



# **Oklahoma Board of Corrections**

## **REGULAR MEETING**

September 28, 2022

James Crabtree Correctional Center  
Multi-Purpose Building  
Helena, Oklahoma

**OKLAHOMA BOARD OF CORRECTIONS**  
**REGULAR MEETING AGENDA**  
 JAMES CRABTREE CORRECTIONAL CENTER  
 216 Murray St.,  
 Helena, Oklahoma 73741  
 1:00 PM on September 28, 2022

<b>ITEM</b>	<b>PRESENTER</b>
1. Call to Order: A. Pledge of Allegiance B. Roll Call	T. Hastings Siegfried Chair
2. Approval of Board of Corrections Regular Meeting Minutes for: A. July 27, 2022	T. Hastings Siegfried Chair
3. Chairman's Welcome	T. Hastings Siegfried Chair
4. Facility Warden Welcome	Carrie Bridges Warden
5. Director's Comments: A. Emergency Purchases: Pursuant to 61 O.S. § 130, the chief administrative officer of a public agency with a governing body shall notify the governing body within ten (10) days of the declaration of an emergency if the governing body did not approve the emergency. The notification shall contain a statement of the reasons for the action and shall be recorded in the official minutes of the governing body. I. Emergency purchase to repair Well #3 at Lexington Reception and Assessment Center (LARC) and Joseph Harp Correctional Center (JHCC) on September 20, 2022. B. Oklahoma Correctional Employee Memorial Foundation C. Employee Engagement I. Correctional Association II. Employee Council	Justin Farris Acting Director
6. Inmate/Offender Population Update	Travis Gray Administrator of Classification and Population
7. Agency Budget Update: A. FY2022 BOC Budget Reports	Ashlee Clemmons Chief Financial Officer

8. Legislative Update  
Justin Wolf  
Chief of Communications
9. Private Prison Contract Amendments  
A. GEO Contract Amendment 4  
B. CoreCivic Contract Amendment 1  
Kari Hawkins  
General Counsel
10. FY22 4<sup>th</sup> Quarter Internal Audit Update  
Shelly Bear  
Chief Administrator of  
Auditing and Compliance
11. Approval of Board of Correction Policy:  
A. P-020600 entitled “Legislative Initiative Process”  
B. P-120100 entitled “Management of State Funds and Assets”  
Shelly Bear  
Chief Administrator of  
Auditing and Compliance
12. Unit Spotlight:  
A. Fleet Management  
Vu Duong  
Administrator of Fleet  
Management
13. Committee Reports – Standing Committees:  
A. Executive – Chair Hastings Siegfried, Vice-Chair Calvin Prince,  
and Secretary Randy Chandler  
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 Sunset Summary– Chair Hastings Siegfried,  
Members Calvin Prince, and Randy Chandler  
Committee Chairs
14. New Business  
T. Hastings Siegfried  
Chair
15. Adjournment  
T. Hastings Siegfried  
Chair

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

*Updated on 9/27/2022 12:41:05 PM*

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING MINUTES**

July 27, 2022

**1. Call to Order**

Chairman Hastings Siegfried called the meeting of the Oklahoma Board of Corrections (BOC) to order at 1:00 p.m., on Wednesday, July 27, 2022, at Eddie Warrior Correctional Center (EWCC), 601 North Oak Street, Taft, OK 74463.

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 12:09 p.m., on Tuesday, July 26, 2022, at the principal office of the Oklahoma Department of Corrections (ODOC), located at 3400 North Martin Luther King Avenue in Oklahoma City, Oklahoma and at EWCC, 601 North Oak Street, Taft, OK 74463.

**A. Pledge of Allegiance**

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

**B. Roll Call**

Chairman Siegfried asked the clerk to call roll:

Randy Chandler	Present	Stephan Moore	Absent
Betty Gesell	Present	Calvin Prince	Present
Erick Harris	Absent – Arrived at 1:20 PM	T. Hastings Siegfried	Present
Lynn Haueter	Present	Daryl Woodard	Absent
Dr. Kathryn LaFortune	Present		

The roll reflected a quorum.

**2. Approval of Board of Corrections Meeting Minutes**

Chairman Siegfried requested approval of the meeting minutes as presented to members in the BOC packet for July 27, 2022.

**A. May 25, 2022**

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

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

The motion failed and a second motion was made at 1:29 PM by Mr. Siegfried to approve the minutes from May 25, 2022.

**Motion:** Mr. Siegfried made the second motion to approve the minutes. Mr. Prince seconded the second motion.

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

Meeting minutes for May 25, 2022, were approved by majority vote.

There was no further discussion.

### 3. Chairman's Welcome

Chairman Siegfried welcomed everyone and thanked the facility for hosting the BOC meeting.

There was no further discussion.

### 4. Facility Warden Welcome

Warden Greg Breslin welcomed everyone and provided the following overview:

Eddie Warrior Correctional Center sits on the original Haloche Indian Mission School. In 1909 it became the Deaf, Blind, and Orphan Institute, and in the many years after, helping children under several different names. In 1986, it was transferred to the Department of Corrections and later opened for female inmates in January of 1989. The facility is named after Dr. Eddie Warrior, a former superintendent of Muskogee County and Taft School systems. The facility currently houses 760 inmates and could accommodate over 900 inmates. Education, CareerTech, and Substance Abuse treatment are a priority. The facility has specialized treatment units dealing with extreme drug problems with the Regimented Treatment Program and Helping Women Recover, which is a trauma-based program. The staff at the facility are committed to providing a safe and healthy environment while focusing on treatment and reentry. EWCC staff works daily to provide inmates with the skills needed to be successful and productive upon release. Warden Breslin indicated he was honored the board chose to have the meeting at his facility and thanked them for coming.

There was no further discussion.

### 5. Director's Comments

Director Crow welcomed everyone and provided the following updates:

#### A. Emergency Purchases

##### I. Gas Leak

On June 10, 2022, at Lexington Assessment and Reception Center (LARC), a gas line corroded. The gas line was west of the facility between the generator and electrical substation. Staff could see groundwater bubbling up from the ground due to the escaping gas. The affected area protruded under the fence towards the dining facility.

Facility staff took steps to keep inmates away from the back of the dining area. We believed the gas line to be approximately 6 inches of steel piping. For safety precautions, staff turned off the generator until it was deemed safe. An emergency declaration was approved to proceed. The final cost was \$230,253.44.

II. Sewer Line Rupture

On June 16, 2022, at Lexington Assessment and Reception Center (LARC), a 12-foot-deep sewer line ruptured, and sewage came from the ground between two maintenance holes west of the facility running north and west along the fence line.

The facility notified DEQ of the unpermitted discharge. A 6-inch trash pump with a 600-foot lay-flat discharge hose and 30-foot suction hose to run bypass from one maintenance hole to the other was required to provide flow to prevent sewage from backing up into the facility. The repair required shoring and dewatering per OSHA standards. The final cost was \$106,087.62.

III. Tower Rescue Services

On July 24, 2022, at Mack Alford Correctional Center (MACC), a 62-year-old male inmate accessed an unauthorized area. The inmate climbed a cell phone tower almost all the way to the top that was nearby and refused to come down.

The agency was able to find a tower rescue service. The agency was quoted \$50,000.00 fee to extract the inmate. Director Crow stated he approved the extraction, and the inmate was returned without incident. Director Crow indicated this situation was extremely serious. The inmate was on the top of the tower from 5:00 PM on Sunday, July 24, 2022, until 12:00 PM on Monday, July 25, 2022, with temperatures in the 110-degree range.

**B. Community Correction Centers American Correctional Association (ACA) Accreditation**

Director Crow indicated he was proud to announce that all community correction centers passed their ACA audits with perfect scores. That is 100% in compliance with all ACA standards. Director Crow indicated the ACA standards are the baseline for facilities standards and this is something that does not come easy.

A lot of planning, preparation, and hard work goes into an ACA audit. Director Crow indicated he wanted to congratulate all staff involved in this process and thank them for their hard work and dedication as they continue to achieve the highest standards of excellence.

Director Crow also wanted to recognize the Auditing and Compliance Unit for providing staff with the tools needed to prepare for these audits.

Director Crow asked for everyone to please join him in recognizing this important achievement and the agency's ongoing success in reestablishing its ACA accreditation.

**C. Correctional Officer Applications Since April 1<sup>st</sup>**

The pay increase for correctional officers continues to bring in more applicants. As news of the pay increase continues to spread among potential applications, both in Oklahoma and in surrounding states, the agency is expecting applicant numbers to

rise.

In April, the agency announced a 30-percent pay increase for correctional officers. Between the date of the announcement and the end of that month, the agency saw a rise in applications of 116 percent. Director Crow indicated the agency has not seen this high in the number of applicants before.

With the rise in applications, the agency added 13 correctional officers in April and 58 in May. June's numbers are still being calculated, but a net increase is expected once again. Director Crow indicated he was very excited to be able to report this increase in applicants.

By bringing correctional officers' starting pay to regionally competitive levels, Director Crow is confident the agency can attract quality candidates and increase officer staffing.

#### **D. Appointment of Jason Sparks as Chief Administrator of Oklahoma Correctional Industries**

Director Crow indicated he was proud to formally introduce Jason Sparks as the Chief Administrator for Oklahoma Correctional Industries.

Mr. Sparks joined the Oklahoma Department of Corrections in 2019 as Resident Agent-in-Charge with the Office of the Inspector General. In March 2020, he was promoted to Deputy Inspector General.

Mr. Sparks began his law enforcement career with the Moore Police Department where he retired after 20 years at the rank of Master Sergeant. Also, during this time, Mr. Sparks successfully owned and operated a family business.

Mr. Sparks graduated from Central Christian College in McPherson, Kansas, with a Bachelor of Science in Criminal Justice.

In addition to the experience that comes with a successful law enforcement career, he brings experience as a business owner to his new role as OCI's Chief Administrator, giving him the ideal skill set to lead this important component of inmate rehabilitation.

Director Crow asked everyone to please join him in welcoming Mr. Sparks to this new role and wishing him continued success leading OCI.

There was no further discussion.

## **6. Warden Appointment**

### **A. OSR Interim Warden William "Chris" Rankins**

Chief Administrator of Division of Institutions Jason Bryant welcomed everyone and provided the biography of Interim Warden William "Chris" Rankins and requested approval for his appointment. A copy of the biography was included in the BOC packet for July 27, 2022.

Board members provided their support and words of encouragement.

**Motion:** Mr. Siegfried made the motion to approve the appointment of William “Chris” Rankins to the warden at OSR. Mr. Prince seconded the motion.

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

The warden appointment of William “Chris” Rankins as OSR warden was approved by majority vote.

#### **B. NOCCC Interim Warden Derrick Yazel**

Chief Administrator of Community Corrections James Rudek welcomed everyone and provided the biography of Interim Warden Derrick Yazel and requested approval for his appointment. A copy of the biography was included in the BOC packet for July 27, 2022.

Board members provided their support and words of encouragement.

1:20 PM Erick Harris arrived.

**Motion:** Mr. Prince made the motion to approve the appointment of Derrick Yazel to the warden at NOCCC. Mr. Siegfried seconded the motion.

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

The warden appointment of Derrick Yazel as NOCCC warden was approved by majority vote.

There was no further discussion.

#### **7. Inmate/Offender Population Update**

Administrator of Classification and Population Travis Gray provided an overview of the inmate/offender population as of June 30, 2022. A copy of the overview was included in the BOC packet for July 25, 2022.

There was no further discussion.

#### **8. Agency Budget Update**

Chief Administrator of Business Services Antwonette Kimble welcomed everyone and provided the following overview:



**A. FY2022 BOC Budget Reports**

Chief Administrator Kimble provided an overview of the FY2022 BOC Budget. A copy of the overview was included in the BOC packet for July 27, 2022.

**B. FY2023 Budget Work Program**

Chief Administrator Kimble provided an overview of the FY2023 Budget Work Program. A copy of the overview was included in the BOC packet for July 27, 2022.

**Motion:** Mr. Siegfried made the motion to approve FY2023 Budget Work Program. Mr. Chandler seconded the motion.

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

Approval of the FY2023 Budget Work Program was approved by majority vote.

**C. FY2024 Capital Outlay Request**

Chief Administrator Kimble provided an overview of the FY2024 Capital Outlay Request. A copy of the overview was included in the BOC packet for July 27, 2022. Chief Administrator Kimble requested approval of the board for the FY2024 Capital Outlay Request.

