

**OKLAHOMA  
BOARD OF CORRECTIONS  
MEETING**

January 9, 2014

Oklahoma Department of Corrections  
North Conference Room  
Oklahoma City, Oklahoma



# OKLAHOMA BOARD OF CORRECTIONS REGULAR MEETING

Oklahoma Department of Corrections  
3400 N Martin Luther King Avenue  
Oklahoma City, Oklahoma  
9:00 a.m., Thursday, January 9, 2014



## AGENDA

Members of the Board of Corrections will be dining together during the Board meeting.  
No business will be conducted during this time period.

1. Opening and Roll Call Kevin Gross, Chair
  
2. Approval to Adjourn for Executive Session Mike Oakley, General Counsel
  - Interviews of Applicants for Director of Corrections
  - "Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any salaried public officer or employee." 25 O.S. § 307.B.1.*
  
3. Approval to Return from Executive Session for Lunch Break Mike Oakley, General Counsel
  
4. Return from Lunch and Roll Call Kevin Gross, Chair
  
5. Approval of Board Meeting Minutes Kevin Gross, Chair
  - November 21, 2013, Special Meeting Minutes
  - November 22, 2013, Regular Meeting Minutes
  
6. Interim Director's Comments Edward L. Evans, Interim Director
  
7. Approval of Board Policy Edward L. Evans, Interim Director
  - P-010100, System of Manuals, Handbooks, and Monitoring Procedures
  - P-020700, Oklahoma Department of Corrections Information System
  - P-030200, Offender Housing, Job and Program Integration
  - P-040100, Security Standards for the Oklahoma Department of Corrections
  - P-080100, Mission and Management of Correctional Industries
  - P-090100, Provisions of Programs
  - P-140100, Offender Medical, Mental Health, and Dental Care
  - P-160100, Purpose and Function of Probation and Parole
  
8. Budget Update Ashlee Clemmons, Acting Chief  
Business Operations

### OKLAHOMA BOARD OF CORRECTIONS

#### Mission Statement

We are a select group of Governor-appointed, politically diverse volunteers which directs, advocates, and holds accountable stakeholders to effect best correctional practices.

*"Advocating Correctional Excellence"*

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| 9.  | Approval of Revised FY 2015 Budget Request  | Ashlee Clemmons, Acting Chief<br>Business Operations                    |
| 10. | Approval of FY 2014 Supplemental Budget Request   | Ashlee Clemmons, Acting Chief<br>Business Operations                    |
| 11. | Approval of Average Daily Rate Per Inmate   | Ashlee Clemmons, Acting Chief<br>Business Operations                    |
| 12. | Population Update   | Laura Pitman, Ph.D., Deputy Director<br>Institutions, Division I        |
| 13. | Approval of Facility Capacity Increase<br>▪ Idabel Community Work Center  | Laura Pitman, Ph.D., Deputy Director<br>Institutions, Division I        |
| 14. | Approval of Request For Proposal on Contract Private Prison<br>Beds   | Greg Williams, Administrator<br>Private Prisons and Jail Administration |
| 15. | Approval of Evaluation Criteria for Request for Proposal on<br>Contract Private Prison Beds   | Greg Williams, Administrator<br>Private Prisons and Jail Administration |
| 16. | Committee Reports   | Committee Chairs  |
|     | Standing Committees:  |   |
|     | ▪ Budget – Chair Steve Burrage, Members Gene Haynes and Michael Roach   |   |
|     | ▪ Female Offender – Chair Linda Neal, Members Frazier Henke and Earnest Ware  |   |
|     | ▪ Public Policy/Public Affairs – Chair Earnest Ware, Members Gene Haynes and Frazier Henke  |   |
|     | ▪ Population/Private Prisons – Chair Linda Neal, Members Steve Burrage and Michael Roach  |   |
|     | ▪ Executive – Chair Kevin Gross, Members Linda Neal and Michael Roach   |   |
|     | Ad Hoc Committee:   |   |
|     | ▪ Director Search – Chair Kevin Gross, Members Michael Roach and Earnest Ware   |   |
| 17. | New Business<br><i>“Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.” 25 O.S. § 311.A.9.</i> | Kevin Gross, Chair  |
| 18. | Announcements   | Kevin Gross, Chair  |
| 19. | Adjournment   | Kevin Gross, Chair  |

*The next regular meeting of the Board of Corrections is scheduled for 1:00 p.m. on Thursday, February 6, 2014, at John Lilley Correctional Center in Boley, Oklahoma.*

*Updated on 1/2/2014 12:30:48 PM*

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Approval of  
Board Meeting Minutes

**OKLAHOMA BOARD OF CORRECTIONS  
SPECIAL MEETING**

Quartz Mountain Resort  
Diamondback Pavilion  
22469 Lodge Road  
Lone Wolf, Oklahoma  
7:00 p.m., November 21, 2013

**1. Opening and Roll Call**

**Kevin Gross, Chair**

Chair Gross called the special meeting of the Oklahoma Board of Corrections (BOC) to order at 7:05 p.m. in the Diamondback Pavilion at the Quartz Mountain Resort in Lone Wolf, Oklahoma, on Thursday, November 21, 2013. Chair Gross asked the clerk to call the roll:

Steve Burrage, Secretary	Absent	Linda Neal, Member	Present
Kevin Gross, Chair	Present	Michael Roach, Member	Present
Gene Haynes, Member	Present	Earnest Ware, Member	Present

Calling of the roll reflected a quorum was present.

**2. Population Update**

**Laura Pitman, Ph.D., Deputy Director  
Institutions, Division I**

- Alternatives for Addressing Population Growth
- Budget Impacts

**Greg Sawyer, Chief  
Business Operations**

Interim Director Evans began by stating the first part of the discussion will provide to the Board an overview of the current population conditions and what issues the agency faces with the continuing growth of offenders. During the second part of the discussion, the Board will have an opportunity to discuss the various options which may be of consideration for the agency to pursue in housing needs. These options will need to be carefully weighed with what is best for the agency, what is best for the state and also what is best for the citizens of Oklahoma. Interim Director Evans stated although there is more than one solution to the problem, the agency has zero beds available for the backlog of offenders waiting in county jails. He stated agency staff has taken into consideration budget concerns and long term effects of each recommendation.

Dr. Laura Pitman provided a handout to each Board member. She stated she wanted to begin by talking about the demand for beds as the agency is obligated to receive offenders sentenced to the agency's custody. Therefore, the demand for beds is determined by the courts of jurisdiction within the state of Oklahoma. As of October 31, 2013, the county jail backup was 1,538 offenders. A number of counties would like the department to receive offenders more quickly, including Oklahoma County which has a court ruling and Tulsa County which is invoking every day. Other counties have also invoked: Canadian, Carter, Coal, Comanche, Custer, Delaware, Garfield, Leflore, Logan, Love, Beaver, Beckham, Hughes, Lincoln, and Stephens. There are also two counties actively seeking to increase the statutorily defined per diem rate of \$27 per day paid for those offenders waiting for reception into ODOC. Bryant County has won their case but the agency has appealed the decision. Tulsa County intends to file an amicus brief in support of the Bryant County proposition regarding the per diem rate. Dr. Pitman stated these are the external factors occurring as the demand for offender beds grows and the position in which it leaves the agency.

The external supplies of beds which are not contracted for at this point are at Diamondback Correctional Facility (DbCF), owned by Corrections Corporation of America (CCA), and Great Plains Correctional Facility (GPCF), owned by GEO Group, Inc. (GEO). DbCF has a capacity of 2,160 medium beds and GPCF has 2,000 beds. Both facilities are currently empty. Chair Gross queried where these two facilities were located to which Mr. Williams responded Watonga and Hinton, respectively. Dr. Pitman stated one of the concerns over the recent months was the ongoing offender population reduction by California Department of Corrections and Rehabilitation (CDCR). CDCR has been ordered to reduce their population by 8,000 offenders by the end of CY 2013. Because of this order, CDCR was in communication with CCA and GEO and toured the empty facilities in Oklahoma. Since that time, CDCR has received two 30-day extensions and have been blocked from sending offenders to out-of-state private prison facilities. As of this date, CDCR is approximately

4,500 offenders short of reducing their population by 8,000. Oklahoma Statute Title 57, Chapter 8, provides the agency with the right of first contract prior to a private prison contracting for other state or federal offenders. Several months ago, GEO notified the agency with a right of first refusal, but the agency declined to contract at that time due to budgetary constraints.

Dr. Pitman provided an attachment showing the male offender receptions and releases by fiscal years since FY 2009. The difference in receptions and releases at a point in time is one measure of net growth. For FY 2012, net growth was 447 offenders. For FY 2013, net growth was 699 offenders. Combined net growth for male offenders over the past two years has been 1,146. According to Dr. Pitman, as of this date in FY 2014, the growth has been 309 offenders. The total net growth between July 1, 2011, and October 31, 2013 is 1,455 offenders. Beds have been added to accommodate offender growth. In FY 2012 and FY 2013, a total of 779 beds were added and in FY 2014, 506 beds have been added. Between July 1, 2011, and October 31, 2013, the agency has added a total of 1,285 beds. However, the agency has fallen short of needed beds as the growth has outpaced the releases of offenders from the system. To match the growth in the population, 170 beds would need to be added.

Dr. Pitman stated their best projection as of this date is a need for 450-500 beds to accommodate the growth in the male offender population through the remainder of the fiscal year. If growth in FY 2015 remains the same as this year, the agency will need 750-850 additional beds next year. These projections do not take into account the potential increases in the rate of invokes by the counties, the court rulings which accelerate receptions, or any effort to reduce the county jail backup. It also does not include much needed efforts to improve population management such as moving those offenders involved in security threat groups or maintaining beds at higher security for offenders who must be moved due to their behavior.

Dr. Pitman stated the agency has \$27.7 million obligated in FY 2014 for beds already in use at private prisons, contracted county jails, and county jail backup which were not in the original budget. ODOC has also requested an additional \$31.5 million in FY 2015 for beds already in use at private prisons, contracted county jails, and county jail backup. Further expansion of beds will result in additional costs that have not been budgeted for FY 2014 or requested for FY 2015.

Dr. Pitman then provided a handout outlining bed space options for the Board's consideration.

#### **Option 1: Expansion of Public Facility Bed Space**

- Re-occupy the F Cell House at Oklahoma State Penitentiary (OSP)  
This measure would gain the agency as many as 380 beds, but would present many challenges that might outweigh the benefits of utilizing this bed space, such as:
  - Staffing – the recent closure of the F Cell House afforded OSP the opportunity to staff the remaining 881 beds in accordance with the Master Roster. Adding beds in the F Cell House would again increase staffing concerns.
  - Engineering – this measure will cause a slow-down on the fence configuration due to the electric fence separating the F Cell House and the Administration building from the rest of the compound. Any plan to occupy the F Cell House other than short term accommodations will require re-engineering of the fence.
  - Laundry – this measure will require an immediate shift of laundry services, as the laundry is in the direct path of the fence as it is designed now.
- Utilize gymnasium (or unsecure) space  
Five facilities could be utilized in this proposal: Oklahoma State Reformatory, James Crabtree Correctional Center, Joseph Harp Correctional Center, Dick Conner Correctional Center and Lexington Assessment and Reception Center. Again, challenges due to renovation, staffing and initial start-up costs could outweigh the benefits of gaining bed space. Unless gymnasium space is used long-term, it could be more cost effective to secure additional private prison beds.
  - Renovation – this measure would require consultation with and most likely approval from the State Fire Marshal. Remodeling would be a requirement in order to build in the number of toilets, sinks and showers to accommodate this “unit.” This space would no longer be available for programs as it is currently intended. It is anticipated, based on previous expansion, that the Fire Marshal would require the unit to be sprinkled for fire protection. The capacity of the unit would be determined by the Fire Marshal.

- Staffing – adding beds to gyms creates another housing unit that must be staffed. Facilities are continually challenged to hire officers and currently do not have the number of staff required to manage the offender population as outlined in the Master Roster.
  - Start-up costs – utilizing gymnasium space would require purchase of additional bunks, mattresses, lockers, etc.
  - Unit security – any time unsecure bed space is utilized, the safety and security of the staff, offenders and facility is put at increased risk.
- Court oversight/intervention  
The agency will run this risk due to occupying unconventional space and non-secure beds if it is not short-term.
    - The expansion of public beds may afford the agency an opportunity cover bed growth through FY 2016 by managing county invokes, backup in county jails and county jail contracts, and may offer some protection from the county jail per diem lawsuit.

Chair Gross queried how many beds would be gained if the decision was made to utilize gymnasiums. Interim Director Evans stated it is estimated to be approximately 100 offenders per gymnasium. Interim Director Evans stated some of the gymnasiums present different challenges. At James Crabtree Correctional Center, the original design is more like a true college gymnasium with all of the restrooms and showers, including plumbing and piping, being located under the bleachers. This would allow for fairly easy renovation. However, some of the gymnasiums were built only for recreation and have minimal toilet facilities and no space to accommodate adding more. To convert these gymnasiums, floor space for beds would either be smaller to allow for the addition of showers and restrooms or you would have to add additional restroom facilities outside the gymnasium.

Mr. Haynes queried about the security level of the offenders if the gymnasiums were utilized. Interim Director Evans stated the security level would be dictated by the bed needs, which is medium security. Mr. Haynes then queried if the gymnasium-housing would be appropriate for medium security offenders. Interim Director Evans responded he could not recommend this option as all of the studies indicate open-bay type housing shows an inability to control and manage offenders which is a security risk for staff. Mr. Haynes queried if this option would be more acceptable for minimum security and Interim Director Evans affirmed it was better suited for a minimum-security population. Interim Director Evans stated James Crabtree Correctional Center is already open-bay housing with the exception of one unit which has cells but no locking doors. Mr. Haynes queried if this option was pursued would the full value of the beds be reached if there are not enough minimum-security offenders to fill them. Interim Director Evans affirmed the value would not be felt due to the costs needed to renovate the gymnasiums to housing units as well as the continuous costs to house offenders in that type of environment. Dr. Pitman stated a number of those renovations would also have to occur before any offenders could be housed in renovated gymnasiums. Housing units are also required to have a certain number of showers and toilets per a certain number of offenders and most gymnasiums would not meet this requirement. Interim Director Evans stated this option is not an immediate solution to the housing problem since much renovation would be needed before offenders could be moved into the gymnasiums.

Mr. Haynes queried if minimum-security offenders could be moved into the gymnasiums and the empty minimum security units be upgraded to house medium-security offenders. Interim Director Evans stated it would be almost the same situation. Most minimum security units are open-bay housing and the same type of renovations would be needed to make them more secure, including adding fencing around the perimeter of the minimum security facility. Interim Director Evans stated he believed it would be cheaper to contract, lease or build a new facility than to renovate a minimum-security unit or gymnasium. In addition, it will be 18-24 months before the agency could move offenders into these unsecure areas due to the required renovations. Chair Gross affirmed the majority of bed needs are for medium-security. Mr. Haynes then referred back to the option of repopulating F Cell House at OSP stating he recalled the reasons for shutting down the cell block was due to safety concerns because of the deterioration of the building. Interim Director Evans stated it was one of the reasons but the main motive was the inability to staff it. He stated it was also unsafe to operate in F Cell House with high-security offenders housed there. When walking down the runway in F Cell House, maximum-security offenders could reach out and grab a staff member making it an extremely unsafe situation.

