklahoma Department of Corrections volunteers and the invaluable services they provide.

ADOPTED this thirtieth day of March in the year 2022.

T. Hastings Siegfried
Chairman

Scott Crow
Director



Environmental Health and Safety Overview

The Environmental Health and Safety (EHS) Unit provides a valuable service to the Oklahoma Department of Corrections (ODOC). That is, to have its health and safety practices fairly and objectively evaluated on a frequent and consistent basis, ensuring all facilities meet or exceed all necessary standards, policies and regulations. As evidenced by our daily operations, ODOC offers unique challenges; therefore, we must remain educated regarding safety issues and solutions in an extremely wide variety of work environments.

Additionally, the EHS unit also examines all occurrences resulting in damage to agency property, investigates all workplace injuries suffered by an ODOC employee while performing their duties as well as investigates any inmate injuries incurred while performing their job task(s).

Staffing

The Environmental Health and Safety unit is comprised of 15 employees across the state of Oklahoma. As the Environmental Health and Safety Administrator, I oversee the EHS unit. I have an Administrative Assistant and a Compliance Manager who are responsible for workers compensation and incident investigations, as well as all inmate workplace injuries.

Immediately following my lead is the Workplace Safety Manager, who manages all facility inspections conducted by the unit and acts as the unit's Senior Manager. Directly under his supervision are three Safety Coordinators who are regionally located throughout the state and provide a level of line supervision for all EHS subordinates and EHS related topics throughout the agency. Lastly are our EHS Consultants, who are the EHS Representatives at the facility level.

Current Initiatives

The implementation of an applicable Safety Management System in the form of a cloud-based software designed to assist its users with controlling hazards associated with workplace safety and performance. This application will allow us to easily collect, evaluate, and share EHS information across our organization in an effort to cultivate a culture of safety and to enable regulatory compliance throughout ODOC.

- Mobile application
- Audit Analytics
- Incident and Near -Miss Management
- OSHA and Regulatory Reporting



Developing an effective Contractor Safety Management Process (CSMP) to ensure that contracted services support ODOC EHS performance goals by ensuring that we acquire contract companies and vendors who have demonstrated good safety performance and adhere to all regulatory requirements.

- Contractor selection based on safety performance
- Review contractor's safety program to ensure it aligns with ODOC
- Ensuring contractors have a risk assessment program in place
- Providing on-site safety supervision during construction
- Ensuring contractors have a sound incident management program in place

Hazard Identification and Assessment

The EHS unit was charged with implementing a sustainable Hazard assessment program for the ODOC. This consists of analyzing all the job tasks that inmates perform throughout the state and create assessments associated with those tasks in an effort to help control exposures to occupational hazards. This is a proactive, ongoing process to identify and assess such hazards:

- Conduct initial and periodic workplace inspections
- Investigate all occupational incidents to determine hazards
- Group similar incident and identify trends
- Determine severity and likelihood of incidents that could result for each identified hazard
- Collect and review the information about the hazards and assign controls for each identified hazard

With the help of the facility heads and the agency leadership we've been able to complete this process, introduce the program and provide continued guidance to staff, as well as execute the assessments at each of our ODOC facilities.

Safety Culture

The Environmental Health and Safety Unit has strived to develop a system that establishes and defines responsibilities for all levels of the organization through effective communication and continued commitment to safety. The key aspects of maintaining an effective safety culture:

- Commitment from Leadership
- Good communication between all levels of employees
- Employee Involvement
- EHS Guidance