**Motion:** Mr. Chandler made the motion to approve FY2024 Capital Outlay Request. Mr. Siegfried seconded the motion.

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

Approval of the FY2024 Capital Outlay Request was approved by majority vote.

There was no further discussion.

**9. Legislative Update:**

Chief Administrator of Government Relations Justin Wolf provided an overview of the legislative summary report. A copy of the overview was included in the BOC packet for July 27, 2022.

There was no further discussion.

**10. Approval of Board of Corrections Policy:**

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

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

A copy of the overview was included in the BOC packet for July 27, 2022.

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

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

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

#### 11. Approval of Delegation Authority to the Director to Declare Emergencies Pursuant to 61 OS §130 (B):

*The governing body of a public agency may, upon approval of two-thirds (2/3) majority of all of the members of the governing body, delegate to the chief administrative officer of a public agency the authority to declare an emergency whereby the provisions of the Public Competitive Bidding Act of 1974 with reference to notice and bids shall not apply to contracts less than Seventy-five Thousand Dollars (\$75,000.00) in amount; provided, such authority of the Department of Transportation and the Oklahoma Turnpike Authority shall not extend to any contract exceeding Seven Hundred Fifty Thousand Dollars (\$750,000.00) in amount and such authority of the Department of Corrections shall not extend to any contract exceeding Two Hundred Fifty Thousand Dollars (\$250,000.00) in amount for situations in which the emergency impacts the conditions of confinement, health and safety of correctional officers and inmates in the custody of the Department of Corrections.*

General Counsel Kari Hawkins reported the state statute allows the Board of Corrections to delegate authority to the Director to declare emergencies and allow purchases not to exceed \$250,000 for delineated purposes of health and safety of correctional officers and inmates. General Counsel Kari Hawkins requested approval from the board to delegate authority to the Director to declare emergencies.

**Motion:** Mr. Siegfried made the motion to approve all policies. Dr. LaFortune seconded the motion.

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

Approval of the delegation of authority to the Director to declare emergencies pursuant to 61 OS §130 (B) was approved by majority vote.

## 12. Unit Spotlight:

### A. ReMerge Program

Probation and Parole Officer Dusty Tate welcomed everyone and provided an overview of the ReMerge Program. A copy of the overview was included in the BOC packet for July 27, 2022.

## 13. 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, the board of corrections policies, interviews for OSR interim warden William Rankins and NOCCC interim warden Derrick Yazel, election of officers, and the annual approval delegation authority to the Director to declare emergencies.

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, the OIG statistics update, and a private prison update.

There was no further discussion.

### C. Public Policy/ Affairs/ Criminal Justice

**Chairwoman** Betty Gesell

**Members** Stephan Moore, Dr. Kathryn LaFortune, and Darryl Woodard

Members in this committee discussed reentry for communication and housing eligibility, reform task force, programming update, medical parole and the nutrition pilot program.

There was no further discussion.

### D. Audit and Finance

**Chairman** Randy Chandler

**Members** Hastings Siegfried, Lynn Haueter, and Erick Harris

Members in this meeting discussed the BOC budget report and the FY2024 Capital Outlay Request.

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.

#### 14. New Business

There was no new business.

#### 15. Election of Officers

Special Operations Project Manager Tasha Parker took the lead of the meeting and requested nominations for Chair, Vice-Chair, and Secretary.

##### A. Chair

##### B. Vice-Chair

##### C. Secretary

**Motion:** Dr. LaFortune nominated Mr. Siegfried as Chair, Mr. Prince as Vice-Chair, and Mr. Chandler as the Secretary. Mr. Harris made a motion to cease nominations and elect individuals stated by Dr. LaFortune. Ms. Gesell seconded the motion.

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

The election of Mr. Siegfried as Chair, Mr. Prince as Vice-Chair, and Mr. Chandler as Secretary was approved by a majority vote. Chairman Siegfried took the lead in the meeting.

There was no further discussion.

#### 16. Approval to Enter into Executive Session

- A. Pursuant to 25 O.S. § 307(B)(4), discussion regarding *Smith, v. Allbaugh, CIV-19-470-G (U.S. District Court for the Western District of Oklahoma)*
- B. Pursuant to 25 O.S. § 307(B)(4), discussion regarding *Coddington, v. Crow, Case No. 22-6100 (Tenth Circuit Court of Appeals)*
- C. Office of Inspector General Update on Control of Contraband in State Correctional Facilities

**Motion:** Mr. Harris made the motion to approve entering Executive Session. Mr. Siegfried seconded the motion.

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

Entering Executive Session was approved by a majority vote at 2:55 p.m.

**17. Approval to Return from Executive Session**

**Motion:** Mr. Siegfried made the motion to approve returning from the executive session. Dr. LaFortune seconded the motion.

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

Returning from Executive Session was approved by majority vote at 3:53 p.m.

3:00 PM Erick Harris exited the meeting room.

3:28 PM Erick Harris returned to the meeting room.

**18. Adjournment**

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

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

There being no further business to discuss, adjournment of the meeting was approved by majority vote at 3:53 p.m.

Submitted to the Board of Corrections By:

\_\_\_\_\_  
Tasha Parker, Minutes Clerk

\_\_\_\_\_  
Date

I hereby certify that these minutes were duly approved by the Board of Corrections on September 28, 2022, in which a quorum was present and voting.

X

Randy Chandler, Secretary Board  
of Corrections



WARDEN CARRIE BRIDGES

# JAMES CRABTREE CORRECTIONAL CENTER

The James Crabtree Correctional Center (JCCC) is a medium-security state prison located in Helena. JCCC houses more than 1,100 male inmates and also has a minimum-security unit. Inmates working at the Agri-Services Center located at this facility package Kosher and Halal meals. These meals are distributed across the state to our inmate population.

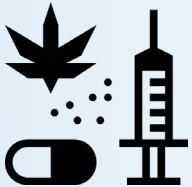
The facility's history predates statehood. Built in 1904, it served as a high school, junior college, orphanage, and training school for boys before becoming a prison in 1982. It is named for former Ouachita Correctional Center Warden James Crabtree.



Substance Abuse Treatment Graduation



Inmate works on a jewelry box in the woodshop.



## SUBSTANCE ABUSE TREATMENT

The substance abuse treatment program(s) at JCCC is a 6- to 9-month program designed for individuals who are assessed with a moderate-to-high need in the area of substance abuse. Interventions rely on a cognitive-behavioral approach to teach participants strategies for avoiding substance abuse. The program places heavy emphasis on skill-building activities to assist with cognitive, social, emotional, and coping skills development.



## EDUCATION

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

Agri-Services processes Kosher/Halal Meals which began in January 2021.



## CRIMINAL THINKING

JCCC offers Thinking for a Change and Associates 4 Success programs to address thinking, judgment errors, and relationships linked with criminal thinking and behavior.

**OPPORTUNITY BUY SAVINGS !!**  
Week of September 26, 2022

- Chocolate M&M Cookies: \$18.24 cs. 48 sleeves/16 ct. x 1/2 lb. \$1.95/cs. Smpg.
- Mixed Vegetables: \$35.80 cs. 1/200 lb. \$1.79/cs. Smpg.
- All Vegetable Blend: \$34.41 cs. 1/200 lb. \$1.72/cs. Smpg.
- Green Beans: \$26.20 cs. 6/910 cs. \$2.80/cs. Smpg.
- FROZEN Diced Carrots: \$25.18 cs. 1/200 lb. \$4.26/cs. Smpg.
- Unsweet Applesauce: \$41.24 cs. 6/910 cs. \$1.17/cs. Smpg.
- FROZEN Broccoli: \$33.11 cs. 1/200 lb. \$1.66/cs. Smpg.
- Petite Diced Tomatoes: \$23.16 cs. 6/910 cases. \$3.86/cs. Smpg.
- Tomato Sauce: \$24.27 cs. 6/198 oz. pouches. \$1.85/cs. Smpg.
- FROZEN Green Beans: \$25.44 cs. 1/200 lb. \$1.56/cs. Smpg.
- Fresh Ground Coffee: \$49.91 cs. 1/100 case. 122.5 svgs./cs. \$4.29/cs. Smpg.
- Tomato Strips: \$24.13 cs. 6/910 cases. \$3.38/cs. Smpg.
- White Hominy: \$22.44 cs. 5/910 cs. \$1.83/cs. Smpg.
- Mandarin Oranges: \$44.24 cs. 1/200 lbs. \$8.80/cs. Smpg.
- Chocolate M&M Cookies: \$21.74 cs. 480 counts/6 ct. per case. \$1.98/cs. Smpg.
- Individual Drink Mix: \$30.50 cs. 6/1000 svgs. TASTY! \$3.41/cs. Smpg.
- Individual/Halal Combo Pk.: \$116.81 cs. 40ct Variety case. \$2.92/cs. Smpg.
- Bulk Drink Mix: \$130.90 cs. 2-800ct/5 Gal. \$1,094.40/cs. Smpg.

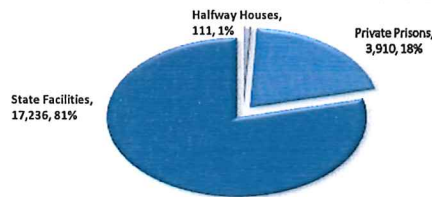




**Incarcerates**

	Females	Males	Total
<b>Grand Total</b>			
Current Population	2,158	19,408	21,566
Population Last Year	2,129	19,254	21,383
Change	29	154	183
<b>State Facilities</b>			
Current Population	2,122	15,114	17,236
Population Last Year	1,995	14,520	16,515
Change	127	594	721
<b>Private Prisons</b>			
Current Population	0	3,910	3,910
Population Last Year	0	4,265	4,265
Change	0	(355)	(355)
<b>Halfway Houses</b>			
Current Population	0	111	111
Population Last Year	97	114	211
Change	(97)	(3)	(100)
<b>Out Count</b>			
Current Population	36	273	309
Population Last Year	37	343	380
Change	(1)	(70)	(71)
<b>County Jail Transfers Pending</b>			
Current Population	31	1166	1197
Population Last Year	66	934	1000
Change	(35)	232	197

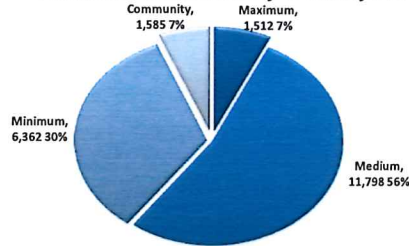
**Inmates in State Facilities vs. Contract Facilities**



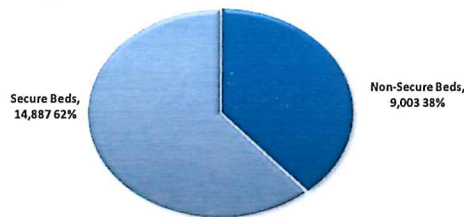
**Community Offenders**

	Females	Males	Total
<b>Community Supervision</b>			
Current Population	4,789	16,493	21,282
Population Last Year	5,688	20,409	26,097
Change	(899)	(3916)	(4,815)
<b>GPS</b>			
Current Population	70	130	200
Population Last Year	74	156	230
Change	(4)	(26)	(30)
<b>Community Sentencing</b>			
Current Population	390	1,091	1,481
Population Last Year	612	1,828	2,440
Change	(222)	(737)	(959)
<b>Parole Supervision</b>			
Current Population	344	1,565	1,909
Population Last Year	492	2,192	2,684
Change	(148)	(627)	(775)
<b>Probation Supervision</b>			
Current Population	3,985	13,707	17,692
Population Last Year	4,510	16,233	20,743
Change	(525)	(2526)	(3,051)