Mr. Haynes queried if medium-security offenders could be housed in the closed cell block at OSP. Interim Director Evans stated it is an option and has been discussed by staff. He stated it would be his preference to house medium-security offenders in F Cell House if they needed to reopen the unit but they would need to be low-risk medium

security offenders. There would be less risk to staff working with low-risk offenders and not as many staff would be needed to work on the unit. Chair Gross requested clarification regarding the movement of maximum security offenders to private prisons. Interim Director Evans stated those offenders previously housed on F Cell House had been moved to private prisons. Mr. Haynes asked if the age of the unit had been a motivating factor in closing it down. Interim Director Evans stated there was some compromise to the structural integrity but an engineer has not looked at the unit to determine how much damage there is to the building. Interim Director Evans referenced an earthquake which occurred several years ago which caused sizeable cracks in the walls of building.

## **Option 2: Expansion of Contract Bed Space**

### Financial Impact

- The cost of adding additional space would require additional negotiation from the vendors. Non-contracted space currently available in Oklahoma as indicated below:
  - 4,160 beds at private prisons
  - 142 beds at county jails
  - 526 beds at halfway houses. (386 beds are currently under contract but not filled / 140 beds not under contract)
- The cost of additional contract beds is expected to range from \$32 to \$61 per day per offender based on the type of facility and security level. Acquiring additional contract beds will require the support and additional funding from the legislature.

### Challenges

- Some of the vendors are currently pursuing contracts with other customers, making long-term availability questionable
- It may take as long as sixty (60) days, once negotiations start, to actually move offenders into the new contract beds. Depending on the contract, there may be limited options with the number of beds initially under contract and the rate at which they are filled.

Chair Gross queried why there are 386 beds at halfway houses under contract but not filled. Dr. Pitman stated the present criteria prohibit many offenders from being moved to halfway houses. Staff is reviewing the criteria to determine the risks to public safety if the policies were changed to allow more offenders to be moved to halfway houses. There are several options in regards to criteria under consideration. Dr. Pitman stated this is not a decision to be made hastily or one which should be made without reviewing data to determine the impact the changes would make. Interim Director Evans stated there are some considerations to be given to present practices which could impact the number of offenders at halfway houses. Staff will closely look at the classification processes to determine how they influence the numbers.

## **Option 3: Purchase or Lease a Private Prison**

### Purchase a Private Prison

- In accordance with 57 O.S. 561.1, the state has the option at the beginning of each fiscal year to purchase or lease any private prison as outlined in the contract. The process specifies after 120-day notice is given by the state, both parties hire a professional licensed Market Appraisal Institute appraiser who will then select a third licensed appraiser to determine the fair market value or decline the right to purchase due to price or the unavailability of funds. Once the fair market value is determined, then ODOC can decline the right to purchase due to price or unavailability of funds. It is estimated, considering current construction costs, to cost approximately \$130 million to purchase a private prison. This averages out to \$65,000 per bed at a prison in Oklahoma. Due to the age and condition of Diamondback Correctional Facility and Great Plains Correctional Facility, there is an estimated 20% depreciation of the value of these prisons. Based on these rough estimates, each would be worth approximately \$104 million today.
  - Considering current construction costs, it is estimated that it would cost approximately \$65,000 per bed to build a prison in Oklahoma. If that is true, a 2,000-bed facility would cost \$130 million. Since

DbCF was built in 1998 and GPCF was built in 1997, they may have depreciated by 20%. Therefore, each could be worth approximately \$104 million today.

#### Leasing a Private Prison

- The leasing of a private prison rarely occurs, but it appears negotiations generally settle around a monthly price comparable to a mortgage payment on a 20-year note. For example, if a prison is worth \$104 million, it is estimated the monthly payments would be approximately \$779,969, which is approximately \$9.35 million per year figured at 5% interest.

Ms. Neal queried if the private prisons would be willing to sell their properties. Mr. Williams stated the vendors would not have a choice as state statute allows the state to give the vendors notice of intent to purchase or lease 120 days before the beginning of the fiscal year. Mr. Haynes asked for confirmation on if vendors were willing to sell and if they named a price, the state would not have to go through the process. Dr. Pitman and Mr. Williams affirmed his understanding. Mr. Haynes also noted if the prisons are sitting empty for any length of time, this could also affect the willingness to sell. Ms. Neal queried how long the prisons had been sitting empty, which has been since 2009 or 2010 according to Mr. Williams. Mr. Haynes stated it would be hard to staff an empty facility considering the agency is having difficulties staffing existing prisons and Mr. Evans stated it was something to consider. Mr. Williams stated another consideration was if the vendors believe they are on the verge of a contract, they might consider the prisons worth more money and that factor was not built in to the estimated costs noted in the meeting.

Mr. Haynes stated it was a fluid situation in California with the fluctuation of moving versus not moving offenders to other states to be housed in private prisons. Interim Director Evans stated with California, they may not be able to move offenders into Oklahoma as quickly as they had hoped. Interim Director Evans stated they had initially thought the moves would begin within 30-60 days, but it is now looking as if it could six (6) months to a year before this occurs.

Mr. Gross queried about speeding up offender releases while taking into consideration the security risks. Interim Director Evans stated staff discussed this option, however, case managers are routinely requested to audit their caseloads for those offenders who may be a good candidate to be overridden to lower security to move through the system quicker. Interim Director Evans stated there are many candidates found during routine reviews who may be eligible for a lower security bed even though they may not have been eligible as little as thirty days before the review.

Mr. Roach queried about reviewing the classification policies to determine if changes could be made to allow more offenders to be eligible for lower security. Dr. Pitman stated there are some statutory policies, which cannot be changed, and others are department policy. Dr. Pitman stated there are several security points captured within the Offender Management System (OMS) data sets to assist staff with determining security levels for offenders. However, there are others which are not, such as domestic violence which limits where some offenders can be housed. Dr. Pitman stated there are also restrictions on some misdemeanor convictions which would not allow certain offenders at lower security. Another consideration which is not captured in OMS is the offender's medical needs and whether they should be at a facility with a full-time infirmary or one with a pharmacy.

Chair Gross referenced a chart provided by Dr. Pitman which showed a drop in the number of offenders released each year since FY 2009. Dr. Pitman stated the agency has an aging population and there are more offenders sentenced with 85% crimes, meaning offenders are staying in the system longer than ever before. Dr. Pitman stated when you add this many people to a system and you pack this many facilities so tight, better offender behavior should not be expected. Lower staffing is also not going to create better behaved offenders either so the increasing number of misconducts is an outgrowth of lower staffing and increased crowding. Dr. Pitman stated when you start discussing moving offenders into unsecure space, such as gymnasiums or day rooms, you are exacerbating those issues.

Mr. Haynes asked for clarification on the phrase "releasing the offenders" to mean releasing from one security level to a lower security level. Interim Director Evans and Dr. Pitman affirmed his understanding stating the offenders would be moved down in security levels before being completely released to their communities. However, Dr. Pitman noted there are also offenders moving up in security due to behavior issues and security risks, which prohibit people at higher levels from moving down due to the limited number of beds available. Chair Gross stated looking at the last three years of receptions on the chart provided indicates the number of receptions has remained consistently high, but the number of releases gets lower each year. Chair Gross noted there was also a significant

drop in the number of releases between FY 2012 (6,964 offenders) and FY 2013 (6,557 offenders). He stated FY 2009 through FY 2012 showed no significant changes, but the drastic drop in FY 2013 was concerning.

Chair Gross queried if there was something that affects the numbers released which could be controlled. Dr. Pitman stated the things that affect release dates are increasing or decreasing the number of credits given to offenders. Dr. Pitman stated awarding credits was already expanded quite considerably over the last few years but unfortunately this only delayed instead of eliminating the problem the agency is experiencing now. There have also been several programs which offered ten (10) to twenty (20) achievement credits in an effort to increase the number of releases. Interim Director Evans queried if Dr. Pitman could research how the number of misconducts issued during the same time frame could have affected the number of releases. Dr. Pitman stated she would have staff evaluate the data on the number of misconducts issued which removed earned credits.

Mr. Haynes queried if all the credits given to offenders were controlled by statute. Dr. Pitman stated there were some statutes which applied to credits, limiting some offenders from receiving them and also limiting the agency's control of the awarding of credits. Dr. Pitman stated in the past the agency has had more programs which when completed, awarded achievement credits to the offender. Mr. Haynes stated he was wondering if all of the credits had to be authorized by statutes. Dr. Pitman stated all earned credit amounts are controlled by statute and cannot be changed. There are also credits, such as program achievement credits, which can be awarded at the agency's discretion but the amount awarded is limited by statute. Mr. Haynes then asked if the number of credits removed, such as for misconducts, is an administrative policy. Interim Director Evans stated the removal of credits, how long they are removed, and the restoration of lost credits are controlled by agency policy. Mr. Haynes stated he understood the policies governing the removal of credits are part of maintaining the safety and control of the facilities. Interim Director Evans stated policy could be reviewed regarding the removal of credits to ensure the punishment fits the crime. He stated the agency would review these policies to determine if there are other administrative remedies to punish the offender for inappropriate behavior such as removal of televisions or canteen privileges.

Mr. Haynes stated he knew ODOC has experienced the overcrowding issue for many years and felt these issues had already been reviewed. He wondered if there was still potential to make changes administratively. Interim Director Evans stated the ranges or punishment are set within the policy and procedure and it is up to the administrative levels how the offenders are sanctioned. He stated the agency believes in being punitive to correct inappropriate behavior, but there may be other methods of punishment which can achieve the same results. Mr. Haynes stated he only commented on this topic as he would have thought it had been looked at over the years as a way to manage the population. Interim Director Evans acknowledged the agency has gone forwards and backwards on the issue over the years. There have been times when the agency tightened the restrictions and other times when they loosened the restrictions but he believes staff should really evaluate which way is the best to manage the system.

Chair Gross stated he understood the aging population and the 85% crimes but wondered if there was anything that could be done about the drop in releases. He stated a large change in a 24-month period is concerning, but he was not sure if it was something which could be controlled. Dr. Pitman stated the receptions are driven by the counties and not ODOC. Ms. Neal stated it does not seem to make a difference with the counties if ODOC is experiencing overcrowding issues. Dr. Pitman stated the agency can look at releases and determine if there is something which can be done differently but ODOC has no control over the receptions. Chair Gross stated the receptions were notably higher in FY 2010. Interim Director Evans noted the recent number of county invokes was higher than ever before.

Chair Gross opened the floor for discussion of the various options presented. Mr. Haynes stated as one of the newer Board members, he wondered about previous discussions with legislators to change some of the ways people are sentenced to prison. Ms. Neal stated the board has tried visiting with legislators during the session but they are not receptive to changing the laws. Mr. Haynes specified the state wants to have law and order but seems to be disconnected from wanting to pay for it and Mr. Roach agreed with his statement. Mr. Haynes queried if this was a topic worth discussing from the Board's standpoint since the legislators were not willing to consider the options. He clarified he did not mean reducing all maximum sentences by 20% but looking at different options. He stated he works in criminal justice and has a better view of some of the different things than others on the Board. Mr. Haynes wondered if anyone had studied what could be changed statutorily to alleviate the overcrowding.

Mr. Haynes queried Mr. Roach if he believed there are people in the prison system who may have a number of days to serve on their sentences, but really do not need to be in prison. Interim Director Evans stated he thought there were quite a few people in the system whose crimes, behaviors, adjustments, and life changes would suggest they would be

law-abiding productive citizens if released early. Mr. Haynes queried if those people Interim Director Evans was referencing were placed in halfway houses or at the community corrections level. Interim Director Evans stated some offenders were moved to community security but certain restrictions prevent others from being placed there, such as their type of offense. Mr. Williams stated having long-term offenders at the bottom of the security structure tends to clog up the release valve. The agency needs offenders who are closer to releasing into society in the community security beds for reentry preparation.

Ms. Owen queried if anyone had discussed with Mr. Haynes the recent Justice Reinvestment Initiative. Mr. Haynes stated the initiative began after he left office as district attorney but before he joined the Board; however, he was aware of the initiative. Ms. Neal noted former Representative Kris Steele worked very hard in attempting to make a dent in the flow of offenders being received into the system. Ms. Owen noted Mr. Haynes was inquiring about issues former Representative Steele was trying to address with the initiative. Mr. Ware stated former Senator Gerald Wright, who was also a former Board member, had a presentation about the sentencing changes. Dr. Pitman noted Ms. Neville Massie may still have the presentation and they could have it sent to Mr. Haynes for review. Ms. Neal requested the new members receive copies of the documents to familiarize themselves with the various issues surrounding the overcrowding and what options had been proposed. Mr. Haynes stated breaking the initiative into smaller portions might be more beneficial but Ms. Neal noted the steps outlined in the initiative were initially small. Mr. Haynes noted it felt like they were not solving the problem, just managing it.

Mr. Roach expressed his curiosity of those offenders who could be considered for early release due to age or medical concerns. Offenders in institutions are taking care of those offenders who cannot care for themselves. Mr. Haynes queried if the reason someone had incarcerated them, though, is because they were dangerous. Mr. Roach stated some of the offenders who are wheelchair-bound may no longer need to be locked away because of their conditions. Mr. Haynes queried if offenders with serious medical conditions could be released through medical paroles. Interim Director Evans stated current policy allows offenders with short life expectancies to be recommended for medical paroles. Dr. Pitman affirmed only those who are considered terminal patients are submitted to the Pardon and Parole Board for consideration. Mr. Roach stated if you looked at the number of medical paroles recommended, however, the release rate has not been very high. Mr. Haynes wondered if statute or policy could be changed for those offenders diagnosed with a certain type of ailment to be awarded credits in an effort to reduce their days served. Interim Director Evans stated he met with the acting executive director for the Pardon and Parole Board (PPB), and they would like to see more medical parole recommendations and more approvals of medical paroles. Interim Director Evans stated the executive director for PPB indicated the medical parole recommendations did not necessarily have to be those offenders with terminal or short-term life expectancies.

Interim Director Evans stated the three proposals presented this date are a combination of things the agency can seek approval for from the legislature as they will affect the budget needs. Interim Director Evans noted the agency has zero beds available and there are more offenders being sentenced every day waiting to be sent to ODOC. He stated he believes with the projected growth by the end of the fiscal year, ODOC will need an additional 200 medium and minimum security beds by the end of February or March 2014. Dr. Pitman stated 200 beds are anticipated to be needed by February 2014. Of those offenders coming into the system, approximately 35% would be classified as medium security and the remaining 65% would be minimum security. There are a few who will be eligible for community security and some who would need maximum security. Of the available current possibilities, there are sixty (60) county jail beds which are ready for new contracts. There are only fifteen (15) additional private prison beds at Cimarron Correctional Facility but there are no other available beds in the other private prisons currently housing ODOC offenders.

