

**OKLAHOMA
BOARD OF CORRECTIONS
REGULAR MEETING**

May 1, 2014

Oklahoma Department of Corrections
Oklahoma City, Oklahoma



OKLAHOMA BOARD OF CORRECTIONS REGULAR MEETING

Oklahoma Department of Corrections
3400 N Martin Luther King Ave
Oklahoma City, Oklahoma
1:00 p.m., Thursday, May 1, 2014



AGENDA

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

1. Opening and Roll Call Kevin Gross, Chair
2. Old Business Kevin Gross, Chair
3. Approval of Board of Corrections Meeting Minutes Kevin Gross, Chair
 - Regular Meeting on April 3, 2014
4. Director's Comments Robert Patton, Director
5. Approval of Board Policies Robert Patton, Director
 - P-030100, Provisions of Services/Offender Rights and Responsibilities
 - P-050100, Emergency Plans for the Oklahoma Department of Corrections
 - P-090200, Public Works Programs for the Oklahoma Department of Corrections
 - P-110100, Uniform Personnel Standards
 - P-120100, Management of State Funds and Assets
6. Approval of Board Resolution Borman Stell, Recruitment, Retention & Recognition Coordinator
Human Resources
 - 2013 Correctional Officer of the Year
Angelica Padilla, Oklahoma State Reformatory
 - 2013 Correctional Officer Supervisor of the Year
Butch Davis, Hobart Community Work Center
 - Public Service Recognition Week (May 4-10, 2014)
 - Oklahoma Correctional Officers Week (May 4-10, 2014)
7. Approval of Board Resolution Eric Franklin, Division Manager
Health Services
 - National Nurses Appreciation Week (May 6-12, 2014)
8. Approval of Board Resolution Clint Castleberry, Chief Administrator
Program Services
 - National Teachers Appreciation Week (May 5-9, 2014)
9. Budget Update Ashlee Clemmons, Acting Chief
Business Services

OKLAHOMA BOARD OF CORRECTIONS

Mission Statement

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

"Advocating Correctional Excellence"

10. Population Update Laura Pitman, Ph.D., Division Manager
Field Support
11. Legislative Update Neville Massie, Executive Assistant
12. Committee Reports Committee Chairs
 Standing Committees:
- Budget – Chair Steve Burrage, Members Gene Haynes and Michael Roach
 - Female Offender – Chair Linda Neal, Members Frazier Henke and Earnest Ware
 - Public Policy/Public Affairs – Chair Earnest Ware, Members Gene Haynes and Frazier Henke
 - Population/Private Prisons – Chair Linda Neal, Members Steve Burrage and Michael Roach
 - Executive – Chair Kevin Gross, Members Linda Neal and Michael Roach
13. New Business
“Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.” 25 O.S. § 311.A.9.
14. Announcements Kevin Gross, Chair
15. Approval to Adjourn for Executive Session Gary Elliott, Acting General Counsel
- Discussion of Investigation Regarding Offender Timothy Dunivan #492149
 - Discussion of Investigation Regarding Offender Landers Jones #278993
 - Discussion of Investigation Regarding Deb Victor #235601
- “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.*
16. Approval to Return from Executive Session Kevin Gross, Chair
17. Adjournment Kevin Gross, Chair

The next regular meeting of the Board of Corrections is scheduled for 1:00 p.m. on Thursday, June 5, 2014, at Mack Alford Correctional Center in Stringtown, Oklahoma.

Updated on 4/22/2014 10:50:27 AM

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Approval of
Board Meeting Minutes

**OKLAHOMA BOARD OF CORRECTIONS
REGULAR MEETING**

Union City Community Corrections Center
700 North State Highway 81
Union City, Oklahoma
April 3, 2014

1. Opening and Roll Call

Kevin Gross, Chair

Chair Gross called the regular meeting of the Oklahoma Board of Corrections (BOC) to order at 1:01 p.m. at the Union City Community Corrections Center (CCC) on Thursday, April 3, 2014. Chair Gross asked the clerk to call the roll:

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

Calling of the roll reflected a quorum was present.

2. Welcome/Remarks

**Mike Carr, District Supervisor
Northwest District Community Corrections**

Chair Gross thanked District Supervisor (DS) Carr for the tour of the facility and the hospitality shown to the Board for the meeting. DS Carr welcomed everyone to the Union City Community Corrections Center and provided information about the facility. It was constructed in 1999 by the Avalon Corporation as a high-security juvenile facility. The Oklahoma Department of Corrections (ODOC) assumed occupancy in 2005 and in March 2006, an open-house event was held to recognize the official opening of the Union City CCC. The facility is authorized thirty-six (36) full time employees (FTE) and as of this date, there are thirty (30) FTE. The offender housing capacity is 228 beds and includes eight (8) transit detention – maximum security – beds.