**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**



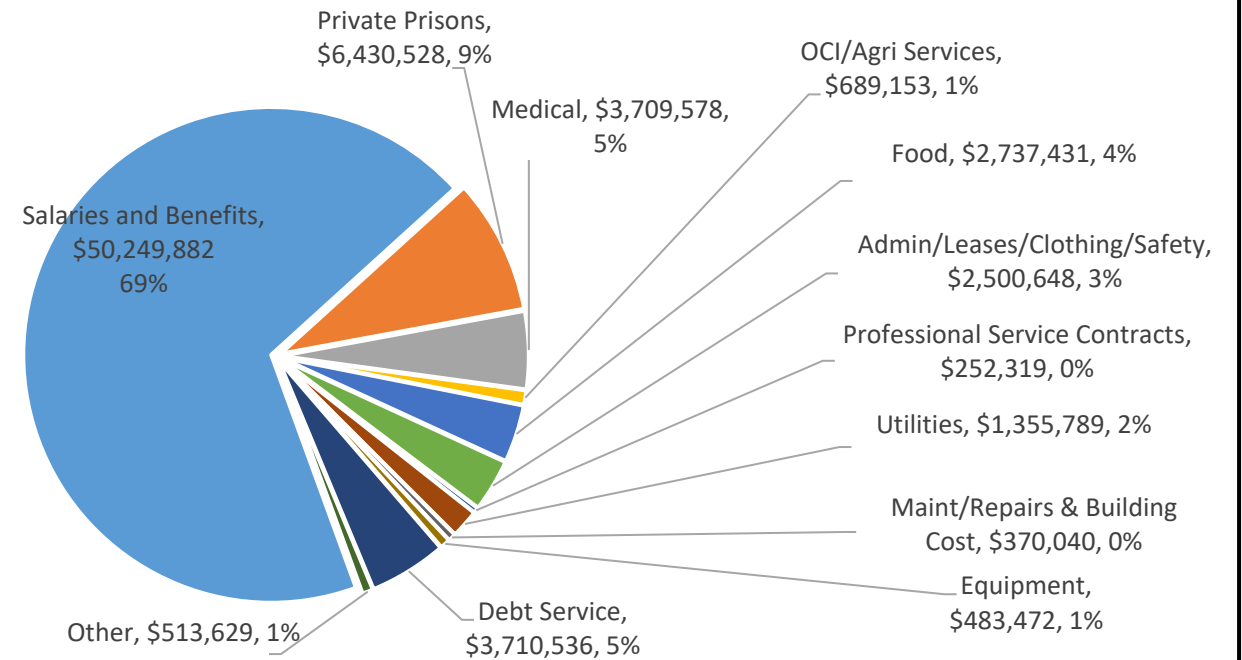
As of  
**August 31, 2022**

	Females	Males	Total
<b>Total System Population</b>			
Current Population	6,978	37,067	44,045
Population Last Year	7,883	40,597	48,480
Change	(905)	(3,530)	(4,435)
<b>Percentage of Change</b>	11%	9%	9%

### BUDGET OVERVIEW

Department	Budget	Payroll Expenditures	Operating Expenditures	Total Expenditures	Available Budget Balance
Institutions	\$191,491,795	\$22,844,552	\$3,172,146	\$26,016,698	\$165,475,097
Probation & Parole	\$36,107,807	\$5,444,223	\$239,200	\$5,683,423	\$30,424,384
Community Corrections	\$22,869,394	\$2,968,248	\$242,275	\$3,210,522	\$19,658,872
Inmate Programs – GPS	\$23,325,031	\$2,774,849	\$195,547	\$2,970,396	\$20,354,635
Community Sentencing	\$4,174,503	\$181,113	\$117,189	\$298,303	\$3,876,200
Contracted Services	\$88,407,151	\$166,660	\$6,430,528	\$6,597,188	\$81,809,963
General Operations	\$37,439,822	\$474,351	\$5,764,612	\$6,238,963	\$31,200,859
Central Office Operations	\$43,446,001	\$6,367,925	\$158,137	\$6,526,061	\$36,919,940
Divisional Operations	\$31,044,845	\$1,694,211	\$1,477,183	\$3,171,394	\$27,873,451
Health Services	\$90,575,588	\$5,930,385	\$3,709,578	\$9,639,963	\$80,935,625
Information Technology	\$21,916,483		\$576,536	\$576,536	\$21,339,947
Prison Industries	\$28,966,113	\$1,403,367	\$670,192	\$2,073,559	\$26,892,554
<b>TOTAL</b>	<b>\$619,764,533</b>	<b>\$50,249,882</b>	<b>\$22,753,123</b>	<b>\$73,003,006</b>	<b>\$546,761,527</b>

### EXPENDITURES



# BUDGET UPDATE

as of August 31, 2022

### STAFFING LEVELS

	Budget	August	Over/(Under)
Correctional Officers	1,464	1,290	(174)
Probation Officers	313	296	(17)
Medical	382	319	(63)
Other	1,839	1,761	(78)
<b>Total Staff</b>	<b>3,998</b>	<b>3,666</b>	<b>(332)</b>

### SMART PROJECT STATUS UPDATE

#### Master Menu

Goal – 3/1/2022      Current Status: ● ● ●

#### Sarah Stitt Act

Goal – 7/1/2022      Current Status: ● ● ●

#### Medicaid Enrollment

Goal – 7/1/2022      Current Status: ● ● ●

#### Diversity, Equity and Inclusion Council

Goal – 7/1/2022      Current Status: ● ● ●



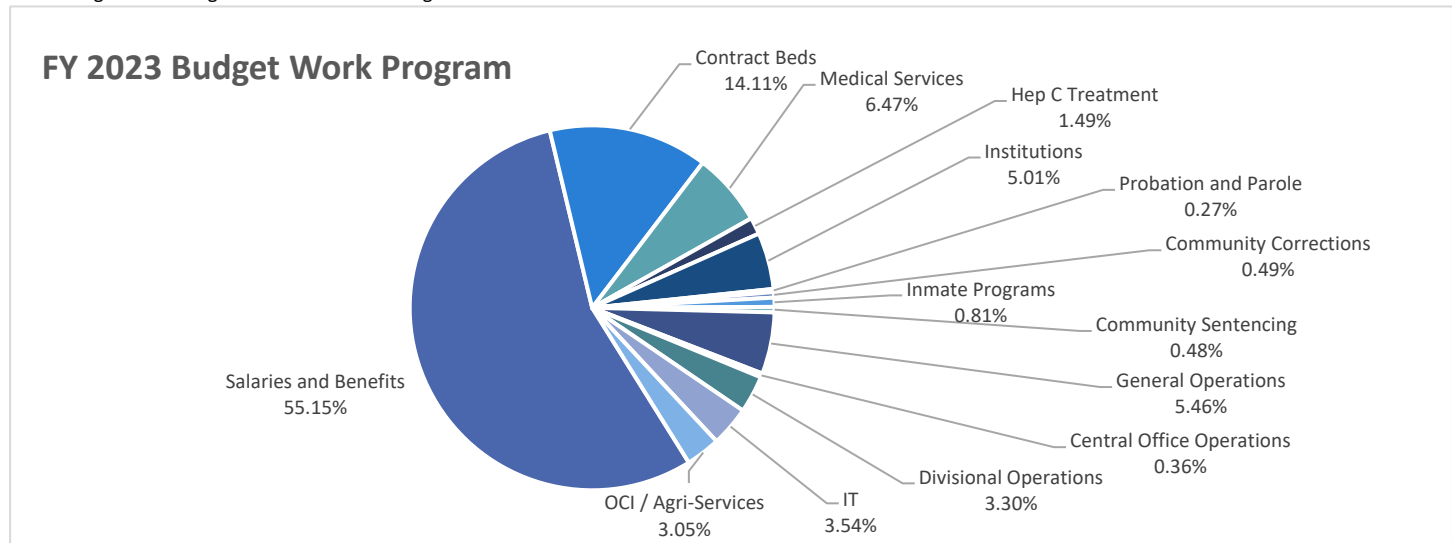
## Three Year Expenditure Comparison

	FY 23 August	% Change from FY 22	FY 22 August	% Change from FY 21	FY 21 August
Salaries and Benefits					
Salaries	\$ 32,356,441	11.58%	\$ 28,999,010	-6.23%	\$ 30,925,127
Overtime	2,711,662	36.90%	1,980,776	21.16%	1,634,797
Insurance	7,213,002	-2.33%	7,385,192	-7.72%	8,002,938
Retirement	7,968,776	12.41%	7,089,175	-5.18%	7,476,517
Contract Beds	4,462	83.30%	2,434	17.70%	2,068
Private Prisons	5,883,703	-6.21%	6,273,252	-12.49%	7,168,818
Halfway Houses	112,239	-52.06%	234,105	-21.64%	298,746
Contracted County Jails	-	0.00%	-	-100.00%	10,422
Jail Backup	410,400	19.49%	343,467	-48.14%	662,337
Jail Backup Transportation Reim	19,725	2.77%	19,193	51.29%	12,686
Medical Services	3,693,838	13.21%	3,262,738	-1.44%	3,310,372
Hep C Treatment	15,740	-98.13%	840,280	-75.36%	3,410,847
Institutions	3,172,146	25.16%	2,534,460	5.49%	2,402,488
Probation and Parole	239,200	7.37%	222,783	-7.48%	240,789
Community Corrections	242,275	63.65%	148,044	-25.55%	198,858
Inmate Programs	195,547	10686.85%	1,813	-98.88%	161,349
Community Sentencing	117,189	50.02%	78,114	-33.62%	117,671
General Operations	3,728,612	35.03%	2,761,232	-3.88%	2,872,645
NFCC Lease	2,036,000	-33.33%	3,054,000	52.70%	2,000,000
Central Office Operations	158,137	48.48%	106,504	15.07%	92,554
Divisional Operations	1,477,183	52.35%	969,621	33.50%	726,282
IT	225,921	-39.16%	371,362	126.52%	163,943
Offender Management System	350,615	20.98%	289,817	-29.46%	410,857
OCI / Agri-Services	670,192	-8.90%	735,683	-5.47%	778,214
	<u>\$ 73,003,006</u>	<u>7.83%</u>	<u>\$ 67,703,054</u>	<u>-7.36%</u>	<u>\$ 73,081,325</u>

# FY 2023 Budget Work Program

	<u>Current Budget</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Available Balance</u>
Salaries and Benefits	\$ 341,810,617	\$ 50,249,882	\$ 1,704,800	\$ 289,855,935
Contract Beds	87,433,325	6,430,528	73,776,839	\$ 7,225,958
Medical Services	40,126,081	3,693,838	24,401,992	\$ 12,030,251
Hep C Treatment	9,240,000	15,740	2,893,360	\$ 6,330,900
Institutions	31,061,979	3,172,146	24,238,110	\$ 3,651,723
Probation and Parole	1,693,931	239,200	1,069,913	\$ 384,818
Community Corrections	3,035,957	242,275	2,532,941	\$ 260,741
Inmate Programs	5,034,035	195,547	3,695,853	\$ 1,142,635
Community Sentencing	2,995,539	117,189	732,908	\$ 2,145,442
General Operations	33,837,918	5,764,612	25,522,605	\$ 2,550,700
Central Office Operations	2,234,329	158,137	1,037,938	\$ 1,038,255
Divisional Operations	20,439,634	1,477,183	12,501,395	\$ 6,461,056
IT	21,916,483	576,536	14,036,531	\$ 7,303,416
OCI / Agri-Services	18,904,705	670,192	6,468,536	\$ 11,765,977
<b>Grand Total</b>	<b>\$ 619,764,533</b>	<b>\$ 73,003,006</b>	<b>\$ 194,613,721.02</b>	<b>\$ 352,147,806</b>

FY 2023 Budget Work Programs includes all funding sources.