Dr. Pitman stated staff will begin reviewing policy and procedure for administrative remedies, such as the following:

- Review classification and custody assessments of current offenders. Dr. Pitman there may be offenders currently in the system that could be candidates for lower security but have other criteria which makes them ineligible.
- Consider changing the minimum number of days remaining for halfway house eligibility. Dr. Pitman stated her concern with this option is the percentage of offenders who return to higher security which creates more pressure on facilities.
- Consider eliminating the thirty (30) day requirement of community corrections placement before transfer to a halfway house.
- Medical paroles, as previously discussed, are being reviewed so more offenders could be submitted to the Pardon and Parole Board for consideration. Mr. Ware queried if policy had recently been changed to state the

offenders have to request medical paroles. Ms. Owen clarified the offenders have to request a commutation of their sentence, but ODOC can request parole considerations. Ms. Neal queried if those offenders medically paroled are required to have a family to return to upon release. Interim Director Evans stated they are required to have a home offer, but it does not necessarily have to be a family member's home. Mr. Haynes queried if the offenders were able to parole to a nursing home and Interim Director Evans stated this was an option if the offender had funding to afford nursing home care.

- Review the criteria for halfway houses to determine if some of them could be loosened to allow more offenders to be placed in those facilities. Ms. Neal queried about the recidivism rate from halfway houses and Dr. Pitman stated the data shows a high rate of return to higher security. In FY 2013, for example, there were 1,952 males placed at halfway houses and of those, 29.4% returned to higher security. Dr. Pitman further elaborated stating for every three (3) male offenders placed at halfway houses one (1) was returned to higher security. Dr. Pitman stated they are being somewhat cautious on loosening the criteria because of this data but are continuing to explore this option.

Interim Director Evans stated there are some administrative decisions ODOC staff can make for short term needs and will keep the population moving. For long-term needs, the Board has received information on various options and at one of the future meetings, will decide which direction the agency should move to accommodate the housing needs. Interim Director Evans stated building a new facility, adding additional space at current facilities or contracting with private prisons will greatly impact the budget. In each of these options, though, there are staffing considerations and the ability to staff a facility has been impacted all over the system.

Mr. Haynes stated the problems with staffing are very concerning but wondered if staffing shortages have saved money for the agency. He queried if payroll cost increases would affect the budget and thought it lessened, in some ways, the dollars and cents impact with not filling positions. Interim Director Evans stated those dollars and cents have been used to pay for contract beds which otherwise could not have been funded. Interim Director Evans stated if there are more people on the job, trained to take care of situations which arise during the course of duty, the agency is much better and facilities are run more efficiently and safely. Interim Director Evans stated lower staffing levels result in more injuries on the job, more mandatory overtime and more missed work days. Safety and security for the public, the staff, and offenders is the number one priority of the agency. Interim Director Evans stated he felt the agency loses money when the safety and security at a facility is compromised by lower staffing levels.

Ms. Neal stated she had wondered why the budget request previously approved by the Board did not include a significant amount to help with the staffing situation. Ms. Neal stated it seemed the Board was only asking for what would be approved rather than what the agency actually needs to run efficiently. She noted she has heard comments from staff at the facilities about the working conditions and the morale is low. She stated the budget request must address funding for the staffing needs even if approval is not expected. Mr. Ware stated the Board should put the responsibility where it belongs and allow the budget request to be denied by the legislature. Mr. Haynes queried about the ability to change the budget request which was previously approved by the Board. Mr. Sawyer stated the budget could be modified or changed at any time. Mr. Haynes then asked if it could be added to the agenda for the meeting on the following day for discussion. Mr. Sawyer reminded the Board it requires approval to be submitted as a budget request. He recommended the budget request be approved during the meeting scheduled for December 5, 2013 or at the meeting in January 2014.

Interim Director Evans stated the budget request previously approved by the Board was to show the financial needs for the prison bed growth. He stated the original budget request was for more staffing and did not address staff pay adjustments. With lack of applicants at the facilities, it would not be beneficial to increase the budget for staffing. However, requesting a pay increase for those already employed is a better strategy. Mr. Haynes queried if all state agencies were having hiring difficulties or was it only in corrections. Chair Gross referenced the recent pay study conducted at the request of the governor and queried about the results. Mr. Sawyer stated the study indicated all state employees are currently under market value on pay rates but the benefits offered are above market value. It also implied the younger generation is more interested in a higher salary and lower benefits while the older generation is interested in the opposite. Interim Director Evans stated the new budget request will include pay increases for correctional officers and other staff.

Ms. Neal referred back to the overcrowding issue, querying if expanding at the female facilities is under consideration. Dr. Pitman responded the approach taken was to address the largest, most costly issue which was to find more bed space for male offenders. Dr. Eddie Warrior Correctional Center recently increased their capacity by 158 for female offenders and they have not been completely filled at this point. Ms. Neal then queried about purchasing or leasing a

facility being more cost effective than putting up another unit. She wondered if adding a pod at one of the facilities would be more efficient than purchasing or leasing a complete facility. Dr. Pitman stated building a 300-bed minimum security facility is approximately \$1.371 million. For a 200-bed facility, it is approximately \$1.5 million so it is more cost effective to build the larger housing unit. Ms. Neal stated she does not believe purchasing or leasing a facility for \$130 million is an attainable goal. She stated she would rather request \$5-7 million to build an addition at an existing facility. Dr. Pitman stated it would be possible to request that, however it is only for 300 beds. The agency needs at least 500 beds before the end of the year and the population is expected to continue to grow. In addition, building a unit from the ground up will take approximately 18-24 months and it is not an immediate solution. Dr. Pitman reminded the Board the solutions discussed this date were to address the immediate needs of the agency.

Chair Gross requested more information on the halfway house placement recommendations. Dr. Pitman stated staff are reviewing the criteria for halfway house placement to determine if there can be more offenders moved down through security and still be good risks for the community. Current policy dictates offenders will be housed at each security level for a number of days before moving to the next lower security level. One recommendation is to decrease the number of days an offender has to spend at each security level, thereby moving quicker through the system. Dr. Pitman stated they would also review eligibility criteria for community corrections because if the offenders cannot transfer down to community corrections it prevents them from also moving to a halfway house. Dr. Pitman noted they should keep in mind the number of offenders who have to return to either community corrections or minimum security from halfway houses. It creates a bottleneck when there are offenders moving down for lower security and others moving up for higher security due to misconducts. Interim Director Evans stated they would work with community corrections staff to address and determine if there is a solution for the halfway house failures. Mr. Haynes queried if staff could also review and determine how the number of releases were affected by 85% crimes or Life Without Parole sentences and Interim Director Evans affirmed his request.

Chair Gross if the F Cell House option was a viable possibility. Mr. Williams stated the condition and age of the housing unit is not safe. Interim Director Evans stated the unit has been shut down for some time and it is unknown what will happen when power and utilities are restored to it. Interim Director Evans expressed he would not consider it a first option due to the safety concerns and the conditions of the unused plumbing.

Interim Director Evans stated the Board would have a few weeks to consider all the various options. Dr. Pitman advised she could provide any additional information needed regarding the various options. Chair Gross reminded the Board there is an agenda item for the next meeting if they would like to take action, but cautioned them to take their time.

**3. Adjournment**

**Kevin Gross, Chair**

Chair Gross noted the informality of the meeting lent itself to an open and frank discussion. He expressed his willingness to have this type of dialogue in the future before a main meeting. Ms. Neal queried if Chair Gross had intentions of meeting with legislators at the State Capitol. Mr. Ware stated he would contact Ms. Massie to arrange some dates and times for the Board to visit the legislators. There being no further business to come before the meeting, Chair Gross requested a motion to adjourn the meeting.

**Motion:** Ms. Neal made a motion to adjourn the meeting and Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – absent; Mr. Gross – yes; Mr. Haynes – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes.

The meeting adjournment was approved by majority vote and the meeting ended at 8:53 p.m. The next Board meeting is scheduled for 1:00 p.m. on Friday, November 22, 2013, at the Oklahoma State Reformatory in Granite, Oklahoma.

Submitted to the Board of Corrections by:

\_\_\_\_\_  
Kimberley Owen, Minutes Clerk

\_\_\_\_\_  
Date

I hereby certify that these minutes were duly approved by the Board on the ninth day of January, 2014, in which a quorum was present and voting.

Approved by:

\_\_\_\_\_  
B. Steve Burrage, Secretary of the Board

\_\_\_\_\_  
Date

**OKLAHOMA BOARD OF CORRECTIONS  
REGULAR MEETING**

Oklahoma State Reformatory  
1700 East First Street  
Granite, Oklahoma  
November 22, 2013

**1. Opening and Roll Call**

**Kevin Gross, Chair**

Chair Gross called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 10:09 a.m. at the Oklahoma State Reformatory (OSR) on Friday, November 22, 2013. Chair Gross asked the clerk to call the roll:

Steve Burrage, Secretary	Present	Linda Neal, Member	Present
Kevin Gross, Chair	Present	Michael Roach, Member	Present
Gene Haynes, Member	Present	Earnest Ware, Member	Present

Calling of the roll reflected a quorum was present.

**2. Welcome/Remarks**

**Tracy McCollum, Warden  
Oklahoma State Reformatory**

Warden McCollum greeted the Board and welcomed attendees to the facility. He stated Oklahoma State Reformatory was authorized in 1909 but was not completed until 1914 and was built utilizing prisoner labor. The facility is comprised of approximately 1,700 acres and the land is utilized by Agri-Services to raise wheat and cattle. Unique to the facility is the Lakeside High School which was built inside the walls in 1921, making it the first accredited high school in the United States to be behind prison walls. It was also the first integrated school within Oklahoma when it opened. In 1927, correctional history was made with the appointment of Clara Waters as Warden. She was the first female warden over an all-male facility in the history of the United States.

The facility's current count is 803 medium security and 200 minimum security offenders. The facility is authorized and budgeted for 176 staff members and there are currently 140 positions filled. Types of services provided by the offenders include food service, building orderlies, yard maintenance, building maintenance, vehicle maintenance and repair, warehouse, laundry, education tutors and barbers. Programs consist of Marriage Preparation, Victim Impact, Life Skills, Thinking For a Change, GED, college courses to obtain an associate's degree, Genesis One, Walk the Line, ABE, Alcoholics Anonymous, Anger Management, CareerTech, Celebrate Recovery, Literacy, New Life Behavior, and the Faith and Character Program. The facility also houses Oklahoma Correctional Industries garment factory which produces offender clothing used within the ODOC. In addition to offender clothing, the factory also produces duffle bags used for transfer of offender property, bed linens, and towels. The factory currently employs fifty-six (56) offenders.

Warden McCollum stated the Oklahoma Agri-Services is a multi-faceted operation. Offenders are utilized on a cowboy crew to work and maintain cattle and horses. They also plant and maintain the hay production and grind feed for the livestock. Utility crews perform general farm repair, mend fences, haul hay, maintain weed control in the fenced areas, and general repair of all ODOC farm vehicles.

Major construction projects have included replacing the roofs on the minimum security unit kitchen, the canteen, one unit, and the chapel. The facility's budget for FY 2013 was \$2.15 million and the budget for FY 2014 is \$2.15 million.

**3. Old Business**

**Kevin Gross, Chair**

There was no old business brought before the Board.

**4. Approval of October 25, 2013, Board Meeting Minutes**

**Kevin Gross, Chair**

The minutes for the BOC Meeting held on October 25, 2013, were provided to the Board for review prior to the meeting this date. Chair Gross queried if there were any comments or questions about the minutes as presented. Receiving none, he requested a motion to approve the minutes as provided by the clerk.

**Motion:** Mr. Burrage made a motion to approve the meeting minutes and Mr. Haynes seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – abstain.

The meeting minutes were approved by majority vote.

## 5. Interim Director's Comments

**Edward L. Evans, Interim Director**

Interim Director Evans provided the following comments:

- On November 8, 2013, Interim Director Evans attended the dedication of the chapels at Dick Conner Correctional Center. Both chapels, provided by World Mission Builders and the Chapel Coalition, provide sanctuaries for religious services and much-needed program space.
- On November 13, 2013, Interim Director Evans spoke to deputy wardens and chiefs of security at their quarterly meeting. Discussion pertained to the budget, current events, security measures and an update on the Director's hiring process.
- Interim Director Evans met with members of the Governor's office on November 15, 2013, to discuss the Council on Law Enforcement Education and Training commissioning and certification.
- Interim Director Evans toured the Northeast Oklahoma Correctional Center on November 18, 2013, and met with facility staff to provide updates on the budget, current events, and an update on the hiring process for the Director.
- The Oklahoma State University College of Veterinary Medicine received a grant to study a new process for stunning slaughter cattle. Agri-Services Administrator Brad Bailey was successful in having the test conducted at Jackie Brannon Correctional Center meat plant and for ODOC to utilize the meat instead of discarding it.
- Several staff was promoted to upper management positions in the past few months: Tommy Sharp promoted to deputy warden at Mack Alford Correctional Center on October 1, 2013; Jenny Dillon appointed to deputy warden at Lexington Assessment and Reception Center on November 1, 2013; Debra Aldridge appointed to deputy warden at Howard McLeod Correctional Center; and Tom Nelson promoted to assistant district supervisor for Tulsa County Community Corrections on November 18, 2013.

No further comments were made.

## 6. Program Update

- Faith and Character Program

**Ron Roskam, Coordinator  
Faith and Character Program  
Oklahoma State Reformatory**

Mr. Roskam stated the Faith and Character program began in 2006 when ODOC was researching implementation of a faith-based housing unit. ODOC staff observed Texas, Kansas and Florida corrections systems which had implemented Faith and Character Programs. In those states, staff had noted a reduction in violence and serious incidents as well as a reduction in mental health issues as the offenders in the programs learned to deal with their issues and with each other. Based on their research, ODOC staff implemented a Faith and Character pilot program at Mabel Bassett Correctional Center, and later at OSR as well as Dick Conner Correctional Center. The programs in Oklahoma had the same results as those seen in Texas, Kansas, and Florida.

The main objective of the Faith and Character Program is to effectively manage behavior of long-term offenders by providing opportunities for behavior change through faith and secular programming. The same materials are utilized for both sides of the program but they are applied in different ways. The second objective was to impact the environment of the entire prison facility by promoting positive offender behavior when they return to the general population. Within the program, the offenders learn how to live with each other using pro-social skills learned through the character-building steps.

There have been five cycles since implementation of the program with 353 offenders participating in the faith program and 355 participating in the character program. Of those 708 participants, 356 offenders have successfully graduated from the program and moved back into general population housing. Mr. Roskam noted the program is strictly voluntary participation and if the offender decides the program is not a good fit, they are allowed to leave the program with no penalty. Due to the length of the program, the offenders who volunteer to participate must have at least 365 days remaining to serve or 12-15 months.

