# Oklahoma Board of Corrections

## REGULAR MEETING

September 13, 2016

Jess Dunn Correctional Center

Taft, Oklahoma

# OKLAHOMA BOARD OF CORRECTIONS
# REGULAR MEETING

Jess Dunn Correctional Center
601 South 124th Street W
Taft, Oklahoma
1:00 p.m., September 13, 2016

## AMENDED AGENDA

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

| | ITEM | PRESENTER |
|---|---|---|
| 1. | Call to Order and Roll Call | Michael W. Roach, Chair |
| 2. | Welcome/Remarks | David Parker, Division Manager East Institutions |
| 3. | Old Business | Michael W. Roach, Chair |
| 4. | Approval of Board of Corrections Meeting Minutes of Regular Meeting on July 7, 2016 | Michael W. Roach, Chair |
| 5. | Special Presentation and Recognition of Former Chair, Kevin J. Gross | Michael W. Roach, Chair |
| 6. | Special Presentation and Recognition of Department of Corrections Staff:<br>▪ Kenneth Yott, Fugitive Apprehension Agent, Office of Inspector General<br>▪ Tim Coppick, Fugitive Apprehension Agent, Office of Inspector General<br>▪ Chad Gilley, Chief of Security, Oklahoma State Penitentiary<br>▪ Michael Sudduth, Captain, Oklahoma State Penitentiary<br>▪ Shawn Horvat, Lieutenant, Oklahoma State Penitentiary<br>▪ Thomas McClellan, Lieutenant, Oklahoma State Penitentiary<br>▪ Kevin Major, Lieutenant, Oklahoma State Penitentiary<br>▪ Daniel Dixon, Sergeant, Oklahoma State Penitentiary<br>▪ Bruce Fry, Sergeant, Oklahoma State Penitentiary | Carl Gene Stewart, Resident Agent in Charge<br>U.S. Department of Justice<br>Drug Enforcement Administration |

- Kendall Ballew, Fugitive Apprehension Manager, Office of Inspector General
- Johnny Blevins, General Inspector

7. Approval of Board of Corrections Policies: — Penny Brooksher, Administrator Auditing and Compliance
   - P-010200, Operating Procedures and Policies for the Oklahoma Board of Corrections
   - P-010300, Mission and Organization of the Oklahoma Department of Corrections
   - P-020600, Legislative Initiative Process
   - P-030100, Provisions of Services/Inmate Rights and Responsibilities
   - P-040100, Security Standards for the Oklahoma Department of Corrections
   - P-090100, Provisions of Programs
   - P-110300, Drug Free Workplace Program
   - P-170100, Community Sentencing

8. Approval of Appointment of Terry Royal as Warden of the Oklahoma State Penitentiary — David Parker, Division Manager East Institutions

9. Notification to Board of Corrections of Emergency Purchases Under $75,000 — Joe M. Allbaugh, Director
   - Purchase of Materials to Cover Roof Damage Caused by Severe Storm at Jess Dunn Correctional Center
   - Purchase of Materials to Repair Downed Power Lines Caused by Severe Storm at Eddie Warrior Correctional Center
   - Repairs of Air Conditioning Units at Lawton Community Corrections Center

   *"The chief administrative officer of a public agency with a governing body shall notify the governing body within ten (10) days of the declaration of an emergency if the governing body did not approve the emergency. The notification shall contain a statement of the reasons for the action, and shall be recorded in the official minutes of the governing body." 61 O.S. § 130.B*

10. Approval of Emergency Declaration Allowing the Director of Corrections to Request to Substitute an Emergency Project for any Other Project or Projects on the Approved Current Fiscal Year's Capital Improvement Plan List — Joe M. Allbaugh, Director
    - Replacement of Chiller/Boiler System for A and C Units at Oklahoma State Penitentiary
    - Replacement of Water Treatment Plant at Mack Alford Correctional Center

    *"In the event an emergency has been declared as provided for in Section 130 of Title 61 of the Oklahoma Statutes, and as a result thereof, repair or maintenance of a capital facility held by the state is required, a state agency may submit a request to the Director of the Office of Management and Enterprise Services to substitute the emergency project for any other project or projects of the state agency on the approved current fiscal year's Capital Improvement Plan list, or to add the emergency project if the state agency*

*does not have any projects on the approved current fiscal year's Capital Improvement Plan list…" 62 O.S. § 901.1*

11. Monthly Update of Agency Budget — Ashlee Clemmons, Chief Administrator, Business Services
    - FY 2016 (Final Report)
    - FY 2017

12. Quarterly Update of FY 2016 Oklahoma Correctional Industries and Agri-Services Budget (April 1 – June 30, 2016) — La Nita Hilgenfeld, Business Services Coordinator, Oklahoma Correctional Industries and Agri-Services

13. Monthly Update of Offender Population — Laura Pitman, Ph.D., Division Manager, Field Services

14. Update on North Fork Correctional Center Transition — Edward L. Evans, Associate Director, Field Operations

15. Committee Reports — Committee Chairs

    Standing Committees:
    - Audit/Finance – Chair Frazier Henke, Members Todd Holder and Kevin Gross
    - Criminal Justice Reform – Chair Irma Newburn, Members Gene Haynes and Adam Luck
    - Public Policy/Affairs – Chair Gene Haynes, Members Adam Luck and Irma Newburn
    - Population/Private Prisons – Chair Todd Holder, Members Michael Roach and Adam Luck
    - Executive – Chair Michael Roach, Members Frazier Henke and Kevin Gross

16. New Business — Michael W. Roach, Chair

17. Announcements — Michael W. Roach, Chair

18. Approval to Adjourn for Executive Session for: — David Cincotta, General Counsel
    - Discussion of Pending Investigations
      - *Unattended death of inmate Chad Coffey #232211 at Oklahoma State Penitentiary (Case number IG 16-0094)*
      - *Suicide of inmate James Frosig #202868 at Lexington Assessment and Reception Center (Case number IG 16-0100)*
      - *Homicide of inmate Gregory Smith #518433 at Mack Alford Correctional Center (Case number IG 16-0108)*

    *"Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest." 25 O.S. § 307.B.4.*

19. Approval to Return from Executive Session — David Cincotta, General Counsel

20. Adjournment — Michael W. Roach, Chair

*The next regular meeting of the Board of Corrections is scheduled for 1:00 p.m. on Thursday, October 13, 2016, at the Oklahoma Department of Corrections in Oklahoma City, Oklahoma.*

*Updated on 9/12/2016 10:37:14 AM*

Item #4

**OKLAHOMA BOARD OF CORRECTIONS**

# REGULAR MEETING

North Fork Correctional Center
1605 E Main Street
Sayre, Oklahoma
July 7, 2016

**1. Call to Order and Roll Call** **Kevin Gross, Chair**

Chair Gross called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:05 p.m. on Thursday, July 7, 2016, at the North Fork Correctional Center (NFCC) in Sayre, Oklahoma. The final agenda was posted at 1:17 p.m. on Tuesday, July 5, 2016, at the Oklahoma Department of Corrections (ODOC), which is at least twenty-four hours prior to the commencement of the meeting.

Chair Gross asked the clerk to call the roll:

| | | | |
|---|---|---|---|
| Kevin Gross, Chair | Present | Adam Luck, Member | Present |
| Gene Haynes, Member | Absent | Irma Newburn, Member | Present |
| Frazier Henke, Secretary | Present | Michael Roach, Vice Chair | Present |
| Todd Holder, Member | Present | | |

Calling of the roll reflected a quorum was present.

**2. Welcome/Remarks** **Tracy McCollum, Warden**
**North Fork Correctional Center**

Warden McCollum greeted and welcomed the BOC to the facility. Warden McCollum introduced and thanked Senator Darcy Jech, Senator Wayne Shaw, Represenative Todd Russ and City of Sayre leaders, Gene Moses, Billie Cook, Jay Laxton, Mike Howard and Mayor Eddie Tom Lakey for attending the meeting. He provided information on staffing at the facility and introduction of inmates to the facility.

Chair Gross opened the floor to Mayor Lakey for remarks. Mayor Lakey expressed his appreciation to the BOC as well as the agency for selecting the NFCC for housing of inmates.

**3. Old Business** **Kevin Gross, Chair**

There was no old business to discuss.

**4. Approval of Board of Corrections Meeting Minutes from Regular Meeting on June 2, 2016** **Kevin Gross, Chair**

Chair Gross stated the BOC had previously received the meeting minutes from June 2, 2016, for review and he would entertain a motion to approve. A copy of the meeting minutes is included in the BOC Packet for July 7, 2016.

***Motion:*** Mr. Roach made a motion to approve the minutes and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Newburn – abstain; Mr. Roach – yes.

The minutes were approved by majority vote and there was no further discussion.

5. **Approval of Board of Corrections Policies:** **Kevin Gross, Chair**
   - **P-020800, Guidelines for Research and Research-Related Activities**
   - **P-160100, Purpose and Function of Probation and Parole**

Chair Gross stated the BOC had previously received the policies for review and he would entertain a motion to approve. A copy of the policies are included in the BOC Packet for July 7, 2016.

***Motion:*** Mr. Henke made a motion to approve the policies and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Newburn – yes; Mr. Roach – yes.

The policies were approved by majority vote and there was no further discussion.

6. **Notification to Board of Corrections of Emergency Purchase Under $75,000** **Joe M. Allbaugh, Interim Director**
   - **Purchase of Chiller for Oklahoma City Community Corrections Center**

Interim Director Allbaugh notified the BOC of his authorization to purchase a new chiller in the amount of $10,089 for the Oklahoma City Community Corrections Center in accordance with 61 O.S. § 130.B, which states "The chief administrative officer of a public agency with a governing body shall notify the governing body within ten (10) days of the declaration of an emergency if the governing body did not approve the emergency. The notification shall contain a statement of the reasons for the action, and shall be recorded in the official minutes of the governing body."

There was no further discussion of this matter.

7. **Notification to Board of Corrections of Emergency Purchase Under $100,000** **Joe M. Allbaugh, Interim Director**
   - **Repair of Two Electrical Transformers at Lexington Assessment and Reception Center**
   - **Drinking Water, Cooling Water, Ice, Paper Plates, Paper Cups During Water Outage at Dick Conner Correctional Center**

Interim Director Allbaugh notified the BOC of his authorization to repair two electrical transformers in the amount of $16,018.56 at the Lexington Assessment and Reception Center after a lightning storm caused damage to them.

Interim Director also notified the BOC of his authorization to purchase drinking water, cooling water, ice, and eating utensils in the amount of $49,656.70 at the Dick Conner Correctional Center after the facility experienced a water shortage due to a broken waterline which shut down all water flow into the prison.

These purchases were in accordance with 74 O.S. § 85.7.A.4. "Emergency acquisitions are defined by 580:16-1-2 as an acquisition made by the State Purchasing Director or a state agency without seeking competitive bids to relieve an unforeseen condition believed to place human life or safety in imminent danger or to threaten significant property interests with imminent destruction; or a condition certified by the governor as a serious environmental situation."

There was no further discussion of this matter.

**8. Approval of Appointment of Tracy McCollum as Warden of the North Fork Correctional Center** — **Greg Williams, Division Manager West Institutions**

Mr. Williams presented career and background information on Warden McCollum before requesting approval from the BOC to appoint him as the first warden of the NFCC.

***Motion:*** Mr. Roach made a motion to approve the appointment of McCollum as warden and Ms. Newburn seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Newburn – yes; Mr. Roach – yes.

The appointment was approved by majority vote. Interim Director Allbaugh noted that Warden McCollum had been instrumental in preparing his team and the facility for the move of inmates into the NFCC. He commended Warden McCollum and his staff for their hard work during the transition.

**9. Monthly Update of FY 2016 Agency Budget** — **Ashlee Clemmons, Chief Administrator Business Services**

Ms. Clemmons provided the agency's budget update as of May 31, 2016. A copy of the update is included in the BOC Packet for July 7, 2016.

**10. Approval of FY 2017 Budget Work Program** — **Ashlee Clemmons, Chief Administrator Business Services**

Ms. Clemmons requested the approval of the FY 2017 Budget Work Program as presented to the BOC. A copy of the FY 2017 Budget Work Program is included in the BOC Packet for July 7, 2016. Mr. Henke noted the Audit/Finance Committee had met and endorsed the FY 2017 Budget Work Program to be presented to the full BOC for approval.

***Motion:*** Mr. Henke made a motion to approve the FY 2017 Budget Work Program as presented and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Newburn – yes; Mr. Roach – yes.

The FY 2017 Budget Work Program was approved by majority vote.

**11. Approval of Resolution for National Pretrial, Probation and Parole Supervision Week (July 17-23, 2016)** — **Laura Pitman, Ph.D., Division Manager Field Services**

Dr. Pitman requested the approval of the resolution as presented this date to the BOC. Chair Gross stated the BOC had previously received a copy of the resolution for review and he would

entertain a motion to approve. A copy of the resolution is included in the BOC Packet for July 7, 2016.

***Motion:*** Mr. Roach made a motion to approve the resolution and Ms. Newburn seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Newburn – yes; Mr. Roach – yes.

The resolution was approved by majority vote.

**12. Monthly Update of Offender Population** **Laura Pitman, Ph.D., Division Manager Field Support**

Dr. Pitman provided the agency's population update as of May 31, 2016. A copy of the update is included in the BOC Packet for July 7, 2016. Mr. Roach noted the Population/Private Prisons Committee met on July 6, 2016 to discuss the current inmate population as well as the transition of inmates to the North Fork Correctional Center.

**13. Approval to Amend and Renew Current Private Prison Contract** **David Cincotta, General Counsel**

- **Corrections Corporation of America (CCA) – Annual renewal of five-year contract**

Mr. Cincotta presented an amendment and annual renewal of the CCA contract for the approval of the BOC. A copy of the contract is included in the BOC Packet for July 7, 2016.

***Motion:*** Mr. Holder made a motion to approve the contract amendment and renewal as presented and Mr. Roach seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Newburn – yes; Mr. Roach – yes.

The contract was approved by majority vote.

**14. Update on North Fork Correctional Center Transition** **Edward L. Evans, Associate Director Field Operations**

Mr. Evans provided the BOC with information regarding the transition of inmates to the NFCC and the Oklahoma State Reformatory. Beginning July 5, 2016, inmates began transferring from the Oklahoma State Reformatory (OSR) to the NFCC. By July 10, all inmates currently housed at the OSR will be moved to the NFCC. In addition, work centers are being closed and the inmates housed there will be moved to the OSR. Mr. Evans commended Warden McCollum and Mr. Williams for their hard work and commitment during the transition.

**15. Committee Reports** **Committee Chairs**

Chair Gross asked the committee chairs for their reports.

- **Audit/Finance Committee**
  There was nothing further to report from this meeting.
- **Female Offender Committee**
  The committee did not meet this month.
- **Public Policy/Public Affairs Committee**

The committee did not meet this month.

- **Population/Private Prisons Committee**
  There was nothing further to report from this meeting.
- **Executive Committee**
  The committee met on June 22, 2016 to set the agenda for the meeting this date. There was nothing further to report from this meeting.

**16. Election of Officers** **Kevin Gross, Chair**

Chair Gross stated the Executive Committee met and makes the following recommendations for FY2016 Officers: Michael Roach, Chair; Frazier Henke, Vice Chair; and Todd Holder, Secretary. Chair Gross asked for other nominations from the BOC members. Hearing none, he asked for a motion to approve the officers as noted.

***Motion:*** Mr. Luck made a motion to approve the officers as recommended and Ms. Newburn seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Newburn – yes; Mr. Roach – yes.

Michael Roach, Frazier Henke and Todd Holder were approved by majority vote as Chair, Vice Chair and Secretary, respectively.

**17. New Business** **Kevin Gross, Chair**

There was no new business to discuss.

**18. Announcements** **Kevin Gross, Chair**

The BOC meeting location for September 1, 2016 will be at Jess Dunn Correctional Center.

**19. Approval to Adjourn for Executive Session for:** **David Cincotta, General Counsel**

- **Discussion of Pending Litigation**
  - ***Koch et al v. Juber et al,* US District Court for the Western District of Oklahoma, case number 13-cv-00750-HE**
- **Discussion of Director of Corrections**
  - **Appointment and Salary of Director of Corrections**

Mr. Cincotta advised the items listed on the agenda would require adjournment to Executive Session for engaging in confidential communications between the BOC and its attorney. He recommended Chair Gross entertain a motion to adjourn.

***Motion:*** Mr. Roach made a motion to adjourn to Executive Session and Ms. Newburn seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Newburn – yes; Mr. Roach – yes.

The adjournment to Executive Session was approved by majority vote and the BOC adjourned at 1:41 p.m.

**20. Approval to Return from Executive Session** **David Cincotta, General Counsel**

The BOC returned to the meeting room at 2:57 p.m. Mr. Cincotta advised the BOC of the approval needed to return from Executive Session.

***Motion:*** Ms. Newburn made a motion to return from Executive Session and Mr. Roach seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Newburn – yes; Mr. Roach – yes.

The return was approved by majority vote and the BOC resumed the meeting at 2:58 p.m.

**21. Approval of Appointment and Salary of Director of Corrections** **David Cincotta, General Counsel**

Chair Gross noted that Joe M. Allbaugh had been appointed as Interim Director in January 2016 and the BOC is in support of appointing him as the Director of Corrections effective immediately at a salary of $185,000 annually. Chair Gross asked for a motion to appoint Joe M. Allbaugh as the Director of Corrections.

***Motion:*** Mr. Holder made a motion to appoint Joe M. Allbaugh as the Director of Corrections at a salary of $185,000 annually and Mr. Henke seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Newburn – yes; Mr. Roach – yes.

The appointment was approved by majority vote. Director Allbaugh thanked the BOC for their support during his tenure as the interim director and affirmation of his appointment as the director.

**22. Adjournment** **Kevin Gross, Chair**

There being no further business to come before the BOC, Chair Gross requested a motion to adjourn the meeting.

***Motion:*** Mr. Roach made a motion to adjourn the meeting and Mr. Holder seconded the motion. The results of the roll call were: Mr. Gross – yes; Mr. Henke – yes; Mr. Holder – yes; Mr. Luck – yes; Ms. Newburn – yes; Mr. Roach – yes.

The adjournment was approved by majority vote and the meeting ended at 3:03 p.m.

Submitted to the Board of Corrections by:

_____ _____

Kimberley Owen, Minutes Clerk Date

I hereby certify that these minutes were duly approved by the Board of Corrections on the thirteenth day of September 2016, in which a quorum was present and voting.

Approved by:

| | |
|---|---|
| John T. Holder, Secretary<br>Board of Corrections | Date |

Item #7

# Operating Procedures and Policies for the Oklahoma Board of Corrections

The Oklahoma Board of Corrections (BOC) will establish and maintain written policy pursuant to Section 504 of Title 57 of the Oklahoma Statutes, which govern decision making, monitoring of operations, and meetings conducted within the Department of Corrections (ODOC). (4-4001, 4-APPFS-3D-01)

I. Operating Procedures

A. Duties and Responsibilities

Upon selection by the Governor to the BOC, the prospective new BOC member(s) shall promptly receive a copy of these Operating Procedures and Policies and its attachments, including the "Performance Expectations for Members of the Board of Corrections" which is incorporated by reference (Attachment A, attached).

The duties and responsibilities outlined in these Operating Procedures and Policies will be reviewed annually by the BOC and the ODOC director. The BOC will have the following powers and duties:

1. Establishment of Policies

The BOC will establish policies for the operation of the ODOC. The BOC also must approve cancellation of, and amendments to, established policy statements.

2. Approval of Personnel Matters (2-CO-1A-10)

a. The BOC may require the director and any other ODOC personnel, when deemed necessary by the BOC, to give bond for the faithful performance of their duties (57 O.S. 504(5)).

b. The BOC will appoint and fix the salary of the director.

(1) The maximum salary of the director is established by law.

(2) The term of office of the director is continuous and may only be terminated for good cause and after a formal and open hearing on specific charges, if requested by the director or by the BOC.

(3) The BOC will consider for confirmation and vote on the appointments of wardens, district supervisors, and other staff members required by law to be confirmed as submitted to the BOC by the director.

3. Approval of Contracts and Budgets

a. The BOC will be involved in the selection of architectural firms for projects when the architect's fee is over $200,000. The BOC will also approve requisitions for construction contracts for projects where estimated construction costs are greater than $500,000. Approval of construction documents must occur before acceptance of a bid.

b. The BOC will be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities.

c. The BOC will review and approve the proposed ODOC budget request before it is submitted to the Office of Management and Enterprise Services (OMES) in October of each year for review by the Governor.

d. The BOC will review and approve the ODOC budget work program before it is submitted to OMES on June 1 or as soon thereafter as possible.

e. The BOC will review and approve all emergency expenditures of money that exceed the director’s authority as allowed by law.

4. Private Prison Construction or Operation

a. If ODOC proposes to enter into a contract for the construction or the operation, or both, of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC (57 O.S. 561, 561.1D-4 &G).

b. ODOC shall then deliver to the BOC the top three (3) qualified prospective private prison contractors identified pursuant to law together with the information reviewed and analyzed by ODOC during analysis of the proposals. The BOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information (57 O.S.561.1.H).

c. Should ODOC choose to negotiate with current private prison contractors for a new contract for the operation, lease, or

lease/purchase of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC. The BOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information. Additional time may be provided, when necessary (57 O.S. 561, 561.1).