DS Carr stated Union City CCC is accredited by the American Correctional Association; its primary mission is the Prisoner Public Works Program and Offender Pre-release Programming. Each day, one hundred (100) offenders assigned to nine different communities provide a cost-effective labor pool. In turn, the offenders get the opportunity to give something back to society. Staff also delivers other programs to the offenders, including adult basic education, Thinking for a Change, and a 100 Hour Transition Program which targets long-term offenders. The facility also contracts with Dr. Scotty Haskins, COPE Inc., to provide a Department of Mental Health and Substance Abuse Services certified substance abuse treatment program. In addition, Union City CCC maintains a work release program to afford offenders the opportunity to sustain full-time employment, pay program support fees and court costs, help with family expenses and child support, and save money for a successful reentry.

DS Carr stated they are also proud of the new Oklahoma Workforce National Emergency Grant Program which has helped over twenty-seven (27) offenders secure meaningful employment helping with disaster relief programs in the Moore and Oklahoma City areas. DS Carr also recognized the long-standing partnership with the Oklahoma Department of Career Technology to provide certification in carpentry and fork-lift operation. Union City CCC is the host facility for Center Point Halfway House and Catalyst Behavioral Services HWH which includes sentence administration and trust fund management.

No further comments or questions were made.

3. Old Business

Kevin Gross, Chair

No old business was brought before the Board.

4. Approval of Board Meeting Minutes

Kevin Gross, Chair

- Regular Meeting on April 3, 2014

Chair Gross stated the minutes were provided to the Board prior to the meeting this date for review. He requested a motion to approve the minutes from the Regular Meeting on April 3, 2014.

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

The minutes were approved by majority vote.

5. Director's Comments

Robert Patton, Director

Director Patton stated the month since the Board meeting in April had been very exciting and staff all over the agency were working hard to bring a new vision to the agency. During the month, Director Patton and executive team members toured Jim Hamilton Correctional Center, Jess Dunn Correctional Center and Eddie Warrior Correctional Center to meet and interact with staff. He stated the morale is very good and everyone seems excited about the changes being implemented.

Director Patton stated he continues to have large, group meetings with correctional officers and probation and parole officers. The message he shares in his meetings is clear that he wants their input, suggestions and ideas on the new vision for corrections in Oklahoma. As those recommendations and suggestions are received, they are forwarded to his executive team for review and possible implementation.

Director Patton stated one recommendation he is excited about implementing is regional training academies for correctional officer cadets. Cadets are paired with seasoned officers but when staffing levels are low, waiting for the cadet to be trained becomes a burden on the facility. The cadet cannot be placed on a security post alone until after academy training. Although the agency has a contract with a college to conduct training academies, it was not getting the correctional officer cadets trained quickly enough and the waiting list continued to grow. Beginning April 7, 2014, a regional academy will begin in the Alva area with twenty (20) cadets and another academy will begin on April 21, 2014, in McAlester with forty (40) cadets. This regional academy model will then be spread throughout the state so cadets can be trained at their facility. Not only will this allow more officers to be trained and get them onto a post, but it also allows them to remain with their family during the training process. The current academy structure takes them away from their families for six (6) weeks before they are ready to return to the facility.

Director Patton stated the RAND Corporation released the final report on correctional education, concluding that education is definitely cost effective. The report stated that "a \$1 investment reduces incarceration costs by \$5 during the first three years post-release." It also specified that states with the most prisoners had a sharper decline in spending during the economic downturn of 2008. The report suggests that the curtailment of prison education would likely increase prison system costs in the long term. Director Patton stated this information goes hand-in-hand with his message to the program staff; to get offenders educated before they leave our custody. Director Patton noted Jim Hamilton Correctional Center hosted a graduation ceremony with forty-four (44) students having completed their GED. He stated he will be sending out the message to all facilities that the agency is going to get programs, like education, to the offenders to address their program needs.

Director Patton stated Dr. Pitman will be providing an update on the recent changes in the population but he wanted to share just a few comments with the Board. He stated a large part of the budget is payment to county jails for housing offenders who have been sentenced to our custody but are waiting to be received due to a lack of bed space. Staff has been working extremely hard to move into assessment and reception centers approximately 1,900 offenders who are backed up in county jails. The hope is to get the backlog of offenders waiting for reception to zero, which has a potential cost savings of millions of dollars for the state; dollars which could then be spent on needed programs as stated earlier. New practices have been implemented to speed up the reception processes to allow for more offenders to be assessed and moved to the appropriate facility. One of the processes reviewed for better efficiency of moving offenders from county jails was the initial reception and assessment, which went from a nine-day procedure to four days only. Because the offenders are moving through reception faster, the agency went from processing thirty-five (35) offenders a day to bringing in one hundred (100) offenders a day.