Ms. Neal queried if there had been a difference in the population at OSR since the mission change and moving older offenders to the facility. Mr. Roskam stated he had only been working at the facility for two months, but reviewing the history of the facility there was a vast improvement in the number of misconducts issued on the various units once the offenders complete the program. There were no other comments or questions from the Board.

**7. Budget Update**

**Greg Sawyer, Chief  
Business Operations**

Mr. Sawyer stated the FY 2014 Budget Activity Report was provided to the Board in their packets. Mr. Sawyer provided the following financial summary as of October 31, 2013:

FY2014 Budget Work Program		
Appropriated		\$463,731,068
200 Fund		\$18,757,331
205 Fund		\$2,957,068
Total – BWP		<u>\$485,445,467*</u>
<i>*Excludes Prison Industries and Community Sentencing and Federal Funds</i>		
Y-T-D Expenditures		\$(141,455,412)
Appropriated	\$(140,186,186)	
200 Fund FY 14	\$(932,403)	
205 Fund FY 14	\$(336,823)	
Encumbrances		\$(144,166,711)
Committed		\$(1,309,289)
Remaining Payroll		\$(167,148,287)
<b>Available Balance</b>		<b>\$31,365,768</b>

Mr. Sawyer noted there are several activities throughout the year which are non-cumbered and the balance is expected to continue to decrease as the year progresses.

Appropriated Operating Funds		
Budgeted		\$463,731,068
Expenditures Y-T-D		\$(140,186,186)
Encumbrance Y-T-D		\$(135,721,731)
Total Committed Y-T-D		<u>\$(1,088,881)</u>
Available Balance		\$186,734,270
Less:		
Payroll		\$(167,148,287)
<b>Available Balance</b>		<b>\$19,585,983</b>

200 Revolving Fund		
Beginning Cash Balance 7/1/2013		\$8,847,121
Revenue Received Y-T-D		\$5,414,412
Expenditures Y-T-D		\$(13,984,768)
Adjustments Y-T-D		\$(500)
Ending Balance		<u>\$276,265</u>

205 Revolving Fund		
Beginning Cash Balance 7/1/2013		\$1,100,947
Revenue Received Y-T-D		\$3,109,790
Expenditures Y-T-D		\$(3,523,676)
Adjustments Y-T-D		\$0.00
Ending Balance		<u>\$687,061</u>

280 Revolving Fund	
Beginning Cash Balance 7/1/2013	\$4,307,972
Revenue Received Y-T-D	\$7,912,766
Expenditures Y-T-D	\$(7,805,260)
Adjustments Y-T-D	<u>\$(4,751)</u>
Ending Balance	\$4,410,727

Mr. Sawyer reminded the Board the agency has not received legislative authorization to utilize the 280 Funds. Mr. Burrage thanked Mr. Sawyer for his report and noted this was Mr. Sawyer's last day with the agency. Mr. Burrage stated he had known Mr. Sawyer for many years including when he worked with the House staff. Mr. Burrage stated he thought Mr. Sawyer had done a great job and expressed his appreciation for his work with the agency. No further questions or comments were made by the Board.

**8. Population Update**

**Laura Pitman, Ph.D., Deputy Director  
Institutions, Division I**

- Alternatives for Addressing Population Growth
- Budget Impacts

Dr. Pitman provided the following population update as of October 31, 2013:

Total System Offender Population = 26,880	EMP = 16
DOC Facilities = 18,040	PPCS = 1
Private Prisons = 5,797	Probation Supervision = 21,085
County Jails with Contracts = 585	Parole Supervision Offenders = 3,156
Halfway Houses = 1,160	Total System Population = 51,021
Out Count (jails, hospitals, etc.) = 688	County Jail Backup = 1,634
GPS = 593	

No further questions or comments were made.

**12. Approval of Agency Plan for Addressing Population Growth**

**Kevin Gross, Chair**

Chair Gross noted the Board had met on November 21, 2013, to specifically discuss alternatives to address the offender population growth. He stated staff presented viable options and questions arose which staff would answer in the near future. Chair Gross noted the Board would not vote on a plan until the questions raised during the previous day's meeting were answered.

**14. Committee Reports**

**Committee Chairs**

Chair Gross asked the committee chairs for their reports.

- **Budget Committee**  
Mr. Burrage stated the Board members received all the financial information prior to the meeting. He stated they had also received the financial statements on the private enterprise funds as well. He noted there was an article in the Daily Oklahoman regarding the agency's funding needs and the underutilization of halfway houses. He stated he was encouraged by the legislative recognition of ODOC's need for funding.
- **Female Offender Committee**  
Ms. Neal stated there was no report from the committee.
- **Public Policy/Public Affairs Committee**  
Mr. Ware stated there was nothing to report from the committee.
- **Population/Private Prisons Committee**  
Ms. Neal stated there was nothing to report from the committee.
- **Executive Committee**  
Chair Gross stated the committee met via telephone on November 6, 2013, to discuss the agenda for the meeting.
- **Ad Hoc – Director Search Committee**  
Chair Gross stated Mr. Siegfried has resigned from the Board because of his work commitments and the Governor's Office is in the process of selecting an appointee to replace him. Chair Gross has assumed the chair

position of the Director Search Committee with Mr. Siegfried's departure. He stated he would provide his report to the Board in Executive Session.

**15. New Business** **Kevin Gross, Chair**  
No new business was brought before the Board.

**16. Announcements** **Kevin Gross, Chair**  
No announcements were made.

**17. Approval to Adjourn for Executive Session** **Mike Oakley, General Counsel**  
· Applicants under consideration for the Director of Corrections  
Mr. Oakley advised the Board of the need to adjourn to Executive Session for discussion of the applicants who are under consideration for Director of Corrections.

**Motion:** Mr. Ware made a motion to adjourn to executive session and Mr. Roach seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes.  
The adjournment was approved by majority vote and the Board adjourned at 10:33 a.m. to Executive Session.

**18. Approval to Return from Executive Session** **Mike Oakley, General Counsel**  
At 11:15 a.m., the Board returned from Executive Session. Mr. Oakley advised the Board of the approval needed to return from Executive Session.

**Motion:** Mr. Ware made a motion to return from Executive Session and Ms. Neal seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes.  
The return was approved by majority vote and the Board resumed the meeting at 11:15 a.m.

**18. Approval of Further Action by the Director Search Committee** **Kevin Gross, Chair**  
There was not a voting item discussed during the Executive Session so no further action was required after the return.

**19. Adjournment** **Kevin Gross, Chair**  
There being no further business to come before the meeting, Chair Gross requested a motion to adjourn the meeting.

**Motion:** Mr. Burrage made a motion to adjourn the meeting and Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Ms. Neal – yes; Mr. Roach – yes; Mr. Ware – yes.

The meeting adjournment was approved by majority vote and the meeting ended at 11:17 a.m. The next Board meeting is scheduled for 1:00 p.m. on Thursday, January 9, 2014, at the Oklahoma Department of Corrections in Oklahoma City, Oklahoma.

Submitted to the Board of Corrections by:

\_\_\_\_\_  
Kimberley Owen, Minutes Clerk

\_\_\_\_\_  
Date

I hereby certify that these minutes were duly approved by the Board on the ninth day of January, 2014, in which a quorum was present and voting.

Approved by:

\_\_\_\_\_  
B. Steve Burrage, Secretary of the Board

\_\_\_\_\_  
Date



Approval of Board Policy

Section-01 Organization	P-010100	Page: 1	Effective Date: 01/14/2014
System of Manuals, Handbooks and Monitoring Procedures	ACA Standards: 2-CO-1A-05, 2-CO-1A-16, 2-CO-1A-17, 2-CO-1A-21, 4-4012, 4-4014, 4-4174, 4-ACRS-7B-07, 4-ACRS-7B-08, 4-APPFS-3D-05		
Kevin J. Gross, Chair Oklahoma Board of Corrections			

## **System of Manuals, Handbooks and Monitoring Procedures**

The Oklahoma Board of Corrections (BOC) maintains a system of coordinated manuals of policies, procedures, and administrative rules that govern the department, its programs, and facilities which is available to all employees and the public. (2-CO-1A-16, 4-4012, 4-4174, 4-ACRS-7B-07) Procedures are developed for the management of manuals, handbooks, administrative rules and forms used by the department.

In accordance with the Oklahoma Open Records Act, this information, except for confidential and security related information, is available to the public upon written request at a cost of 25 cents per page and from the Department of Corrections (DOC) website at [www.ok.gov/doc](http://www.ok.gov/doc). (2-CO-1A-16)

### I. Manuals and Handbooks

Procedures govern the process for creation, approval, annual review and issuance of policies, procedures, administrative rules, management manuals, handbooks and forms. (2-CO-1A-17, 4-4012, 4-ACRS-7B-08, 4-APPFS-3D-05)

#### A. Organization

A uniform system ensures that topics are grouped by management category or like topics and duplication is eliminated.

#### B. Forms

A process for the development, authorization, annual review, issuance, and control of department forms is established to ensure updates.

#### C. Compliance Monitoring

A system to monitor compliance with policies, procedures, administrative rules, and applicable statutes is outlined which ensures monitoring tools are available. (2-CO-1A-21)

### II. Responsibility for Adoption of Policies and Procedures (2-CO-1A-05)

Adoption of policies and procedures occurs in the following manner:

#### A. Board Policy

The Board of Corrections is responsible for the adoption of policy statements during regularly scheduled open meetings. Upon the approval

of the Board and the signature of the chairperson, the department ensures distribution and accessibility of policy. (4-4014, 4-ACRS-7B-08)

B. Department Policy and Procedure

The director is responsible for the adoption of operational policy and procedures. Upon approval and signature of the director, policy and procedures are made accessible through the agency internet website and distributed to manual holders (4-ACRS-7B-08). Guidelines for distribution and access of confidential and security related procedures shall be established. (4-4174)

III. References

51 O.S. § 24 A.5

57 O.S. § 504(b) (1)

57 O.S. § 507(b)

IV. Action

The director is responsible for compliance with this policy.

The director is responsible for annual review and revisions if needed.

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-010100 entitled "System of Manuals, Handbooks and Monitoring Procedures" dated January 19, 2012

Distribution: Policy and Operations Manual  
Department Website

Section-02 Information Management	P-020700	Page: 1	Effective Date: 01/14/2014
Information System	ACA Standards: 2-CO-1F-01, 2-CO-1F-02, 2-CO-1F-03, 2-CO-1F-06, 4-4100, 4-4101, 4-4106, 4-ACRS-7D-05, 4-APPFS-3D-30, 4-APPFS-3D-31		
Kevin J. Gross, Chair Oklahoma Board of Corrections			

## Oklahoma Department of Corrections Information System

It is the policy of the Oklahoma Board of Corrections that the Oklahoma Department of Corrections maintains standards for the operation of the automated information system. This policy ensures that uniform standards for all aspects of the system are implemented throughout the department.

### I. Implementation and Responsibility

The director shall ensure that an automated information system, utilizing agency goals and objectives as guidelines, is implemented and monitored. (2-CO-1F-02, 2-CO-1F-03, 4-4100, 4-ACRS-7D-05, 4-APPFS-3D-30)

### II. Format and Procedures

The format of all electronic files is standardized in accordance with a specific format and procedures are developed to ensure the timely generation of electronic reports.

#### A. Standards

Procedure standards for the information system shall include the following:

1. Collecting, recording, organizing, processing, storing, retrieving and reporting of all automated information; (2-CO-1F-01, 2-CO-1F-03, 4-ACRS-7D-05, 4-APPFS-3D-31)
2. Security of the information and data collection system will be maintained; to include the coding, entering all information into the automated system, verification of data, access to such data, and protection of the privacy of offenders and staff; (2-CO-IF-06, 4-4101)
3. Maintenance and utilization of computer hardware is established for the central Information Technology Unit and for other locations; and
4. Standardized equipment configurations and software systems are in place to ensure compatibility and connectivity to include the telecommunications network.

#### B. Training

All staff responsible for working with the information system will be provided sufficient instruction, instructional manuals and training to ensure successful execution of their duties and knowledge of related security requirements. (4-4101)

C. Evaluations

Annual evaluations of the information system will be conducted ensuring applications are operational, user needs are met, procedures are followed and defined goals and objectives of the systems are met. (2-CO-1F-02, 2-CO-IF-03, 4-4100, 4-4106, 4-ACRS-7D-05, 4-APPFS-3D-30)

III. Action

The director is responsible for compliance with this policy.

The director is responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-020700 entitled "Oklahoma Department of Corrections Information System" dated August 23, 2011

Distribution: Policy and Operations Manual  
Department Website

<b>Section-03 Facility Operations</b>	<b>P-030200</b>	<b>Page: 1</b>	<b>Effective Date: 01/14/2014</b>
<b>Offender Housing/Jobs/Programs</b>	<b>ACA Standards: 2-CO-3C-01, 4-4142, 4-4429, 4-4450, 4-ACRS-6B-01</b>		
<b>Kevin J. Gross, Chair</b> <b>Oklahoma Board of Corrections</b>			

## **Offender Housing, Job and Program Integration**

It is the policy of the Board of Corrections that the Oklahoma Department of Corrections establish guidelines utilized for the assignment of offenders in the general population are consistent with the mission of the department, meet the treatment and rehabilitative needs of offenders and ensure equal opportunity is available for all offenders committed to its custody and care. (2-CO-3C-01, 4-4142, 4-4429, 4-4450, 4-ACRS-6B-01)

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

#### **A. Housing Integration**

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

#### **B. Assignment to Housing or Living Areas**

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

#### **C. Identification and Reassignment Documentation**

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

### **II. Rational and Objective Criteria for Jobs and Programs Assignments**

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

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

III. Compliance Monitoring

The department's policies and procedures shall establish the process for monitoring compliance for offender housing, job and program integration.

IV. Action

The director is responsible for compliance with this policy.

The director is responsible for the annual review and revisions.

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

This policy statement is effective as indicated.