B. Orientation

Within three (3) months of their appointment, all newly appointed BOC members shall attend an orientation to become familiar with ODOC operations.

C. Officers, Terms of Office, and Qualifications

1. The BOC, composed of seven members, will have the following offices: a chair, vice chair, and secretary. These offices will be filled by BOC election at the regular meeting held annually in June.

2. Members who have demonstrated leadership, while adhering to these operating procedures and policies, and shown commitment to the missions of both the BOC and ODOC are eligible for election by a majority vote of the BOC. Whenever possible, a member shall not serve as chair until serving a term as vice chair.

3. An incumbent officer may be re-elected as often as such officer receives the necessary votes. Newly elected officers will assume their offices at the next meeting of the BOC.

D. BOC Vacancies and Succession

1. If a vacancy occurs in the office of the chair, the vice chair will automatically succeed to the office of the chair and complete the remaining term of office.

2. Upon assuming the office of chair, the office of vice chair will become vacant through succession, and the chair may appoint a vice chair to complete the remaining term of office.

3. Any vacancy occurring in the office of vice chair or secretary may be filled by the chair by appointment for the remaining term of office.

4. A newly appointed officer will assume office at the next meeting of the BOC.

5. A newly appointed BOC member nominated, but not confirmed by the Senate, shall not vote during a BOC meeting unless the new

member has been designated by the Governor as an interim member to fill a vacancy that occurred during a term of office. An incumbent member scheduled to leave office may continue to act as a member of the BOC until a successor is duly appointed and confirmed according to law. A reappointed member may continue to vote unless denied confirmation by the Senate.

E. Facility/Office Tours

Besides the tours or inspections, which may be taken during the regular BOC meetings, each BOC member is encouraged to conduct at least one visit of an ODOC institution, community corrections center, and community work center or probation and parole office per year.

F. Inquiries

Any inquiries regarding ODOC's operations, actions, or policies received by BOC members from the public, employees, or offenders will be referred to the director or designee for response. If those inquiries are of such a nature that referral to the director may be inappropriate, then referral should be made to the chair of the BOC for appropriate disposition.

II. Administration of BOC Functions

A. Rules of Order

1. The *Modern Rules of Order* shall act as a guide to the BOC in the transaction of business during meetings, unless otherwise provided by law or these BOC operating procedures and policies.

2. A quorum of the BOC consists of four (4) BOC members.

3. A roll-call vote of the BOC is taken on the following:

   a. All actions requiring BOC approval or confirmation as identified in this policy;

   b. Convening an executive session of the BOC; and/or

   c. On any other action at the request of any BOC member or upon the advice of legal counsel.

B. BOC Meetings

The BOC will normally meet with the director at least monthly to review the administration and activities of the ODOC to include reports on the operation and performance of facilities and units, review BOC policies as needed, and other appropriate matters.(4-ACRS-7D-34)

1. The chair will preside over BOC meetings. The vice chair will preside in the absence of the chair.

2. The monthly meetings will be conducted at a time and place designated by the chair (or vice chair in the chair's absence), and published by ODOC.

   a. Members who know that they will be unable to attend will notify the ODOC of their intended absence at least one week before the scheduled meeting.

   b. A majority of affirmative votes of a quorum will be required to conduct and transact the business of the BOC.

3. ODOC support staff will be responsible for the following:

   a. Recording the minutes of every BOC meeting;

   b. The certification of the approval of the minutes;

   c. Ensuring whenever possible, all documents and information relevant to the BOC meeting is provided to the BOC in electronic form, no less than five (5) days prior to the scheduled BOC meeting; and

   d. Maintaining the official records of the BOC as required by law.

4. Upon approval of the minutes, the BOC Secretary will execute the following:

   Certificate of Approval

   I hereby certify that these minutes were duly approved by the Board of Corrections on _____ ___, 20____, in which a quorum was present and voting.

   Date: _____ _____ Secretary of the Board of Corrections

5. All meetings of the BOC will be conducted according to the Oklahoma Open Meeting Act (25 O.S. 301-314).

   a. The director will ensure that notice is given in writing to the Secretary of State, by December 15 of each calendar year, of the regularly scheduled meetings of the BOC for the next calendar year.

   b. The director will ensure that the proposed agenda is posted at least 24 hours before each meeting. The agenda will be

posted in prominent public view at ODOC Administration, 3400 N Martin Luther King Avenue in Oklahoma City.

c. If any change is to be made in the date, time, or place of the regularly scheduled meeting, then notice in writing will be given to the Secretary of State not less than ten days before the implementation of the change.

6. BOC executive sessions are authorized only under the following circumstances, or as otherwise provided by Oklahoma law:

a. Discussion of the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any salaried public officer or employee, including a periodic performance evaluation of the director.

b. Confidential communication with the BOC's attorneys only to discuss a pending investigation, claim, case, matter, or action where disclosure would seriously impair the ability of the BOC to proceed in the public interest.

c. Any vote or action must be taken in public meeting with the vote of each member publicly cast and recorded. At the end of each executive session, a public announcement will be made memorializing the executive session discussion and announcing whether a vote is necessary.

7. Special meetings may be called by the chair or by a majority of the BOC as necessary and according to the Oklahoma Open Meeting Act.

8. In the event any meeting is to be continued or reconvened, public notice of the action, including date, time, and place of continued meeting, will be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting that is continued will be discussed at the continued or reconvened meeting.

9. An emergency meeting of the BOC as permitted by the Oklahoma Open Meeting Act may be held without public notice. The person calling an emergency meeting will give as much advance public notice as is reasonable and possible under the existing circumstances.

10. Matters of business that require further investigation or detailed study may be delegated to an ad hoc BOC committee appointed by the chair with the advice and consent of the Executive Committee.

11. At each meeting, the chair may provide an opportunity for any relevant business to be introduced by any BOC member, the director,

a member of the news media, or any citizen attending the meeting, however, business may not be transacted unless such business constitutes “new business” within the meaning of the Open Meeting Act.

12. Every meeting of the BOC will be electronically taped (except executive session) from which minutes will be transcribed in summary form. A copy of the minutes will be forwarded to the BOC before the next meeting for their review. After formal approval of the minutes, as submitted or as amended, the taped recordings shall be destroyed, unless the BOC or the Executive Committee requests that the tape recording not be destroyed. A certified copy of the approved minutes will constitute the official record of the BOC.

13. Members of the BOC will be reimbursed for travel expenses, as provided by law for other state officers and employees, while attending meetings of the BOC or performing other official duties.

C. BOC Committees

The chair of the BOC shall appoint or reappoint up to three (3) members of the BOC to a standing committee at the beginning of a fiscal year. Any BOC member may offer a motion to create a standing or ad hoc committee, which shall include the proposed committee’s specific tasks and/or goals. If approved, the chair shall appoint up to three (3) members to the committee and name a member to act as chair of the newly created committee.

Each committee may meet as required by the respective chair of the committee and report their findings and recommendations to the full BOC for formal approval and action. After each meeting of any committee, a report will be made during the next regular or special BOC meeting as required. Committee meetings will be coordinated with the director and staff schedules.

The following committees are standing committees:

1. Executive Committee

   a. The Executive Committee shall consist of the following BOC members:

      (1) Chair of the BOC;

      (2) Vice chair of the BOC; and

      (3) The immediate past chair of the BOC. In the event the past chair is no longer serving as a BOC member, the secretary of the BOC shall succeed to the Executive Committee.

b. Duties of the Executive Committee shall include:

(1) Ensuring that the director's annual written performance evaluation is conducted by the BOC;

(2) Developing, reviewing, and approving the monthly BOC agenda;

(3) Performing BOC self-assessments by developing performance targets and assessing annually their achievement using a survey, interviews, or by other methods the BOC deems appropriate; and

(4) Any matter referred to it by the BOC chair or director.

2. Audit/Finance Committee

a. The Audit/Finance Committee will meet with the director and designated staff to conduct business, including but not limited to:

(1) Reviewing and analyzing the ODOC's annual budget request and budget work program;

(2) Recommending to the BOC the type and scope of the audits to be performed for the agency, the Oklahoma Correctional Industries and Agri-Services;

(3) Recommending to the BOC the entity, firm or person to perform audits;

(4) Determining the type, content and frequency of financial reports to fulfil proper financial oversight and compliance with Oklahoma Statutes; and

(5) Ensuring controls are in place to safeguard the assets of the agency as well as controls for proper financial reporting.

b. The Audit/Finance Committee will meet as needed to review the budget request due in October of each fiscal year.

c. The Audit/Finance Committee will meet as needed to review the budget work program due June 1 or as soon thereafter as possible of each fiscal year.

d. The Audit/Finance Committee chair or a designee will report to the BOC and request formal approval of the budget request and budget work program.

3. Population/Private Prison Committee

a. The Population/Private Prison Committee will meet as needed with the director and designated staff to conduct business, including but not limited to:

(1) Reviewing the ODOC's population status, policies, and the review and approval of facilities' authorized capacity.

(2) Reviewing and approving requests for proposals, determining contract performance standards, proposing rules and regulations, reviewing and approving proposed per diem costs for the ensuing fiscal year, and reviewing the cost benefit analysis required by law.

(3) Reviewing and approving ODOC policies and procedures which may affect female inmates/offenders to ensure a level of parity that avoids and/or minimizes any discrimination.

The Population/Private Prison Committee chair or a designee will report to the full BOC their recommendations and request formal approval thereof.

4. Public Policy/Affairs Committee

a. The Public Policy/Affairs Committee will meet with the director and designated and appropriate staff to conduct business, including but not limited to the review and approval of the specific language of the legislative initiatives of the ODOC.

b. The Public Policy/Affairs Committee will meet prior to each legislative session, and from time to time during the legislative session, to review and discuss any necessary changes.

c. The Public Policy/Affairs Committee, the director and designated staff will interface, as necessary, with members of other state boards, associations, organizations, agencies and designated appropriate staff to coordinate activities relating to the above named entities.

d. The Public Policy/Affairs Committee chair or a designee will report to the BOC their recommendations and request formal approval thereof.

5. Criminal Justice Reform Committee

a. The Criminal Justice Reform Committee will meet as necessary with the director and designated staff to conduct business, including but not limited to:

(1) Reviewing, developing and updating current ODOC policies and procedures to support criminal justice reform.

(2) Exploring opportunities for cooperative efforts and to promote awareness of ODOC policies and procedures as it relates to criminal justice reform.

(3) Providing direction and guidance to facilitate long-term objectives of the agency.

b. The Criminal Justice Reform Committee, the director and designated staff will interface, as necessary, with members of other state boards, associations, organizations, agencies and designated appropriate staff to coordinate activities relating to the above named entities.

c. The Criminal Justice Reform Committee chair or a designee will report to the BOC their recommendations and request formal approval thereof.

D. Committee Sunset Provision

All committees not designated as a standing committee shall expire after one calendar year from the date of the committee's inception, unless the BOC approves the committee's continued existence.

E. BOC Agenda

The chair and/or the Executive Committee shall be contacted in order for any item to be placed on the BOC agenda for a regular or special BOC meeting. Proposed agendas will be prepared and posted at least seven days prior to any BOC meeting. A final agenda will be posted at least 24 hours in advance of any BOC meeting. After final posting, no additions to the agenda will be considered unless it falls under the item of new business in compliance with the Oklahoma Open Meeting Act. The decision of the chair will be final for placing items on the agenda for the next meeting unless requested by three members of the BOC in a timely manner.

F. Requests for Information by BOC Members

Any BOC member or committee may request information from ODOC that is within the BOC's statutory authority, provided such request is presented to the director who may refer the request to the appropriate member of the ODOC staff. Copies of such information shall be provided to all members of the BOC, as deemed appropriate by the director and/or the BOC Executive Committee. Any requests that cause significant increases in workload for the director or ODOC staff should be referred to the BOC Executive Committee for approval or placed on the next BOC meeting's agenda for consideration by the BOC. The director will determine whether the request presents a significant increase in workload and the time required responding to the request. If required, the director will request that the BOC member contact the BOC chair to place the item on the agenda for the next BOC meeting.

III. Public Access

The ODOC and its BOC share the responsibility to provide information concerning ODOC to Oklahoma citizens. The BOC will allow public and press inquiry of each BOC member after each BOC meeting, as each individual BOC member's schedule permits. All requests for information from BOC members shall be referred to the director for appropriate response.

A. Requests for Information

Requests for information from the public regarding an individual offender must meet the following requirements:

1. The request must comply with OP-060212 entitled "Maintenance and Access of Offender Records" and "Authorization to Release Department of Corrections Record Information" form (DOC 060212F).

2. If the request is regarding questionable policy practices or possible criminal behavior by staff or an inmate, specific facts must be provided by the requesting party prior to any response.

For any request that does not involve possible criminal behavior by the offender or that places the requesting party in jeopardy, the information gathered for the response shall be provided to the offender by the unit staff. The offender shall then have the opportunity to forward the information to the requesting party. The offender shall be encouraged to utilize the grievance procedure, when appropriate.

This section will not apply to open records requests or requests by an offender's attorney of record or elected public officials.

Unless otherwise provided by the Oklahoma Open Meeting Act, all BOC

meetings will be open and accessible by the public. All members of the public attending BOC meetings shall be subject to any security procedures deemed necessary by the ODOC. Any person who has been denied access to any ODOC facility or institution may be allowed to attend a BOC meeting, provided the person meets all security concerns, and shall be limited to the specific room where the meeting is held, and shall be required to arrive within a reasonable time before the meeting and leave within a reasonable time after the adjournment of the meeting.

IV. Members Representing the BOC

Only members or committees authorized by the chair and/or the Executive Committee or pursuant to a duly adopted BOC resolution may represent the BOC before the executive or legislative branch or before any other branch or agency of the state or federal government or before any private entity, including the press. Except as noted above, media comments may be made stating only the personal views or positions of the member on matters that may come before the BOC. Members may express their personal views on any proposed legislation affecting the ODOC.

V. References

OP-060212 entitled “Maintenance and Access of Offender Records”

25 O.S. 301-314

57 O.S. 503, 504, 506, 510, 561, 561.1

74 O.S. 2.2

577 P. 2nd 1310 (Okla. 1978)

VI. Action

The director is responsible for compliance with this policy.

The director and the Board of Corrections are 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-010200 entitled "Operating Procedures and Policies for the Oklahoma Board of Corrections" dated May 19, 2015

Distribution: Policy and Operations Manuals
Agency Website (Public)

Board Website (Private)

| Referenced Forms | Title | Location |
|---|---|---|
| DOC 060212F | "Authorization to Release Department of Corrections Record Information" | OP-060212 |

| Attachments | Title | Location |
|---|---|---|
| Attachment A | "Performance Expectations for Members of the Board of Corrections" | Attached |

# Mission and Organization of the Oklahoma Department of Corrections

The Oklahoma Department of Corrections (ODOC) is established in accordance with applicable statutes and regulations with the goal of ensuring public safety through the provision of professionally managed correctional services pursuant to orders of the court, the Pardon and Parole Board, applicable statutes and Board of Corrections (BOC) policy. (2-CO-1A-02, 2-CO-1A-04, 4-4001, 4-APPFS-2A-01, 4-APPFS-3D-01, 4-APPFS-3D-02)

## I. Mission Statements

It is the mission of the ODOC to protect the public, the employees and the inmates and offenders.

The agency and its subdivisions will develop written mission statements that establish desired outcomes. These statements will be reviewed annually and updated as needed. (2-CO-1A-04, 2-CO-1A-06, 2-CO-IA-08, 2-CO-1A-21, 4-4002, 4-4003, 4-ACRS-7D-01, 4-ACRS-7D-02, 4-APPFS-3D-04, 4-APPFS-3D-07)

## II. Goals and Objectives

### A. Development of Goals and Management Strategy

The agency's primary goals include the safe and humane operation of a professional correctional system providing secure confinement and supervision of inmates/offenders and the reduction of recidivism by offering programs and services that afford inmates/offenders opportunities for positive change and successful reentry. The goals, management strategy and agency operational procedures will be defined and be consistent with the guiding goals and principles of the agency. (2-CO-1A-06, 2-CO-1A-07, 2-CO-1A-20, 4-4003, 4-ACRS-7D-01, 4-APPFS-3D-05)

### B. Resources

Within available resources, the agency will offer a range of evidenced based correctional operations. These operations will include institutionalization, community programs, community supervision, treatment and other rehabilitation programs that will best serve the needs of the State of Oklahoma and the individual inmate/offender. These evidence-based programs will enhance the inmate's and offender's ability to establish a productive and law-abiding lifestyle. (4-APPFS-2A-07) The agency will

administer its programs in an equitable manner in the least restrictive environment consistent with public safety.

C. Operations

The director will ensure policy and procedures governing the management and operations of the agency are established and implemented. (2-CO-1A-06) Regular meetings with the BOC will provide opportunity to review and evaluate established policies and agency operations. (4-ACRS-7D- 34)

III. Organization

A. Organizational Charts

The director will ensure organizational charts and FTE matrices of every staff position within the agency are developed and maintained. These charts reflect the grouping of functions, the area of control, define the lines of authority, and outline a specific channel of communication. (2-CO-1A-12, 4-4010, 4- ACRS-7D-03, 4-APPFS-3D-03)

B. Communications

The ODOC will maintain an effective communication system through regular meetings between facility heads and department heads and between department heads and their key staff members at least once each month. The agency will also utilize the latest technology to enhance communications. (2-CO-1A-18, 2-CO-1A- 19, 4-4015, 4-ACRS-7D-35, 4-APPFS-3A-29, 4-APPFS-3D-07)

IV. References

57 O.S. § 504 (b) (I), 507, and 508.1

74 O.S. § 18c

V. Action

The director is responsible for 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.

Replaced: Policy Statement No. P-010300 entitled "Mission and Organization of the Oklahoma Department of Corrections" dated September 30, 2014

Distribution: Policy and Operations Manual
Agency Website

**Michael W. Roach, Chair**
**Oklahoma Board of Corrections**

# Legislative Initiative Process

I. Board Approval of Department Legislative Initiatives

A. Legislative Initiatives

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

B. Presentation

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

C. Board Committee

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

D. Board Consideration and Approval

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

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

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

III. Legislative Team Designation

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

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

A. Monthly Updates

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

B. Final Report

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

V. Action

The 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-020600 entitled "Legislative Initiative Process" dated September 30, 2014

Distribution: Policy and Operations Manual
Agency Website

| Section-03 Facility Operations | P-030100 | Page: 1 | Effective Date: 09/22/2016 |
|---|---|---|---|
| **Provisions of Services/Offender Rights and Responsibilities** | **ACA Standards: 2-CO-3C-01, 2-CO-4E-01, 2-CO-5C-01, 2-CO-5D-01, 2-CO-5E-01, 2-CO-5F-01, 4-4182, 4-4274, 4-4275, 4-4276, 4-4277, 4-4280, 4-4281M, 4-4292, 4-4293, 4-4294, 4-4429, 4-4481, 4-4487, 4-4497, 4-4498, 4-4505, 4-4517, 4-ACRS-5A-17, 4-ACRS-5A-19, 4-ACRS-5A-21, 4-ACRS-5A-22, 4-ACRS-6A-01, 4-ACRS-6A-02, 4-ACRS-6A-03, 4-ACRS-6A-07, 4-ACRS-6B-01, 4-ACRS-7D-13, 4-ACRS-7D-14** | | |
| **Michael W. Roach, Chair**<br>**Oklahoma Board of Corrections** | _____ | | |

# Provisions of Services/Inmate Rights and Responsibilities

The Oklahoma Department of Corrections (ODOC) will provide services and define inmate rights and responsibilities. (2-CO-3C-01)

For the purpose of this policy, the term “inmate” will apply to anyone under the authority, custody or care of a prison or a community-based facility operated by or under contract with the Oklahoma Department of Corrections (ODOC).

I. Services

Inmates will be provided opportunities for services in the areas of: correspondence, visiting and telephone privileges, control of personal and state property, health care, libraries, religion, recreation/programs and access to courts.

A. Correspondence

Internal management procedures will govern the sending and receiving of correspondence by inmates. (2-CO-5D-01, 4-4487, 4-ACRS-6A-07)

B. Visiting Privileges

Internal management procedures will govern the visiting program for inmates. Limitations on the number of visitors an inmate may have and the times for such visitation will be established, taking into account the safety and security needs of the facility and in accordance with guidelines established by the director. (2-CO-5D-01, 4-4498, 4-ACRS-5A-17)

C. Telephone Privileges

The use of telephones by inmates is a privilege, not a right. Inmates may communicate with persons or organizations subject to the limitations necessary to maintain the facility’s order and security. (2-CO-5D-01, 4-4497, 4-ACRS-5A-19)

D. Personal Property

1. The possession of private property is a privilege and inmates may possess only that property authorized by the director. Inmates possessing personal private property assume any risk of potential loss or damage.

2. Inmates' property, personal and state issued, will be managed according to written system-wide procedures that coincide with applicable procedures. (4-4292, 4-4293, 4-4294, 4-ACRS-7D-13, 4-ACRS-7D-14)

E. Health Care

The ODOC will provide medical, dental, and mental health services that address the known serious health care needs of each inmate. (2-CO-4E-01)

F. Libraries

Facilities will provide access to comprehensive library services that include both general and specialized materials to meet the reasonable educational, informational and recreational needs of inmates. (2-CO-5F-01, 4-4505)

G. Programs and Recreation

Facilities will provide appropriate programmatic and recreational activities designed to facilitate acceptable social activities and behavior as well as promote a healthy lifestyle. Programmatic and leisure time activities will provide all inmates with equal opportunity for participation. (2-CO-5C-01, 4-4481, 4-ACRS-5A-21)

H. Religious Activities

Religious activities will be available to inmates of all faith groups. Reasonable access and accommodation to the exercise of the religion by the inmate will be made, ensuring that the practice does not compromise the safety, security, sanitation and resources of the facility or the inmate. (2-CO-5E-01, 4-4517, 4-ACRS-5A-22)

I. Access to Courts

Procedures will be established to ensure all inmates in the ODOC are allowed reasonable access to courts. (4-4274, 4-4275, 4-4276, 4-ACRS-6A-01, 4-ACRS-6A-02)

II. Rights and Responsibilities

A. Inmates will be informed, in writing, of their rights, responsibilities and rules of conduct.

B. No inmates under the jurisdiction of the agency will be subject to discrimination based on age, race, religion, national origin, gender, political belief, or disability. (4-4277, 4-4429, 4-ACRS-6B-01)

C. The ODOC will make best efforts to protect inmates from personal abuse, corporal punishment, personal injury, disease, property damage and harassment. (4-4281M, 4-ACRS-6A-03)

D. No inmate or group of inmates will be given authority or control over any other inmate or facility security functions. (4-4182)

E. Inmates who are foreign nationals will have access to the diplomatic representative of their country. (4-4280)

F. Inmates will receive equitable treatment and the appropriate level of due process when alleged to have violated the rules of conduct.

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 statement is effective as indicated.

Replaced: Policy Statement No. P-030100 entitled "Provisions of Services/ Offender Rights and Responsibilities" dated July 15, 2015

Distribution: Policy and Operations Manual
Agency Website

| Section-04 Security | P-040100 | Page: 1 | Effective Date: 09/21/2016 |
|---|---|---|---|
| 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 | | |
| Michael W. Roach, Chair<br>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 (ODOC) 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 inmates/offenders. (2-CO-3A-01)

A. Security Standards

To provide for compliance monitoring of internal and external security, the agency 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 inmates/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)

5. The identification of visitors, employees and inmates/offenders; (2-CO-1G-06, 4-4117)

6. Control of inmate/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 agency 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 September 30, 2014

Distribution: Policy and Operations Manuals
Agency Website

# Provisions of Programs

The Oklahoma Department of Corrections (ODOC) has established a system of inmate programs that delivers services incorporating the best correctional practices and current correctional theory and technology. The goal of inmate programs is to reduce criminal risk through methods that demonstrate measurable change in inmate 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. Inmate Programs (2-CO-4F-01)

Inmate 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, inmates 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. Inmates are given the opportunity to participate in academic and career and technical training programs in accordance with eligibility requirements.

Based upon assessed need, inmates 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.

Replaced: Policy Statement No. P-090100 entitled “Provisions of Programs” dated September 30, 2014

Distribution: Policy and Operations Manual
Agency Website

# Drug Free Workplace Program

I. Establishment of a Drug Free Workplace Program

The Oklahoma Department of Corrections (ODOC) has established a drug free workplace program which, through commitment of appropriate resources and adoption of a "zero tolerance" standard, will advance the mission of the agency to protect the public, the employees, and the inmates and offenders. (2-CO-1C-20, 4-4063, 4-ACRS-7C-02, 4-APPFS-3C-01)

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

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

The requirement to be drug and alcohol free extends to all employees in that each employee contributes to the achievement of the agency's mission. Any failure to achieve the mission may place the safety of the public, the employees, and the inmates and offenders in jeopardy.

II. References

O.S. 40 § 551 et seq

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-110300 entitled "Drug Free Workplace Program" dated July 17, 2014

Distribution: Policy and Operations Manuals
Agency Website

# Community Sentencing

I. Purpose/Function

A. Management of Systems

It is the policy of the Oklahoma Board of Corrections (BOC) that the Oklahoma Department of Corrections (ODOC) implement and administer the Oklahoma Community Sentencing Act and any additional provisions of law relating to the operation and management of a statewide community sentencing system.

B. Duties

The Oklahoma Department of Corrections (ODOC) will have the duty to:

1. Administer a statewide community sentencing system pursuant to the provisions of the Oklahoma Community Sentencing Act and other provisions of law;

2. Establish goals and standards for the statewide community sentencing system and the local community sentencing systems;

3. Promulgate rules pursuant to the Administrative Procedures Act for the implementation and operation of the Oklahoma Community Sentencing Act;

4. Provide technical assistance and administrative support to each local community sentencing system;

5. Review, analyze, and fund local system plans within budgetary limitations;

6. Provide performance-based evaluations for all service providers of the statewide system; and

7. Report annually (by January 15 of each year) to the legislature and the Governor on the statewide system.

II. References

22 O.S. § 988.1 through 988.24

III. Action

The director is responsible for compliance with this policy.

The director is responsible for the annual review and revisions of this policy.

Any exception 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-170100 entitled “Community Sentencing” dated September 30, 2014

Distribution: Policy and Operations Manual
Agency Website

Item #8

# Terry C. Royal II

## Professional Summary

I have had the opportunity to serve in various capacities with increasing responsibility in both the public and private correctional settings since 1991. My experience includes various levels of supervision and management in nine (9) correctional facilities in Florida, Arizona and Indiana. I have experience in all security levels ranging from minimum through maximum and have managed facilities with populations ranging from 150 to 3188 offenders. I have served as a Correctional Officer, Sergeant, Lieutenant, Captain, Unit Manager, Assistant Superintendent, Superintendent and Warden with the Indiana Department of Correction. I served as a Warden with Management and Training Corporation in Arizona, and have served as the Regional Director of Institutions for the Florida Department of Corrections' Southern Region. I have been involved in the initial accreditation and/or re-accreditation of six (6) correctional facilities by the American Correctional Association.

## Professional Experience

**January 2016 to Present - Warden**
**Lake Correctional Institution**
**Florida Department of Corrections**
**Security Level - Close, Medium, Minimum,**
**Community Population - 1236**

The Lake Correctional Institution was established in 1973 to house adult male Close Custody inmates. The institution consists of a Main Unit which houses (1048) General Population inmates with custody levels ranging from Close Custody to Community Custody as well as Administrative and Disciplinary Confinement. The Mental Health Unit consists of a (188) bed in-patient unit that houses inmates of every custody/security level that have been court ordered to receive involuntary Mental Health. Treatment and Medication. The MHU provides Crisis Stabilization (CSU), Transitional Care, (TCU) and a Correctional Mental Health Treatment Facility (CMHTF). The MHU also provides out-patient care for the General Population and Administrative and Disciplinary Confinement inmates assigned to Lake C.I. As the Warden at Lake CI, I supervise all daily Operational, Program/Re-Entry functions and ensure the safety and security of the institution, public, staff and offenders are maintained and performed in a manner consistent with all Policies, Procedures, PREA/ACA Standards and recognized best practices.

**2012 to 2016 - Warden**
**Tomoka Correctional Institution**
**Florida Department of Correction**
**Security Level - Close, Medium, Minimum,**
**Community Population - 1882**

The Tomoka Correctional Institution was opened in 1981 and consists of a (1393) bed Close Custody Main Unit, a (292) bed Medium, Minimum and Community Custody Work Camp, an (84) bed Community Custody Work Release Center and a (113) bed Substance Abuse Treatment and Work Release Facility. As the Warden responsible for all four units, I supervised all Operational, Program/Re-Entry functions and ensure the safety and security of the institution, public, staff and offenders are maintained and performed in a manner consistent with all Policies, Procedures, ACA Standards and recognized best practices. The Tomoka C.I. Main Unit is a Close Custody Institution with a very difficult mission. The Main Unit is comprised of (2) General Population Secured Housing Units, (6) General Population Open Bay Style Dormitories, as well as Administrative and Disciplinary Confinement Units. Tomoka's general population includes over (700) inmates with mental health needs that require daily medication and (60-70) inmates with physical disabilities. Tomoka C.I. general population also operates (2) Faith and Character Based dormitories that operate in a fashion similar to that of a Therapeutic Community and includes various types of programming and self-betterment activities.

**2011 to 2012 - Regional Director of Institutions Florida**
**Department of Corrections - Southern Region**

At the time I was assigned as the Regional Director for Florida's Southern Region, the FDC consisted of two Regions. As the Regional Director for Adult Institutions for Florida's Southern Region, I was responsible for the supervision of (74) Correctional facilities of various security levels and missions. These facilities included (29) Major Correctional Institutions, (17) Work Camps, (24) Work Release Centers and (4) Road Prisons. These facilities comprised a total population of 41,000 inmates of all Custody and Security Levels. As the Regional Director, I supervised the (29) Wardens responsible for the (74) different facilities as well as all Regional Department Heads that supported the Institutions in the areas of Operations, Human Resources, Finance, Physical Plant, Maintenance, Medical, Mental Health, Classification, Programs, Re-Entry, Education, Foodservice, Training and Safety. Due to the extent of responsibility and geographical size of Florida's Southern Region, I maintained offices and Regional Support Staff in both Clermont, Florida and Ft. Lauderdale, Florida. This assignment required a great deal of travel in order to adequately supervise the various institutions. As the Regional Director, I reported to the Assistant Secretary of Institutions.

**2008 to 2011 - Warden**
**Marana Community Correctional Treatment**
**Facility Management and Training Corporation**
**(MTC) Security Level - Minimum**
**Population = 506**

The Marana Community Correctional Treatment Facility opened in 1994 and is contracted with the Arizona Department of Correction (ADC) to provide a safe and secure treatment environment for offenders who have a history of substance abuse and/or dependence. This mission requires that MCCTF not only function as a secure correctional facility, but also as a Licensed Substance Abuse Treatment Facility through the Arizona Office of Behavioral Health Licensure (OBHL). The contract between ADC and MCCTF included very specific requirements for Program, Education and Substance Abuse contact hours for each offender. As the Warden of the facility, I was responsible for the safety and security of the public, staff and offenders by ensuring all facility operations were performed in a manner consistent with all ADC Policies, Procedures, Contract Requirements, ACA Standards and recognized best practices. As the Warden of a privately owned and operated facility, I was also responsible for managing all contracts with vendors to provide Foodservice, Commissary and Maintenance Services as well as contracts with local Hospitals and Health Care Providers for the medical services required to meet the needs of the offender population.

**2006 to 2008 - Superintendent**
**Indiana Department of Correction**
**Chain 0' Lakes Correctional**
**Facility Security Level - Minimum**
**Population - 150**

The Chain O'Lakes Correction Facility opened in 1962 and is a minimum custody facility that is dedicated to preparing offender for Re-Entry back into society by providing Education and Substance Abuse Programming as well as providing offenders with real world job skills and work experience. The facility provided offender work squads for various local Governmental and Municipal Agencies. As the Superintendent of the facility, I was responsible for the safety and security of the public, staff and offenders. I was responsible for ensuring that all offenders remained in custody in a safe, secure and humane environment. I supervised all Operations, Classification, Programs, Re-Entry, Administrative and facility physical plant operations and maintenance.

**2003 to 2006 - Assistant Superintendent**
**Indiana Department of Correction**
**Miami Correctional Facility**
**Security Level - Close**
**Population - 3188**

The Miami Correctional Facility opened in 1998 and is a Close Custody Facility comprised of (14) Secured Housing Units, (1) Secured Administrative/Disciplinary Confinement Unit and (1) Open Bay Style Dormitory located outside the perimeter. As an Assistant Superintendent, I served both in Operations and Administration and acted in the absence of the Superintendent. While assigned to Operations, I supervised overall Facility Security, Custody Operations, Emergency Response Operations, Unit Team and Classification functions. While assigned to Administration, I supervised Foodservice, Human Resources, Finance, Training, Maintenance and Warehouse operations.

**2001 to 2003 - Assistant Superintendent**
**Indiana Department of Correction**
**North Central Juvenile Correctional**
**Facility Security Level - Medium**
**Population = 225**

The North Central Juvenile Correctional Facility opened in 1994 and is a Medium Custody Secure Facility dedicated to providing Substance Abuse Treatment and Education Services to juvenile offenders ranging from 13 to 21 years of age. The facility consisted of (5) Open bay Style Dormitories and (1) Secure Confinement Unit. As the Assistant Superintendent, supervised overall facility Operations and Programs staff. I was assigned to the facility Administrative Review Committee that was responsible for reviewing and approving release dates for the assigned juvenile offenders. I was also assigned to an audit team responsible for program evaluation and assessment. I also served as the ACA Accreditation Manager and ensured compliance with all applicable ACA Standards.

**1999 to 2001 - Unit Manager**
**Indiana Department of Correction**
**Putnamville Correctional Facility**
**Security Level - Close**
**Population = 2700**

The Putnamville Correctional Facility was originally opened in 1911 as The Indiana State Farm. It is now a Close Custody Institution with many missions. The facility consists of (15) Open Bay Style Dormitories, (1) Secure Administrative Confinement Unit, (1) Secure Disciplinary Confinement Unit and (1) Open Bay Style Protective Custody Unit. As the Unit Manager; I supervised the overall operations and staff assigned to the offender housing units. As the only Unit Manager assigned to the facility, I supervised all general population, protective custody and confinement units. I Supervised the Casework Managers, Counselors, Zone Lieutenants, Zone

Sergeants and Correctional Officers assigned to the Unit Team Area.

**1995 to 1999 - Correctional Captain**
**Indiana Department of Correction**
**Wabash Valley Correctional Facility**
**Security Level - Maximum**
**Population - 2164**

The Wabash Valley Correctional Facility opened in 1992 and consists of (9) Maximum Security General Population Secure Housing Units, (2) Super-Maximum Confinement (SHU) Units and (1) Minimum Security Open Bay Style Dormitory located outside the perimeter. For two years, I served a Shift Supervisor and supervised overall Shift Operations as well as ensuring that proper staffing levels and appropriate shift assignments were maintained for all three (3) shifts. I also coordinated and supervised the activation of Quick Response Teams.

For two years I served as the Chief of Security for the WVCF Secured Housing Unit (SHU) and supervised all staff assigned to the Unit. The (SHU) Unit opened in 1994 and is a Super-Maximum Security Confinement Unit that houses inmates who were transferred from traditional disciplinary confinement units due to inability to adjust in a traditional confinement unit. A significant portion of this population suffered significant mental illness and many of these offenders had accumulated Disciplinary Confinement sentences that extended beyond their sentenced release date. I also ensured that the actions of all Quick Response Teams, cell extractions, involuntary emergency medication administration, use of chemical agents and use of mechanical and leather restraint equipment were appropriate and in compliance with applicable Policies. I served a total of (6) years in the SHU Unit as a Correctional Sergeant and then later as a Correctional Captain and Chief of Security.

**1994 to 1995 - Correctional Lieutenant**
**Indiana Department of Correction**
**Wabash Valley Correctional Facility**
**Security Level - Maximum**
**Population - 2164**

The Wabash Valley Correctional Facility opened in 1992 and consists of (9) Maximum Security General Population Secure Housing Units, (2) Super-Maximum Confinement (SHU) Units and (1) Minimum Security Open Bay Style Dormitory located outside the perimeter. As a Correctional Lieutenant, I served both as a Assistant Shift Supervisor and as a Zone Lieutenant. As a Zone Lieutenant, I supervised the operations of the Recreation Building, Recreation Yard, Foodservice/Dining Hall, Laundry and Correctional Industries. As an Assistant Shift Supervisor, I assisted the Shift Supervisor with overall Shift Operations and ensured the security of the facility by maintaining proper staffing, post coverage, searches, key control, tool control and compliance with all policies and procedures. I also acted as the Shift Supervisor in the absence of the Captain/Shift Supervisor.

**1993 to 1994 - Correctional Sergeant**
**Indiana Department of Correction**
**Wabash Valley Correctional Facility**
**Security Level - Maximum**
**Population = 2164**

The Wabash Valley Correctional Facility opened in 1992 and consists of (9) Maximum Security General Population Secure Housing Units, (2) Super-Maximum Confinement (SHU) Units and (1) Minimum Security Open Bay Style Dormitory located outside the perimeter. As a Correctional Sergeant, I was assigned to the Secured Housing Unit (SHU), I supervised shift operations, ensured proper shift staffing and coordinated all activities. I ensured the security of the facility by ensuring proper post coverage, searches, key control, tool control and compliance with all policies and procedures. I also supervised the activation of all Emergency Response Operations and organized uses of force involving cell extractions, involuntary emergency medication administration, use of chemical agents and use of mechanical and leather restraint equipment.

**1992 - Correctional Officer**
**Indiana Department of Correction**
**Wabash Valley Correctional Facility**
**Security Level - Maximum**
**Population = 2164**

The Wabash Valley Correctional Facility opened in 1992 and consists of (9) Maximum Security General Population Secure Housing Units, (2) Super-Maximum Confinement (SHU) Units and (1) Minimum Security Open Bay Style Dormitory located outside the perimeter. As a Correctional Officer, I performed various functions to include: supervising offenders, conducting counts, shakedowns, searches, offender transportation assignments, proper key control, proper tool control and overall security of my assigned area and offenders.

**1991 - Correctional Officer**
**Indiana Department of Correction**
**Bloomington Work Release Center**
**Security Level - Minimum**
**Population - 50**

The Bloomington Work Release Center opened in 1986 and provided offenders with Education and Substance Abuse Programming as well as providing offenders with real world job skills and work experience. The offenders were employed throughout the Bloomington area in local restaurants, construction companies and businesses. As a Correctional Officer, I performed various functions to include: supervising offenders, conducting counts, shakedowns, searches, offender transportation assignments, proper key control, proper tool control and overall security of the assigned housing unit and offenders.

## Educational Experience

| | |
|---|---|
| 2004 | Indiana University at Kokomo<br>School of Graduate Studies |
| 2001 | Indiana State University<br>School of Graduate Studies |
| 1997 to 1999 | Oakland City University<br>Bachelor of Science Degree in Organizational Management |
| 1995 | I served as an instructor in the Law Enforcement/Corrections Department at Vincennes University. I instructed these courses for two semesters. |
| 1989 to 1991 | Vincennes University<br>Associate of Science Degree in Corrections |

## Training Experience and Accomplishments

I have provided Supervisory and Leadership Training for FDOC's newly appointed Executive Leaders (Wardens, Assistant Wardens, Colonels and Probation and Parole Supervisors).

I was a presenter and facilitator for MTC's Executive Development Program, a year-long program designed for future Wardens. I provided training pertaining to "The Role of a Successful Warden" and "Facility Security Assessments and Internal Audits".

I served as a facility ACA Accreditation Manager and ensured compliance with all ACA Standards.

I was assigned as an auditor that evaluated the implementation and effectiveness of the IDOC's Comprehensive Case Management System (2002-2003).

For eight (8) years I was a member of the WVCF Emergency Response Team and served as a Team Member, Team Leader and Facility Marksman. I completed several specialized Emergency Response Training Academies. I attended both the Basic and Advanced Emergency Squad Academies as well as the Special Emergency Response Team (S.E.R.T.) Academy.

## Training Courses

The Reid Technique of Interviewing and Interrogation (John E. Reid and Associates)
NIC Training for Wardens
IDOC Training for Mid-Level Managers
Group Facilitation Skills for Managers
IDOC Training for Correctional Program Assessment
IDOC Basic Presentation Skills

IDOC Emergency Squad Academy
IDOC Advanced Emergency Squad Academy
IDOC Special Emergency Response Team (S.E.R.T.) Academy
IDOC Basic Supervisory Leadership

Additional information and references available upon request.

Item #11

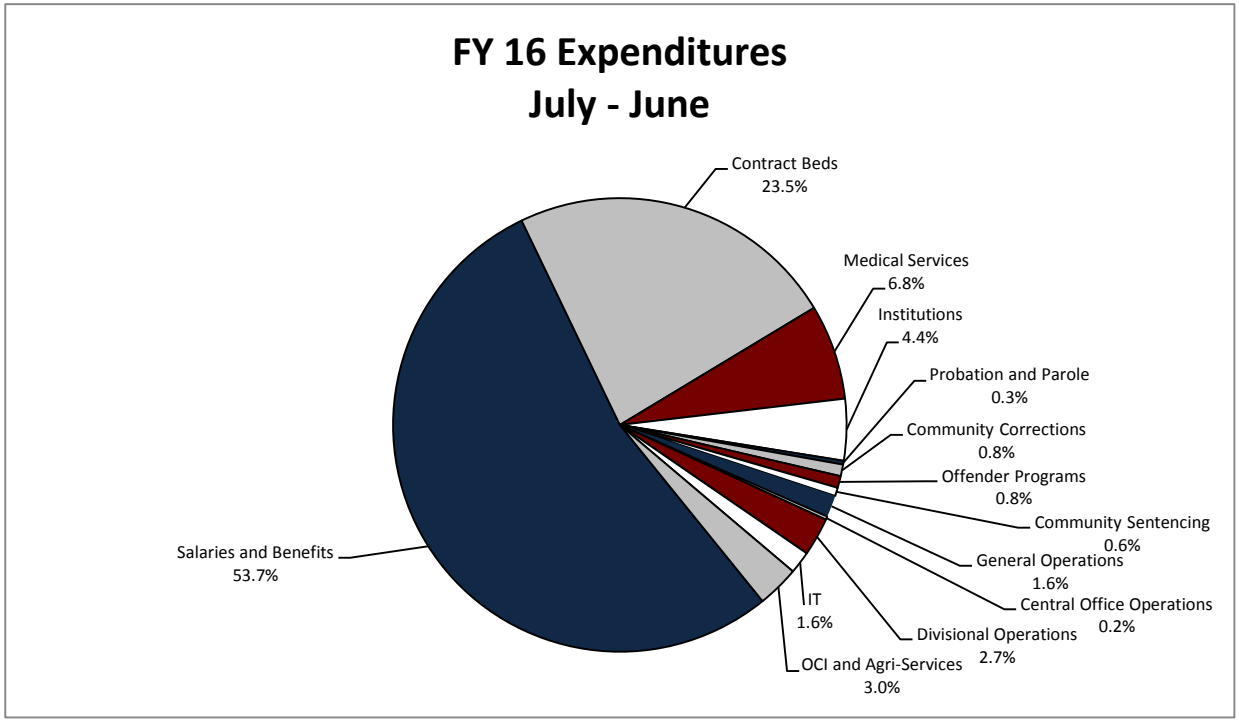
# Board of Corrections

## Audit Finance Committee

### As of June 30, 2016

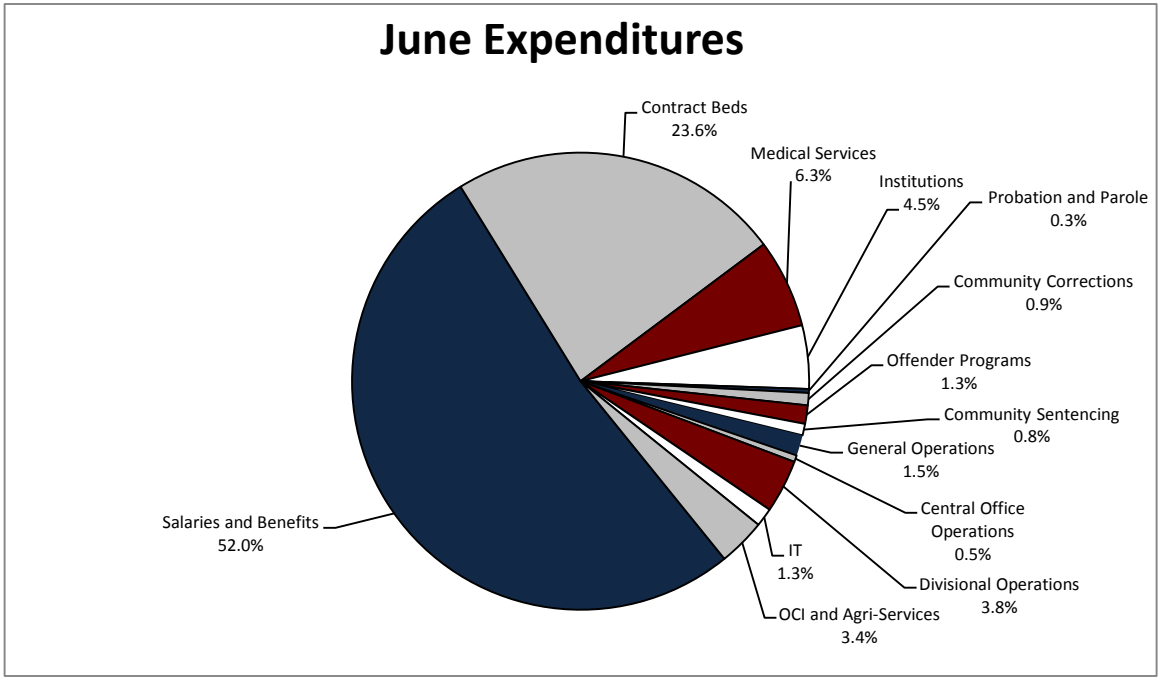
# Three Year Expenditure Comparison

| | FY 16 July - June | % Change from FY 15 | FY 15 July - June | % Change from FY 14 | FY 14 July - June |
|---|---|---|---|---|---|
| Salaries and Benefits | $ 264,326,870 | 3.06% | $ 256,480,005 | -0.26% | $ 257,157,775 |
| Contract Beds | 115,650,060 | 1.42% | 114,029,824 | -6.16% | 121,512,169 |
| Medical Services | 33,389,741 | -3.37% | 34,555,087 | 8.25% | 31,922,568 |
| Institutions | 21,562,357 | 1.73% | 21,195,295 | -25.66% | 28,509,381 |
| Probation and Parole | 1,339,814 | -4.26% | 1,399,384 | -5.23% | 1,476,681 |
| Community Corrections | 4,100,299 | 2.95% | 3,982,906 | -19.28% | 4,934,119 |
| Offender Programs | 4,135,898 | -1.10% | 4,181,801 | -6.91% | 4,492,030 |
| Community Sentencing | 2,939,779 | -2.74% | 3,022,517 | 3.91% | 2,908,887 |
| General Operations | 7,645,320 | -19.10% | 9,450,791 | 1.85% | 9,279,086 |
| Central Office Operations | 1,169,869 | -26.79% | 1,598,001 | -24.68% | 2,121,517 |
| Divisional Operations | 13,385,335 | -1.50% | 13,589,462 | 54.21% | 8,812,183 |
| IT | 7,861,746 | 0.85% | 7,795,295 | -3.73% | 8,097,171 |
| OCI and Agri-Services | 14,705,344 | -8.19% | 16,016,695 | 3.10% | 15,534,659 |
| | $ 492,212,432 | 1.01% | $ 487,297,063 | -1.90% | $ 496,758,226 |



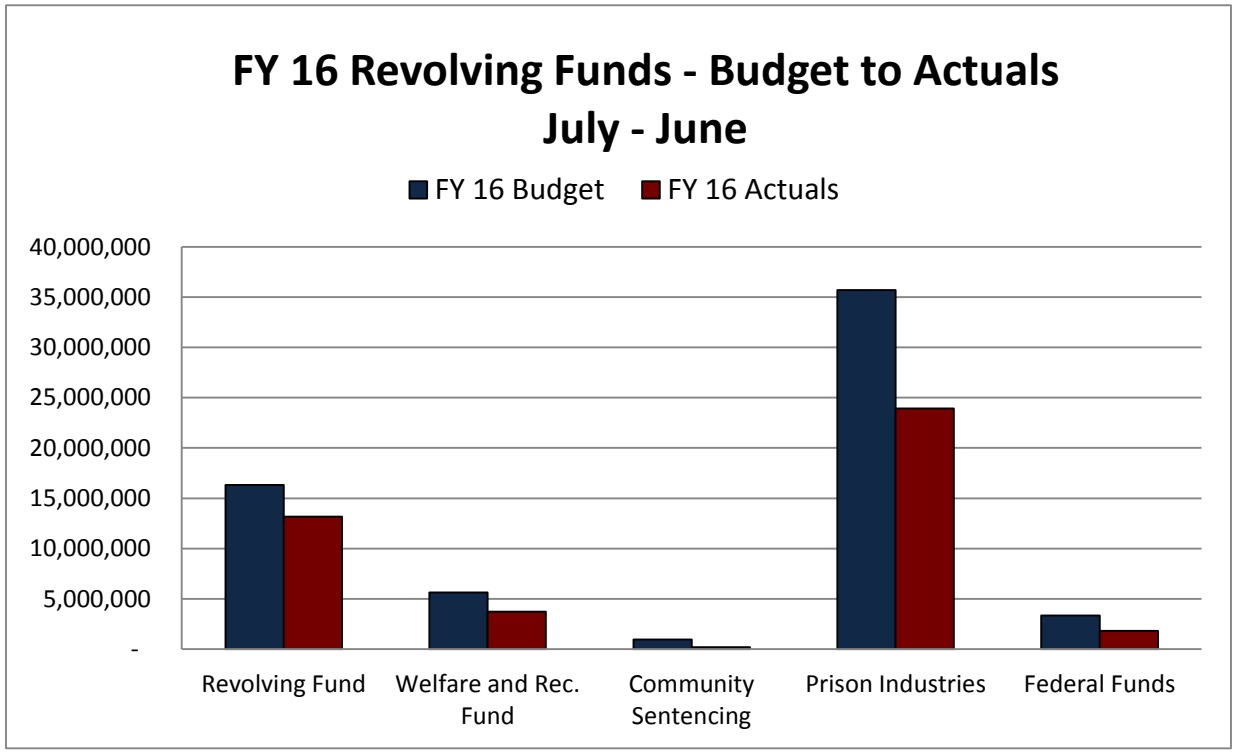
# June/May Expenditure Comparison

| | FY 16 June | FY 16 May | $ Net Change |
|---|---|---|---|
| Salaries and Benefits | $ 21,565,760 | $ 21,544,487 | $ 21,273 |
| Contract Beds | 9,777,235 | 9,789,591 | (12,356) |
| Medical Services | 2,598,609 | 3,887,075 | (1,288,466) |
| Institutions | 1,859,839 | 1,335,263 | 524,576 |
| Probation and Parole | 114,987 | 140,573 | (25,586) |
| Community Corrections | 360,654 | 328,028 | 32,626 |
| Offender Programs | 539,802 | 825,617 | (285,815) |
| Community Sentencing | 337,865 | 275,066 | 62,799 |
| General Operations | 605,502 | 346,005 | 259,497 |
| Central Office Operations | 196,978 | 49,225 | 147,753 |
| Divisional Operations | 1,558,235 | 1,436,481 | 121,754 |
| IT | 541,390 | 1,326,505 | (785,115) |
| OCI and Agri-Services | 1,390,064 | 1,435,896 | (45,832) |
| | $ 41,446,920 | $ 42,719,812 | $ (1,272,892) |



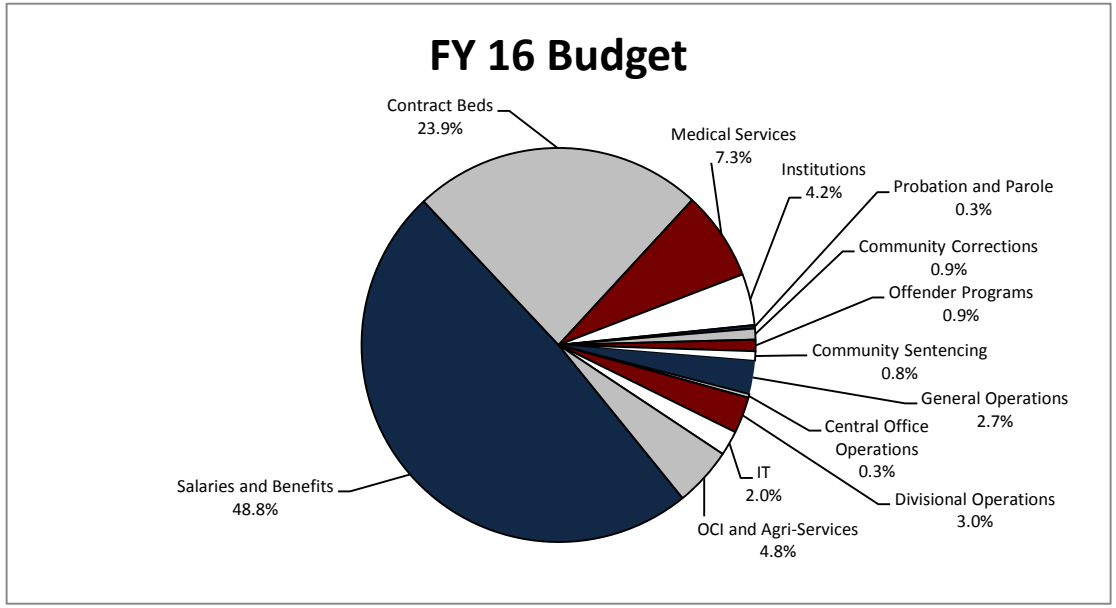
# Three Year Revolving Fund Comparison

| | FY 16 Budget | FY 16 July - June | | % Change from FY 15 | FY 15 July - June | % Change from FY 14 | FY 14 July - June |
|---|---|---|---|---|---|---|---|
| Revolving Fund | $ 16,309,043 | $ 14,661,918 | | -0.24% | $ 14,697,071 | 3.74% | $ 14,166,571 |
| Welfare and Rec. Fund | 5,642,977 | 3,995,013 | | -37.50% | 6,391,937 | -34.21% | 9,716,036 |
| Community Sentencing | 949,297 | 200,226 | | 28.09% | 156,314 | -24.08% | 205,903 |
| Prison Industries | 35,687,432 | 25,929,078 | * | 0.03% | 25,921,655 | 4.68% | 24,763,332 |
| Federal Funds | 2,408,471 | 1,894,427 | | 19.00% | 1,591,991 | -15.57% | 1,885,469 |
| Operates off of Revenue | $ 60,997,220 | $ 46,680,662 | | -4.26% | $ 48,758,968 | -3.90% | $ 50,737,311 |



# FY 16 Budget Work Program

| | Current Budget | Expenditures | Forecasted Expenditures | Balance |
|---|---|---|---|---|
| Salaries and Benefits | $ 267,844,717 | $ 264,326,870 | $ 2,865,620 | $ 652,227 |
| Contract Beds | 130,833,946 | 115,650,060 | 14,118,206 | 1,065,680 |
| Medical Services | 40,151,951 | 33,389,741 | 7,280,364 | (518,154) |
| Institutions | 23,105,133 | 21,562,357 | 1,960,214 | (417,438) |
| Probation and Parole | 1,554,853 | 1,339,814 | 121,801 | 93,238 |
| Community Corrections | 4,943,356 | 4,100,299 | 372,754 | 470,303 |
| Offender Programs | 5,150,389 | 4,135,898 | 375,991 | 638,500 |
| Community Sentencing | 4,300,000 | 2,939,779 | 267,253 | 1,092,968 |
| General Operations | 14,916,534 | 7,645,320 | 695,029 | 6,576,185 |
| Central Office Operations | 1,686,506 | 1,169,869 | 106,352 | 410,285 |
| Divisional Operations | 16,333,132 | 13,385,335 | 1,216,849 | 1,730,948 |
| IT | 11,173,041 | 7,861,746 | 714,704 | 2,596,591 |
| Outstanding Encumbrances | | | | (10,425,260) |
| Total | $ 521,993,558 | $ 477,507,088 | $ 30,095,137 | $ 3,966,073 |
| | | | | |
| OCI and Agri-Services | 26,519,231 | 14,705,344 | 1,336,849 | 10,477,038 |
| Outstanding Encumbrances | | | | (9,771,936) |
| Grand Total | $ 548,512,789 | $ 492,212,432 | $ 31,431,986 | $ 4,671,175 |



Oklahoma Department of Corrections

**FY 2016 Appropriated Operating Budget through June 2016**

| Account Code | | Budgeted | Expenditures | Encumbered | Pre-Encumbered | Committed | Total Balance |
|---|---|---|---|---|---|---|---|
| 11,12,13 | Payroll, Insurance, FICA and Retirement | $ 260,526,437.00 | $ 257,334,605.21 | 106,516.59 | | $ 257,441,121.80 | $ 3,085,315.20 |
| 15 | Professional Services | 137,658,215.84 | 120,911,034.65 | 12,641,687.93 | 3,171.72 | 133,555,894.30 | 4,102,321.54 |
| 17 | Moving Expenses | | | 7,748.00 | | 7,748.00 | (7,748.00) |
| 19 | Flexible Benefits | 100,000.00 | 121,506.67 | 11,993.33 | | 133,500.00 | (33,500.00) |
| 21, 22 | Travel | 556,254.00 | 331,421.44 | 26,380.50 | | 357,801.94 | 198,452.06 |
| 31 | Miscellaneous Administrative Expenses | 13,241,326.66 | 11,620,628.89 | 1,705,748.58 | 5,670.14 | 13,332,047.61 | (90,720.95) |
| 32 | Rent Expense | 3,237,701.00 | 3,172,046.20 | 237,735.22 | | 3,409,781.42 | (172,080.42) |
| 33 | Maintenance & Repair Expense | 4,864,231.00 | 4,932,389.93 | 324,722.32 | 15,493.15 | 5,272,605.40 | (408,374.40) |
| 34 | Specialized Supplies and Materials | 34,021,049.00 | 31,513,786.20 | 2,154,588.94 | | 33,668,375.14 | 352,673.86 |
| 35 | Production, Safety and Security | 2,044,555.00 | 1,611,979.32 | 155,655.58 | | 1,767,634.90 | 276,920.10 |
| 36 | General Operating Expenses | 954,547.00 | 473,636.99 | 45,424.58 | | 519,061.57 | 435,485.43 |
| 37 | Shop Supplies | 1,320,450.00 | 1,459,915.81 | 177,859.75 | | 1,637,775.56 | (317,325.56) |
| 41 | Property Furniture and Equipment | 607,849.04 | 674,183.83 | 580,521.11 | 6,553.74 | 1,261,258.68 | (653,409.64) |
| 42 | Library Equipment and Resources | 105,192.00 | 1,404.67 | | | 1,404.67 | 103,787.33 |
| 43 | Lease Purchase - OCIA bond payments | 2,322,000.00 | 2,197,898.24 | | | 2,197,898.24 | 124,101.76 |
| 44 | Live Stock – Poultry | | | | | - | - |
| 45,46,47 | Building Construction and Renovation | 16,797.00 | 212,555.25 | 13,402.23 | | 225,957.48 | (209,160.48) |
| 48 | Bond Payment – ODFA Bonds | 3,000,000.00 | 2,982,603.55 | 3,365.37 | | 2,985,968.92 | 14,031.08 |
| 51 | Offender Pay and Health Services | 2,893,356.00 | 2,018,061.10 | 226,013.32 | | 2,244,074.42 | 649,281.58 |
| 52 | Scholarships, Tuition and other incentives | 5,000.00 | 2,130.93 | | | 2,130.93 | 2,869.07 |
| 53 | Refunds, Indemnities, and Restitution | | 178,953.16 | | | 178,953.16 | (178,953.16) |
| 54 | Jail Back Up and others | 6,240,509.00 | 6,045,978.96 | 976,016.67 | | 7,021,995.63 | (781,486.63) |
| 55,59 | Assistance Payments to Agencies | | | | | - | - |
| 60 | Authority Orders | | | 2,123,888.82 | | 2,123,888.82 | (2,123,888.82) |
| 61 | Loans, Taxes, and other Disbursements | 100.00 | 2,141.79 | | | 2,141.79 | (2,041.79) |
| 62 | Transfers – Inmate Medical Payments | 13,800,000.00 | 8,900,610.97 | 1,349,389.03 | | 10,250,000.00 | 3,550,000.00 |
| 64 | Merchandise for Resale | | 182,232.00 | | | 182,232.00 | (182,232.00) |
| | | $ 487,515,569.54 | $ 456,881,705.76 | $ 22,868,657.87 | $ 30,888.75 | $ 479,781,252.38 | $ 7,734,317.16 |

| Funding | | | | | | | |
|---|---|---|---|---|---|---|---|
| 19630 | GRF - Duties | $ 366,414,957.54 | $ 348,741,660.16 | $ 12,361,624.71 | $ 30,888.75 | 361,134,173.62 | $ 5,280,783.92 |
| 19531 | GRF - Duties Carryover | 2,614,627.00 | 2,517,769.00 | 96,858.00 | | 2,614,627.00 | - |
| 10001 | Constitutional Fund | 75,000,000.00 | 75,000,000.00 | - | | 75,000,000.00 | - |
| 10002 | Constitutional Fund - Supplemental | 27,579,620.00 | 19,025,531.62 | 7,883,382.93 | | 26,908,914.55 | 670,705.45 |
| 57601 | Duties | 15,906,365.00 | 11,596,744.98 | 2,526,792.23 | | 14,123,537.21 | 1,782,827.79 |
| | TOTAL | $ 487,515,569.54 | $ 456,881,705.76 | $ 22,868,657.87 | $ 30,888.75 | $ 479,781,252.38 | $ 7,734,317.16 |
| | | | | | | Remaining Payroll | 3,496,624.34 |
| | | | | | | | $ 4,237,692.82 |

**Oklahoma Department of Corrections**

*Statement of Revenues, Expenditures and Changes in Fund Balances*

*Non- Appropriated Funds*

*July 1, 2015 through June 30, 2016*

| Revenue Code | | 200 Fund | 205 Fund | 280 Fund | Funds |
|---|---|---|---|---|---|
| | **Revenues** | | | | |
| | Current: | | | | |
| 331 | Other Fines, Forfeits, Penalties | $ 360,977.13 | $ - | $ - | $ 360,977.13 |
| 431 | Rent from Land | 48,085.36 | | | 48,085.36 |
| 520 | Reimbursement for Administrative Expense | 715,993.92 | | | 715,993.92 |
| 521 | Reimbursement for Data Processing Expense | 15,390.00 | | | 15,390.00 |
| 522 | Reimbursement for Telecommunication Exp. | | | | - |
| 530 | Reimbursement for Travel Expense | 896.88 | | | 896.88 |
| 541 | Reimbursement of Funds Spent | 352,250.00 | | | 352,250.00 |
| 552 | Reimbursement of Federal Payroll | 58,202.47 | | | 58,202.47 |
| 556 | Federal Funds from Other State Agency | | | | - |
| 581 | Reimbursement for Funds Expended | 1,104,574.82 | | 31,818.51 | 1,136,393.33 |
| 711 | Farm Products General | | | 10,729,536.57 | 10,729,536.57 |
| 731 | Laboratory and Medical Services | 234,641.60 | | | 234,641.60 |
| 741 | Canteen and Concession Income | 15,739.41 | 3,739,836.90 | 15,051,032.28 | 18,806,608.59 |
| 791 | Other Sales and Services | 42,787.07 | | 1,660.00 | 44,447.07 |
| 811 | Offender Medical Co-pays and Judgments | 4,429,857.62 | | | 4,429,857.62 |
| 821 | Deposits by Patients and Offenders | 7,246,496.35 | 255,176.23 | 115,030.63 | 7,616,703.21 |
| 836 | Sale of Salvage | 32,226.97 | | | 32,226.97 |
| 881 | Purchase Card Payments | 3,798.15 | | | 3,798.15 |
| | *Total Revenues* | 14,661,917.75 | 3,995,013.13 | 25,929,077.99 | 44,586,008.87 |
| Account Code | **Expenditures** | | | | |
| | Current: | | | | |
| 11,12,13 | Payroll | 633,561.89 | | 6,399,157.54 | 7,032,719.43 |
| 15 | Professional Services | 6,267,666.46 | 628,445.65 | 655,881.51 | 7,551,993.62 |
| 21, 22 | Travel | 20,524.50 | 6,038.00 | 43,126.22 | 69,688.72 |
| 31 | Misc. Admin. Expenses | 100,041.87 | 189,217.58 | 1,045,690.90 | 1,334,950.35 |
| 32 | Rent | 34,811.01 | 162,534.61 | 89,704.31 | 287,049.93 |
| 33 | Maintenance and Repair | 378,032.45 | 286,914.84 | 1,062,958.61 | 1,727,905.90 |
| 34 | Specialized Supplies and Materials | 422,278.50 | 682,596.74 | 895,841.11 | 2,000,716.35 |
| 35 | Production, Safety and Security | 430,935.81 | 20,916.32 | 501,103.44 | 952,955.57 |
| 36 | General Operating Expenses | 22,585.34 | 70,949.77 | 85,624.88 | 179,159.99 |
| 37 | Shop Expense | 95,250.33 | 11,001.19 | 1,260,192.39 | 1,366,443.91 |
| 41 | Furniture and Equipment | 166,779.61 | 57,739.93 | 279,085.58 | 503,605.12 |
| 42 | Library Equipment and Resources | | | 117.82 | 117.82 |
| 43 | Lease Purchases | | | | - |
| 44 | Livestock and Poultry | | | 55,150.00 | 55,150.00 |
| 45 | Land and Right-of-way | | | 134.00 | 134.00 |
| 46, 47 | Building, Construction and Renovation | 409,881.25 | 211,326.84 | 53,375.00 | 674,583.09 |
| 48 | Debt Service | | | | - |
| 51 | Offender Pay and Health Services | 112,101.18 | 746,988.60 | 1,643,071.05 | 2,502,160.83 |
| 52 | Tuitions, Awards and Incentives | | 1,855.34 | | 1,855.34 |
| 53 | Refunds and Restitutions | 2,659.80 | | 113.52 | 2,773.32 |
| 54 | Jail Backup, County Jails and Other | 1,961,085.92 | | 19,035.00 | 1,980,120.92 |
| 55 | Payment to Gov. Sub-Division | | | | - |
| 59 | Assistance Payments to Agencies | 626,312.98 | | | 626,312.98 |
| 61 | Loans, Taxes and other Disbursements | | | 116.70 | 116.70 |
| 62 | Transfers - Out Sourced Health Care | 12,569.28 | 677,775.13 | | 690,344.41 |
| 64 | Merchandise for Resale | 6,128.77 | | 9,952,796.97 | 9,958,925.74 |
| | *Total Expenditures* | 11,703,206.95 | 3,754,300.54 | 24,042,276.55 | 39,499,784.04 |
| | *Excess of Revenues Over (Under) Expenditures* | 2,958,710.80 | 240,712.59 | 1,886,801.44 | 5,086,224.83 |
| | **Special and Extraordinary Items** | | | | |
| | Carried Over Cash | | | | - |
| | *Total Special and Extraordinary Items* | - | - | - | - |
| | *Net Change in Fund Balances* | 2,958,710.80 | 240,712.59 | 1,886,801.44 | 5,086,224.83 |
| | **Cash** | | | | |
| | Beginning Cash Balance | 754,679.89 | 1,070,058.49 | 2,462,065.26 | 4,286,803.64 |
| | Revenue Received this Year | 14,661,917.75 | 3,995,013.13 | 25,929,077.99 | 44,586,008.87 |
| | Expenditures made this Year | (11,703,206.95) | (3,754,300.54) | (24,042,276.55) | (39,499,784.04) |
| | Beginning Change in Liabilities | (120,986.62) | (23,948.04) | (190,333.07) | (335,267.73) |
| | Transfers | - | - | - | - |
| | Adjustments | (146.80) | - | - | (146.80) |
| | *Ending Cash Balance* | $ 3,592,257.27 | $ 1,286,823.04 | $ 4,158,533.63 | $ 9,037,613.94 |

**Oklahoma Department of Corrections**

*Statement of Revenues, Expenditures and Changes in Fund Balances*

*Non- Appropriated Funds*

*For the Month of June, 2016*

| Revenue Code | | 200 Fund | 205 Fund | 280 Fund | Funds |
|---|---|---|---|---|---|
| | **Revenues** | | | | |
| | Current: | | | | |
| 331 | Other Fines, Forfeits, Penalties | $ 43,823.13 | $ - | $ - | $ 43,823.13 |
| 431 | Rent from Land | 4,811.46 | - | - | 4,811.46 |
| 520 | Reimbursement for Administrative Expense | 68,940.08 | - | - | 68,940.08 |
| 521 | Reimbursement for Data Processing Expense | 15,390.00 | - | - | 15,390.00 |
| 522 | Reimbursement for Telecommunication Exp. | - | - | - | - |
| 530 | Reimbursement for Travel Expense | - | - | - | - |
| 541 | Reimbursement of Funds Spent | - | - | - | - |
| 552 | Reimbursement of Federal Payroll | - | - | - | - |
| 556 | Federal Funds from Other State Agency | - | - | - | - |
| 581 | Reimbursement for Funds Expended | 116,877.84 | - | - | 116,877.84 |
| 711 | Farm Products General | 26,607.65 | - | 868,488.62 | 895,096.27 |
| 731 | Laboratory and Medical Services | 2,486.23 | - | - | 2,486.23 |
| 741 | Canteen and Concession Income | 161.73 | 258,858.45 | 1,138,182.93 | 1,397,203.11 |
| 791 | Other Sales and Services | 327,430.34 | - | - | 327,430.34 |
| 811 | Offender Medical Co-pays and Judgments | 862,147.38 | - | - | 862,147.38 |
| 821 | Deposits by Patients and Offenders | 7,804.50 | - | 791.11 | 8,595.61 |
| 836 | Sale of Salvage | 94.36 | - | - | 94.36 |
| 881 | Purchase Card Payments | - | - | - | - |
| | *Total Revenues* | 1,476,574.70 | 258,858.45 | 2,007,462.66 | 3,742,895.81 |
| Account Code | **Expenditures** | | | | |
| | Current: | | | | |
| 11,12,13 | Payroll | 501,749.14 | - | 609,377.62 | 1,111,126.76 |
| 15 | Professional Services | 493,826.67 | 62,203.57 | 59,658.34 | 615,688.58 |
| 21, 22 | Travel | - | 1,846.00 | 2,686.50 | 4,532.50 |
| 31 | Misc. Admin. Expenses | 19,385.91 | 20,610.07 | 118,122.65 | 158,118.63 |
| 32 | Rent | 220.00 | 6,203.55 | 2,102.94 | 8,526.49 |
| 33 | Maintenance and Repair | 50,868.05 | 13,219.40 | 77,471.24 | 141,558.69 |
| 34 | Specialized Supplies and Materials | 157,426.84 | 83,379.49 | 94,283.94 | 335,090.27 |
| 35 | Production, Safety and Security | 155,419.65 | 1,774.40 | 39,167.32 | 196,361.37 |
| 36 | General Operating Expenses | 2,047.42 | 5,542.36 | 3,707.85 | 11,297.63 |
| 37 | Shop Expense | 2,050.04 | 2,395.30 | 91,973.98 | 96,419.32 |
| 41 | Furniture and Equipment | 4,306.03 | 724.78 | 4,900.00 | 9,930.81 |
| 42 | Library Equipment and Resources | - | - | - | - |
| 43 | Lease Purchases | - | - | - | - |
| 44 | Livestock and Poultry | - | - | - | - |
| 45 | Land and Right-of-way | - | - | 134.00 | 134.00 |
| 46 | Building, Construction and Renovation | - | - | - | - |
| 48 | Debt Service | - | - | - | - |
| 51 | Offender Pay and Health Services | 45,161.18 | 32,351.53 | 140,942.65 | 218,455.36 |
| 52 | Tuitions, Awards and Incentives | - | - | - | - |
| 53 | Refunds and Restitutions | - | - | - | - |
| 54 | Jail Backup, County Jails and Other | 5,968.08 | - | - | 5,968.08 |
| 55 | Payment to Gov. Sub-Division | - | - | - | - |
| 59 | Assistance Payments to Agencies | 77,429.44 | - | - | 77,429.44 |
| 61 | Loans, Taxes and other Disbursements | - | - | - | - |
| 62 | Transfers - Out Sourced Health Care | 11,085.74 | - | - | 11,085.74 |
| 64 | Merchandise for Resale | 1,543.87 | - | 989,924.39 | 991,468.26 |
| | *Total Expenditures* | 1,528,488.06 | 230,250.45 | 2,234,453.42 | 3,993,191.93 |
| | *Excess of Revenues Over (Under) Expenditures* | (51,913.36) | 28,608.00 | (226,990.76) | (250,296.12) |
| | **Special and Extraordinary Items** | | | | |
| | Carried Over Cash | | | | - |
| | *Total Special and Extraordinary Items* | - | - | - | - |
| | *Net Change in Fund Balances* | (51,913.36) | 28,608.00 | (226,990.76) | (250,296.12) |
| | **Cash** | | | | |
| | Beginning Cash Balance | 3,749,434.58 | 1,265,383.78 | 4,452,264.41 | 9,467,082.77 |
| | Revenue Received this Month | 1,476,574.70 | 258,858.45 | 2,007,462.66 | 3,742,895.81 |
| | Expenditures made this Month | (1,528,488.06) | (230,250.45) | (2,234,453.42) | (3,993,191.93) |
| | Beginning Change in Liabilities | (105,263.95) | (7,168.74) | (66,740.02) | (179,172.71) |
| | Transfers | - | - | - | - |
| | Adjustments | - | - | - | - |
| | *Ending Cash Balance* | $ 3,592,257.27 | $ 1,286,823.04 | $ 4,158,533.63 | $ 9,037,613.94 |

**Oklahoma Department of Corrections**

*Statement of Revenues, Expenditures and Changes in Fund Balances*

*Federal Funding*

*July 1, 2015 through June 30, 2016*

| Revenue Code | | 410 Fund | 430 Fund | Funds |
|---|---|---|---|---|
| | **Revenues** | | | |
| | Current: | | | |
| 556 | Federal Funds Rec'd from Non-Gov. Ag. | $ 19,182.32 | $ - | $ 19,182.32 |
| 561 | Private Grants and Donations for Opns. | 626,193.84 | 1,249,051.14 | 1,875,244.98 |
| 581 | Reimbursements | - | - | - |
| | *Total Revenues* | 645,376.16 | 1,249,051.14 | 1,894,427.30 |
| Account Code | **Expenditures** | | | |
| | Current: | | | |
| 11,12,13 | Payroll | - | 10,517.25 | 10,517.25 |
| 15 | Professional Services | 164,234.93 | 649,015.35 | 813,250.28 |
| 21, 22 | Travel | 23,679.06 | 16,759.68 | 40,438.74 |
| 31 | Misc. Admin. Expenses | - | 3,535.07 | 3,535.07 |
| 32 | Rent | 18,745.23 | 635.00 | 19,380.23 |
| 33 | Maintenance and Repair | 16,984.41 | - | 16,984.41 |
| 34 | Specialized Supplies and Materials | - | 1,728.50 | 1,728.50 |
| 35 | Production, Safety and Security | - | 843.50 | 843.50 |
| 36 | General Operating Expenses | 106,492.62 | 2,539.65 | 109,032.27 |
| 37 | Shop Expense | - | - | - |
| 41 | Furniture and Equipment | 334,766.72 | 61,899.40 | 396,666.12 |
| 42 | Library Equipment and Resources | 3,087.74 | - | 3,087.74 |
| 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 | 32,561.68 | 156,389.45 | 188,951.13 |
| 55 | Payment to Gov. Sub-Division | - | - | - |
| 59 | Assistance Payments to Agencies | - | 196,157.17 | 196,157.17 |
| 61 | Loans, Taxes and Other Disbursements | - | - | - |
| 62 | Transfers - Out Sourced Health Care | - | - | - |
| 64 | Merchandise for Resale | - | - | - |
| | *Total Expenditures* | 700,552.39 | 1,100,020.02 | 1,800,572.41 |
| | *Excess of Revenues Over (Under) Expenditures* | (55,176.23) | 149,031.12 | 93,854.89 |
| | **Special and Extraordinary Items** | | | |
| | Carried Over Cash | - | - | - |
| | *Total Special and Extraordinary Items* | - | - | - |
| | *Net Change in Fund Balances* | (55,176.23) | 149,031.12 | 93,854.89 |
| | **Cash** | | | |
| | Beginning Cash Balance | 179,484.02 | 38,262.99 | 217,747.01 |
| | Revenue Received this Year | 645,376.16 | 1,249,051.14 | 1,894,427.30 |
| | Expenditures made this Year | (700,552.39) | (1,100,020.02) | (1,800,572.41) |
| | Beginning Change in Liabilities | | (1,110.08) | (1,110.08) |
| | Transfers | - | - | - |
| | Adjustments | - | - | - |
| | *Ending Cash Balance* | $ 124,307.79 | $ 186,184.03 | $ 310,491.82 |

**Oklahoma Department of Corrections**

*Statement of Revenues, Expenditures and Changes in Fund Balances*

*Federal Funding*

*For the Month of June 2016*

| Revenue Code | | 410 Fund | 430 Fund | Funds |
|---|---|---|---|---|
| | **Revenues** | | | |
| | Current: | | | |
| 556 | Federal Funds Rec'd from Non-Gov. Ag. | $ - | $ - | $ - |
| 561 | Private Grants and Donations for Opns. | 53,276.21 | 44,424.88 | 97,701.09 |
| 581 | Reimbursements | - | - | - |
| | *Total Revenues* | 53,276.21 | 44,424.88 | 97,701.09 |
| Account Code | **Expenditures** | | | |
| | Current: | | | |
| 11,12,13 | Payroll | - | 798.95 | 798.95 |
| 15 | Professional Services | - | 22,337.63 | 22,337.63 |
| 21, 22 | Travel | - | 428.75 | 428.75 |
| 31 | Misc. Admin. Expenses | - | 54.76 | 54.76 |
| 32 | Rent | - | - | - |
| 33 | Maintenance and Repair | 46.98 | - | 46.98 |
| 34 | Specialized Supplies and Materials | - | - | - |
| 35 | Production, Safety and Security | - | - | - |
| 36 | General Operating Expenses | 16,695.82 | - | 16,695.82 |
| 37 | Shop Expense | - | - | - |
| 41 | Furniture and Equipment | 169,375.65 | 3,265.08 | 172,640.73 |
| 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 | - | 4,968.08 | 4,968.08 |
| 55 | Payment to Gov. Sub-Division | - | - | - |
| 59 | Assistance Payments to Agencies | - | 11,084.74 | 11,084.74 |
| 61 | Loans, Taxes and Other Disbursements | - | - | - |
| 62 | Transfers - Out Sourced Health Care | - | - | - |
| 64 | Merchandise for Resale | - | - | - |
| | *Total Expenditures* | 186,118.45 | 42,937.99 | 229,056.44 |
| | *Excess of Revenues Over (Under) Expenditures* | (132,842.24) | 1,486.89 | (131,355.35) |
| | **Special and Extraordinary Items** | | | |
| | Carried Over Cash | - | - | - |
| | *Total Special and Extraordinary Items* | - | - | - |
| | *Net Change in Fund Balances* | (132,842.24) | 1,486.89 | (131,355.35) |
| | **Cash** | | | |
| | Beginning Cash Balance | 257,150.03 | 184,697.14 | 441,847.17 |
| | Revenue Received this Month | 53,276.21 | 44,424.88 | 97,701.09 |
| | Expenditures made this Month | (186,118.45) | (42,937.99) | (229,056.44) |
| | Beginning Change in Liabilities | - | - | - |
| | Transfers | - | - | - |
| | Adjustments | - | - | - |
| | *Ending Cash Balance* | $ 124,307.79 | $ 186,184.03 | $ 310,491.82 |

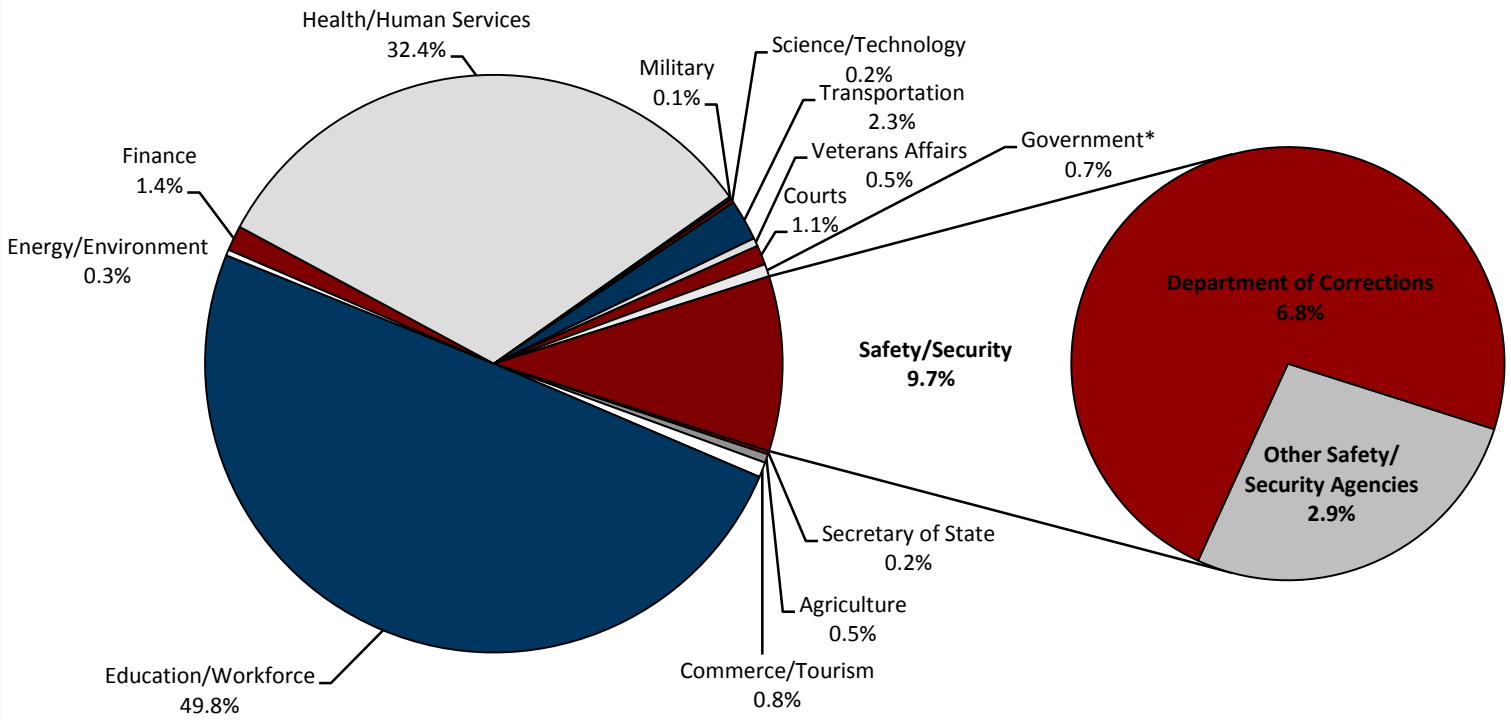
# Board of Corrections

## Audit Finance Committee

**As of July 31, 2016**

**September 13, 2016**

# FY 2017 Appropriations by Cabinet




*Government includes $9.7 million for the Rural Economic Action Plan (REAP) for state grants for rural Oklahoma.

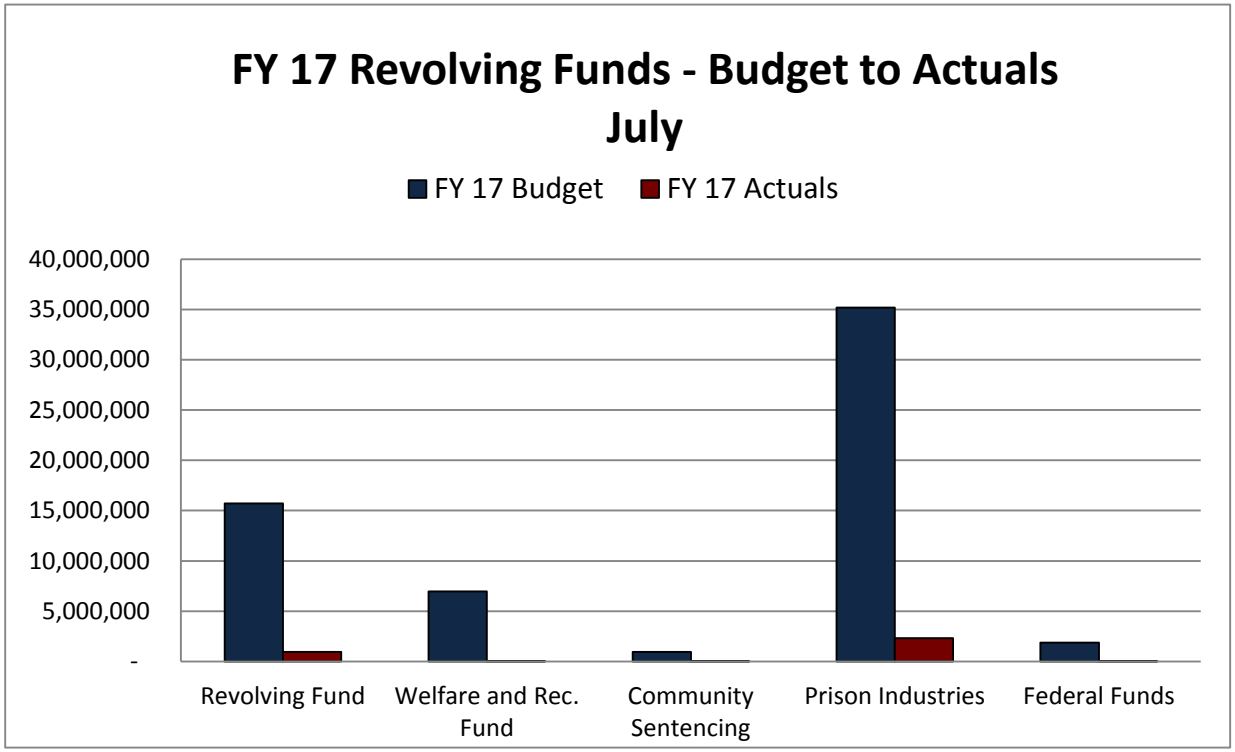
Source: SB 1616, 2016 Legislative Session

# Three Year Expenditure Comparison

| | FY 17 | FY 16 | FY 15 |
|---|---|---|---|
| | July | July | July |
| Salaries and Benefits | $ 20,707,807 | $ 19,358,846 | $ 19,873,506 |
| Contract Beds | - | 24,543 | 7,425 |
| Medical Services | - | 148,209 | - |
| Institutions | 255,636 | 730,656 | 658,578 |
| Probation and Parole | 34,378 | 79,179 | 67,140 |
| Community Corrections | 9,089 | 97,032 | 70,922 |
| Offender Programs | 7,000 | - | - |
| Community Sentencing | 20,145 | 1,036 | - |
| General Operations | 400,518 | 380,908 | 408,512 |
| Central Office Operations | 2,015 | 1,408 | 3,195 |
| Divisional Operations | 77,112 | 227,331 | 146,588 |
| IT | 63,090 | 14,366 | 10,459 |
| OCI and Agri-Services | 9,475 | 63,608 | 137,705 |
| | $ 21,586,265 | $ 21,127,122 | $ 21,384,030 |

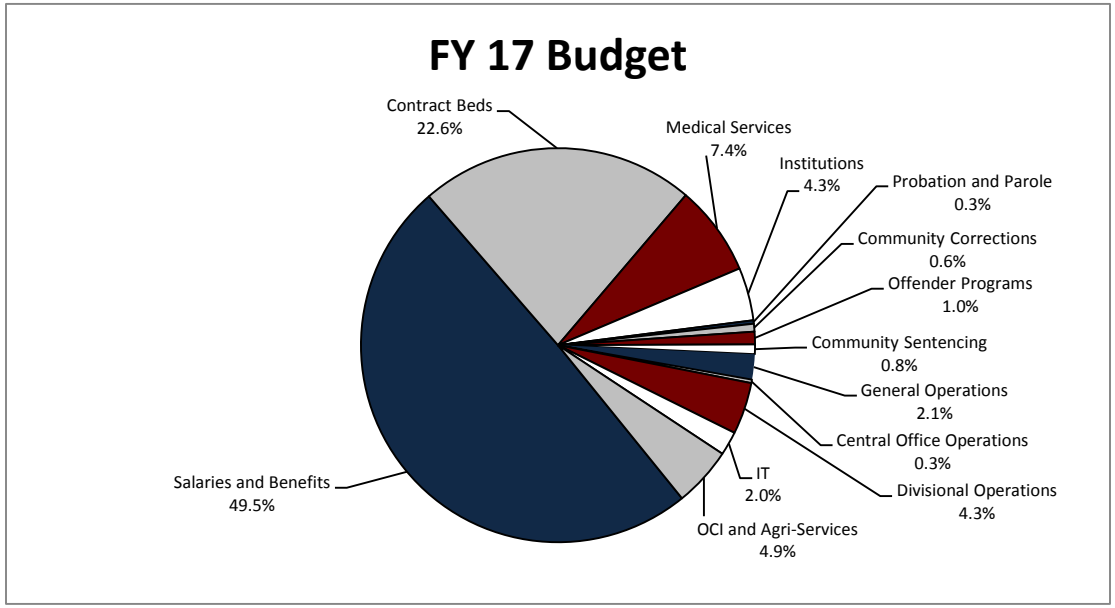
# Three Year Revolving Fund Comparison

| | FY 17 Budget | FY 17 July | FY 16 July | FY 15 July |
|---|---|---|---|---|
| Revolving Fund | $ 15,718,213 | $ 937,402 | $ 1,590,087 | $ 1,337,881 |
| Welfare and Rec. Fund | 6,963,020 | 33,154 | 255,176 | 1,134,508 |
| Community Sentencing | 949,297 | 11,842 | 20,636 | 41,820 |
| Prison Industries | 35,187,432 | 2,305,202 | 2,319,894 | 1,930,098 |
| Federal Funds | 1,865,139 | 32,649 | 26,173 | 106,585 |
| | $ 60,683,101 | $ 3,320,249 | $ 4,211,966 | $ 4,550,892 |



# FY 17 Budget Work Program

| | Current Budget | Expenditures | Balance |
|---|---|---|---|
| Salaries and Benefits | $ 269,113,228 | $ 20,707,807 | $ 248,405,421 |
| Contract Beds | 122,976,935 | - | 122,976,935 |
| Medical Services | 40,305,399 | - | 40,305,399 |
| Institutions | 23,621,637 | 255,636 | 23,366,001 |
| Probation and Parole | 1,532,356 | 34,378 | 1,497,978 |
| Community Corrections | 3,510,937 | 9,089 | 3,501,848 |
| Offender Programs | 5,618,798 | 7,000 | 5,611,798 |
| Community Sentencing | 4,299,491 | 20,145 | 4,279,346 |
| General Operations | 11,248,813 | 400,518 | 10,848,295 |
| Central Office Operations | 1,574,462 | 2,015 | 1,572,447 |
| Divisional Operations | 23,135,419 | 77,112 | 23,058,307 |
| IT | 10,629,461 | 63,090 | 10,566,371 |
| Outstanding Encumbrances | | | |
| Total | 517,566,936 | 21,576,790 | 495,990,146 |
| | | | |
| OCI and Agri-Services | 26,517,108 | 9,475 | 26,507,633 |
| Outstanding Encumbrances | | | |
| Grand Total | $ 544,084,044 | $ 21,586,265 | $ 522,497,779 |



Oklahoma Department of Corrections

**FY 2017 Appropriated Operating Budget through July 2016**

| Account Code | | Budgeted | Expenditures | Encumbered | Pre-Encumbered | Committed | Total Balance |
|---|---|---|---|---|---|---|---|
| 11,12,13 | Payroll, Insurance, FICA and Retirement | $ 262,390,559.00 | $ 20,256,475.05 | 3,375,000.00 | $ - | $ 23,631,475.05 | $ 238,759,083.95 |
| 15 | Professional Services | 128,842,652.00 | 80.00 | 6,880,075.02 | - | 6,880,155.02 | 121,962,496.98 |
| 17 | Moving Expenses | - | - | - | - | - | - |
| 19 | Flexible Benefits | 121,501.00 | - | - | - | - | 121,501.00 |
| 21, 22 | Travel | 404,051.00 | 561.00 | 45,404.00 | - | 45,965.00 | 358,086.00 |
| 31 | Miscellaneous Administrative Expenses | 15,835,769.00 | 124,365.68 | 11,443,754.90 | - | 11,568,120.58 | 4,267,648.42 |
| 32 | Rent Expense | 3,924,170.00 | 100,749.06 | 1,792,151.23 | - | 1,892,900.29 | 2,031,269.71 |
| 33 | Maintenance & Repair Expense | 5,472,858.00 | 469.00 | 1,725,537.33 | 17,698.00 | 1,743,704.33 | 3,729,153.67 |
| 34 | Specialized Supplies and Materials | 34,931,595.00 | 223,040.17 | 26,740,859.30 | - | 26,963,899.47 | 7,967,695.53 |
| 35 | Production, Safety and Security | 943,940.00 | - | 1,069,838.05 | - | 1,069,838.05 | (125,898.05) |
| 36 | General Operating Expenses | 574,893.00 | - | 20,400.00 | - | 20,400.00 | 554,493.00 |
| 37 | Shop Supplies | 1,665,686.00 | - | 288,950.00 | - | 288,950.00 | 1,376,736.00 |
| 41 | Property Furniture and Equipment | 683,073.00 | - | 35,533.00 | - | 35,533.00 | 647,540.00 |
| 42 | Library Equipment and Resources | 2,027.00 | - | - | - | - | 2,027.00 |
| 43 | Lease Purchase - OCIA bond payments | 2,267,551.00 | 151,993.27 | 2,074,174.19 | - | 2,226,167.46 | 41,383.54 |
| 44 | Live Stock – Poultry | - | - | - | - | - | - |
| 45,46,47 | Building Construction and Renovation | 189,648.00 | - | - | - | - | 189,648.00 |
| 48 | Bond Payment – ODFA Bonds | 3,084,252.00 | 248,524.60 | 2,743,507.97 | - | 2,992,032.57 | 92,219.43 |
| 51 | Offender Pay and Health Services | 2,759,295.00 | - | 2,719,532.30 | - | 2,719,532.30 | 39,762.70 |
| 52 | Scholarships, Tuition and other incentives | 6,226.00 | - | - | - | - | 6,226.00 |
| 53 | Refunds, Indemnities, and Restitution | 204,155.00 | - | - | - | - | 204,155.00 |
| 54 | Jail Back Up and others | 8,349,180.00 | - | 3,896,500.00 | - | 3,896,500.00 | 4,452,680.00 |
| 55,59 | Assistance Payments to Agencies | - | - | - | - | - | - |
| 60 | Authority Orders | - | - | 7,876,519.40 | 12,000.00 | 7,888,519.40 | (7,888,519.40) |
| 61 | Loans, Taxes, and other Disbursements | 2,201.00 | - | - | - | - | 2,201.00 |
| 62 | Transfers – Inmate Medical Payments | 10,657,336.00 | - | 11,000,000.00 | - | 11,000,000.00 | (342,664.00) |
| 64 | Merchandise for Resale | 88,325.00 | - | - | - | - | 88,325.00 |
| | | $ 483,400,943.00 | $ 21,106,257.83 | $ 83,727,736.69 | $ 29,698.00 | $ 104,863,692.52 | $ 378,537,250.48 |

| Funding | | | | | | | |
|---|---|---|---|---|---|---|---|
| 19730 | GRF - Duties | $ 423,430,930.00 | $ 21,106,257.83 | $ 83,727,736.69 | $ 29,698.00 | 104,863,692.52 | $ 318,567,237.48 |
| 57602 | Duties | 44,970,013.00 | - | - | - | - | 44,970,013.00 |
| 57603 | Duties | 15,000,000.00 | - | - | - | - | 15,000,000.00 |
| | TOTAL | $ 483,400,943.00 | $ 21,106,257.83 | $ 83,727,736.69 | $ 29,698.00 | $ 104,863,692.52 | $ 378,537,250.48 |
| | | | | | | Remaining Payroll | 238,259,808.76 |
| | | | | | | | $ 140,277,441.72 |

**Oklahoma Department of Corrections**

*Statement of Revenues, Expenditures and Changes in Fund Balances*

*Non- Appropriated Funds*

*For the Month of July 2016*

| Revenue Code | | 200 Fund | 205 Fund | 280 Fund | Funds |
|---|---|---|---|---|---|
| | **Revenues** | | | | |
| | Current: | | | | |
| 331 | Other Fines, Forfeits, Penalties | $ 7,735.85 | $ - | $ - | $ 7,735.85 |
| 431 | Rent from Land | 3,873.86 | - | - | 3,873.86 |
| 520 | Reimbursement for Administrative Expense | 54,669.63 | - | - | 54,669.63 |
| 521 | Reimbursement for Data Processing Expense | 1,520.00 | - | - | 1,520.00 |
| 522 | Reimbursement for Telecommunication Exp. | - | - | - | - |
| 530 | Reimbursement for Travel Expense | - | - | - | - |
| 541 | Reimbursement of Funds Spent | - | - | - | - |
| 552 | Reimbursement of Federal Payroll | - | - | - | - |
| 556 | Federal Funds from Other State Agency | - | - | - | - |
| 581 | Reimbursement for Funds Expended | 3,933.03 | - | - | 3,933.03 |
| 711 | Farm Products General | - | - | 1,011,761.52 | 1,011,761.52 |
| 731 | Laboratory and Medical Services | 20,968.81 | - | - | 20,968.81 |
| 741 | Canteen and Concession Income | 1,467.97 | 33,153.83 | 1,240,610.59 | 1,275,232.39 |
| 791 | Other Sales and Services | 355.32 | - | - | 355.32 |
| 811 | Offender Medical Co-pays and Judgments | 342,808.86 | - | - | 342,808.86 |
| 821 | Deposits by Patients and Offenders | 494,921.25 | - | 52,829.54 | 547,750.79 |
| 836 | Sale of Salvage | 5,118.46 | - | - | 5,118.46 |
| 881 | Purchase Card Payments | 28.71 | - | - | 28.71 |
| | *Total Revenues* | 937,401.75 | 33,153.83 | 2,305,201.65 | 3,275,757.23 |
| Account Code | **Expenditures** | | | | |
| | Current: | | | | |
| 11,12,13 | Payroll | (422,783.52) | - | 470,527.14 | 47,743.62 |
| 15 | Professional Services | 793,754.34 | 24,226.25 | 49,664.61 | 867,645.20 |
| 21, 22 | Travel | 282.00 | - | 1,010.00 | 1,292.00 |
| 31 | Misc. Admin. Expenses | 27,384.18 | 10,131.12 | 81,453.46 | 118,968.76 |
| 32 | Rent | 219.00 | 23,195.53 | 660.86 | 24,075.39 |
| 33 | Maintenance and Repair | 63,231.75 | 20,903.38 | 79,654.58 | 163,789.71 |
| 34 | Specialized Supplies and Materials | 19,912.54 | (13,351.98) | 73,471.27 | 80,031.83 |
| 35 | Production, Safety and Security | 22,581.33 | 1,848.27 | 21,952.74 | 46,382.34 |
| 36 | General Operating Expenses | 4,955.22 | 8,644.14 | 2,254.72 | 15,854.08 |
| 37 | Shop Expense | 70,945.66 | 2,919.96 | 150,603.17 | 224,468.79 |
| 41 | Furniture and Equipment | 27,099.70 | 13,792.66 | - | 40,892.36 |
| 42 | Library Equipment and Resources | - | - | - | - |
| 43 | Lease Purchases | - | - | - | - |
| 44 | Livestock and Poultry | - | - | - | - |
| 45 | Land and Right-of-way | - | - | - | - |
| 46, 47 | Building, Construction and Renovation | 15,650.00 | - | - | 15,650.00 |
| 48 | Debt Service | - | - | - | - |
| 51 | Offender Pay and Health Services | 21,076.71 | 5,016.84 | 151,397.39 | 177,490.94 |
| 52 | Tuitions, Awards and Incentives | - | - | - | - |
| 53 | Refunds and Restitutions | - | - | - | - |
| 54 | Jail Backup, County Jails and Other | 1,260.00 | - | - | 1,260.00 |
| 55 | Payment to Gov. Sub-Division | - | - | - | - |
| 59 | Assistance Payments to Agencies | 13,777.22 | - | - | 13,777.22 |
| 61 | Loans, Taxes and other Disbursements | - | - | - | - |
| 62 | Transfers - Out Sourced Health Care | 5,882.21 | - | - | 5,882.21 |
| 64 | Merchandise for Resale | 558.71 | - | 763,702.13 | 764,260.84 |
| | *Total Expenditures* | 665,787.05 | 97,326.17 | 1,846,352.07 | 2,609,465.29 |
| | *Excess of Revenues Over (Under) Expenditures* | 271,614.70 | (64,172.34) | 458,849.58 | 666,291.94 |
| | **Special and Extraordinary Items** | | | | |
| | Carried Over Cash | | | | |
| | *Total Special and Extraordinary Items* | - | - | - | - |
| | *Net Change in Fund Balances* | 271,614.70 | (64,172.34) | 458,849.58 | - |
| | **Cash** | | | | |
| | Beginning Cash Balance | 3,592,257.27 | 1,286,823.04 | 4,158,533.63 | 9,037,613.94 |
| | Revenue Received this Year | 937,401.75 | 33,153.83 | 2,305,201.65 | 3,275,757.23 |
| | Expenditures made this Year | (665,787.05) | (97,326.17) | (1,846,352.07) | (2,609,465.29) |
| | Beginning Change in Liabilities | - | - | - | - |
| | Transfers | - | - | - | - |
| | Adjustments | - | - | - | - |
| | *Ending Cash Balance* | $ 3,863,871.97 | $ 1,222,650.70 | $ 4,617,383.21 | $ 9,703,905.88 |

**Oklahoma Department of Corrections**

*Statement of Revenues, Expenditures and Changes in Fund Balances*

*Federal Funding*

*For the Month of July 2016*

| Revenue Code | | 410 Fund | 430 Fund | Funds |
|---|---|---|---|---|
| | **Revenues** | | | |
| | Current: | | | |
| 556 | Federal Funds Rec'd from Non-Gov. Ag. | $ - | $ - | $ - |
| 561 | Private Grants and Donations for Opns. | - | 32,649.23 | 32,649.23 |
| 581 | Reimbursements | - | - | - |
| | *Total Revenues* | - | 32,649.23 | 32,649.23 |
| Account Code | **Expenditures** | | | |
| | Current: | | | |
| 11,12,13 | Payroll | - | 66.41 | 66.41 |
| 15 | Professional Services | - | 22,000.00 | 22,000.00 |
| 21, 22 | Travel | - | - | - |
| 31 | Misc. Admin. Expenses | - | 55.08 | 55.08 |
| 32 | Rent | - | - | - |
| 33 | Maintenance and Repair | 90.13 | - | 90.13 |
| 34 | Specialized Supplies and Materials | - | - | - |
| 35 | Production, Safety and Security | - | - | - |
| 36 | General Operating Expenses | - | - | - |
| 37 | Shop Expense | - | - | - |
| 41 | Furniture and Equipment | 190.78 | 34,820.70 | 35,011.48 |
| 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 | - | 2,497.00 | 2,497.00 |
| 61 | Loans, Taxes and Other Disbursements | - | - | - |
| 62 | Transfers - Out Sourced Health Care | - | - | - |
| 64 | Merchandise for Resale | - | - | - |
| | *Total Expenditures* | 280.91 | 59,439.19 | 59,720.10 |
| | *Excess of Revenues Over (Under) Expenditures* | (280.91) | (26,789.96) | (27,070.87) |
| | **Special and Extraordinary Items** | | | |
| | Carried Over Cash | - | - | - |
| | *Total Special and Extraordinary Items* | - | - | - |
| | *Net Change in Fund Balances* | (280.91) | (26,789.96) | (27,070.87) |
| | **Cash** | | | |
| | Beginning Cash Balance | 124,307.79 | 186,184.03 | 310,491.82 |
| | Revenue Received this Month | - | 32,649.23 | 32,649.23 |
| | Expenditures made this Month | (280.91) | (59,439.19) | (59,720.10) |
| | Beginning Change in Liabilities | | - | - |
| | Transfers | - | - | - |
| | Adjustments | - | - | - |
| | *Ending Cash Balance* | $ 124,026.88 | $ 159,394.07 | $ 283,420.95 |

Item #12

# Oklahoma Correctional Industries
# Income Statement for FY 2016
# July 1, 2015 through June 30, 2016

| | | |
|---|---|---|
| Sales Revenue | $ | 15,466,854 |
| Cost of Goods Sold | $ | (6,569,838) |
| Gross Profit or (Loss) | $ | 8,897,016 |
| Overhead Expense | $ | (6,330,047) |
| General and Administrative Costs | $ | (1,455,423) |
| Net Income or (Loss) | $ | 1,111,546 |

Revenues - derived from our traditional industries, private partnerships, and our Private Industry Enterprise program

Cost of Goods Sold (COGS) - production costs for goods sold during a specified period

Overhead Expense - expenses incurred other than raw materials (labor, travel, supplies, maintenance, depreciation, etc.)