Oklahoma Department of Corrections  
**FY 2023 Appropriation as of August 31, 2022**

Account Code	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Committed	Balance
11,12,13 Payroll, Insurance, FICA and Retirement	\$ 331,294,928.00	\$ 48,807,512.09	\$ 1,704,799.50	\$ -	\$ 50,512,311.59	\$ 280,782,616.41
15 Professional Services	92,779,041.00	7,368,368.30	86,539,605.76	20,000.00	93,927,974.06	(1,148,933.06)
17 Moving Expenses	-	-	-	-	-	-
19 Flexible Benefits	350,000.00	-	335,000.00	-	335,000.00	15,000.00
21, 22 Travel	707,698.00	71,764.87	141,596.09	-	213,360.96	494,337.04
31 Miscellaneous Administrative Expenses	18,175,924.00	1,477,517.74	14,309,161.47	-	15,786,679.21	2,389,244.79
32 Rent Expense	18,543,656.00	2,327,057.26	12,540,475.85	-	14,867,533.11	3,676,122.89
33 Maintenance & Repair Expense	5,794,696.00	304,235.45	1,908,445.56	-	2,212,681.01	3,582,014.99
34 Specialized Supplies and Materials	49,244,504.00	4,413,300.46	21,332,210.61	-	25,745,511.07	23,498,992.93
35 Production, Safety and Security	1,332,806.00	13,506.02	1,585,845.88	-	1,599,351.90	(266,545.90)
36 General Operating Expenses	589,297.00	13,193.70	171,812.43	-	185,006.13	404,290.87
37 Shop Supplies	2,177,958.00	131,890.25	1,356,531.50	-	1,488,421.75	689,536.25
41 Property Furniture and Equipment	5,610,693.00	4,562.68	1,630,537.54	25,841.07	1,660,941.29	3,949,751.71
42 Library Equipment and Resources	6,300.00	-	-	-	-	6,300.00
43 Lease Purchase	177,008.00	43,660.24	132,847.60	-	176,507.84	500.16
44 Live Stock – Poultry	-	-	-	-	-	-
45,46,47 Building Construction and Renovation	-	-	-	-	-	-
48 Bond Payment	12,538,121.00	3,666,875.27	8,797,777.11	-	12,464,652.38	73,468.62
49 Inter-Agency Payments	-	-	-	-	-	-
51 Inmate Pay and Health Services	750,000.00	-	905,100.02	-	905,100.02	(155,100.02)
52 Scholarships, Tuition and other incentives	2,500.00	-	-	-	-	2,500.00
53 Refunds, Indemnities, and Restitution	-	-	-	-	-	-
54 Jail Back Up and others	5,000.00	-	393,800.00	-	393,800.00	(388,800.00)
55,59 Assistance Payments to Agencies	-	-	-	-	-	-
60 Authority Orders	-	-	7,768,726.32	-	7,768,726.32	(7,768,726.32)
61 Loans, Taxes, and other Disbursements	2,770.00	-	1,500.00	-	1,500.00	1,270.00
62 Transfers – Inmate Medical Payments	12,000,000.00	674,552.83	5,325,447.17	-	6,000,000.00	6,000,000.00
64 Merchandise for Resale	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 552,082,900.00</b>	<b>\$ 69,317,997.16</b>	<b>\$ 166,881,220.41</b>	<b>\$ 45,841.07</b>	<b>\$ 236,245,058.64</b>	<b>\$ 315,837,841.36</b>
<b>Funding</b>						
19301 GRF Appropriations	526,632,583.00	63,434,294.36	147,314,606.21	45,841.07	210,794,741.64	315,837,841.36
57601 Duties - Appropriations	25,450,317.00	5,883,702.80	19,566,614.20	-	25,450,317.00	-
<b>TOTAL</b>	<b>\$ 552,082,900.00</b>	<b>\$ 69,317,997.16</b>	<b>\$ 166,881,220.41</b>	<b>\$ 45,841.07</b>	<b>\$ 236,245,058.64</b>	<b>\$ 315,837,841.36</b>
					Remaining Payroll	280,782,616.41
						\$ 35,055,224.95

**Oklahoma Department of Corrections**  
*Statement of Revenues, Expenditures and Changes in Fund Balances*  
 Non-Appropriated Funds  
 As of July 1, 2022 through August 31, 2022

		200 Fund	205 Fund	210 Fund	225 Fund	235 Fund	280 Fund	Funds
<b>Revenue</b>	<b>Revenues</b>							
<b>Code</b>	<b>Current:</b>							
428199	Disbursement Fees	\$ 1,080.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,080.83
433107	Sale of Contraband	-	-	-	-	-	-	-
433147	Bank Charge Back / Returned Check Fee	-	-	-	-	-	-	-
433199	Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	19,492.96	-	13,375.11	-	-	-	32,868.07
441105	Interest on Investments	38,830.33	1,652.68	-	-	-	15,045.91	55,528.92
443103	Rent from Land & Buildings	9,369.30	-	-	-	-	-	9,369.30
451101	Right - of - Way Easements	-	-	-	-	-	-	-
451101	Insurance and Other Reimbursement for Damages	13,402.57	-	-	-	-	-	13,402.57
452005	Reimbursement for Administrative Expense (PPWP)	27,826.20	-	-	-	-	-	27,826.20
452117	Reimbursement of Data Processing Fees	-	-	-	-	-	-	-
453003	Reimbursement for Travel Expense	-	-	-	-	-	-	-
455201	Federal Reimbursements	1,043,398.62	-	-	-	-	-	1,043,398.62
456101	Federal Funds Rec'd from Non-Gov. Ag.	15,000.00	-	-	-	-	-	15,000.00
458101	Refunded Money Previously Disbursed - Goods & Services	13,559.23	-	-	-	-	-	13,559.23
458105	Reimbursement for Funds Expended (Refunds - Payroll Reim.)	12,320.27	-	-	-	-	-	12,320.27
459151	Pharmaceuticals Rebate	-	-	-	-	-	-	-
459171	Program Income (Dog Programs)	50.00	-	-	-	-	-	50.00
459199	Other Grants, Refunds and Reimbursements (P-card Rebate)	-	-	-	-	-	-	-
471122	Farm Products General	-	-	-	-	-	1,560,342.86	1,560,342.86
473105	Charge for Service - (Water Treatment Plant)	3,850.00	-	-	-	-	-	3,850.00
473176	Laboratory and Medical Services	23,686.24	-	-	-	-	-	23,686.24
474105	Sale of Documents (Copies)	2,064.00	-	-	-	-	-	2,064.00
474131	Sale of Merchandise	-	-	-	-	-	1,784,281.71	1,784,281.71
474124	Canteen and Concession Income	-	1,586,440.31	-	-	-	-	1,586,440.31
478105	Registration Fees	-	-	-	-	-	-	-
479121	Paper & Other Recyclable Materials	-	-	-	-	-	-	-
479131	Notification of Confinement - Social Security Admin	-	-	-	-	-	-	-
481102	Contributions - Patients & Inmates	4,006.85	-	-	-	-	-	4,006.85
481121	Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	325,510.81	-	-	-	-	-	325,510.81
482101	Deposits by Patients and Offenders (Program Fees - Work Release)	899,378.00	-	-	-	-	11,938.11	911,316.11
483607	Sale of Salvage	39,994.54	-	-	-	-	-	39,994.54
483612	Sale of Land and/or Land Improvements	-	-	-	-	-	-	-
	<b>Total Revenues</b>	<b>2,492,820.75</b>	<b>1,588,092.99</b>	<b>13,375.11</b>	<b>-</b>	<b>-</b>	<b>3,371,608.59</b>	<b>7,465,897.44</b>
<b>Account</b>	<b>Expenditures</b>							
<b>Code</b>	<b>Current:</b>							
11,12,13	Payroll	-	-	-	-	-	1,425,057.05	1,425,057.05
15	Professional Services	577,184.65	300,303.84	6,246.18	-	121,982.50	35,634.30	1,041,351.47
21, 22	Travel	8,118.50	1,228.68	801.00	-	-	4,743.00	14,891.18
31	Misc. Admin. Expenses	3,763.55	50,299.85	-	-	-	146,890.63	200,954.03
32	Rent	67,148.76	19,522.60	-	-	5,242.91	16,334.79	108,249.06
33	Maintenance and Repair	496,698.35	98,287.95	-	-	-	202,486.96	797,473.26
34	Specialized Supplies and Materials	43,849.04	127,694.98	-	-	-	109,814.21	281,358.23
35	Production, Safety and Security	9,916.95	2,688.85	816.46	-	-	84,394.34	97,816.60
36	General Operating Expenses	1,445.59	29,176.38	-	-	-	14,549.04	45,171.01
37	Shop Expense	60,675.50	2,937.96	922.00	-	-	146,584.20	211,119.66
41	Furniture and Equipment	220,265.93	154,859.78	-	-	584,279.16	21,830.86	981,235.73
42	Library Equipment and Resources	-	466.79	-	-	-	-	466.79
43	Lease Purchases	-	-	-	-	-	-	-
44	Livestock and Poultry	-	-	-	-	-	-	-
45	Land and Right-of-way	-	-	-	-	-	-	-
46, 47	Building, Construction and Renovation	-	3,125.56	-	-	-	1,061.59	4,187.15
48	Debt Service	-	-	-	-	-	-	-
51	Inmate Pay and Health Services	7,865.10	413,862.34	-	-	-	81,008.71	502,736.15
52	Tuitions, Awards and Incentives	-	-	-	-	-	-	-
53	Refunds and Restitutions	-	8,800.00	-	-	-	-	8,800.00
54	Jail Backup, County Jails and Other	410,790.80	-	-	34,490.39	-	-	445,281.19
55	Payment to Gov. Sub-Division	-	-	-	-	-	-	-
59	Assistance Payments to Agencies	-	-	-	-	-	-	-
61	Loans, Taxes and other Disbursements	45.00	-	-	-	-	-	45.00
62	Transfers - Out Sourced Health Care	32,070.39	-	-	-	-	-	32,070.39
64	Merchandise for Resale	2,986.86	-	-	-	-	1,646,438.62	1,649,425.48
	<b>Total Expenditures</b>	<b>1,942,824.97</b>	<b>1,213,255.56</b>	<b>8,785.64</b>	<b>34,490.39</b>	<b>711,504.57</b>	<b>3,936,828.30</b>	<b>7,847,689.43</b>
	<b>Cash</b>							
	Beginning Cash Balance	20,378,420.15	830,756.04	1,217,344.10	329,567.61	5,677,369.72	7,179,448.20	35,612,905.82
	Revenue Received this Year	2,492,820.75	1,588,092.99	13,375.11	-	-	3,371,608.59	7,465,897.44
	Expenditures made this Year	(1,942,824.97)	(1,213,255.56)	(8,785.64)	(34,490.39)	(711,504.57)	(3,936,828.30)	(7,847,689.43)
	Beginning Change in Liabilities	(62,091.40)	(41,510.00)	(85.53)	(3,043.39)	-	(66,740.21)	(173,470.53)
	Transfers	-	-	-	-	-	-	-
	Adjustments	-	-	-	-	-	-	-
	<b>Ending Cash Balance</b>	<b>\$ 20,866,324.53</b>	<b>\$ 1,164,083.47</b>	<b>\$ 1,221,848.04</b>	<b>\$ 292,033.83</b>	<b>\$ 4,965,865.15</b>	<b>\$ 6,547,488.28</b>	<b>\$ 35,057,643.30</b>

**Oklahoma Department of Corrections**  
*Statement of Revenues, Expenditures and Changes in Fund Balances*  
 Non- Appropriated Funds  
 As of July 1, 2022 through August 31, 2022