Replaced: Operations Memorandum No. P-030200 entitled "Offender Housing, Job and Program Integration" dated January 22, 2012

Distribution: Policy and Operations Manuals  
Department Website

Section-04 Security	P-040100	Page: 1	Effective Date: 01/14/2014
Security Standards	ACA Standards: 2-CO-1G-06, 2-CO-3A-01, 4-4117, 4-4174, 4-4175, 4-4178, 4-4179, 4-4183, 4-4184, 4-4185, 4-4187, 4-4188, 4-4189, 4-4195M, 4-4196M, 4-4199, 4-4200, 4-4201, 4-4207, 4-4212M, 4-4215M, 4-4249, 4-4455M, 4-ACRS-1C-17M, 4-ACRS-2A-04, 4-ACRS-2A-11, 4-ACRS-2C-01, 4-ACRS-2D-01M, 4-ACRS-2D-02M, 4-ACRS-2D-03M, 4-APPFS-3G-03		
Kevin J. Gross, Chair Oklahoma Board of Corrections			

## Security Standards for the Oklahoma Department of Corrections

### I. Policy

It is the policy of the Board of Corrections that the Oklahoma Department of Corrections provides security at all institutions, community corrections centers, work centers and probation and parole district offices. Security standards are established to protect the public, the employees and offenders. (2-CO-3A-01)

#### A. Security Standards

To provide for compliance monitoring of internal and external security, the department has developed plans to include the following: (4-4174, 4-4195M, 4-4196M, 4-4199, 4-4200, 4-4201, 4-4215M, 4-ACRS-1C-17M, 4-ACRS-2C-01, 4-ACRS-2D-01M, 4-ACRS-2D-02M, 4-ACRS-2D-03M)

1. Inventory and control of:
  - a. Keys and tools;
  - b. Hazardous substances;
  - c. Contraband and evidence;
  - d. Weapons, security devices and equipment;
  - e. Medical equipment and supplies, to include needles and syringes; and
  - f. Pharmaceutical drugs and medications.
2. Process for executions;
3. Transportation of offenders; (4-4189, 4-APPFS-3G-03)
4. Post orders, to include staff review and the recording of routine and unusual events in post logs; (4-4178, 4-4179, 4-4183, 4-ACRS-2A-09)

Section-04 Security	P-040100	Page: 2	Effective Date: 01/14/2014
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5. The identification of visitors, employees and offenders; (2-CO-1G-06, 4-4117)
6. Control of offender movement; (4-4187, 4-4188, 4-ACRS-2A-11)
7. The operation of segregated housing units; (4-4249)
8. Process for requesting and conducting investigations; and
  9. Provisions for facility staffing to ensure 24 hour continuous coverage. (4-4175, 4-ACRS-2A-04)

B. Inspections

The department will ensure compliance with security standards, facility operations, and maintenance of physical plants through routine inspections. (4-4179, 4-4184, 4-4185, 4-4212M, 4-4455M)

II. Action

The director is responsible for compliance with this policy.

The director is responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections" dated January 19, 2012

Distribution: Policy and Operations Manuals  
Department Website

Section-08 Industries	P-080100	Page: 1	Effective Date: 01/14/2014
Mission and Management	ACA Standards: 2-CO-5A-01, 4-4107, 4-4451, 4-4452, 4-4453, 4-4454, 4-4455M, 4-4456, 4-4458, 4-4460, 4-4467, 4-4468, 4-4469		
Kevin J. Gross, Chair Oklahoma Board of Corrections _____			

## **Mission and Management of Correctional Industries**

The Oklahoma Department of Corrections (DOC) correctional industries programs provide skills training and work opportunities for offenders in accordance with state statutes. (4-4456) Oklahoma correctional industries programs contribute to reducing, both directly and indirectly, the cost of incarceration.

For the purpose of this policy, the following terms shall apply:

Oklahoma Correctional Industries is the official title of the correctional industries program responsible for the production of manufactured products and services. Agri-Services is the official title of the correctional industries program responsible for the production of agricultural products. "Correctional industries" is inclusive of both programs.

The term "offender" will apply to anyone under the authority, custody or care of a prison or a community-based facility operated by or contracted with the Oklahoma Department of Corrections.

### **I. Correctional Industries Programs**

The primary mission of correctional industries is to maintain a self-sufficient organization that addresses and encompasses best practices to improve offender successful reentry. (2-CO-5A-01, 4-4458)

#### **A. Industries Goals**

1. To provide offenders with the opportunity to develop job skills and work ethics as a means of improving employability after release. (4-4451) (The workday for those offenders assigned shall approximate that of the community. (4-4454)
2. To maintain cost effective operations that provide constructive work opportunities and support the development of work ethics for a maximum number of offenders. (4-4452)
3. To reduce the direct and indirect cost of incarceration through the production of necessary goods and services required by the state correctional system at a competitive price.
4. To generate revenues sufficient to continue the growth of the organization.

## B. Operations

The operational and business plans shall be reviewed on an annual basis and updated as necessary. Plans will address the following:

1. The written operational plans shall address the efficient and effective operational management of industries programs, ensuring that all required safety and environmental standards are met. (4-4455M)
2. The written business plan addresses subject matter including, but not limited to, the following: planned new product and/or service introductions; development and/or expansion of physical and human resources; an overview of the industries revolving fund cash flow; planned private partnership growth, current and anticipated revenue growth rates; and offender employment rates. (4-4458)

## C. Establishment of Industries

Correctional industries staff consult periodically with peers in the private and public sectors to develop products and/or services and related job skills that are relevant to current employment demand. (4-4453, 4-4467, 4-4468, 4-4469) New correctional industries operations, products and/or services will meet the mission of correctional industries as stated in the policy.

## D. Long-Range Planning and Evaluation

Each correctional industries program is responsible for the establishment of a written long-range plan. Plans will be updated annually and submitted to the affected deputy director for approval approximately 60 days prior to the effective date of the plan. (4-4107)

## II. Private Sector Prison Industries

Correctional industries will recruit within the private sector for the purpose of establishing operations at state owned or privately owned correctional facilities. The purpose of such industry operations will be to provide skills training and work opportunities for offenders.

Appropriate DOC staff members will be consulted and utilized in the establishment of private sector prison industry operations. The Prison Industry Enhancement Certification Program Guidelines (as published in the Federal Register, April 7, 1999, Volume 64, Number 66, pages 17000-17014) must be followed by any private entity desiring to establish an industry which utilizes offender labor. Private sector prison industry operations will also adhere to [OP-080201](#) entitled "Private Sector Correctional Industry Standards."

A. Private Sector Prison Industries Goals

1. Offender participation in private sector prison industry programs (PIECP) will provide offenders the opportunity to contribute financially to incarceration costs, victim compensation funds, offender savings accounts, family support and provide funds for personal use.
2. Programs will also provide offenders with the opportunity to develop skills training and work ethics as a means of improving employability after release. (4-4451)

B. Contract Approval

Contracts for the establishment of private sector prison industries, at private prisons or state owned correctional facilities, will be submitted to the Oklahoma Board of Corrections for approval.

III. References

OP-080201 entitled "Private Sector Correctional Industry Standards"

57 OS § 504.2, 549-550

PIECP Guidelines

IV. Action

The director is responsible for compliance with this policy.

The 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-080100 entitled "Mission and Management of Correctional Industries" dated March 29, 2012

Distribution: Policy and Operations Manual  
Department Website

<b>Section-09 Programs</b>	<b>P-090100</b>	<b>Page: 1</b>	<b>Effective Date: 01/14/2014</b>
<b>Provisions of Programs</b>	<b>ACA Standards: 2-CO-4F-01, 2-CO-5B-01, 4-4277, 4-ACRS-5A-02, 4-ACRS-6B-01</b>		
<b>Kevin J. Gross, Chair</b> <b>Oklahoma Board of Corrections</b>			

## **Provisions of Programs**

The Oklahoma Department of Corrections has established a system of offender programs that deliver services incorporating the best correctional practices and current correctional theory and technology. The goal of offender programs is to reduce criminal risk through methods that demonstrate measurable change in offender behavior, which may in turn reduce recidivism. The provision of programs ensures gender parity and a standardized continuum of treatment based upon assessed needs and risk assessment. (4-4277, 4-ACRS-6B-01)

### I. Offender Programs (2-CO-4F-01)

Offender programs use a cognitive behavioral strategy to change antisocial behaviors and to increase pro-social behaviors using positive reinforcement. Based upon assessed level of need, offenders are placed in treatment programs. (4-ACRS-5A-02)

### II. Educational and Career and Technical Training Programs (2-CO-5B-01)

Career and technical training programs are offered to enhance employability potential upon return to the community. Offenders are given the opportunity to participate in academic and career and technical training programs in accordance with eligibility requirements.

Based upon assessed need, offenders are placed into appropriate educational programs.

### III. References

57 O.S. § 504(2) and 510.6

### IV. Action

The director is responsible for compliance with this policy.

The director is responsible for the annual review and revisions.

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

This policy is effective as indicated.

<b>Section-09 Programs</b>	<b>P-090100</b>	<b>Page: 2</b>	<b>Effective Date: 01/14/2014</b>
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Replaced: Policy Statement No. P-090100 entitled "Provisions of Programs"  
dated January 22, 2012

Distribution: Policy and Operations Manual  
Department Website

Section-14 Health Services	P-140100	Page: 1	Effective Date: 01/14/2014
Offender Medical, Mental Health and Dental Care	ACA Standards: 2-CO-4E-01, 4-4345, 4-4346, 4-4348, 4-4351M, 4-4359M, 4-4365M, 4-4367, 4-4368M, 4-4378M, 4-4382M, 4-4396M, 4-ACRS-4C-01M, 4-ACRS-4C-03M, 4-ACRS-4C-04M, 4-ACRS-4C-11, 4-ACRS-4C-12, 4-ACRS-4C-15, 4-ACRS-4C-18, 4-ACRS-4C-22, 4-ACRS-7B-02M		
Kevin J. Gross, Chair Oklahoma Board of Corrections			

## Offender Medical, Mental Health and Dental Care

### I. Medical, Mental Health and Dental Care

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

#### A. Purpose

The purposes of health standards are to:

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

#### B. Definition

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

### II. Compliance with Licensure Requirements

All clinical staff employed by the department for the purpose of providing offender health care services will be licensed, certified or registered as required by Oklahoma state licensing laws and regulations. (2-CO-4E-01, 4-4368M, 4-4382M, 4-ACRS-4C-18, 4-ACRS-7B-02M)

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

Appropriate healthcare will be provided as required by the United States and Oklahoma constitutions to all offenders in the custody of the Oklahoma Department of Corrections facilities. Services will be provided in an equitable

manner. Qualified health care professionals will be available to serve offenders' needs and provide medical referrals as appropriate.

A. Chronic, Convalescent and Infirmary Care (4-4359M)

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

1. Facility infirmaries will be operated 24 hours a day for the purpose of providing skilled nursing care, chronic and convalescent care and special housing of offenders so designated by the medical authority who do not need hospitalization.
2. Offenders that cannot be appropriately cared for within a DOC facility will be transferred to another appropriate medical facility equipped to provide the necessary service. (4-4348)

B. Routine Health Care (4-4346, 4-ACRS-4C-01)

1. Offenders can initiate requests for health services on a daily basis. Sick call requests will be triaged daily by qualified healthcare professionals and clinic appointments will be scheduled utilizing a priority system. Clinical services in a clinical setting are available to offenders at least five days a week and are performed by qualified healthcare professionals.
2. Community corrections centers will provide health care services on site or at a designated nearby DOC facility.

C. Emergency Care (4-4351M, 4-ACRS-4C-03M)

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

D. Pharmaceutical Services (4-4378M, 4-ACRS-4C-12)

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

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

accordance with state and federal law.

IV. Cost of Health Care (4-4345)

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

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

A. Health Assessments

A health assessment is completed on each offender upon reception into the system, periodically as required by the offender's health status and age and as appropriate upon transfer between facilities. (4-4365M, 4-4367, 4-ACRS-4C-04M)

B. Healthcare Records

The Oklahoma Department of Corrections will maintain comprehensive, confidential healthcare records regarding all health care services provided to offenders. (4-4396M, 4-ACRS-4C-22)

VI. References

57 O.S. § 504 (b) (1)

The 8<sup>th</sup> Amendment to the United States Constitution

Section 9 of Article 2 of the Oklahoma Constitution

VII. Action

The director is responsible for compliance with this policy.

The director is responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-140100 entitled "Offender Medical, Mental Health and Dental Care" dated March 29, 2012

Distribution: Policy and Operations Manual  
Department Website

<b>Section-16 Probation and Parole</b>	<b>P-160100</b>	<b>Page: 1</b>	<b>Effective Date: 01/14/2014</b>
<b>Purpose and Function of Probation and Parole</b>	<b>ACA Standards: 4-APPFS-2A-01, 4-APPFS-3D-01</b>		
<b>Kevin J. Gross, Chair</b> <b>Oklahoma Board of Corrections</b> <hr style="width: 50%; margin-left: auto; margin-right: 0;"/>			

## **Purpose and Function of Probation and Parole**

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

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

### **I. Director's Authority**

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

### **II. Peace Officer Authority**

It is the policy of the Oklahoma Board of Corrections that the director will commission eligible and qualified persons as probation and parole officers.

### **III. Responsibility of Probation and Parole**

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

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

The director of the Oklahoma Department of Corrections will ensure that offender assessment procedures are developed and implemented which identify an offender's criminogenic risk factors and needs. The director will also ensure that transition plans are developed to assist offenders in addressing those needs.

IV. Operations Memoranda

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

V. References

22 O.S. 991a

57 O.S. § 515

57 O.S. § 512

VI. Action

The director is responsible for compliance with this policy.

The director is responsible for the annual review and revisions.

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

This policy statement is effective as indicated.

Replaced: Policy Statement No. P-160100 entitled "Purpose and Function of Probation and Parole" dated August 1, 2011

Distribution: Policy and Operations Manual  
Department Website



Budget Update

Department of Corrections  
FY-14 Budget Activity Report  
as of November 30, 2013

**Department of Corrections**  
**FY-14 Summary of Budget Projections**  
**as of November, 2013**

FY2014 Budget Work Program

Appropriated	\$	471,443,633
200 Fund	\$	18,757,331
205 Fund	\$	2,957,068
Total - BWP	\$	493,158,032 *

*\* Excludes Prison Industries and Community Sentencing and Federal funds.*

Y-T-D Expenditures	\$	(183,033,259)
Appropriated	\$	(181,195,953)
200 Fund FY 14	\$	(1,420,857)
205 Fund FY 14	\$	(416,449)
Encumbrances	\$	(126,423,189)
Committed	\$	(2,181,516)
Remaining Payroll	\$	(146,097,220)
<b>Available Balance</b>	<b>\$</b>	<b>35,422,848</b>

**Department of Corrections**  
**Appropriated Operating Funds**  
**As of 11/30/2013**

Budgeted	\$	471,443,633
Expenditures Y-T-D	\$	(181,195,953)
Encumbrance Y-T-D	\$	(118,124,244)
Total Committed Y-T-D	\$	<u>(738,337)</u>
Available Balance	\$	171,385,099
Less:		
Payroll	\$	(146,097,220)
Available Balance	\$	25,287,879

**Department of Corrections**  
**200 Revolving Fund Summary**  
**As of 11/30/2013**

Beginning Cash Balance 07/01/2013	\$	8,847,121
Revenue Received Y-T-D	\$	7,466,693
Expenditures Y-T-D	\$	(14,884,433)
Adjustments Y-T-D	\$	(500)
Ending Balance 11/30/2013	\$	1,428,881

Description of Fund:

Revolving fund that uses revenues in conjunction with appropriated funds to maintain the Department's operating budget. Revenue comes from a variety of sources:

**Program Support**

Offenders on work release give up to 50% of their net pay or the per diem rate, whichever comes first to supplement the cost of their incarceration.

**Probation & Parole Fees**

Probationers & Parolees pay a court ordered supervision fee of up to \$40.00 a month. The fee is used toward probation officers' salaries.

**Medical Co pays**

Inmates are required to pay a co pay of \$2.00 for medical treatment

**Prisoner Public Work Crews**

Facilities receive payment from federal, state, and local government entities for inmate labor, officer supervision when applicable, and transportation charges.

**State Criminal Alien Assistance Funding**

Federal Funds for the reimbursement of expenses for incarcerated aliens

**Other Reimbursed Amounts**

Funds from overpayments, returns, copies, FEMA, GPS, Private Prison monitoring (Non Oklahoma used facilities) and other miscellaneous reimbursements.

Misc. - Vendors, Copies, Notary, Rent, Sales, Refunds etc.

**Department of Corrections**  
**205 Revolving Fund Summary**  
**As of 11/30/2013**

Beginning Cash Balance 07/01/2013	\$	1,100,947
Revenue Received Y-T-D	\$	3,357,767
Expenditures Y-T-D	\$	(3,692,543)
Adjustments Y-T-D		
Ending Balance 11/30/2013	\$	766,171

Description of Fund:

Funds are generated through Canteen sales and a portion of telephone revenues, along with other miscellaneous sources (i.e. vending machines and crafts). This revenue provides funding for Offender and Staff needs, maintains the canteens and Offender Banking System.

**Department of Corrections**  
**280 Revolving Fund Summary**  
**As of 11/30/2013**

Beginning Cash Balance 07/01/2013	\$	4,307,972
Revenue Received Y-T-D	\$	10,851,690
Expenditures Y-T-D	\$	(9,312,635)
Adjustments Y-T-D	\$	(4,751)
Ending Balance 11/30/2013	\$	<u>5,842,276</u>

Description of Fund

Revenue received from Manufactured and Agricultural goods and services for services for use by the department, other State Agencies and for sale to other not-for-profit entities. Funds received from sale of products are used for labor costs and materials.

Oklahoma Department of Corrections  
**FY 2014 Appropriated Operating Budget through November 2013**

Account Code	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Total Committed	Available Balance
11,12,13 Payroll	\$ 253,476,335.00	\$ 102,811,164.00	\$ 3,868,324.90		\$ 106,679,488.90	\$ 146,796,846.10
15 Professional Services	117,355,368.00	42,529,869.11	63,982,859.94	448,003.13	106,960,732.18	10,394,635.82
17 Moving Expenses	60,000.00	11,016.13	48,983.87		60,000.00	-
19 Inter/Intra Agency Payments	1,069,154.00	442,189.09	420,133.22		862,322.31	206,831.69
21, 22 Travel	13,643,671.00	5,161,717.91	8,048,178.63	1,636.02	13,211,532.56	432,138.44
31 Misc. Admin. Expenses	3,355,510.00	1,234,823.09	1,470,999.86	5,218.05	2,711,041.00	644,469.00
32 Rent	8,926,391.00	2,077,837.72	1,276,916.08	104,669.00	3,459,422.80	5,466,968.20
33 Maintenance and Repair	33,419,775.00	12,206,683.42	17,406,506.92		29,613,190.34	3,806,584.66
34 Specialized Supplies and Materials	2,126,457.00	625,268.39	1,542,101.21	28,988.66	2,196,358.26	(69,901.26)
35 Production, Safety and Security	1,327,305.00	253,021.98	147,154.45		400,176.43	927,128.57
36 General Operating Expenses	1,292,840.00	479,033.11	687,434.04		1,166,467.15	126,372.85
37 Shop Expense	3,042,103.00	273,381.89	441,873.47	8,426.13	723,681.49	2,318,421.51
41 Furniture and Equipment	177,492.00	10,301.33	373.75		10,675.08	166,816.92
42 Library Equipment and Resources	2,300,100.00	926,323.54	1,373,937.54		2,300,261.08	(161.08)
43 Lease Purchases		24,250.00	40,750.00		65,000.00	(65,000.00)
44 Livestock - Poultry	338,597.00	83,063.03	148,428.32	141,395.00	372,886.35	(34,289.35)
45,46 Building, Construction and Renovation	3,001,800.00	1,242,117.21	1,705,673.47		2,947,790.68	54,009.32
48 Debt Service	3,275,031.00	960,698.37	2,044,858.69		3,005,557.06	269,473.94
51 Offender Pay and Health Services	1,500.00	12,229.82	31,077.15		43,306.97	(41,806.97)
52 Tuitions, Awards and Incentives	118,000.00	108,834.00			108,834.00	9,166.00
53 Refunds and Restitutions	11,946,493.00	5,689,945.00	2,723,892.00		8,413,837.00	3,532,656.00
54 Jail Backup, County Jails and Other						
55,59 Assistance Payments to Agencies						
60 Authority Orders			6,102,605.13		6,102,605.13	(6,102,605.13)
61 Loans, Taxes and Other Disbursements	50.00	1,309.53			1,309.53	(1,259.53)
62 Transfers - Out Sourced Health Care	9,174,035.00	3,327,340.31	3,972,659.69		7,300,000.00	1,874,035.00
64 Merchandise for Resale	2,015,626.00	703,535.40	638,521.44		1,342,056.84	673,569.16
TOTAL	\$ 471,443,633.00	\$ 181,195,953.38	\$ 118,124,243.77	\$ 738,335.99	\$ 300,058,533.14	\$ 171,385,099.86

Funding	\$ 12,130,266.00	\$ 12,130,266.00			\$ 12,130,266.00	\$ -
19240 GRF - Duties	\$ 7,712,565.00				\$ -	\$ 7,712,565.00
19331 GRF - Carryover	443,731,068.00	\$ 161,195,953.38	118,124,243.77	738,335.99	280,058,533.14	163,672,534.86
19430 GRF - Duties	7,869,734.00	7,869,734.00			7,869,734.00	-
57603 Duties						
TOTAL	\$ 471,443,633.00	\$ 181,195,953.38	\$ 118,124,243.77	\$ 738,335.99	\$ 300,058,533.14	\$ 171,385,099.86
					Remaining Payroll	146,097,220.41
						25,287,879.45

**Oklahoma Department of Corrections**  
*Statement of Revenues, Expenditures and Changes in Fund Balances*  
*Non-Appropriated Funds*  
*July 1, 2013 through November 30, 2013*

		200 Fund	205 Fund	280 Fund	Funds
<b>Revenue Revenues</b>					
<u>Code</u>	<u>Current:</u>				
331	Other Fines, Forfeits, Penalties	\$ 123,347.80	\$ 21,804.00	\$ -	\$ 145,151.80
431	Rent from Land	23,964.08			23,964.08
520	Reimbursement for Administrative Expense	572,847.47			572,847.47
521	Reimbursement for Data Processing Expense	3,420.00			3,420.00
522	Reimbursement for Telecommunication Exp.				-
530	Reimbursement for Travel Expense	4,053.79			4,053.79
552	Reimbursement of Federal Payroll	1,296,642.00			1,296,642.00
556	Federal Funds from Other State Agency	47,600.54			47,600.54
581	Reimbursement for Funds Expended	1,069,508.06			1,069,508.06
711	Farm Products General			3,457,996.68	3,457,996.68
731	Laboratory and Medical Services	59,573.44			59,573.44
741	Canteen and Concession Income	4,128.79	1,335,963.24	7,355,888.36	8,695,980.39
791	Other Sales and Services	1,310.18		10,350.00	11,660.18
811	Offender Medical Co-pays and Judgments	1,408,240.61			1,408,240.61
821	Deposits by Patients and Offenders	2,818,779.14	2,000,000.00	27,455.07	4,846,234.21
836	Sale of Salvage	28,099.39			28,099.39
881	Purchase Card Payments	5,178.19			5,178.19
	<i>Total Revenues</i>	<u>7,466,693.48</u>	<u>3,357,767.24</u>	<u>10,851,690.11</u>	<u>21,676,150.83</u>
<b>Account Expenditures</b>					
<u>Code</u>	<u>Current:</u>				
11,12,13	Payroll			2,859,125.11	2,859,125.11
15	Professional Services	7,300,130.26	326,689.85	241,716.35	7,868,536.46
21, 22	Travel	3,888.80	5,550.00	23,991.20	33,430.00
31	Misc. Admin. Expenses	8,180.76	95,126.15	368,501.87	471,808.78
32	Rent	62,661.90	62,310.90	30,315.95	155,288.75
33	Maintenance and Repair	462,389.86	571,043.79	414,607.03	1,448,040.68
34	Specialized Supplies and Materials	159,195.03	1,138,560.65	275,667.41	1,573,423.09
35	Production, Safety and Security	178,702.67	38,065.45	254,490.82	471,258.94
36	General Operating Expenses	4,968.23	64,998.18	37,332.43	107,298.84
37	Shop Expense	160,434.61	25,599.85	647,939.36	833,973.82
41	Furniture and Equipment	699,694.12	752,324.64	485,260.80	1,937,279.56
42	Library Equipment and Resources		2,455.74	1,141.83	3,597.57
43	Lease Purchases				-
44	Livestock and Poultry	39,150.00			39,150.00
45	Land and Right-of-way	317,110.16			317,110.16
46	Building, Construction and Renovation	857,917.09	225,878.56	6,490.54	1,090,286.19
48	Debt Service				-
51	Offender Pay and Health Services			520,778.02	520,778.02
52	Tuitions, Awards and Incentives		1,614.81		1,614.81
53	Refunds and Restitutions			111.90	111.90
54	Jail Backup, County Jails and Other	3,619,447.32			3,619,447.32
55	Payment to Gov. Sub-Division				-
59	Assistance Payments to Agencies	226,175.66			226,175.66
61	Loans, Taxes and other Disbursements			108.28	108.28
62	Transfers - Out Sourced Health Care	777,940.45	382,324.61		1,160,265.06
64	Merchandise for Resale	6,447.08		3,145,056.36	3,151,503.44
	<i>Total Expenditures</i>	<u>14,884,434.00</u>	<u>3,692,543.18</u>	<u>9,312,635.26</u>	<u>27,889,612.44</u>
	<i>Excess of Revenues Over (Under) Expenditures</i>	<u>(7,417,740.52)</u>	<u>(334,775.94)</u>	<u>1,539,054.85</u>	<u>(6,213,461.61)</u>
<b>Special and Extraordinary Items</b>					
	Carried Over Cash				-
	<i>Total Special and Extraordinary Items</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<i>Net Change in Fund Balances</i>	<u>(7,417,740.52)</u>	<u>(334,775.94)</u>	<u>1,539,054.85</u>	<u>(6,213,461.61)</u>
<b>Cash</b>					
	Beginning Cash Balance	8,847,120.53	1,100,946.95	4,307,971.83	14,256,039.31
	Revenue Received this Year	7,466,693.48	3,357,767.24	10,851,690.11	21,676,150.83
	Expenditures made this Year	(14,884,434.00)	(3,692,543.18)	(9,312,635.26)	(27,889,612.44)
	Beginning Change in Liabilities	(500.00)		(4,750.90)	(5,250.90)
	Transfers				-
	Adjustments				-
	<i>Ending Cash Balance</i>	<u>\$ 1,428,880.01</u>	<u>\$ 766,171.01</u>	<u>\$ 5,842,275.78</u>	<u>\$ 8,037,326.80</u>

**Oklahoma Department of Corrections**  
*Statement of Revenues, Expenditures and Changes in Fund Balances*  
*Non- Appropriated Funds*  
*For the Month of November 2013*

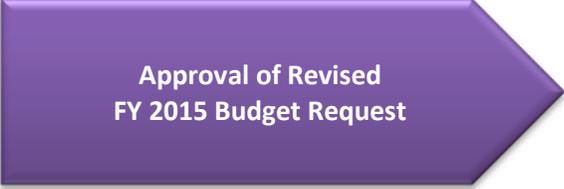
Revenue	200 Fund	205 Fund	280 Fund	Funds
<b>Revenues</b>				
Code Current:				
331 Other Fines, Forfeits, Penalties	\$ 32,958.47	\$ -	\$ -	\$ 32,958.47
431 Rent from Land	4,599.20			4,599.20
520 Reimbursement for Administrative Expense	190,395.74			190,395.74
521 Reimbursement for Data Processing Expense	380.00			380.00
522 Reimbursement for Telecommunication Exp.				-
530 Reimbursement for Travel Expense	1,394.00			1,394.00
552 Reimbursement of Federal Payroll	696,642.00			696,642.00
556 Federal Funds from Other State Agency				-
581 Reimbursement for Funds Expended				-
711 Farm Products General			859,593.70	859,593.70
731 Laboratory and Medical Services	18,198.44			18,198.44
741 Canteen and Concession Income	1,034.98	247,977.60	2,065,966.30	2,314,978.88
791 Other Sales and Services			10,215.00	10,215.00
811 Offender Medical Co-pays and Judgments	291,181.85			291,181.85
821 Deposits by Patients and Offenders	811,462.64		3,149.48	814,612.12
836 Sale of Salvage	3,696.40			3,696.40
881 Purchase Card Payments	337.38			337.38
<i>Total Revenues</i>	<u>2,052,281.10</u>	<u>247,977.60</u>	<u>2,938,924.48</u>	<u>5,239,183.18</u>
<b>Account Expenditures</b>				
Code Current:				
11,12,13 Payroll			557,679.62	557,679.62
15 Professional Services	502,396.71	13.50	38,696.62	541,106.83
21, 22 Travel			4,294.50	4,294.50
31 Misc. Admin. Expenses	613.41	4,061.32	54,110.52	58,785.25
32 Rent	293.90	12,488.57	8,497.57	21,280.04
33 Maintenance and Repair	11,815.32	17,604.48	92,504.26	121,924.06
34 Specialized Supplies and Materials		33,720.51	48,597.65	82,318.16
35 Production, Safety and Security	21,599.46	155.68	41,660.43	63,415.57
36 General Operating Expenses	836.46	9,031.56	10,815.55	20,683.57
37 Shop Expense	59.86	158.44	148,609.83	148,828.13
41 Furniture and Equipment	18,100.00	85,540.72	38,937.28	142,578.00
42 Library Equipment and Resources			58.65	58.65
43 Lease Purchases				-
44 Livestock and Poultry				-
45 Land and Right-of-way	52,426.17			52,426.17
46 Building, Construction and Renovation		6,034.66		6,034.66
48 Debt Service				-
51 Offender Pay and Health Services			58,705.25	58,705.25
52 Tuitions, Awards and Incentives		58.00		58.00
53 Refunds and Restitutions				-
54 Jail Backup, County Jails and Other	259,173.00			259,173.00
55 Payment to Gov. Sub-Division				-
59 Assistance Payments to Agencies	1,558.66			1,558.66
61 Loans, Taxes and other Disbursements			37.00	37.00
62 Transfers - Out Sourced Health Care	28,871.45			28,871.45
64 Merchandise for Resale	1,921.38		404,171.43	406,092.81
<i>Total Expenditures</i>	<u>899,665.78</u>	<u>168,867.44</u>	<u>1,507,376.16</u>	<u>2,575,909.38</u>
<i>Excess of Revenues Over (Under) Expenditures</i>	<u>1,152,615.32</u>	<u>79,110.16</u>	<u>1,431,548.32</u>	<u>2,663,273.80</u>
<b>Special and Extraordinary Items</b>				
Carried Over Cash				-
<i>Total Special and Extraordinary Items</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Net Change in Fund Balances</i>	1,152,615.32	79,110.16	1,431,548.32	2,663,273.80
<b>Cash</b>				
Beginning Cash Balance	385,702.57	741,438.60	4,576,708.50	5,703,849.67
Revenue Received this Month	2,052,281.10	247,977.60	2,938,924.48	5,239,183.18
Expenditures made this Month	(899,665.78)	(168,867.44)	(1,507,376.16)	(2,575,909.38)
Beginning Change in Liabilities	(109,437.88)	(54,377.75)	(165,981.04)	(329,796.67)
Transfers				-
Adjustments				-
<i>Ending Cash Balance</i>	<u>\$ 1,428,880.01</u>	<u>\$ 766,171.01</u>	<u>\$ 5,842,275.78</u>	<u>\$ 8,037,326.80</u>