Staff is also working to place offenders in the appropriate facility through classification procedures which are being

reviewed. Director Patton stated staff is ensuring the community corrections and work centers are full with appropriately classified offenders who are being prepared for their return to the community.

No further comments or questions were made.

6. Approval of Board Policies

Robert Patton, Director

- P-010700, Oklahoma Department of Corrections Victim Justice Advisory Council
- P-060100, Classification and Case Management of Offenders
- P-100100, Training and Staff Development Standards
- P-150500, Five Year, System-wide Capital Improvement Program

Director Patton stated there were four Board policies in annual review this date. All policies were updated to reflect the current Board chair name and removal of the vice-chair signature line. There were minor wording changes in P-010700 and P-100100, but the intent of the policy was not affected by the changes. Director Patton recommended approval of the policies as provided to the Board.

Motion: Mr. Haynes made a motion to approve all four policies as noted and Mr. Burrage seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Ms. Neal – yes; Mr. Ware – yes.

The policies were approved by majority vote.

7. Approval of Board Resolution

**Leo Brown, Coordinator
Religious and Volunteer Services**

- National Volunteer Appreciation Week (April 6-12, 2014)

Mr. Brown stated it was an honor to recognize the volunteers throughout the agency. The contributions of the agency volunteers have a significant impact in many areas of the agency, especially in the areas of rehabilitation. National Volunteer Week began in 1974 when President Richard Nixon signed an executive order establishing the week as an annual celebration of volunteering. Every president since 1974 has signed a proclamation promoting National Volunteer Appreciation Week as a time set aside to show appreciation for volunteers across the country and to call the public's attention to all they do to improve our communities. April 6-12, 2014, has been recognized this year as National Volunteer Appreciation Week.

Mr. Brown stated ODOC currently has over 3,000 active volunteers within the agency. Last year, volunteers donated in excess of 131,000 hours of service. Mr. Brown stated the monetary value of their services, using figures provided from Independent Sector, a well-recognized leadership forum for charities, foundations, and corporations, would be worth more than \$2.3 million.

The largest category of volunteers is those providing religious services. Many success stories of ex-offenders have traced their transformation to a faith decision made while incarcerated. According to Mr. Brown, an increasing number of our volunteers are providing faith-based programs which address criminogenic needs from a faith perspective, such as substance abuse, anger management, and family relationships. Programs, such as AA and NA, and have hundreds of volunteers that help offenders deal with addictive behaviors. Other programs like New Life Behavior, Character First, and I Can address thinking and behavioral patterns that need to be changed for the offender to be successful. The Oklahoma Marriage Initiative, Girl Scouts Beyond Bars, Long Distance Dads, the Messages Project and other family relationship programs can help offenders restore and maintain family and marriage relationships. This can improve their chances to be successful when they reenter the community as well as create healthier families and fewer generational incarcerations.

Mr. Brown stated volunteers facilitate programs like Thinking for a Change and Cage Your Rage. These programs were, at one time, provided almost exclusively by ODOC staff. Many organizations work with offenders on reentry. Organizations like Genesis One, Oxford House, Hand Up, Living Faith, TEEM, etc., are providing housing, mentoring, job skill training and placement, and other programs needed to help offenders successfully reenter our communities.

Mr. Brown stated these are just a very few of the services and programs offered through our volunteers. Services, programs, and faith groups are far too numerous to name individually; but individually, each one is making a contribution to our agency. Mr. Brown stated each year staff chooses a Volunteer of the Year as well as a Volunteer Organization of the Year. Mary Painter was named as the 2013 Volunteer of the Year for her work over the last ten

(10) years at the Dr. Eddie Warrior Correctional Center. She serves as the facility's main volunteer assistant chaplain and has earned the respect of both staff and offenders. Mr. Brown recognized and introduced Ms. Painter, who was seated in the audience. Mr. Brown stated the Grove Church of Christ was selected as the 2013 Volunteer Organization of the Year. The Grove Church of Christ has volunteered at Northeast Oklahoma Correctional Center since 2001 and they provide the New Life Behavior Program to offenders at the facility.

Mr. Brown then requested the Board's approval of the following resolution:

WHEREAS, millions of volunteers work in their communities across our nation and throughout our state utilizing their time and their talents daily to make a difference in the lives of others; and

WHEREAS, the Oklahoma Department of Corrections is privileged to have thousands of men and women, many of whom serve as part of a faith community, who tirelessly give of themselves to provide much needed programmatic and occupational services in facilities, districts and units across the great state of Oklahoma; and

WHEREAS, these volunteers are dedicated to serving as positive role models for the offender population, leading offenders toward pro-social behavior while incarcerated, supporting offenders in reentry, and providing much needed resources that assist the Oklahoma Department of Corrections in fulfilling its mission in a professional manner; and

WHEREAS, April 6-12, 2014, is National Volunteer Week and provides a most appropriate time to recognize these volunteers for demonstrating, on a daily basis, the true spirit of giving; therefore, be it

RESOLVED that the Oklahoma Board of Corrections does hereby announce and proclaim to all its recognition and sincere appreciation of Oklahoma Department of Corrections volunteers and the invaluable services they provide.

ADOPTED this third day of April, 2014.

Motion: Ms. Neal made a motion to approve the resolution and Mr. Ware seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Ms. Neal – yes; Mr. Ware – yes.

The resolution was approved by majority vote.

8. Budget Update

**Ashlee Clemmons, Acting Chief
Business Operations**

Ms. Clemmons provided the following budget update as of February 28, 2014:

FY2014 Budget Work Program		
Appropriated		\$471,443,633
200 Fund		\$18,772,094
205 Fund		\$2,985,595
Total – BWP		\$493,201,322*
<i>*Excludes Prison Industries and Community Sentencing and Federal Funds</i>		
Y-T-D Expenditures		\$(299,297,538)
Appropriated	\$(295,327,344)	
200 Fund FY 14	\$(3,088,325)	
205 Fund FY 14	\$(881,869)	
Encumbrances		\$(91,028,047)
Committed		\$(1,918,068)
Remaining Payroll		\$(84,477,638)
Available Balance		\$16,480,031
Appropriated Operating Funds		
Budgeted		\$471,443,633
Expenditures Y-T-D		\$(295,327,344)
Encumbrance Y-T-D		\$(83,293,766)
Total Committed Y-T-D		\$(393,196)
Available Balance		\$92,429,327

Less:	
Payroll	\$(84,477,638)
Available Balance	\$7,951,689
200 Revolving Fund	
Beginning Cash Balance 7/1/2013	\$8,847,121
Revenue Received Y-T-D	\$10,611,015
Expenditures Y-T-D	\$(18,083,398)
Adjustments Y-T-D	\$(500)
Ending Balance	\$1,374,238
205 Revolving Fund	
Beginning Cash Balance 7/1/2013	\$1,100,947
Revenue Received Y-T-D	\$4,151,976
Expenditures Y-T-D	\$(4,257,262)
Adjustments Y-T-D	\$0.00
Ending Balance	\$995,661
280 Revolving Fund	
Beginning Cash Balance 7/1/2013	\$4,307,972
Revenue Received Y-T-D	\$17,092,930
Expenditures Y-T-D	\$(14,537,668)
Adjustments Y-T-D	\$(4,751)
Ending Balance	\$6,858,483

Mr. Burrage made a motion to approve the budget as provided; however, this item was an update only and did not require approval by the Board. Mr. Burrage withdrew his motion.

9. Approval of Budget Fund Transfer

**Ashlee Clemmons, Acting Chief
Business Services**

Ms. Clemmons stated she requested the Board’s approval to re-balance the payroll budget by transferring funds. Chair Gross requested Ms. Clemmons provide additional information regarding the need to transfer funds for this activity. Ms. Clemmons stated when initially budgeting for payroll needs funds are distributed evenly to each facility providing a staffing level at 67.4% throughout the year. With staffing shortages in some facilities, there is additional payroll which could be redistributed to other facilities but the fund transfer requires the Board’s approval.

Motion: Mr. Burrage made a motion to approve the transfer to accommodate the payroll needs and Mr. Henke seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Ms. Neal – yes; Mr. Ware – yes.

The transfer of funds was approved by majority vote.

10. Population Update

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

Dr. Pitman provided the population update as of February 28, 2014:

Total System Offender Population = 26,673	EMP = 12
DOC Facilities = 17,973	PPCS = 1
Private Prisons = 5,822	Probation Supervision = 21,353
County Jails with Contracts = 554	Parole Supervision Offenders = 3,198
Halfway Houses = 1,107	Total System Population = 51,224
Out Count (jails, hospitals, etc.) = 653	County Jail Backup = 1,996
GPS = 551	

Dr. Pitman stated the county jail backup, as just noted, was 1,996 offenders as of February 28, 2014; however, as of April 2, 2014, the backup was 1,605 offenders. A number of actions were taken to accommodate more offenders being brought in from county jail backup.

The first phase was accomplished by reducing the incarceration population. Beginning on March 10, 2014, offenders who had received misconduct sanctions of lost earned credits were reviewed for possible restoration of those lost credits if the return resulted in immediate discharge. By statute, ODOC can award earned credits as well as restore them. As of March 28, 2014, approximately 436 offenders were discharged as a result of restoring lost earned credits. Additional reviews of offender records will be forthcoming in the next few weeks to achieve the same results. Due to the limitations of the Offender Management System, correctional records officers are reviewing each file individually to determine if there are other eligible offenders. Dr. Pitman stated as a result of increasing offender receptions, the agency needed to find additional bed space. