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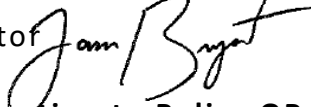
**INTEROFFICE MEMORANDUM**  
**Oklahoma Department of Corrections**  
**Office of the Division of Institutions**

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**DATE:** July 11, 2022

**TO:** Scott Crow, Director

**THRU:** Justin Farris, Chief of Operations 

**FROM:** Jason Bryant, Chief Administrator 

**SUBJECT:** 2022-07-11 Request for an Exception to Policy OP-040204

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The Division of Institutions (DOI) is requesting an exception to policy for OP-040204 entitled *Special Management Units*.

The language instructing officers how Special Management Unit (SMU) doors are accessed is not consistent with all facility SMU's. Not every facility has SMU doors and locks that can be accessed electronically. Additionally, electronically accessing SMU doors allows keys to be minimized in the day rooms.

Currently, OP-040204 states the following.

*XI. Restraint and Movement*

*B. Opening a Cell Door*

*Special Management cell doors will be opened manually, with a key, once the inmate has been restrained. Electronic opening of Special Management cell doors is not permitted unless an emergency evacuation is ordered by the shift supervisor or higher authority.*

To ensure all facilities are included and for consistency throughout the agency, I am recommending the following adjustment to OP-040204.

*XI. Restraint and Movement*

*B. Opening a Cell Door*

*Special Management cell doors will be opened once the inmate(s) has been restrained. Special Management cell doors will not be opened unless the inmate(s) have been restrained properly.*

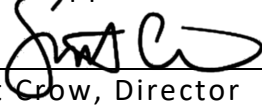
The language struck allows all facilities to be included and refocuses officers on the critical aspect of ensuring inmates are restrained prior to accessing SMU doors and minimizes key access in SMU day rooms.

This policy adjustment has been included in an additional review that is currently going through a 5 day field review, followed by a 5 day stakeholder review.

Thank you.

Approved

Denied



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Scott Crow, Director

07/15/22

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Date