**Oklahoma Department of Corrections**  
*Statement of Revenues, Expenditures and Changes in Fund Balances*  
*Federal Funding*  
*July 1, 2013 through November 30, 2013*

		410 Fund	430 Fund	490 Fund	Funds
<b>Revenue Revenues</b>					
<u>Code</u>	Current:				
556	Federal Funds Rec'd from Non-Gov. Ag.	\$ 248,577.26	\$ 183,464.71	\$ -	\$ 432,041.97
561	Private Grants and Donations for Opns.	-	373,360.30	(84,023.45)	289,336.85
581	Reimbursements	-	37,437.37	-	37,437.37
	<i>Total Revenues</i>	<u>248,577.26</u>	<u>594,262.38</u>	<u>(84,023.45)</u>	<u>758,816.19</u>
<b>Account Expenditures</b>					
<u>Code</u>	Current:				
11,12,13	Payroll	-	-	-	-
15	Professional Services	262,187.40	578,323.62	427,580.75	1,268,091.77
21, 22	Travel	10,971.63	-	-	10,971.63
31	Misc. Admin. Expenses	415.11	1,051.54	-	1,466.65
32	Rent	7,456.06	-	-	7,456.06
33	Maintenance and Repair	26,283.31	-	-	26,283.31
34	Specialized Supplies and Materials	-	953.00	-	953.00
35	Production, Safety and Security	-	-	-	-
36	General Operating Expenses	8,127.60	3,084.78	-	11,212.38
37	Shop Expense	-	-	-	-
41	Furniture and Equipment	32,187.04	-	-	32,187.04
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	Offender Pay and Health Services	-	-	-	-
52	Tuitions, Awards and Incentives	-	-	-	-
53	Refunds and Restitutions	-	-	-	-
54	Jail Backup, County Jails and Other	-	4,727.14	-	4,727.14
55	Payment to Gov. Sub-Division	-	-	-	-
59	Assistance Payments to Agencies	-	68,792.08	431.66	69,223.74
61	Loans, Taxes and Other Disbursements	-	-	-	-
62	Transfers - Out Sourced Health Care	-	-	-	-
64	Merchandise for Resale	-	-	-	-
	<i>Total Expenditures</i>	<u>347,628.15</u>	<u>656,932.16</u>	<u>428,012.41</u>	<u>1,432,572.72</u>
	<i>Excess of Revenues Over</i>				
	<i>(Under) Expenditures</i>	<u>(99,050.89)</u>	<u>(62,669.78)</u>	<u>(512,035.86)</u>	<u>(673,756.53)</u>
<b>Special and Extraordinary Items</b>					
	Carried Over Cash	-	-	-	-
	<i>Total Special and Extraordinary Items</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<i>Net Change in Fund Balances</i>	(99,050.89)	(62,669.78)	(512,035.86)	(673,756.53)
<b>Cash</b>					
	Beginning Cash Balance	482,837.97	250,472.95	543,971.49	1,277,282.41
	Revenue Received this Year	248,577.26	594,262.38	(84,023.45)	758,816.19
	Expenditures made this Year	(347,628.15)	(656,932.16)	(428,012.41)	(1,432,572.72)
	Beginning Change in Liabilities	-	-	-	-
	Transfers	-	-	-	-
	Adjustments	-	-	-	-
	<i>Ending Cash Balance</i>	<u>\$ 383,787.08</u>	<u>\$ 187,803.17</u>	<u>\$ 31,935.63</u>	<u>\$ 603,525.88</u>

**Oklahoma Department of Corrections**  
*Statement of Revenues, Expenditures and Changes in Fund Balances*  
*Federal Funding*  
*For the Month of November 2013*

	410 Fund	430 Fund	490 Fund	Funds
<b>Revenue Revenues</b>				
<u>Code</u> Current:				
556 Federal Funds Rec'd from Non-Gov. Ag.	\$ 20,439.10	\$ 38,842.40	\$ -	\$ 59,281.50
561 Private Grants and Donations for Opns.	-	63,808.00	-	63,808.00
581 Reimbursements	-	-	-	-
<i>Total Revenues</i>	<u>20,439.10</u>	<u>102,650.40</u>	<u>-</u>	<u>123,089.50</u>
<b>Account Expenditures</b>				
<u>Code</u> Current:				
11,12,13 Payroll	-	-	-	-
15 Professional Services	-	67,806.25	-	67,806.25
21, 22 Travel	-	-	-	-
31 Misc. Admin. Expenses	-	54.23	-	54.23
32 Rent	3,627.28	-	-	3,627.28
33 Maintenance and Repair	2,625.93	-	-	2,625.93
34 Specialized Supplies and Materials	-	215.00	-	215.00
35 Production, Safety and Security	-	-	-	-
36 General Operating Expenses	2,229.39	-	-	2,229.39
37 Shop Expense	-	-	-	-
41 Furniture and Equipment	-	-	-	-
42 Library Equipment and Resources	-	-	-	-
43 Lease Purchases	-	-	-	-
44 Livestock and Poultry	-	-	-	-
45 Land and Right-of-way	-	-	-	-
46 Building, Construction and Renovation	-	-	-	-
48 Debt Service	-	-	-	-
51 Offender 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	-	35,420.32	-	35,420.32
61 Loans, Taxes and Other Disbursements	-	-	-	-
62 Transfers - Out Sourced Health Care	-	-	-	-
64 Merchandise for Resale	-	-	-	-
<i>Total Expenditures</i>	<u>8,482.60</u>	<u>103,495.80</u>	<u>-</u>	<u>111,978.40</u>
<i>Excess of Revenues Over (Under) Expenditures</i>	<u>11,956.50</u>	<u>(845.40)</u>	<u>-</u>	<u>11,111.10</u>
<b>Special and Extraordinary Items</b>				
Carried Over Cash	-	-	-	-
<i>Total Special and Extraordinary Items</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Net Change in Fund Balances</i>	11,956.50	(845.40)	-	11,111.10
<b>Cash</b>				
Beginning Cash Balance	371,830.58	188,648.57	31,935.63	592,414.78
Revenue Received this Month	20,439.10	102,650.40	-	123,089.50
Expenditures made this Month	(8,482.60)	(103,495.80)	-	(111,978.40)
Beginning Change in Liabilities	-	-	-	-
Transfers	-	-	-	-
Adjustments	-	-	-	-
<i>Ending Cash Balance</i>	<u>\$ 383,787.08</u>	<u>\$ 187,803.17</u>	<u>\$ 31,935.63</u>	<u>\$ 603,525.88</u>



Approval of Revised  
FY 2015 Budget Request

**Oklahoma**  
**Department of Corrections**

**Fiscal Year 2015**  
**Budget Request**

Submitted to the  
Board of Corrections

Amended Version

January 9, 2014

**OKLAHOMA DEPARTMENT OF CORRECTIONS  
FY 2015 APPROPRIATION REQUEST**

Priority	Item	See Page	Authorized FTE Requested Funded	Personnel Costs	Contract Services	Start-Up Costs	Operating Costs	TOTAL
A	Annualize fully funded contract beds for FY 2014	1						\$ 31,506,682
B	Funding for Staffing Pay Adjustments	2		\$ 14,234,371				\$ 14,234,371
	TOTAL REQUESTED APPROPRIATION INCREASE		0.0	\$ 14,234,371	\$ 31,506,682	\$ -	\$ -	\$ 45,741,053

FY 2014 Appropriation

463,731,068

**Total Requested Appropriation for FY 2015**

**\$ 509,472,121**

**FY 2015 Budget Request Priority A**

A. Item Description

Annualize cost to fully fund contract beds filled in FY 2014.

B. Cost

Funding for Contract Offender Bed Space

Total Oklahoma Private Prison Contracts

	Full Capacity	Year to Date Expenses at Capacity	Projected Expenses (Remaining Year)	Annual Cost	FY 2014 Budget	Surplus (Shortfall)
Correctional Facility						
Cimarron CF, Cushing	1,470	\$4,012,894	\$19,611,402	\$23,624,296		
Cimarron CF, Cushing (Maximum)	180	646,834	3,161,138	3,807,972		
Davis CF, Holdenville	1,310	3,576,117	17,476,828	21,052,945		
Davis CF, Holdenville (Maximum)	360	1,293,667	6,322,277	7,615,944		
Lawton CF, Lawton	2,526	6,308,331	30,829,426	37,137,757		
<b>Total Private Prison Contracts</b>	<b>5,846</b>	<b>15,837,843</b>	<b>77,401,071</b>	<b>93,238,914</b>	<b>\$ 74,138,243</b>	<b>(\$19,100,671)</b>
Total Contract County Jails	657	\$1,323,855	\$6,469,808	\$7,793,663	\$ 7,219,137	(\$574,526)
Total Halfway House Contracts	1,512	3,266,041	15,961,458	19,227,499	17,145,156	(\$2,082,343)
Total Jail Backup (1,000+ beds)		2,740,338	19,392,297	22,132,635	12,383,493	(9,749,142)
<b>Total Contract Jail and Backup Beds</b>	<b>2,169</b>	<b>\$7,330,234</b>	<b>\$41,823,563</b>	<b>\$49,153,797</b>	<b>\$36,747,786</b>	<b>(\$12,406,011)</b>
<b>Total</b>	<b><u>8,015</u></b>	<b><u>\$23,168,077</u></b>	<b><u>\$119,224,634</u></b>	<b><u>\$142,392,711</u></b>	<b><u>\$110,886,029</u></b>	<b><u>(\$31,506,682)</u></b>

C. Justification

The Department's current population projection requires additional funding to adequately house more inmates.

Contact: Tom James, Chief Financial Officer, 405-425-2648  
tom.james@doc.state.ok.us

**FY 2015 Budget Request Priority B**

A. Item Description

Salary Increase for Correctional Officers, Classified, and Unclassified Employees.

B. Cost

Funding for Staffing Pay Adjustments

7% salary increase for all levels of Correctional Officer (Cadet through Chief of Security); also increase hiring rates for Correctional Officer from \$11.83 / hour to \$14.00 / hour. \$ 8,147,307

5% salary increase for all other classified employees (non-Correctional Officer); simultaneously increase classified hiring rates by 5%. \$ 4,514,272

5% salary increase for all unclassified employees; increase pay grade ranges by 5% to avoid compression from classified to unclassified \$ 1,572,792

**Total - Pay Raise \$ 14,234,370.77**

C. Justification

These funds are needed to retain and recruit staff.

Contact: Tom James, Chief Financial Officer, 405-425-2648  
tom.james@doc.state.ok.us



Approval of FY 2014 Supplemental  
Budget Request

**Oklahoma**  
**Department of Corrections**

**Fiscal Year 2014**  
**Supplemental**

Submitted to the  
Board of Corrections  
January 9, 2014



**FY 2014 Supplemental Priority A**

A. Item Description

Offender population growth.

B. Cost

Contracted Beds - Growth

FY 2014 Offender Growth

Current Contract Services deficit	\$ 10,702,166.00
Growth of male offenders into halfway houses.	\$ 1,334,580.00
Growth of male offenders into private prisons.	<u>\$ 1,281,000.00</u>
<b>Total Contract Offender Growth</b>	<b><u>\$ 13,317,746.00</u></b>

C. Justification

The Department's current population growth requires additional funding to adequately house more inmates.

Contact: Tom James, Chief Financial Officer, 405-425-2648  
[tom.james@doc.state.ok.us](mailto:tom.james@doc.state.ok.us)

Approval of Average Daily Rate  
Per Inmate

## Budgeted Average Daily Cost

### Statutory Requirement

Title 57 § 561.1 ¶ E.