		200 Fund	205 Fund	210 Fund	225 Fund	235 Fund	280 Fund	Funds
<b>Revenue Code</b>	<b>Revenues</b>							
	Current:							
428199	Disbursement Fees	\$ 480.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 480.14
433107	Sale of Contraband	-	-	-	-	-	-	-
433147	Bank Charge Back / Returned Check Fee	-	-	-	-	-	-	-
433199	Other Fines, Forfeits, Penalties (Admin. Fees, Inst. Debts)	9,760.74	-	7,119.11	-	-	-	16,879.85
441105	Interest on Investments	19,807.04	\$ 760.28	-	-	-	7,417.45	27,984.77
443103	Rent from Land & Buildings	2,625.20	-	-	-	-	-	2,625.20
451101	Insurance and Other Reimbursement for Damages	-	-	-	-	-	-	-
452005	Reimbursement for Administrative Expense (PPWP)	18,781.20	-	-	-	-	-	18,781.20
452117	Reimbursement of Data Processing Fees	-	-	-	-	-	-	-
453003	Reimbursement for Travel Expense	-	-	-	-	-	-	-
455201	Federal Reimbursements	1,029,815.31	-	-	-	-	-	1,029,815.31
456101	Federal Funds Rec'd from Non-Gov. Ag.	-	-	-	-	-	-	-
458101	Refunded Money Previously Disbursed - Goods & Services	58.92	-	-	-	-	-	58.92
458105	Reimbursement for Funds Expended (Refunds - Payroll Reim.)	-	-	-	-	-	-	-
459151	Pharmaceuticals Rebate	-	-	-	-	-	-	-
459171	Program Income (Dog Programs)	25.00	-	-	-	-	-	25.00
459199	Other Grants, Refunds and Reimbursements (P-card Rebate)	-	-	-	-	-	-	-
471122	Farm Products General	-	-	-	-	-	680,587.14	680,587.14
473105	Charge for Service - (Water Treatment Plant)	-	-	-	-	-	-	-
473176	Laboratory and Medical Services	11,283.40	-	-	-	-	-	11,283.40
474105	Sale of Documents (Copies)	753.75	-	-	-	-	-	753.75
474131	Sale of Merchandise	-	-	-	-	-	787,620.74	787,620.74
474124	Canteen and Concession Income	-	793,208.40	-	-	-	-	793,208.40
478105	Registration Fees	-	-	-	-	-	-	-
479121	Paper & Other Recyclable Materials	-	-	-	-	-	-	-
479131	Notification of Confinement - Social Security Admin	-	-	-	-	-	-	-
481102	Contributions - Patients & Inmates	1,338.28	-	-	-	-	-	1,338.28
481121	Probation & Parole Fees, DNA Fees, GPS Fees, Restitution Fees	172,201.99	-	-	-	-	-	172,201.99
482101	Deposits by Patients and Offenders (Program Fees - Work Release)	407,851.97	-	-	-	-	1,968.49	409,820.46
483607	Sale of Salvage	39,919.48	-	-	-	-	-	39,919.48
483612	Sale of Land and/or Land Improvements	-	-	-	-	-	-	-
	<b>Total Revenues</b>	<b>1,714,702.42</b>	<b>793,968.68</b>	<b>7,119.11</b>	<b>-</b>	<b>-</b>	<b>1,477,593.82</b>	<b>3,993,384.03</b>
<b>Account Code</b>	<b>Expenditures</b>							
	Current:							
11,12,13	Payroll	-	-	-	-	-	740,301.84	740,301.84
15	Professional Services	365,337.88	260,697.28	4,446.18	-	63,551.25	1,579.91	695,612.50
21, 22	Travel	3,040.64	978.68	801.00	-	-	4,000.84	8,821.16
31	Misc. Admin. Expenses	2,880.00	23,720.96	-	-	-	90,858.30	117,459.26
32	Rent	38,193.50	12,308.80	-	-	1,403.55	10,378.65	62,284.50
33	Maintenance and Repair	331,492.56	46,701.00	-	-	-	104,402.22	482,595.78
34	Specialized Supplies and Materials	32,317.45	66,486.63	-	-	-	83,450.53	182,254.61
35	Production, Safety and Security	5,151.99	-	-	-	-	49,911.54	55,063.53
36	General Operating Expenses	1,098.02	16,972.80	-	-	-	6,020.95	24,091.77
37	Shop Expense	33,291.60	1,270.08	841.00	-	-	81,404.80	116,807.48
41	Furniture and Equipment	156,008.01	89,156.34	-	-	287,063.33	16,113.93	548,341.61
42	Library Equipment and Resources	-	466.79	-	-	-	-	466.79
43	Lease Purchases	-	-	-	-	-	-	-
44	Livestock and Poultry	-	-	-	-	-	-	-
45	Land and Right-of-way	-	-	-	-	-	-	-
46, 47	Building, Construction and Renovation	-	-	-	-	-	1,061.59	1,061.59
48	Debt Service	-	-	-	-	-	-	-
51	Inmate Pay and Health Services	-	214,245.28	-	-	-	68,140.75	282,386.03
52	Tuitions, Awards and Incentives	-	-	-	-	-	-	-
53	Refunds and Restitutions	-	-	-	-	-	-	-
54	Jail Backup, County Jails and Other	410,790.80	-	-	28,069.35	-	-	438,860.15
55	Payment to Gov. Sub-Division	-	-	-	-	-	-	-
59	Assistance Payments to Agencies	-	-	-	-	-	-	-
61	Loans, Taxes and other Disbursements	-	-	-	-	-	-	-
62	Transfers - Out Sourced Health Care	31,160.56	-	-	-	-	-	31,160.56
64	Merchandise for Resale	1,386.00	-	-	-	-	981,587.22	982,973.22
	<b>Total Expenditures</b>	<b>1,412,149.01</b>	<b>733,004.64</b>	<b>6,088.18</b>	<b>28,069.35</b>	<b>352,018.13</b>	<b>2,239,213.07</b>	<b>4,770,542.38</b>
	<i>Excess of Revenues Over (Under) Expenditures</i>	<b>302,553.41</b>	<b>60,964.04</b>	<b>1,030.93</b>	<b>(28,069.35)</b>	<b>(352,018.13)</b>	<b>(761,619.25)</b>	<b>(777,158.35)</b>
	<b>Cash</b>							
	Beginning Cash Balance	20,618,830.97	1,116,914.48	1,220,817.11	320,103.18	5,317,883.28	7,392,747.35	35,987,296.37
	Revenue Received this Month	1,714,702.42	793,968.68	7,119.11	-	-	1,477,593.82	3,993,384.03
	Expenditures made this Month	(1,412,149.01)	(733,004.64)	(6,088.18)	(28,069.35)	(352,018.13)	(2,239,213.07)	(4,770,542.38)
	Beginning Change in Liabilities	(55,059.85)	(13,795.05)	-	-	-	(83,639.82)	(152,494.72)
	Transfers (Cares Act Funding & OMS/IKON Funding)	-	-	-	-	-	-	-
	Adjustments	-	-	-	-	-	-	-
	<b>Ending Cash Balance</b>	<b>\$ 20,866,324.53</b>	<b>\$ 1,164,083.47</b>	<b>\$ 1,221,848.04</b>	<b>\$ 292,033.83</b>	<b>\$ 4,965,865.15</b>	<b>\$ 6,547,488.28</b>	<b>\$ 35,057,643.30</b>

**Oklahoma Department of Corrections**  
*Statement of Revenues, Expenditures and Changes in Fund Balances*  
*Federal Funding*  
*As of July 1, 2022 through August 31, 2022*

	410 Fund	430 Fund	Funds
<b>Revenues</b>			
Current:			
Federal Funds Received	\$ -	\$ 465,161.55	\$ 465,161.55
Private Grants and Donations for Opns.	-	-	-
Reimbursements & P-Card Rebate	-	-	-
<i>Total Revenues</i>	<u>-</u>	<u>465,161.55</u>	<u>465,161.55</u>
<b>Expenditures</b>			
Current:			
Payroll	30,104.11	15,813.55	45,917.66
Professional Services	-	49,440.00	49,440.00
Travel	6,865.44	591.96	7,457.40
Misc. Admin. Expenses	-	-	-
Rent	48.08	-	48.08
Maintenance and Repair	3,202.60	2,184.00	5,386.60
Specialized Supplies and Materials	-	-	-
Production, Safety and Security	-	-	-
General Operating Expenses	60,134.45	-	60,134.45
Shop Expense	-	825.00	825.00
Furniture and Equipment	39,179.43	348,600.00	387,779.43
Library Equipment and Resources	-	-	-
Lease Purchases	-	-	-
Livestock and Poultry	-	-	-
Land and Right-of-way	-	-	-
Building, Construction and Renovation	-	-	-
Debt Service	-	-	-
Inmate Pay and Health Services	-	-	-
Tuitions, Awards and Incentives	-	-	-
Refunds and Restitutions	-	-	-
Jail Backup, County Jails and Other	-	-	-
Payment to Gov. Sub-Division	-	5,098.82	5,098.82
Assistance Payments to Agencies	-	-	-
Loans, Taxes and Other Disbursements	-	-	-
Transfers - Out Sourced Health Care	-	-	-
Merchandise for Resale	-	-	-
<i>Total Expenditures</i>	<u>139,534.11</u>	<u>422,553.33</u>	<u>562,087.44</u>
<i>Excess of Revenues Over (Under) Expenditures</i>	<u>(139,534.11)</u>	<u>42,608.22</u>	<u>(96,925.89)</u>
<b>Cash</b>			
Beginning Cash Balance	262,222.09	212,486.41	474,708.50
Revenue Received this Year	-	465,161.55	465,161.55
Expenditures made this Year	(139,534.11)	(422,553.33)	(562,087.44)
Beginning Change in Liabilities	(11,631.48)	-	(11,631.48)
Transfers	-	-	-
Adjustments	-	-	-
<i>Ending Cash Balance</i>	<u>\$ 111,056.50</u>	<u>\$ 255,094.63</u>	<u>\$ 366,151.13</u>

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

	410 Fund	430 Fund	Funds
<b>Revenue Revenues</b>			
<u>Code</u> Current:			
556 Federal Funds Rec'd from Non-Gov. Ag.	\$ -	\$ -	\$ -
561 Private Grants and Donations for Opns.	-	-	-
581 Reimbursements	-	465,161.55	465,161.55
<i>Total Revenues</i>	-	465,161.55	465,161.55
<b>Account Expenditures</b>			
<u>Code</u> Current:			
11,12,13 Payroll	14,614.16	7,294.01	21,908.17
15 Professional Services	-	49,440.00	49,440.00
21, 22 Travel	4,915.44	591.96	5,507.40
31 Misc. Admin. Expenses	-	-	-
32 Rent	24.59	-	24.59
33 Maintenance and Repair	102.63	2,184.00	2,286.63
34 Specialized Supplies and Materials	-	-	-
35 Production, Safety and Security	-	-	-
36 General Operating Expenses	56,511.14	-	56,511.14
37 Shop Expense	-	-	-
41 Furniture and Equipment	(22,297.24)	348,600.00	326,302.76
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>	53,870.72	408,109.97	461,980.69
<b>Cash</b>			
Beginning Cash Balance	169,111.29	198,043.05	367,154.34
Revenue Received this Month	-	465,161.55	465,161.55
Expenditures made this Month	(53,870.72)	(408,109.97)	(461,980.69)
Change in Liabilities	(4,184.07)	-	(4,184.07)
Transfers	-	-	-
Adjustments	-	-	-
<i>Ending Cash Balance</i>	\$ 111,056.50	\$ 255,094.63	\$ 366,151.13

**AMENDMENT #4****CORRECTIONAL SERVICES CONTRACT**

THIS AMENDMENT # 4 CORRECTIONAL SERVICES CONTRACT (Amendment #4), effective the 1st day of July 2022, by and between the GEO GROUP, Inc. ("Contractor") and the OKLAHOMA DEPARTMENT OF CORRECTIONS ("STATE") hereby amends the FY 2019 Correctional Services Contract ("Contract") that took effect July 1, 2018 for services at the Lawton Correctional Facility.

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

Subsection A and B only of Section 7.1 Management Payment is hereby amended as follows (Subsection C of Section 7.1 is not being deleted or amended):

- A. The Department will increase the per diem rate paid for medium security beds from \$43.30 to \$50.18 as services are rendered and become billable by the Lawton Correctional and Rehabilitation Facility. The Department will increase the per diem rate paid for protective custody beds from \$50.00 to \$56.88 as services are rendered and become billable by the Lawton Correctional and Rehabilitation Facility. The \$5.00 increase in the respective per diem rates is being awarded pursuant to the GEO Group's request for additional funding for staff salary increases.


The additional \$1.88 increase to the per diem rate is in accordance with legislative appropriations outlined in House Bill No. 2900 of the 1<sup>st</sup> Session of the 58<sup>th</sup> Oklahoma Legislature, "the Department of Corrections shall expend One Million Eight Hundred Thousand Dollars (\$1,800,000.00) for the purpose of funding a contractual per diem increase at the Lawton Correctional and Rehabilitation Facility. This amount is now included in the per diem adjustment indicated above.

- B. The Contractor shall submit an invoice in arrears on or before the fifth day of each month following the month for which the invoice is submitted. Payment shall be made within thirty days of receipt of invoice by the State. The maximum amount paid for a fiscal year will not exceed \$48,900,000 (which maximum amount shall be adjusted annually by the same percentage as the base per diem rate is adjusted pursuant to the terms of Section 7.2) excluding additional contracted services. The State will not pay for any unused beds.

Amendment #3 effective the 1<sup>st</sup> day of July, 2021 is null and void. All other terms and conditions of the Correctional Services Contract, remain the same and continue in effect through the term of this contract.



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



\_\_\_\_\_  
Scott Crow, Director  
Oklahoma Department of Corrections

\_\_\_\_\_  
Amber Martin, Vice President  
The GEO Group, Inc.

Date: \_\_\_\_\_

Date: 8/29/2022

Approved by a vote of the Board of Corrections on this \_\_\_\_\_ day of September, 2022.

Approved as to Form:

\_\_\_\_\_  
Kari Hawkins, General Counsel  
Oklahoma Department of Corrections

AMENDMENT #1

CORRECTIONAL SERVICES CONTRACT

THIS AMENDMENT #1 CORRECTIONAL SERVICES CONTRACT ("Amendment #1"), effective the 1<sup>st</sup> day of July 2022, by and between CoreCivic, Inc ("Contractor") and the OKLAHOMA DEPARTMENT OF CORRECTIONS ("Department") hereby amends the Correctional Services Contract ("Contract") that first took effect July 1, 2021 for services at the Davis Correctional Facility.

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

Subsection A only of Section 7.1 Management Payment is hereby amended as follows (Subsection B of Section 7.1 is not being deleted or amended):

- A. The Department will increase the per diem rate paid for medium security beds from \$50.00 to \$55.00 as services are rendered and become billable by the Davis Correctional Facility. The Department will increase the per diem rate paid for maximum security beds from \$63.00 to \$68.00 as services are rendered and become billable by the Davis Correctional Facility. The \$5.00 increase in the respective per diem rates is being awarded pursuant to CoreCivic's request for additional funding for staff salary increases.

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

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

\_\_\_\_\_  
Scott Crow, Director  
Oklahoma Department of Corrections

  
\_\_\_\_\_  
Natasha Metcalf, Vice President  
CoreCivic, Inc.

Date: \_\_\_\_\_

Date: 8/1/22

Approved by a vote of the Board of Corrections on this \_\_\_\_ day of July, 2022.

Approved as to Form:

\_\_\_\_\_  
Kari Hawkins, General Counsel  
Oklahoma Department of Corrections

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

**Reporting Period:** 4th 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 15 compliance audit reports to the Board of Corrections and to the State Auditor and Inspector's Office.

Audited Facilities/Units –	Date of Audit
1. Community Sentencing	04/04/2022
2. John Lilley Correctional Center	04/14/2022
3. <b>Mabel Bassett Correctional Center *</b>	<b>04/25/2022</b>
4. OCI at Dick Conner Correctional Center	05/19/2022
5. OCI at John Lilley Correctional Center	05/17/2022
6. OCI at Mack Alford Correctional Center	05/19/2022
7. Joseph Harp Correctional Center	05/23/2022
8. OCI at Joseph Harp Correctional Center (data processing)	05/26/2022
9. OCI at Joseph Harp Correctional Center (furniture factory)	05/26/2022
<b>10. Lexington Assessment and Reception Center *</b>	<b>06/16/2022</b>
11. Lawton Correctional Facility (pvt prison)	06/08/2022
12. OCI Garments at Lawton Correctional Facility	06/08/2022
13. OCI at Oklahoma State Reformatory	06/08/2022
14. OCI at Lexington Assessment & Assessment	06/08/2022
15. Davis Correctional Facility (pvt Prison)	06/09/2022

Of the 15 Facilities/units audited in the 4<sup>th</sup> quarter of FY22, two (2) had reportable noncompliance or internal control finding

**Summary of Noncompliance Findings in accordance with Fiscal Management Policy****Food Service:**

- MBCC

**Summary of Finding:**

- There was an absence of an accurate inventory spread sheet, accuracy could not be determined without the tracking report.

**Plan of Corrective Action:**

- An inventory spread sheet will be implemented. Food Service Manager will forward to warden monthly for review.

**Auditor's Note:**

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

**AUDIT FOLLOW-UP**

On September 1, 2022, internal audit received copies of the last three months spread sheets and documentation that the new follow up system has been put in place.

**Canteen:**

- LARC

**Summary of Findings:**

- 14% of items sampled (11 of 76) were not in agreement with closing inventory balance.

**Summary of Plan of Corrective Action:**

- Items in each cases counted prior to stocking shelves, overages/shortages corrected at the time of the discrepancy

**Auditor's Note:**

There will be a three month (90 day) follow-up to insure the plans of corrective action is followed.

**AUDIT FOLLOW-UP**

On September 2, 2022 a follow-up audit of the canteen was completed and there were no discrepancies noted. All damaged goods and adjustments are documented at the time of the noted discrepancy and sent to the deputy warden for review. There was also a review of the returns for the period and items below zero.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Community Sentencing**

April 4, 2022

FOR THE PERIODS

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

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Community Sentencing**

Table of Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1

OKLAHOMA DEPARTMENT OF CORRECTIONS  
INTERNAL AUDIT REPORT

**Community Sentencing**

April 4, 2022

Chairman, Board of Corrections

We have conducted a compliance audit of Community Sentencing a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (June 1, 2021 to June 30, 2021) and FY 22 (July 1, 2021 to February 28, 2022). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Incentive Gift Cards and Fixed Asset Inventory System.

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

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

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

Sincerely

*Teressa Davenport*

Teressa Davenport  
Internal Audit



DEPARTMENT OF CORRECTIONS

Internal Audit Report

John Lilley Correctional Center

April 14, 2022

FOR THE PERIODS

FY 21, May 1, 2021 to June 30, 2021  
FY 22, July 1, 2021 to March 31, 2022

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**John Lilley Correctional Center**

Table of Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1

OKLAHOMA DEPARTMENT OF CORRECTIONS  
INTERNAL AUDIT REPORT

**John Lilley Correctional Center**

April 14, 2022

Chairman, Board of Corrections

We have conducted a compliance audit of John Lilley Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (May 1, 2021 to June 30, 2021) and FY 22 (July 1, 2021 to March 31, 2022). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Debit Cards, Trust Fund, Warehouse Inventory, and Fixed Assets Inventory System.

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

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

The results of our tests 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

Mabel Bassett Correctional Center

April 25, 2021

FOR THE PERIODS

FY 21 May 1, 2021 to June 30, 2021

FY 22 July 1, 2021 to March 31, 2022

**DEPARTMENT OF CORRECTIONS**

**Internal Audit Report**

Mabel Bassett Correctional Center

Table of Contents

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

OKLAHOMA DEPARTMENT OF  
CORRECTIONS INTERNAL AUDIT REPORT

**Mabel Bassett Correctional Center**

April 25, 2022

Chairman, Board of Corrections

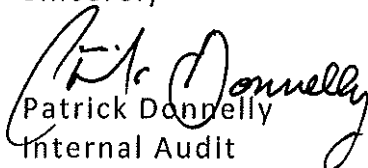
We have conducted a compliance audit of Mabel Bassett Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (May 1, 2021 to June 30, 2021) and FY 22, (July 1, 2021 to March 31, 2022). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Release Cards, Trust Fund, Security Items (weapons, Radios and Vests), Food Service and Fixed Assets Inventory System.

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

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

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

Sincerely

  
Patrick Donnelly  
Internal Audit

## OKLAHOMA DEPARTMENT OF CORRECTIONS

## INTERNAL AUDIT REPORT

**Schedule A: COMPLIANCE****Mabel Bassett Correctional Center**

April 25, 2022

**Food Services**

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

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

**Effect:** Inaccurate inventory records may result in over or understated inventory valuations as disclosed the department's balance sheet. Additionally, errors in inventory records may result in shortages or spoilage and may impede the detection of the unauthorized issuance or theft of inventory items. Access and accuracy is available at any time for the auditor or the facility administer, or warden.

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

**Auditor's Note:** As per the previous audit, dated May 27, 2021, it was noted that the food service supervisor implement an excel spread sheet. However, they failed to continue with the documentation and follow up.

**PLAN OF CORRECTIVE ACTION:**

An inventory spreadsheet, as recommended by the auditor, will be initiated in food services effective May 1, 2022. The food service manager will forward a copy of the inventory spreadsheet to the warden and deputy warden every month to ensure compliance.

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**OCI**  
**Manufacturing At**  
**Dick Conner Correctional Center**

May 19, 2022

FOR THE PERIODS

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



DEPARTMENT OF CORRECTIONS

Internal Audit Report

**OCI Manufacturing at Dick Conner Correctional  
Center**

Table of  
Contents

Page

Compliance with Laws, Regulations, Contracts and Policy

1

OKLAHOMA DEPARTMENT OF  
CORRECTIONS INTERNAL AUDIT REPORT

**OCI Manufacturing at Dick Conner Correctional  
Center**

May 19, 2022

Chairman, Board of Corrections

We have conducted a compliance audit of OCI Manufacturing at Dick Conner Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (May 1, 2021 to June 30, 2021) and FY 22 (July 1, 2021 to April 30, 2022). The areas covered in this audit were Finished Goods, Work-In-Process, Raw Material and FAIS Inventory.

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

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

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

Sincerely

*Teressa Davenport*

Teressa Davenport  
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**OCI**  
**Manufacturing At**  
**John Lilley Correctional Center**

May 19, 2022

FOR THE PERIODS

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

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**OCI Manufacturing at John Lilley Correctional  
Center**

Table of  
Contents

Page

Compliance with Laws, Regulations, Contracts and Policy

1

OKLAHOMA DEPARTMENT OF  
CORRECTIONS INTERNAL AUDIT REPORT

**OCI Manufacturing at John Lilley Correctional  
Center**

May 19, 2022

Chairman, Board of Corrections

We have conducted a compliance audit of OCI Manufacturing at John Lilley Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (April 1, 2021 to June 30, 2021) and FY 22 (July 31, 2021 to April 30, 2022). The areas covered in this audit were Purchase Cards, Finished Goods, Raw Material and FAIS Inventory.

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

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

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

Sincerely

*Teressa Davenport*

Teressa Davenport  
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**OCI**  
**Manufacturing At**  
**Mack Alford Correctional Center**

May 19, 2022

FOR THE PERIODS

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

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**OCI Manufacturing at Mack Alford Correctional  
Center**

Table of  
Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1

OKLAHOMA DEPARTMENT OF  
CORRECTIONS INTERNAL AUDIT REPORT

**OCI Manufacturing at Mack Alford Correctional  
Center**

May 19, 2022

Chairman, Board of the Corrections

We have conducted a compliance audit of OCI Manufacturing at Mack Alford Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (May 1, 2021 to June 30, 2021) and FY 22 (July 1, 2021 to April 30, 2022 ). The areas covered in this audit were Purchase Cards, Raw Materials, Finished Goods 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 OCI Manufacturing at Mack Alford Correctional Center is materially in compliance with state law and department directives, (OS Title §74-228, §74-229 and OP-120101 entitled "Fiscal Management Responsibilities").

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

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

Sincerely



Patrick Donnelly  
Internal Audit



DEPARTMENT OF CORRECTIONS

Internal Audit Report

Joseph Harp Correctional Center

May 23, 2022

FOR THE PERIODS

FY 21 May 1, 2021 to June 30, 2021

FY 22 July 1, 2021 to April 30, 2022

DEPARTMENT OF CORRECTIONS  
Internal Audit Report  
**Joseph Harp Correctional Center**

Table of Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1

OKLAHOMA DEPARTMENT OF  
CORRECTIONS INTERNAL AUDIT REPORT

**Joseph Harp Correctional Center**

May 23, 2022

Chairman, Board of Corrections

We have conducted a compliance audit of Joseph Harp Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (May 1, 2021 to June 30, 2021) and FY22, (July 1, 2021 to April 30, 2022). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Release Cards, Canteen, Trust Fund, Security Items (Weapons, Radios and Vests), Warehouse 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 Joseph Harp Correctional Center is materially in compliance with state law and department directives, (OS, Title §74-228, §74-229 and OP-120101 entitled "Fiscal Management Responsibilities").

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

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

Sincerely



Patrick Donnelly  
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Data  
Processing At  
Joseph Harp Correctional Center**

May 26, 2022

FOR THE PERIODS

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

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Data Processing at Joseph Harp Correctional  
Center**

Table of  
Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1

OKLAHOMA DEPARTMENT OF  
CORRECTIONS INTERNAL AUDIT REPORT

**Data Processing at Joseph Harp Correctional  
Center**

May 26, 2022

Chairman, Board of the Corrections

We have conducted a compliance audit of Data Processing at Joseph Harp Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (May 1, 2021 to June 30, 2021) and FY 22 (July 1, 2021 to April 30, 2022). The areas covered in this audit were Raw Materials, Finished Goods 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 Data Processing at Joseph Harp Correctional Center is materially in compliance with state law and department directives. (OS Title §74-228, §74-229 and OP-120101 entitled "Fiscal Management Responsibilities").

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

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

Sincerely



Patrick Donnelly  
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**OCI**  
**Manufacturing At**  
**Joseph Harp Correctional Center**

May 26, 2022

FOR THE PERIODS

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

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**OCI Manufacturing at Joseph Harp Correctional  
Center**

Table of Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1



OKLAHOMA DEPARTMENT OF  
CORRECTIONS INTERNAL AUDIT REPORT

**OCI Manufacturing at Joseph Harp Correctional  
Center**

May 26, 2022

Chairman, Board of the Corrections

We have conducted a compliance audit of OCI Manufacturing at Joseph Harp Correctional Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (May 1, 2021 to June 30, 2021) and FY 22 (July 1, 2021 to April 30, 2022 ). The areas covered in this audit were Purchase Cards, Raw Materials, Finished Goods 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 OCI Manufacturing at Joseph Harp Correctional Center is materially in compliance with state law and department directives. (OS Title §74-228, §74-229 and OP-120101 entitled "Fiscal Management Responsibilities").

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

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

Sincerely



Patrick Donnelly  
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

Lexington Assessment and Reception Center

June 6, 2022

FOR THE PERIODS

FY 21 May 1, 2021 to June 30, 2021

FY 22 July 1, 2021 to April 30, 2022

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**Lexington Assessment and Reception  
Center**

Table of Contents

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

OKLAHOMA DEPARTMENT OF CORRECTIONS  
INTERNAL AUDIT REPORT

**Lexington Assessment and Reception  
Center**

June 6, 2022

Chairman, Board of Corrections

We have conducted a compliance audit of Lexington Assessment and Reception Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (May 1, 2021 to June 30, 2021) and FY 22 (July 1, 2021 to April 30, 2022). The areas covered in this audit were Accounts Payable, Purchasing, Receiving, Purchase Cards, Debit Cards, Trust Fund, PPWP, Food Service Inventory, Warehouse Inventory, and Fixed Assets Inventory System.

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

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

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

Sincerely

*Teressa Davenport*

Teressa Davenport  
Internal Audit

## OKLAHOMA DEPARTMENT OF CORRECTIONS

## INTERNAL AUDIT REPORT

**Schedule A: COMPLIANCE****Lexington Assessment and Reception  
Center**

June 6, 2022

**Canteen**

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

**Finding 1**

Fourteen percent (14.47%) of the items sampled (11 of 76 ) on the day of the audit (05/18/22) 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**

The items in each case will be counted prior to stocking the shelves, and Staff will note any shortages/overages and request the corrective invoice from the supplier. The current staff and temporary staff have been instructed to slow down at the register, to ensure items are scanned correctly.

DEPARTMENT OF  
CORRECTIONS

Internal Audit Report

At

LAWTON CORRECTIONAL FACILITY

June 8, 2022

FOR THE PERIODS

FY 21 June 1, 2021 to June 30, 2021

FY 22 July 1, 2021 to May 31, 2022

DEPARTMENT OF  
CORRECTIONS

Internal Audit Report

LAWTON CORRECTIONAL  
CENTER

Table of Contents

Report on Applying Agreed upon Procedures

page 1

Internal Auditor's Report on Applying Agreed-Upon  
Procedures LAWTON CORRECTIONAL FACILITY

June 7, 2022

Chairman, Board of Corrections

We applied the procedures enumerated below to the Commissary and Inmate Trust Fund Accounts of Lawton Correctional Facility on June 7, 2022. These procedures, which were requested by the Chief of Operations, were performed solely to assist you in evaluating the contractual compliance of the management of Lawton Correctional Facility from June 1, 2021 to May 31, 2022. This engagement of agreed upon procedures was performed in accordance with standards for the Government Auditing Standards. The sufficiency of the procedures is solely the responsibility of the specified users of the report.

The procedures that we performed were as follows:

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

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

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

Sincerely,



Patrick Donnelly  
Internal Audit



DEPARTMENT OF CORRECTIONS

Internal Audit Report

**OCI**  
**Manufacturing At**  
**Lawton Correctional Facility**

June 8, 2022

FOR THE PERIODS

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

DEPARTMENT OF CORRECTIONS

Internal Audit Report

**OCI Manufacturing at Lawton Correctional  
Facility**

Table of Contents

	Page
Compliance with Laws, Regulations, Contracts and Policy	1

OKLAHOMA DEPARTMENT OF CORRECTIONS  
INTERNAL AUDIT REPORT

**OCI Manufacturing at Lawton Correctional  
Facility**

June 9, 2021

Chairman, Board of Corrections

We have conducted a compliance audit of OCI Manufacturing at Lawton Correctional Facility a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (June 1, 2021 to June 30, 2021) and (FY 22, July 31, 2021 to May 31, 2022). The areas covered in this audit were Raw Materials, Finished Goods, 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 OCI Manufacturing at Lawton Correctional Facility is materially in compliance with state law and department directives, (OS Title §74-228, §74-229 and OP-120101 entitled "Fiscal Management Responsibilities").

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

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

Sincerely

*Patrick Donnelly*  
Patrick Donnelly  
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

OCI  
Manufacturing At  
Oklahoma State Reformatory

June 8, 2022

FOR THE PERIODS

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

DEPARTMENT OF CORRECTIONS

Internal Audit Report

OCI Manufacturing at Oklahoma State

Reformatory Table of Contents

Page

Compliance with Laws, Regulations, Contracts and Policy

1

OKLAHOMA DEPARTMENT OF CORRECTIONS  
INTERNAL AUDIT REPORT

OCI Manufacturing at Oklahoma State  
Reformatory

June 8, 2022

Chairman, Board of Corrections

We have conducted a compliance audit of OCI Manufacturing at Oklahoma State Reformatory a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (June 1, 2021 to June 30, 2021) and FY 22 (July 31, 2021 to May 31, 2022). The areas covered in this audit were Purchase Cards, Finished Goods, Raw Material and FAIS Inventory.

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

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

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

Sincerely

*Teressa Davenport*

Teressa Davenport  
Internal Audit

DEPARTMENT OF CORRECTIONS

Internal Audit Report

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

June 8, 2022

FOR THE PERIODS

FY 21, May 1, 2021 to June 30, 2021

FY 22 July 1, 2021 to April 30, 2022

DEPARTMENT OF CORRECTIONS

Internal Audit Report

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

Table of  
Contents

	Pag
e Compliance with Laws, Regulations, Contracts and Policy	1



OKLAHOMA DEPARTMENT OF  
CORRECTIONS INTERNAL AUDIT REPORT

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

June 8, 2022

Chairman, Board of Corrections

We have conducted a compliance audit of OCI Manufacturing at Lexington Assessment and Reception Center a part of the primary government, State of Oklahoma, Department of Corrections, for the period FY 21 (May 1, 2021 to June 30, 2021) and FY 22 (July 31, 2021 to April 30, 2022). The areas covered in this audit were Purchase Cards, Finished Goods, Work in Process, Raw Material and FAIS Inventory.

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

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

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

Sincerely

*Teresa Davenport*

Teresa Davenport  
Internal Audit

DEPARTMENT OF  
CORRECTIONS

Internal Audit Report

At

DAVIS CORRECTIONAL  
FACILITY

June 9, 2022

FOR THE PERIODS

FY 21 June 1, 2021 to June 30, 2021

FY 22 July 1, 2021 to May 31, 2022

DEPARTMENT OF  
CORRECTIONS

Internal Audit Report

DAVIS CORRECTIONAL CENTER

Table of Contents

Report on Applying Agreed upon Procedures

page 1

Internal Auditor's Report on Applying Agreed-Upon  
Procedures DAVIS CORRECTIONAL FACILITY

June 9, 2022

Chairman, Board of Corrections

We applied the procedures enumerated below to the Commissary and Inmate Trust Fund Accounts of Davis Correctional Facility on June 9, 2020. These procedures, which were requested by the Chief of Operations, were performed solely to assist you in evaluating the contractual compliance of the management of Davis Correctional Facility from June 1, 2021 to May 31, 2022. This engagement of agreed upon procedures was performed in accordance with standards for the Government Auditing Standards. The sufficiency of the procedures is solely the responsibility of the specified users of the report.

The procedures that we performed were as follows:

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

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

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

Sincerely,

  
Patrick Donnelly  
Internal Audit

Section-02 Information Management	P-020600	Page: 1	Effective Date: 10/05/2022
Legislative Initiative Process	ACA Standards: 2-CO-1A-15, 2-CO-1A-21, 2-CO-1F-07		
T. Hasting Siegfried, Chair Oklahoma Board of Corrections			

## Legislative Initiative Process

### I. Board Approval of Department Legislative Initiatives

#### A. Legislative Initiatives

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

#### B. Presentation

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

#### C. Board Committee

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

#### D. Board Consideration and Approval

The OBOC will consider for approval all legislative initiatives in the context of its mission, strategic plans, agency operations, fiscal impact, and the goals of the OBOC and agency.

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

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

Section-02 Information Management	P-020600	Page: 2	Effective Date : 10/05/2022
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III. Legislative Team Designation

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

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

A. Monthly Updates

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

B. Final Report

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

V. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement P-020600 entitled "Legislative Initiative Process" dated October 8, 2021

Distribution: Policy and Operations Manual  
Agency Website

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

## Legislative Initiative Process

### I. Board Approval of Department Legislative Initiatives

#### A. Legislative Initiatives

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

#### B. Presentation

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

#### C. Board Committee

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

#### D. Board Consideration and Approval

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

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

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

Section-02 Information Management	P-020600	Page: 2	Effective Date : <del>10/08/2021</del> draft
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III. Legislative Team Designation

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

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

A. Monthly Updates

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

B. Final Report

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

V. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement P-020600 entitled "Legislative Initiative Process" dated ~~September 29, 2020~~ October 8, 2021

Distribution: Policy and Operations Manual  
Agency Website



Section-12 Fiscal Management	P-120100	Page: 1	Effective Date: 10/05/2022
Management of State Funds and Assets	ACA Standards: 2-CO-1B-01, 2-CO-1B-02, 2-CO-1B-03, 2-CO-1B-04 through 2-CO-1B-09, 2-CO-1B-12, 2-CO-1B-13, 2-CO-1B-14, 5-ACI-1B-07, 5-ACI-1B-11, 5-ACI-1B-12, 5-ACI-1B-13, 5-ACI-1B-21, 5-ACI-1B-22, 5-ACI-1B-23, 4-ACRS-7D-17, 4-ACRS-7D-22, 4-ACRS-7D-24, 4-ACRS-7D-25, 4-ACRS-7D-30, 4-APPFS-3D-25, 4-APPFS-3D-26		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

## Management of State Funds and Assets

The Oklahoma Department of Corrections (ODOC) will manage and account for funds and other assets of the agency in accordance with state laws and procedures. (2-CO-1B-09)

### I. Fiscal Management

#### A. Regulatory Authority

ODOC will follow state statutes, procedures of the Office of Management and Enterprise Services (OMES), the Division of Capital Assets Management (DCAM), the Office of the State Treasurer (OST), federal grantor agencies, and generally accepted accounting principles. (2-CO-1B-01, 2-CO-1B-04, 5-ACI-1B-07, 5-ACI-1B-21, 4-ACRS-7D-22)

#### B. Financial System

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

1. The schedule for budget preparation will allow for the timely preparation and submittal of the budget to the director of the OMES and the staff of the Joint Legislative Committee on Budget and Program Oversight as provided by law. (2-CO-1B-02)
2. Procedures for purchasing, disbursing funds, depositing funds, and fiscal reporting will be established, maintained, and monitored. Agency staff will report the results in writing at least quarterly and forward to the agency director. (5-ACI-1B-11) The agency director will provide the Oklahoma Board of Corrections (OBOC) with the current fiscal status of the agency at each regularly scheduled meeting. (2-CO-1B-03, 2-CO-1B-05, 2-CO-1B-06, 2-CO-1B-09, 5-ACI-1B-07, 4-ACRS-7D-22, 4-APPFS-3D-25)

3. By delegation of the OBOC, the agency director's authority to declare an emergency for an exemption to the Public Competitive Bidding Act of 1974 (as amended by statute) concerning notice and bid will be equal to the maximum amount permitted in Title 61 §130.
4. The chief administrators of Agri-Services and Oklahoma Correctional Industries will prepare enterprise accounting reports on their respective operations for quarterly presentation to the OBOC.
5. All accounts will be audited on a scheduled basis to ensure compliance with laws, policies, and procedures. (2-CO-1B-07, 2-CO-1B-13, 5-ACI-1B-12, 4-ACRS-7D-24, 4-ACRS-7D-25, 4-APPFS-3D-26)
6. The agency will maintain complete documentation of all financial transactions in accordance with state law and the Consolidated General Records Disposition Schedule.
7. The agency will establish procedures for grant applications, disbursing funds, and monitoring grants. The agency director will notify the OBOC of all grant funds received by the agency, either for use or pass through to other entities, and the intended use of such grant funds.
8. Procedures for routine inspection and inventory of state property, supplies, and other assets will be established and maintained. (5-ACI-1B-13, 4-ACRS-7D-25)
9. The agency will maintain a current inventory system of equipment with a \$500 or greater cost owned by the agency. (2-CO-1B-08) The Technology Services unit will maintain a current inventory system for information and technology (IT) equipment with a \$500 or greater cost.

## II. Canteen Operations

The Canteen Board of Directors will provide general guidance to agency staff responsible for administering canteen operations and establish procedures for budgeting the Inmate and Employee Welfare and Canteen Support Revolving Fund.

The agency will utilize profits from the canteen, inmate telephone, and electronic mail operations to support inmate/employee welfare activities and special projects. The agency director will report income and expenditures and fund balance from canteen operations and inmate/employee fund expenditures at the end of each fiscal year to the OBOC. (2-CO-1B-12)

A. Board Creation

The agency director will appoint the members of the Canteen Board of Directors.

B. Board Responsibilities

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

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

III. Inmate Trust Funds (5-ACI-1B-21, 4-ACRS-7D-17)

A. Trust Fund Accounts

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

B. Inmate Obligations

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

C. Mandatory Savings

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

D. Distribution of Interest

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

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

A. Inmate Savings Account

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

B. Interest

Interest will be posted to the account monthly based on OST rates and only on the inmate's prorated balance. Inmates who participate in the interest-bearing trust account option will be allowed to draw funds from this account only once within 90 days. Agency staff must approve all funds transferred from the interest-bearing account to an external recipient.

C. Fund Transfers

Agency staff must review and approve all funds transferred from the interest-bearing account to another inmate. (5-ACI-1B-23, 4-ACRS-7D-30) Inmates will not use interest-bearing fund balances to make any purchase that would normally be made using a draw account reduction.

V. Departmental Transportation

Use of agency-owned and state motor pool vehicles will comply with state law, administrative rules, and agency policy. Only agency employees, contract employees, and volunteers conducting agency business may use agency-owned and state motor pool vehicles.

VI. References

OP-120103 entitled "Acquisitions and Dispositions"

57 O.S. §§ 537, 549 and 513

61 O.S. §§ 101-139 (Public Competitive Bidding Act of 1974)

62 O.S. §§ 34.12, 34.42 to 34.50, 34.47 to 34.64, 34.65 34.41 to 34.94, 45.1 to 45.9

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

Office of Management and Enterprise Services Procedures Manual

VII. Action

The agency director is responsible for compliance with this policy.

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

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

This policy is effective as indicated.

Replaced: Policy Statement P-120100 entitled "Management of State Funds and Assets" dated July 8, 2021

Distribution: Policy and Operations Manual  
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	"Inmate Obligation Deduction Matrix"	Attached

**Inmate Obligation Deduction Matrix**  
(In order of priority)

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

(R 06/20)

Section-12 Fiscal Management	P-120100	Page: 1	Effective Date: <del>07/08/2024</del> draft
Management of State Funds and Assets	ACA Standards: 2-CO-1B-01, 2-CO-1B-02, 2-CO-1B-03, 2-CO-1B-04 through 2-CO-1B-09, 2-CO-1B-12, 2-CO-1B-13, 2-CO-1B-14, 5-ACI-1B-07, 5-ACI-1B-11, 5-ACI-1B-12, 5-ACI-1B-13, 5-ACI-1B-21, 5-ACI-1B-22, 5-ACI-1B-23, 4-ACRS-7D-17, 4-ACRS-7D-22, 4-ACRS-7D-24, 4-ACRS-7D-25, 4-ACRS-7D-30, 4-APPFS-3D-25, 4-APPFS-3D-26		
T. Hastings Siegfried, Chair Oklahoma Board of Corrections			

## Management of State Funds and Assets

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

### I. Fiscal Management

#### A. Regulatory Authority

ODOC will follow state statutes, procedures of the Office of Management and Enterprise Services (OMES), the Division of Capital Assets Management (DCAM), the Office of the State Treasurer (OST), federal grantor agencies, and generally accepted accounting principles. (2-CO-1B-01, 2-CO-1B-04, 5-ACI-1B-07, 5-ACI-1B-21, 4-ACRS-7D-22)

#### B. Financial System

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

1. The schedule for budget preparation will allow for the timely preparation and submittal of the budget to the director of the OMES and the staff of the Joint Legislative Committee on Budget and Program Oversight as provided by law. (2-CO-1B-02)
2. Procedures for purchasing, disbursing funds, depositing funds, and fiscal reporting will be established, maintained, and monitored. ~~The Agency staff will report the~~ results ~~are reported~~ in writing at least quarterly and ~~are forwarded~~ to the agency director. (5-ACI-1B-11) The agency director will provide the Oklahoma Board of Corrections (OBOC) with the current fiscal status of the agency at each regularly scheduled meeting. (2-CO-1B-03, 2-CO-1B-05, 2-CO-1B-06, 2-CO-1B-09, 5-ACI-1B-07, 4-ACRS-7D-22, 4-APPFS-3D-25)



Section-12 Fiscal Management	P-120100	Page: 2	Effective date: <del>07/08/2021</del> draft
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3. By delegation of the OBOC, the agency director's authority to declare an emergency for an exemption to the ~~provisions of the~~ Public Competitive Bidding Act of 1974 (as amended by statute) with concerning reference to notice and bid will be equal to the maximum amount permitted in Title 61 §130.
4. ~~The chief administrators of Enterprise accounting reports on~~ Agri-Services and Oklahoma Correctional Industries ~~operations will be prepared~~ enterprise accounting reports on their respective operations by the directors of each unit for quarterly presentation to the OBOC.
5. All accounts will be audited on a scheduled basis to ensure compliance with laws, policies, and procedures. (2-CO-1B-07, 2-CO-1B-13, 5-ACI-1B-12, 4-ACRS-7D-24, 4-ACRS-7D-25, 4-APPFS-3D-26)
6. ~~The agency will maintain Complete complete~~ documentation of all financial transactions ~~will be maintained~~ in accordance with ~~following~~ state law and the Consolidated General Records Disposition Schedule.
7. ~~The agency will establish Procedures procedures~~ for grant applications, disbursing funds, and monitoring grants ~~will be established~~. The agency director will notify the OBOC of all grant funds received by the agency, either for use ~~by the agency, or to pass through~~ to other entities, and the intended use of such grant funds.
8. Procedures for routine inspection and inventory of state property, supplies, and other assets will be established and maintained. (5-ACI-1B-13, 4-ACRS-7D-25)
9. ~~The agency will maintain A a~~ current inventory system ~~will be maintained~~ of equipment with a ~~cost of \$2,500~~ or greater cost owned by the agency. (2-CO-1B-08) ~~An The Information and Technology (IT) Technology Services unit will maintain a current inventory is maintained by IT for system for IT information and technology (IT)~~ equipment with a ~~cost of \$500~~ or greater cost.

## II. Canteen Services Operations

~~A board of directors will be established for all canteen services within the ODOC to provide general guidance to agency staff responsible for administering canteen operations.~~ The Canteen Board of Directors will provide general guidance to agency staff responsible for administering canteen operations and establish

Section-12 Fiscal Management	P-120100	Page: 3	Effective date: <del>07/08/2021</del> draft
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procedures for ~~the~~ budgeting ~~of~~ the Inmate and Employee Welfare and Canteen Support Revolving Fund.

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

A. Board Creation

The agency director ~~of the ODOC~~ will appoint the members of the ~~board of directors for~~ Canteen Board of Directors Operations.

B. Board Responsibilities

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

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

III. Inmate Trust Funds (5-ACI-1B-21, 4-ACRS-7D-17)

A. Trust Funds Accounts

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

B. Inmate Obligations

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

Section-12 Fiscal Management	P-120100	Page: 4	Effective date: <del>07/08/2024</del> draft
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C. Mandatory Savings

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

D. Distribution of Interest

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

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

A. Inmate Savings Account

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

B. Interest

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

C. Fund Transfers

Agency staff must review and approve ~~All all transfer of funds transferred~~ from the interest-bearing account to another inmate ~~must be reviewed and approved by appropriate agency staff~~. (5-ACI-1B-23, 4-ACRS-7D-30) Inmates will not use ~~Interest interest~~-bearing fund balances ~~will not be used by an inmate~~ to make any purchase that would normally be made ~~by the inmate~~ using a draw account reduction.

Section-12 Fiscal Management	P-120100	Page: 5	Effective date: <del>07/08/2021</del> draft
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V. Departmental Transportation

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

VI. References

OP-120103 entitled "Acquisitions and Dispositions"

57 O.S. §§ 537, 549 and 513

~~61 O.S. §§ 101-139~~ (Public Competitive Bidding Act of 1974)  
~~61 O.S. § 130~~

62 O.S. §§ 34.12, 34.42 to 34.50, 34.47 to 34.64, ~~34.65~~ 34.41 to 34.94, 45.1 to 45.9

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

Office of Management and Enterprise Services Procedures Manual

Public Competitive Bidding Act of 1974

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 ~~No.~~P-120100 entitled "Management of State Funds and Assets" dated ~~June 30, 2020~~July 8, 2021

Distribution: Policy and Operations Manual  
Agency Website



### Inmate Obligation Deduction Matrix (In order of priority)

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

(R 06/20)

## Fleet Management Overview

Fleet Management is the centralized unit that oversees all vehicles owned or leased by the Oklahoma Department of Corrections (ODOC). Charged with developing the annual fleet budget, Fleet Management manages the acquisition of additional agency vehicles; the tracking usage, repair history, and assignment of facility and departmental fleets through Assetworks/M5; install Automatic Vehicle Locators (AVLs) on identified vehicles and assist in monitoring usage through Geotab per Governor's Executive Order 2020-04; and the disposal of aging, high-mileage, and/or total loss vehicles. Fleet Management also provides oversight for service, maintenance, and fleet performance. Additionally, Fleet Management maintains 12 facility garages that provides services to ODOC vehicles through preventative maintenance, mechanical repairs, monthly and annual vehicle inspections, detailing, and light body work-saving the agency money in labor costs. ODOC currently owns 856 vehicles and leases 15 vehicles through the Office of Management and Enterprise Services (OMES) Fleet Management. In addition to managing vehicles, all facility emergency generators are inspected and serviced by Fleet Management annually.

### Staffing

Fleet Management currently employs nine Fleet Specialist IVs, four Fleet Specialist Vs, and three Fleet Managers with unit support coming from an Administrative Specialist. On average, Fleet Specialists have 20 years of automotive repair experience. Seven Fleet Specialists have current or previous certifications through the National Institute for Automotive Service Excellence (ASE) with two obtaining the designation of ASE Master Automobile Technician. Seven Fleet Specialists hold Vo-Tech certifications or Associates Degrees in Automotive Technology along with manufacturer specific certifications. The Fleet Managers average 16 years' experience in Fleet Management, with one holding certification through the U.S. General Services Administration Fleet Management training program.

Fleet Management garages are located at:

- Oklahoma State Reformatory
- Bill Johnson Correctional Center
- James Crabtree Correctional Center
- ODOC Administration
- Lexington Assessment & Receiving Center/Central Transportation Unit



- Joseph Harp Correctional Center
- Mabel Bassett Correctional Center
- John Lilley Correctional Center
- Jess Dunn Correctional Center
- Jackie Brannon Correctional Center
- Howard McLeod Correctional Center
- Mack Alford Correctional Center

All garages receive assistance from inmate workers. Some inmate workers hold automotive certifications or degrees while others receive on-the-job training via Fleet Specialists. All work performed by inmate workers is checked by a Fleet Specialist prior to the vehicle leaving the garage.

### **Current Initiatives**

Currently, Fleet Management is working on enhancing an agencywide shared fleet pool pursuant to the Governor's initiative to ensure proper utilization of all state-owned vehicles. The OMES Business Process Operations department is working with Fleet Management to develop a system that meets the needs of ODOC while providing a monetary savings to the agency.

A paperless version of the Monthly Inspection and Annual Inspection are being developed with OMES Fleet Management's assistance. Once launched, these inspections will be automatically logged in M5. Printing, completing, and scanning a paper sheet for each vehicle will no longer be necessary.

MetroTech, ODOC Division of Institutions, ODOC Programs Services, and Fleet Management are in the process of establishing a paint booth at a facility. The current plan is to install one at James Crabtree Correctional Center. Vehicles that are mechanically sound but need repainting can be done in-house while inmates learn a valuable skill set that can benefit them after their release.