General & Administrative Costs - allocation of expenses not directly related to production

# Oklahoma Correctional Industries
## Balance Sheet for FY 2016
## July 1, 2015 through June 30, 2016

| | | |
|---|---|---|
| Current Assets | $ | 15,889,379 |
| Fixed Assets | | 4,387,943 |
| Total Assets | $ | 20,277,322 |
| Liabilities | $ | 1,855,900 |
| Fund Balance | | 18,421,422 |
| Total Liabilities and Fund Balance | $ | 20,277,322 |

Equation:
assets= liability + owners equity (fund balance in government accounting)

Current Assets - cash, accounts receivable, and inventories

Fixed Assets - office equipment, factory equipment, vehicles, and buildings net of depreciation

Liabilities - accounts payable and sales tax payable

# Agri - Services
# Income Statement for FY 2016
# July 1, 2015 through June 30,2016

| | | |
|---|---|---|
| Sales Revenue | $ | 11,397,355 |
| Cost of Goods Sold | | (4,936,160) |
| Gross Profit or (Loss) | | 6,461,195 |
| Expenses | | (5,731,809) |
| Net Income or (Loss) | $ | 729,385 |
| Net Income | | 729,385 |
| Cost Avoidance | | 3,724,185 |
| Agency Benefit | $ | 4,453,570 |

Revenues - derived from sales of products: meat, milk, and cattle

Cost of Goods Sold (COGS) - production costs for goods sold during a specified period

Expenses - expenses incurred other than raw materials (labor, travel, supplies, maintenance, depreciation, etc.)

**Cost Avoidance - other services, and products provided to DOC at no cost**

| | | |
|---|---|---|
| FY Cost Savings to the Agency - meat, milk (Prime Vendor vs Agri-Services Pricing) | $ | 3,175,667 |
| FY Cost Savings to the Agency - opportunity buys (Prime Vendor vs Opportunity Buy Pricing ) | $ | 526,145 |
| Services provided to DOC(brush hogging county road right of way, applying herbicide to lagoons, etc) | $ | 22,373 |
| Total Savings | $ | 3,724,185 |

# Agri - Services
## Balance Sheet for FY 2016
## July 1, 2015 through June 30, 2016

| | | |
|---|---|---|
| Current Assets | $ | 8,902,783 |
| Fixed Assets | | 1,615,479 |
| Total Assets | $ | 10,518,262 |
| Liabilities | $ | 845,418 |
| Fund Balance | | 9,672,844 |
| Total Liabilities and Fund Balance | $ | 10,518,262 |

Equation
assets= liability + owners equity (fund balance in government accounting)

Current Assets - cash, accounts receivables, inventories, live stock, and prepaid land leases

Fixed Assets - office equipment, farm and factory equipment, vehicles and buildings net of depreciation

Liabilities - accounts payable and sales tax payable

Department of Corrections
Oklahoma Correctional Industries
Balance Sheet
As of June 30, 2016

| | | |
|---|---|---|
| Cash | 2,638,833.31 | |
| Restricted cash -1131 | 617,466.92 | |
| Accounts Receivables | 3,319,667.01 | |
| Raw Materials Inventory | 5,847,359.54 | |
| Finished Goods Inventory | 2,704,342.75 | |
| Goods In Transit | 0.00 | |
| Work In Process Inventory | 761,709.85 | |
| Total Current Assets | | 15,889,379.38 |
| Fixed Assets | | |
| Office equipment | 1,884,961.98 | |
| Factory equipment | 6,505,088.41 | |
| Vehicles | 2,539,540.06 | |
| Buildings | 7,611,524.41 | |
| Accumulated Depreciation Buildings | (5,252,866.33) | |
| Accumulated Depreciation Equipment | (8,900,305.81) | |
| Total Fixed Assets | | 4,387,942.72 |
| Total Assets | | 20,277,322.10 |
| Liabilities and Fund Balance | | |
| Accounts Payable | 374,412.85 | |
| Sales tax Payable | 1,901.22 | |
| Goods Received Suspense | 1,479,586.07 | |
| Total Liabilities | | 1,855,900.14 |
| Fund Balance | | |
| Reserved: | | |
| Reserved for Fixed Assets | 4,387,942.72 | |
| Reserved for Inventories | 9,313,412.14 | |
| Unreserved, undesignated | 4,720,067.10 | |
| Total Fund Balance | | 18,421,421.96 |
| Total Liabilities & Fund Balance | | 20,277,322.10 |

OKLAHOMA CORRECTIONAL INDUSTRIES
CONSOLIDATED MANUFACTURING INCOME STATEMENT FY 2016
SUMMARY

| | June 2016 | 2016 Fiscal YTD |
|---|---|---|
| Revenue | | |
| Sales | 585,594.62 | 9,499,135.64 |
| Discounts Taken | 0.00 | (1,043.89) |
| Miscellaneous Sales | 0 | 0.00 |
| Miscellaneous Income | 1,110.53 | 18,236.18 |
| PPI Program Support | 20,000.00 | 181,074.41 |
| Private Industry Income | 313,460.09 | 2,239,629.76 |
| Private Partnership Income | 345,530.90 | 3,529,822.32 |
| Total Revenue | 1,265,696.14 | 15,466,854.42 |
| Cost of Goods Sold | | |
| Cost of Goods Sold | (526,747.94) | (6,569,281.71) |
| Cost of Goods Sold Adjustment | 0.00 | (556.54) |
| Total Cost of Goods Sold | (526,747.94) | (6,569,838.25) |
| Gross Profit or (Loss) | 738,948.20 | 8,897,016.17 |
| Overhead | | |
| WIP Factory Overhead | (49,654.10) | (601,693.96) |
| Inventory Overhead | (70,113.24) | (42,394.49) |
| Factory Overhead | 629,205.44 | 6,974,135.70 |
| Total Overhead Variance | 509,438.10 | 6,330,047.25 |
| Operating Profit or (Loss) | 229,510.10 | 2,566,968.92 |
| General & Administrative Costs | | |
| WIP G & A Overhead | (32,767.09) | (382,079.62) |
| Accounting | 29,708.96 | 289,126.21 |
| Administration | 54,551.50 | 658,730.65 |
| Computer Operations | 36,746.07 | 401,543.81 |
| Customer Service | 7,455.32 | 103,851.50 |
| Sales & Marketing | 30,366.31 | 384,250.64 |
| Total G & A Variance | 126,061.07 | 1,455,423.19 |
| Net Income or (Loss) | 103,449.03 | 1,111,545.73 |

Notes:

Miscellaneous sales - Sales of other than products or services (pallet and paper recycling)
Private Prison Income - Program Support returned to OCI from PIE employees
Cost of Goods Sold - Cost of Goods Sold (COGS) is the total of all the cost of all goods invoiced during a specific period. This total includes all value added to materials during the manufacturing process (Pre-determined Overhead Rate and Fixed Overhead Rate). The POHR is comprised of Estimated / Budgeted Production related Labor and expenses divided by estimated / budgeted total of labor hours. The Fixed Overhead Rate includes all estimated / budgeted General & Administrative expenses divided by estimated / budgeted total of labor hours.
WIP Factory Overhead- Total of all actual production hours "times" the Pre-determined Overhead Rate. This offsets the value added from Budgeted labor and expenses in COGS to actual expenses posted for the period. "Production Credits"
Inventory Overhead - adjustments to inventory due to cost or quantity changes, loss, scrap etc.
Factory Overhead - Expenses incurred other than raw materials (labor, travel, supplies, maintenance, depreciation, etc.)
General & Administrative Costs - allocation of expenses not directly related to production
* Services provided to DOC (delivery of beds, boxes, water) $8,750.00

OKLAHOMA CORRECTIONAL INDUSTRIES
CONSOLIDATED MANUFACTURING INCOME STATEMENT FY 2016
DETAIL

| | June 2016 | 2016 Fiscal YTD |
|---|---|---|
| WIP Production Credits | | |
| Set-up Time Productive WIP | | |
| Run Time Productive WIP | (49,654.10) | (601,693.96) |
| Total WIP Factory Overhead | (49,654.10) | (601,693.96) |
| Inventory Overhead | | |
| Inventory Cost Adjustments | (234.52) | 4,110.39 |
| Inventory Quantity Adjustment | (81,981.51) | (67,645.01) |
| Inventory Physical Count Adj | 1,980.51 | 2,226.19 |
| Raw Materials Variance | 10,122.28 | 18,866.18 |
| Finished Goods Cost Variance | 0.00 | 2.76 |
| WIP Variance | 0.00 | 45.00 |
| Total Inventory Overhead | (70,113.24) | (42,394.49) |
| Factory Overhead | | |
| Labor Expense | | |
| Staff Salaries | | |
| Salaries Regular | 114,977.03 | 1,395,468.56 |
| Total Staff Salaries | 114,977.03 | 1,395,468.56 |
| Staff Benefits | | |
| Health & Life Insurance | 28,091.89 | 355,484.59 |
| State Share FICA | 8,864.82 | 105,284.07 |
| State Share OPERS | 16,992.28 | 218,871.15 |
| State Share Annuity | 692.91 | 8,581.87 |
| Total Staff Benefits | 54,641.90 | 688,221.68 |
| Engineering Services | 0.00 | |
| Professional Services | 0.00 | |
| Employment Services | 23,298.19 | 254,164.01 |
| Offender Labor | 240,111.37 | 1,922,006.01 |
| Total Labor Expense | 433,028.49 | 4,259,860.26 |
| Travel Expense | | |
| In State Travel | | |
| Per Diem | 0.00 | 654.12 |
| Lodging | | 0.00 |
| Miscellaneous | | 0.00 |
| Total In State Travel | 0.00 | 654.12 |
| Out of State Travel | | |
| Per Diem | | 0.00 |
| Miscellaneous | | |
| Lodging | | |
| Total Out of State Travel | 0.00 | 0.00 |
| Food & Lodging Agency Direct | 0.00 | 267.00 |
| Total Travel Expenses | 0.00 | 921.12 |

| | | |
|---|---|---|
| Utilities | | |
| Water & Waste | 0.00 | 495.60 |
| Natural Gas | 2,618.01 | 60,930.52 |
| Electricity | 17,762.16 | 215,802.97 |
| Total Utilities | 20,380.17 | 277,229.09 |
| Rent Expense | | |
| Building Space | | |
| Equipment & Machinery | 1,569.60 | 28,116.82 |
| Electronic Data Equipment | 0.00 | 464.78 |
| Total Rent Expense | 1,569.60 | 28,581.60 |
| Maintenance & Repair - Outside Vendor | | |
| Buildings & Grounds | 3,389.21 | 43,561.36 |
| Equipment | 3,208.88 | 111,255.17 |
| Telecommunications Equipment | 0.00 | 0.00 |
| Office Equipment | 71.87 | 1,149.72 |
| Data Processing Equipment | | |
| Total Maintenance & Repair | 6,669.96 | 155,966.25 |
| Supplies Expense | | |
| Housekeeping & Janitorial | 1,975.75 | 31,780.76 |
| Maintenance - Building & Ground | 543.30 | 42,069.89 |
| Maintenance - Equipment | 11,645.17 | 128,954.60 |
| Maintenance _ Telecommunications | 0.00 | 0.00 |
| Maintenance _ Data Process Equipment | 0.00 | 0.00 |
| Food & Kitchen | 0.00 | 0.00 |
| Medical | 0.00 | 0.00 |
| Motor Fuel - Common | 8,715.41 | 100,329.35 |
| Motor Fuel - Special | 376.20 | 4,843.95 |
| Uniform Clothing & Accessories | 0.00 | 3,873.62 |
| Safety & Security | 1,164.26 | 18,601.29 |
| Packaging | 0.00 | 0.00 |
| Shop | 43,812.57 | 1,067,423.32 |
| Meeting Refreshments | 0.00 | 0.00 |
| Office - Non-expendable | 0.00 | 11,878.32 |
| Office Expendable | 1,397.01 | 28,689.04 |
| Data Processing | 0.00 | 6,002.89 |
| Motor Vehicle - Expendable | 271.09 | 6,324.58 |
| Motor Vehicle - Non-expendable | 4,372.23 | 19,088.76 |
| Total Supplies Expense | 74,272.99 | 1,469,860.37 |
| Depreciation Expense | | |
| Equipment | 14,172.31 | 192,225.69 |
| Building | 15,264.04 | 183,168.48 |
| Total Depreciation | 29,436.35 | 375,394.17 |
| Other Expenses | | |
| Freight | 4,985.52 | 60,336.52 |
| Postage | 0.00 | 75.00 |
| Telecommunications Services | 8,491.87 | 115,861.68 |
| Printing & Binding Services | 0.00 | 0.00 |
| Advertising/Prototypes | 6,521.48 | 41,153.83 |
| Licenses, Permits, etc | 0.00 | 75.00 |
| Employee Reimbursement Non-travel | 0.00 | 0.00 |
| Inter-Govenrmental Payments | 0.00 | 0.00 |
| Damaged Merchandise | 21,635.08 | 132,178.39 |
| Warranty Repair Costs | 22,213.93 | 56,642.45 |
| Total Other Expenses | 63,847.88 | 406,322.87 |
| Total Factory Overhead | 629,205.44 | 6,974,135.73 |

Department of Corrections
Oklahoma Correctional Industries
Statement of Cash Flows
As of June 30, 2016

| | |
|---|---|
| Net Income/(Loss) | 1,111,545.73 |
| Cash Flows from Operating Activities | |
| Depreciation | |
| Buildings | 192,267.84 |
| Other | 277,082.44 |
| Adjustments to Reconcile | |
| (Increase)/Decrease in Operational Assets | |
| Accounts Receivable | (328,583.01) |
| Inventory | |
| Raw Materials | 134,111.46 |
| Work in Process | 871,846.14 |
| Finished Goods | 43,112.90 |
| Increase/(Decrease) in Operational Liabilities | |
| Accounts Payable | 32,832.20 |
| Net Cash Provided by Operating Activities | 2,334,215.70 |
| Cash Flow From Investing Activities | |
| Purchases of Equipment and Property | |
| Office Equipment | (26,565.30) |
| Factory Equipment | (206,661.28) |
| Vehicles | 0.00 |
| Buildings | (51,505.00) |
| Land | 0.00 |
| Net Cash Gained (used) in Investing Activities | (284,731.58) |
| Financing Activities | |
| Net Cash Gained (used) in Financing Activities | 0.00 |
| FY 15 Appropriated Funds | |
| FY 15 Adjustments | |
| Net Cash for Period | 2,049,484.12 |

# Oklahoma Correctional Industries
# Manufacturing Statement for
## All Factories

**For Period Ending June 30, 2016**

| | June, 2016 | | 2016 Fiscal Year To Date | |
|---|---|---|---|---|
| **Direct Materials** | | | | |
| Beginning raw inventory | $ 6,006,952.41 | | $ 5,970,437.59 | |
| Purchases | 534,599.42 | | 4,953,940.00 | |
| Available For Use | 6,541,551.83 | | 10,924,377.59 | |
| Ending raw inventory | 5,847,177.54 | | 5,847,177.54 | |
| **Direct Materials Used** | | $ 694,374.29 | | $ 5,077,200.05 |
| **Offender (Direct) Labor** | | 168,285.88 | | 1,075,423.91 |
| **Factory Overhead** | | | | |
| Factory Staff | 167,024.94 | | 2,032,316.91 | |
| Travel Expenses | 0.00 | | 921.12 | |
| Utilities | 19,016.50 | | 244,207.85 | |
| Rentals | 1,569.60 | | 28,188.69 | |
| Maintenance & Repairs | 4,544.48 | | 142,527.43 | |
| Supplies | 61,290.24 | | 1,254,939.21 | |
| Depreciation | 29,436.35 | | 375,394.17 | |
| Other | 12,177.00 | | 116,478.98 | |
| Inventory Shrinkage | (70,113.24) | | (42,084.33) | |
| **Total Factory Overhead** | | 224,945.87 | | 4,152,890.03 |
| Total manufacturing costs | | 1,087,606.04 | | 10,305,513.99 |
| Work in progess beginning inventory | | 766,474.39 | | 882,486.81 |
| Total cost of work in progress | | 1,854,080.43 | | 11,188,000.80 |
| Work in progress ending inventory | | 797,363.16 | | 797,363.16 |
| **Cost of Goods Manufactured** | | **$ 1,056,717.27** | | **$ 10,390,637.64** |

Agri-Services
Income Statement
As of June30, 2016

| | June 2016 | Fiscal Year 16 Year to Date |
|---|---|---|
| SALES | 850,216.24 | 11,319,497.35 |
| IN KIND INCOME | 0.00 | 77,857.24 |
| COST OF GOODS | (474,767.49) | (4,936,160.36) |
| GROSS PROFIT | 375,448.75 | 6,461,194.23 |
| EXPENSES | | |
| SALARIES | 208,934.24 | 2,593,842.43 |
| OFFENDER PAYROLL | 18,480.16 | 194,524.67 |
| OTHER SERVICES | 4,988.20 | 101,802.92 |
| FARM EXPENSES | 53,180.63 | 1,460,434.79 |
| FUEL | (13,563.52) | 164,894.14 |
| RENT | 5,634.12 | 68,542.00 |
| BUILDING, VEHICLE & EQUIPMENT REPAIR EXPENSE | 31,030.78 | 543,747.35 |
| UTILITIES | 10,075.39 | 112,466.32 |
| OTHER EXPENSE | 12,150.75 | 209,707.88 |
| DEPRECIATION | 23,075.40 | 281,846.78 |
| TOTAL EXPENSE | 353,986.15 | 5,731,809.28 |
| NET INCOME | 21,462.60 | 729,384.95 |

Notes:
In Kind Income - Market value (Sysco Price) of vegetables raised and provided to facilities at no cost.
Cost of Goods Sold - Our cost of raw materials needed to produce the goods for sale
Other Services - Testing done by outside sources (soil, ecoli, food) Does not include veterinary services.
Farm Expense - Agricultural supplies, feed, vet supplies and services, seed, fertilizer, etc.
Rent - Rental of equipment and land
Other Expense - Office supplies, shop supplies, travel, fees, licenses, etc
Depreciation - based on straight line method.

| | |
|---|---|
| * FY Cost Savings to the Agency - Meat, Milk(Prime Vendor vs Agri-Se | $ 3,175,666.73 |
| * FY Cost Savings to the Agency - Opportunity Buys (Prime Vendor vs | 526,145.34 |
| * Services provided to DOC(brush hogging county road right of way, to lagoons, etc) | 22,373.05 |
| | 3,724,185.12 |

Department of Corrections
Agri-Services
Balance Sheet
As of June 30, 2016

| | | | |
|---|---|---|---|
| Current Assets | | | |
| Cash | $ | 1,986,801.67 | |
| Restricted Cash -1131 | $ | 949,304.78 | |
| Accounts Receivables | $ | 670,289.11 | |
| Due to/From OCI | | | |
| Raw Materials Inventory | $ | 472,828.15 | |
| Finished Goods Inventory | $ | 178,161.15 | |
| Work In Process Inventory | | | |
| Live Stock | $ | 3,971,940.00 | |
| Stock Feed | $ | 597,029.55 | |
| Semen | $ | 13,473.18 | |
| Wood | $ | 1,700.00 | |
| Prepaid Land Leases (Commissioner of the Land) | $ | 31,352.45 | |
| Bulk Fuel | $ | 29,903.10 | |
| Other Current Assets | | | |
| Total Current Assets | | | $ 8,902,783.14 |
| Fixed Assets | | | |
| Office equipment | $ | 123,529.59 | |
| Factory equipment | $ | 1,354,733.03 | |
| Vehicles | $ | 1,533,952.19 | |
| Farm Equipment | $ | 3,952,449.80 | |
| Buildings | $ | 2,319,960.47 | |
| Land | $ | 319,684.69 | |
| Accumulated Depreciation Buildings | $ | (1,462,270.66) | |
| Accumulated Depreciation Equipment | $ | (6,526,560.39) | |
| Total Fixed Assets | | | $ 1,615,478.72 |
| Total Assets | | | $ 10,518,261.86 |
| Liabilities and Fund Balance | | | |
| Accounts Payable | $ | 296,341.40 | |
| Accounts Payable - Prepaid Eggs | $ | 117,896.50 | |
| Sales tax Payable | $ | 386.87 | |
| Goods Received Suspense | $ | 430,793.34 | |
| Total Liabilities | | | $ 845,418.11 |
| Fund Balance | | | |
| Reserved: | | | |
| Reserved for Fixed Assets | $ | 1,615,478.72 | |
| Reserved for Inventories | $ | 5,296,387.58 | |
| Unreserved, undesignated | $ | 2,760,977.45 | |
| Total Fund Balance | | | $ 9,672,843.75 |
| Total Liabilities & Fund Balance | | | $ 10,518,261.86 |

Department of Corrections
Agri-Services
Statement of Cash Flows
As June 30, 2016

| | |
|---|---|
| Net Income/(Loss) | 729,384.95 |
| Cash Flows from Operating Activities | |
| Depreciation | |
| Buildings | 89,135.29 |
| Other | 192,711.50 |
| Adjustments to Reconcile | |
| (Increase)/Decrease in Operational Assets | |
| Accounts Receivable | 244,430.68 |
| Sales Tax Payable | (210.36) |
| Inventory | |
| Raw Materials | 342,219.12 |
| Finished Goods | 31,605.22 |
| Stock Feed | (264,204.61) |
| Semen | 676.98 |
| Bulk Fuel | (25,410.73) |
| Prepaid Leases | 0.04 |
| Packaging Materials | 0.00 |
| Increase/(Decrease) in Operational Liabilities | |
| Accounts Payable | (50,236.41) |
| Accounts Payable - Prepaid Eggs | 117,896.50 |
| Net Cash Provided by Operating Activities | |
| Purchases of Equipment and Property | |
| Office Equipment | 0.00 |
| Agricultural Equipment | 0.00 |
| Factory Equipment | 0.00 |
| Vehicles | 0.00 |
| Buildings | 0.00 |
| Land | 0.00 |
| Net Cash for Period | 1,407,998.17 |

Item #13

# Population Update

Population Information as of July 29, 2016

Compared to July 31, 2015

| Total System Committed Offender Population | Females | Males | Total |
|---|---|---|---|
| Current Population | 3,051 | 24,131 | 27,182 |
| Population Last Year | 2,961 | 25,037 | 27,998 |
| **Change from last year** | **90** | **(906)** | **(816)** |

| DOC Facilities | Females | Males | Total |
|---|---|---|---|
| Current Population | 2,690 | 16,458 | 19,148 |
| Population Last Year | 2,593 | 17,152 | 19,745 |
| **Change** | **97** | **(694)** | **(597)** |

| Private Prisons | Females | Males | Total |
|---|---|---|---|
| Current Population | 0 | 5,911 | 5,911 |
| Population Last Year | 0 | 5,828 | 5,828 |
| **Change** | **0** | **83** | **83** |

| County Jail Contracts | Females | Males | Total |
|---|---|---|---|
| Current Population | 0 | 304 | 304 |
| Population Last Year | 0 | 593 | 593 |
| **Change** | **0** | **(289)** | **(289)** |

| Halfway Houses | Females | Males | Total |
|---|---|---|---|
| Current Population | 322 | 1,079 | 1,401 |
| Population Last Year | 321 | 1,125 | 1,446 |
| **Change** | **1** | **(46)** | **(45)** |

| Out Count | Females | Males | Total |
|---|---|---|---|
| Current Population | 39 | 379 | 418 |
| Population Last Year | 47 | 339 | 386 |
| **Change** | **(8)** | **40** | **32** |

| Total System Community Supervised Offender Population | Females | Males | Total |
|---|---|---|---|
| Current Population | 7,357 | 24,242 | 31,599 |
| Population Last Year | 6,646 | 21,692 | 28,338 |
| **Change from last year** | **711** | **2,550** | **3,261** |

| Probation Supervision | Females | Males | Total |
|---|---|---|---|
| Current Population | 5,777 | 18,816 | 24,593 |
| Population Last Year | 5,372 | 16,944 | 22,316 |
| **Change** | **405** | **1,872** | **2,277** |

| Parole Supervision | Females | Males | Total |
|---|---|---|---|
| Current Population | 391 | 2,224 | 2,615 |
| Population Last Year | 419 | 2,515 | 2,934 |
| **Change** | **(28)** | **(291)** | **(319)** |

| GPS | Females | Males | Total |
|---|---|---|---|
| Current Population | 209 | 489 | 698 |
| Population Last Year | 225 | 551 | 776 |
| **Change** | **(16)** | **(62)** | **(78)** |

| Community Sentencing | Females | Males | Total |
|---|---|---|---|
| Current Population | 979 | 2,695 | 3,674 |
| Population Last Year | 622 | 1,624 | 2,246 |
| **Change** | **357** | **1,071** | **1,428** |

| EMP | Females | Males | Total |
|---|---|---|---|
| Current Population | 0 | 7 | 7 |
| Population Last Year | 0 | 17 | 17 |
| Change | 0 | (10) | (10) |

| PPCS | Females | Males | Total |
|---|---|---|---|
| Current Population | 0 | 1 | 1 |
| Population Last Year | 0 | 1 | 1 |
| Change | 0 | 0 | 0 |

| Community Program Failures | Females | Males | Total |
|---|---|---|---|
| Current Population | 1 | 10 | 11 |
| Population Last Year | 8 | 40 | 48 |
| Change | (7) | (30) | (37) |

| Total System Population | Females | Males | Total |
|---|---|---|---|
| Current System Population | 10,408 | 48,373 | 58,781 |
| Population Last Year | 9,607 | 46,729 | 56,336 |
| Change | 801 | 1,644 | 2,445 |

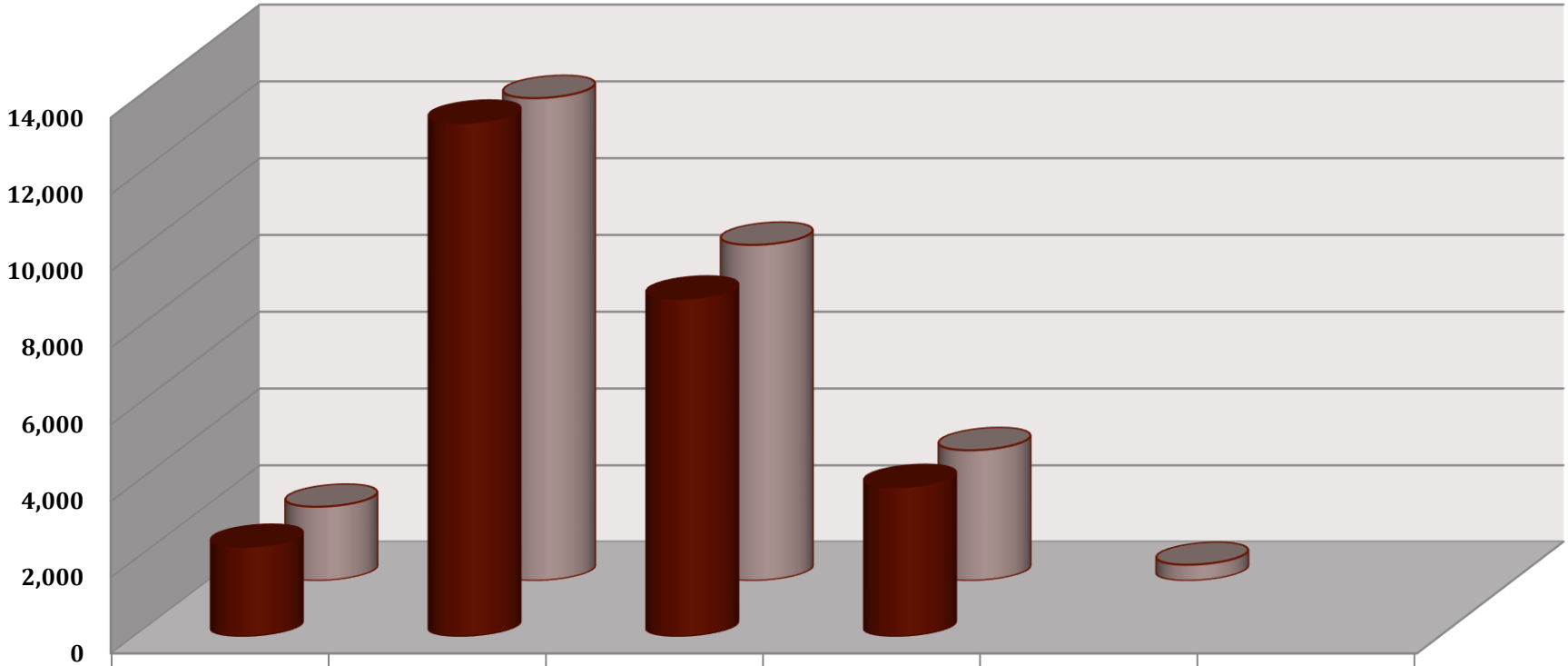
| County Jail Inmate Backup | Females | Males | Total |
|---|---|---|---|
| **July 29, 2016** | 177 | 1,133 | 1,310 |
| Population Last Year | 28 | 367 | 395 |
| Change | 149 | 766 | 915 |

| Facility Capacity Percentages | Rated Operating Capacity | Inside Total Inmate Committed Population | Inside Total as a Percent of Rated Operating Capacity |
|---|---|---|---|
| Assessment & Reception Centers | 620 | 573 | 92% |
| In Transit | N/A | 41 | N/A |
| Institutions | 15,060 | 16,516 | 110% |
| Community Corrections Centers | 1,223 | 1,319 | 108% |
| Work Centers | 999 | 699 | 70% |
| TOTAL STATE | 17,902 | 19,148 | 107% |
| Private Prisons | 5,946 | 5,911 | 99% |
| Contracted County Jails | 335 | 304 | 91% |
| Halfway Houses | 1,527 | 1,401 | 92% |
| TOTAL CONTRACT | 7,808 | 7,616 | 98% |
| **SYSTEM TOTAL** | **25,710** | **26,764** | **104%** |

| Pardon & Parole Board Results<br>Month: July 2016 | Females | Males | Total |
|---|---|---|---|
| Considered | 19 | 253 | 272 |
| Denied | 9 | 210 | 219 |
| Recommended | 10 | 43 | 53 |
| Percentage Recommended | 52.63% | 17.00% | 19.49% |

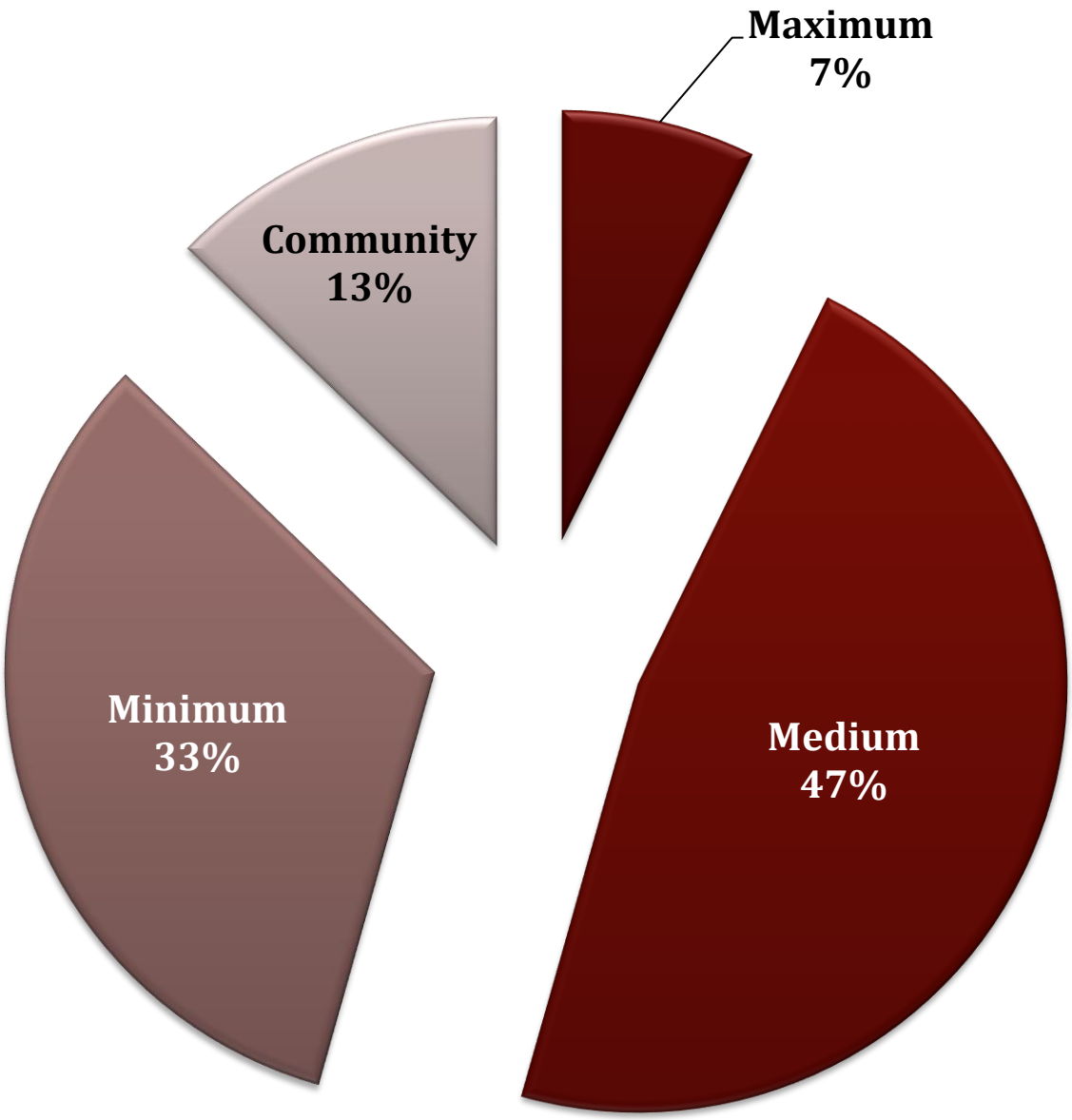
| Governor's Actions<br>Month: July 2016 | Females | Males | Total |
|---|---|---|---|
| Reviewed | 0 | 4 | 4 |
| Approved | 0 | 4 | 4 |
| Denied | 0 | 0 | 0 |
| Percentage Approved | 0.00% | 100.00% | 0.00% |

# Offender and Bed Distribution
# July 29, 2016

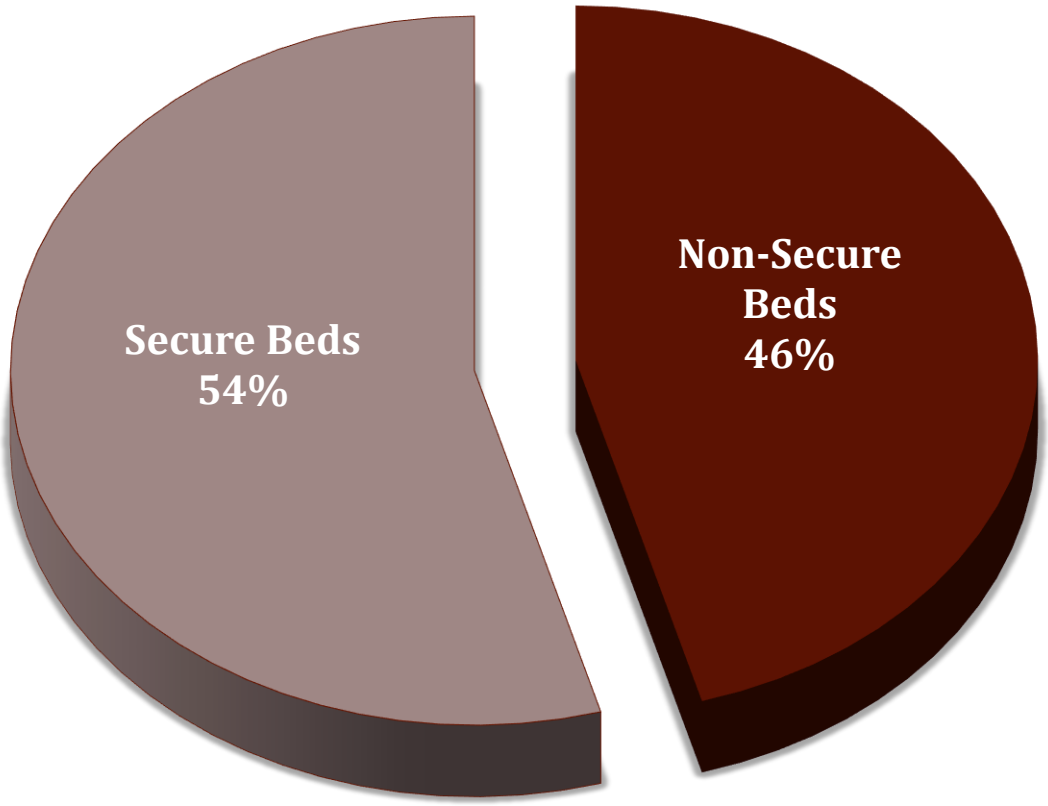


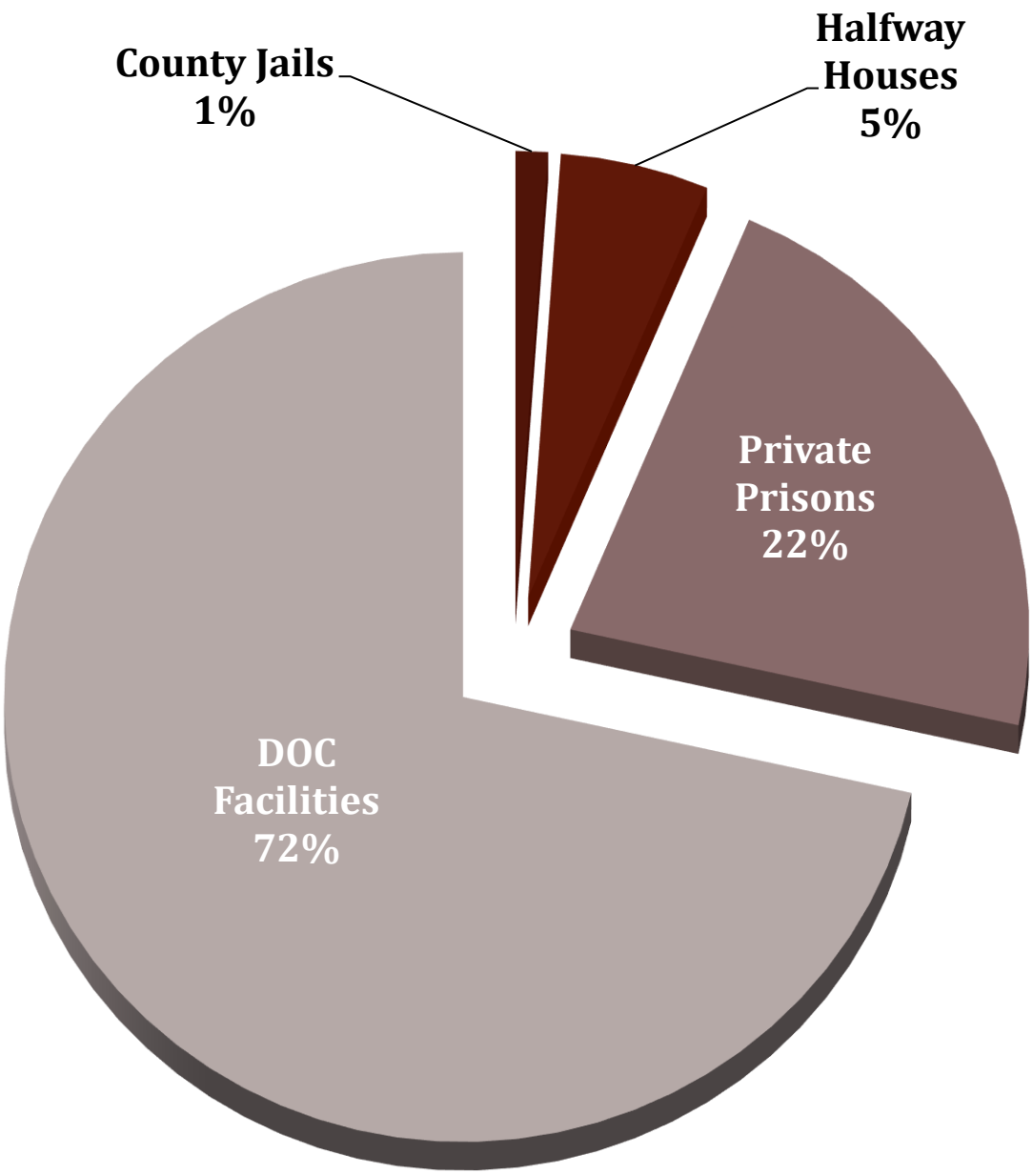

| | Maximum | Medium | Minimum | Community | Outcount | |
|---|---|---|---|---|---|---|
| Beds | 2,362 | 13,418 | 8,836 | 3,929 | | |
| Offenders | 1,945 | 12,590 | 8,769 | 3,419 | 418 | |

# Offender Distribution by Security Level
# July 29, 2016



# Percentage of Offenders in Secure and Non-Secure Beds
# July 29, 2016




Offenders in DOC Facilities v. Contract Facilities
July 29, 2016
County Jails
1%
Halfway
Houses
5%
Private
Prisons
22%
DOC
Facilities
72%