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

<b>Public Only</b>			
<b>Facility Type</b>	<b>FY 2013 Budgeted</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Budgeted</b>
Maximum Security	\$68.93	<b>\$87.01</b>	\$82.68
Medium Security – Male	\$40.60	<b>\$40.50</b>	\$42.05
Medium Security – Female	\$36.95	<b>\$38.21</b>	\$38.64
Medium Security – Combined Average	\$40.07	<b>\$40.17</b>	\$41.56
Minimum Security – Male	\$37.82	<b>\$38.50</b>	\$38.31
Minimum Security – Female	\$34.74	<b>\$36.23</b>	\$36.27
Minimum Security – Combined Average	\$37.47	<b>\$38.25</b>	\$38.08
Community Correction Centers - Average	\$33.87	<b>\$40.67</b>	\$38.00
Community Work Centers - Average	\$30.66	<b>\$35.12</b>	\$31.05



Population Update

## Population Update

**Population Information as of December 2, 2013**

**Compared to December 3, 2012**

<b>Total System Offender Population</b>	<b>Females</b>	<b>Males</b>	<b>Total</b>
Current Population	2,865	23,989	26,854
Population Last Year	2,681	23,484	26,165
Change from last year	184	505	689

<b>DOC Facilities</b>	<b>Females</b>	<b>Males</b>	<b>Total</b>
Current Population	2,357	15,725	18,082
Population Last Year	2,153	15,680	17,833
Change	204	45	249

<b>Private Prisons</b>	<b>Females</b>	<b>Males</b>	<b>Total</b>
Current Population	0	5,811	5,811
Population Last Year	0	5,127	5,127
Change	0	684	684

<b>County Jail Contracts</b>	<b>Females</b>	<b>Males</b>	<b>Total</b>
Current Population	0	594	594
Population Last Year	0	620	620
Change	0	(26)	(26)

<b>Halfway Houses</b>	<b>Females</b>	<b>Males</b>	<b>Total</b>
Current Population	292	851	1,143
Population Last Year	298	881	1,179
Change	(6)	(30)	(36)

<b>Out Count</b>	<b>Females</b>	<b>Males</b>	<b>Total</b>
Current Population	50	613	663
Population Last Year	48	621	669
Change	2	(8)	(6)

<b>GPS</b>	<b>Females</b>	<b>Males</b>	<b>Total</b>
Current Population	166	379	545
Population Last Year	182	546	728
Change	(16)	(167)	(183)

<b>EMP</b>	<b>Females</b>	<b>Males</b>	<b>Total</b>
Current Population	0	15	15
Population Last Year	0	8	8
Change	0	7	7

<b>PPCS</b>	<b>Females</b>	<b>Males</b>	<b>Total</b>
Current Population	0	1	1
Population Last Year	0	1	1
Change	0	0	0

<b>Probation Supervision</b>	<b>Females</b>	<b>Males</b>	<b>Total</b>
Current Population	4,979	16,224	21,203
Population Last Year	4,853	16,115	20,968
Change	126	109	235

<b>Parole Supervision</b>	<b>Females</b>	<b>Males</b>	<b>Total</b>
Current Population	489	2,668	3,157
Population Last Year	496	2,544	3,040
Change	(7)	124	117

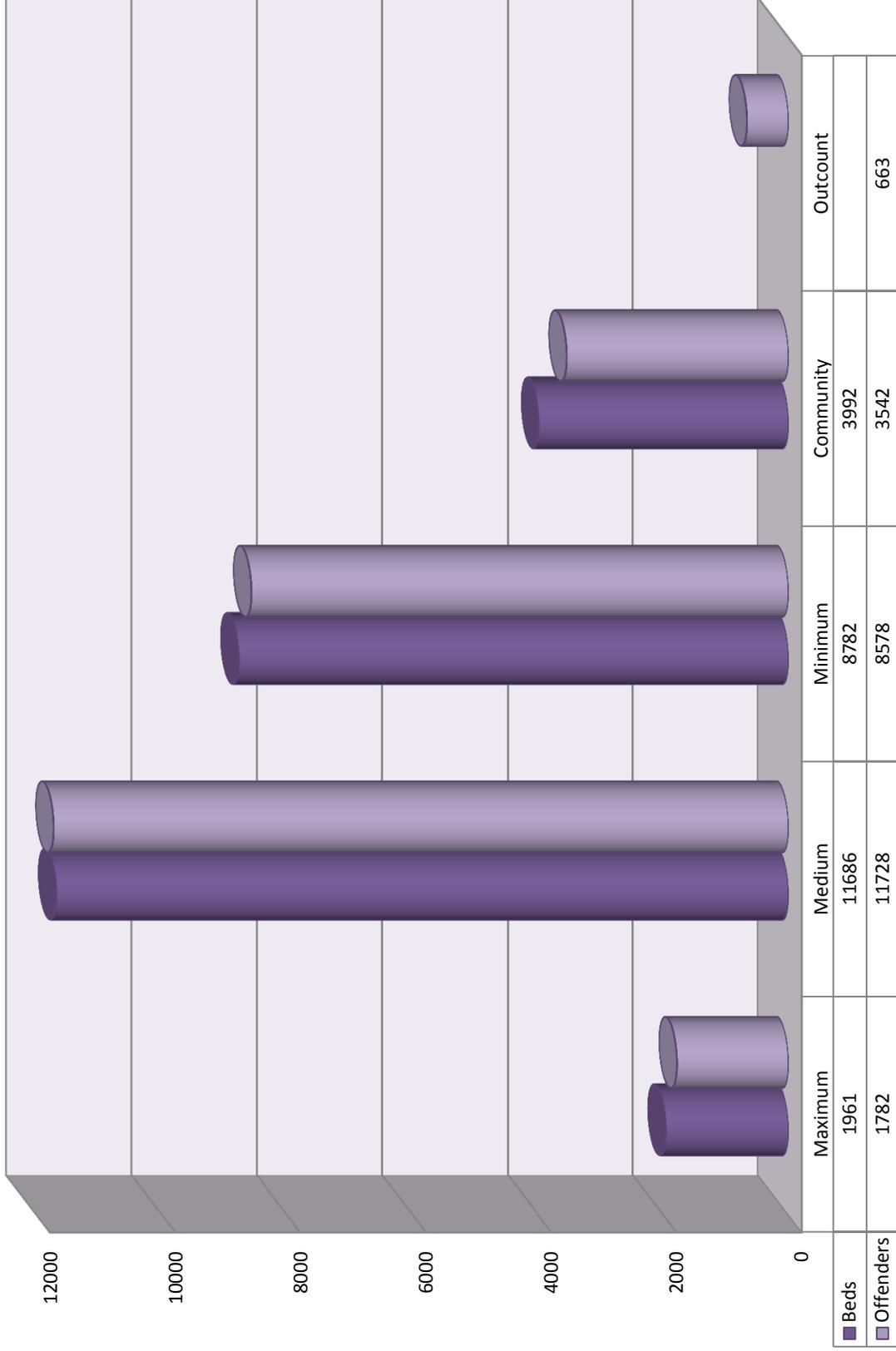
<b>Total System Population</b>	<b>Females</b>	<b>Males</b>	<b>Total</b>
Current System Population	8,333	42,881	51,214
Population Last Year	8,030	42,143	50,173
Change	303	738	1041

<b>County Jail Inmate Backup</b>	<b>Females</b>	<b>Males</b>	<b>Total</b>
<b>December 2, 2013</b>	92	1,557	1,649
Population Last Year	73	1,691	1,764
Change	19	(134)	(115)

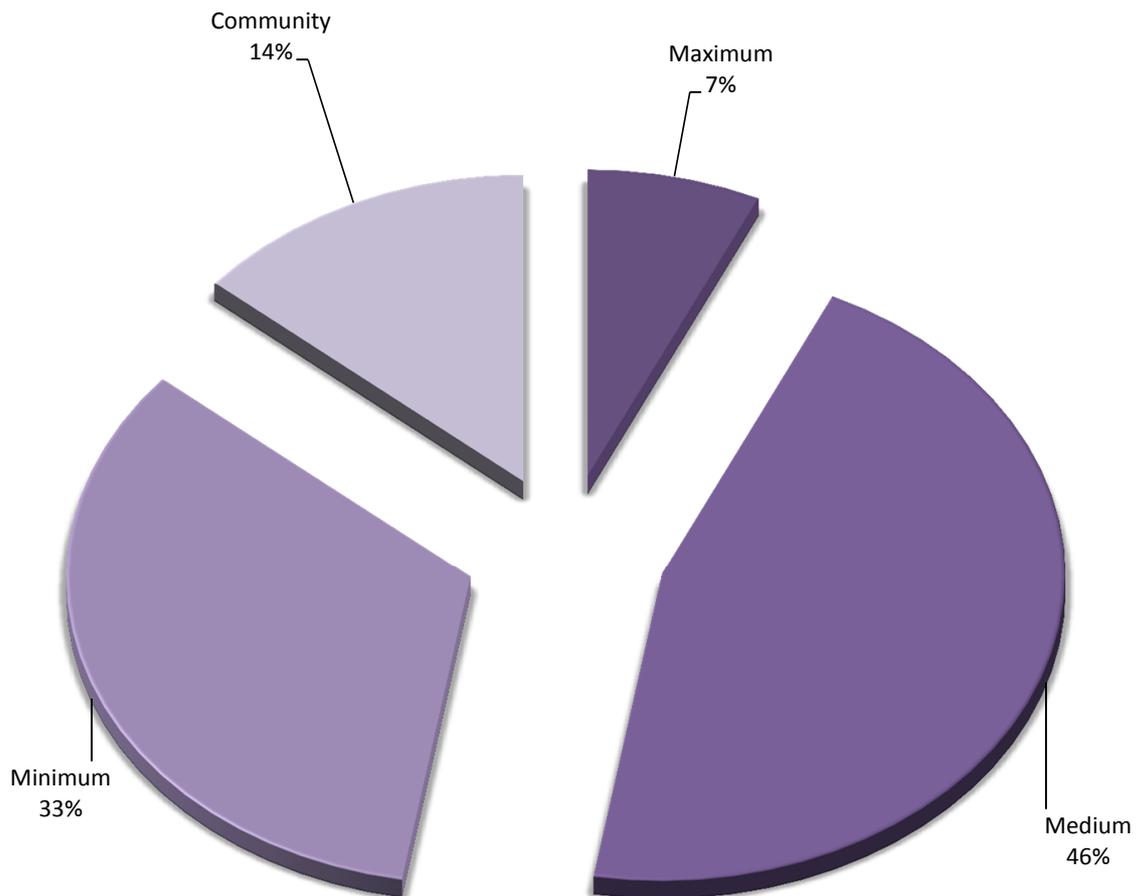
<b>Pardon &amp; Parole Board Results</b>	<b>Females</b>	<b>Males</b>	<b>Total</b>
<b>Month: November 2013</b>			
Considered	45	450	495
Denied	25	312	337
Recommended	20	138	158
Percentage Recommended	44.44%	30.67%	31.92%

<b>Governor's Actions</b>	<b>Females</b>	<b>Males</b>	<b>Total</b>
<b>Month: November 2013</b>			
Reviewed	0	12	12
Approved	0	0	0
Denied	0	12	12
Percentage Approved	0.00%	0.00%	0.00%

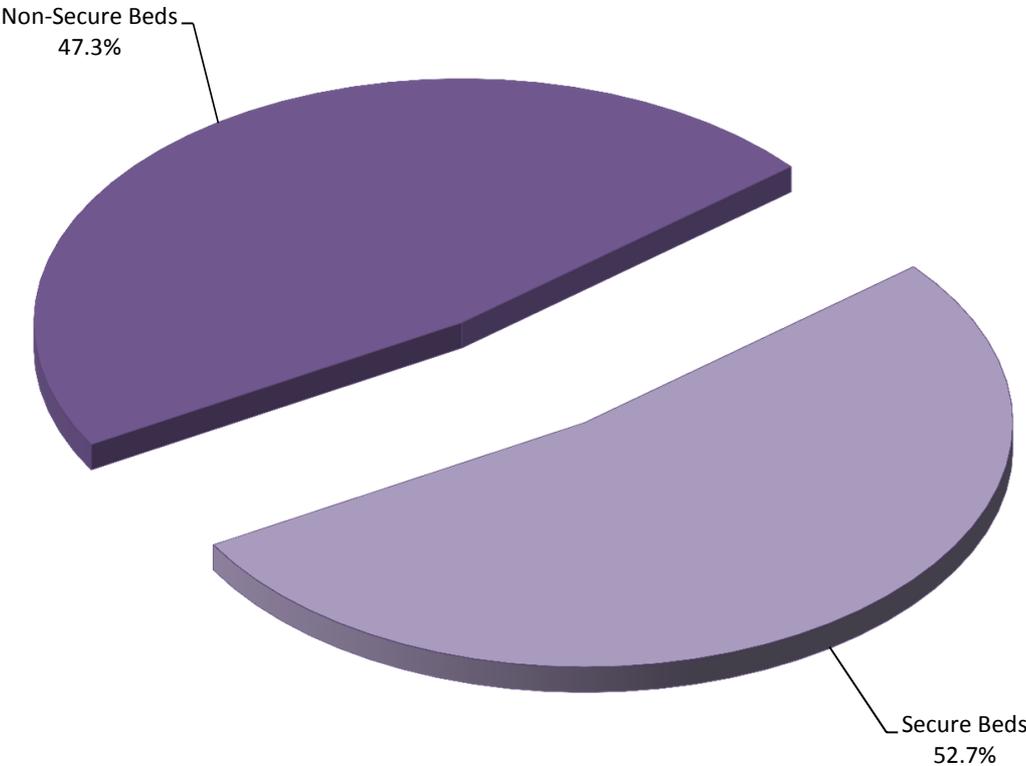
# Offender and Bed Distribution 12/2/2013



## Offender Distribution By Security Level 12/2/2013



**Percentage Of Offenders In Secure And Non-Secure  
Beds  
12/2/2013**



## Offenders In DOC Facilities v. Contract Facilities 12/2/2013





Approval of Facility Capacity Increase

## **Request for Modification of Facility Capacity January 9, 2014**

OP-150205, entitled, "Capacities of Facilities" requires Board of Corrections' approval for any modifications of facility capacities.

The Idabel Community Work Center has moved from 1800 NW Martin Luther King Avenue, Idabel, Oklahoma, to a new location of 2001 Industrial Parkway, Suite B, Idabel, Oklahoma. Due to the relocation, a capacity increase of ten (10) is requested. Increasing capacity by ten (10) will give a total capacity for the work center of 92.

These changes are summarized below and are followed by a summary of the agency's capacity limits for male offenders:

### **Idabel Community Work Center**

Current Authorized Capacity	82
Add 10 Work Center Beds to General Population	10
<b>Requested Capacity</b>	<b>92</b>

### **Male Offender Capacity Limits**

	<b>Current Authorized Capacity</b>	<b>Capacity Modification</b>	<b>Requested Capacity</b>
DOC Facility Total	15,973	10	15,983



Approval of Evaluation Criteria for  
RFP on Contract Private Prison Beds

## **Private Prison Request for Proposal Evaluation Process**

Oklahoma Statue 57 Section 561.1 requires the Department of Corrections to develop criteria for the process used to award a private prison contract and submit to the Board of Corrections for approval. I recommend the below criteria be approved as the evaluation criteria for the upcoming private prison Request for Proposal (RFP) Process.

An Evaluation Committee will evaluate each of the proposals received in four key areas:

**Experience and Past Performance:** Emphasis will be placed on the offeror's experience in operating medium security facilities and whether their past performance with Oklahoma or other jurisdictions of similar size and scope has been satisfactory.

**Technical Proposals:** As part of the RFP process the offeror will be required to explain in detail how they propose to meet the facility operations and service requirements in the RFP. Many of the requirements are based on statute and will be evaluated simply to determine compliance or non-compliance. Proposals that do not meet all the required components will be rejected. There are, however, approximately fifteen (15) sections of the RFP that will be evaluated to determine which proposal best serves the interest of the state. The offeror's response in each of the designated sections will be ranked with corresponding points awarded for each of the sections.

**Physical Plant:** A team of DOC subject matter experts will be assembled and assigned to tour and evaluate the physical plant areas identified in the proposals, documenting and reporting their findings to the Evaluation Committee. Targeted security and safety components of each facility will be evaluated and scored based on the report/findings of the DOC experts.

**Cost:** The proposed per-diem rates will be evaluated and compared to the other proposals with corresponding points awarded to the lowest proposed per-diem.

**Overall Weighted Scoring:** The points in each of the four areas above will be weighted to reflect the overall relative importance as indicated below:

Experience and past performance- 10%

Technical Proposal- 25%

Physical Plant- 30%

Cost- 35%

Once the evaluations are completed the top three qualified prospective private prison contractors identified will be submitted to the Board of Corrections for further consideration as required by State Statue.