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T. Hastings Siegfried, Chair Oklahoma Board of Corrections		Signature on File	

Eight Year, System-wide Capital Improvement Program

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

I. Health, Safety and Security

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

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

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

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

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

A. Preparation of Agency Request

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

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

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

C. OBOC Approval

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

D. Submission to Long Range Capital Planning Commission

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

III. Reference

State and Federal Health and Safety Regulations

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

62 O.S. § 901

IV. Action

The agency director is responsible for compliance with this policy.

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

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

This policy statement is effective as indicated.

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

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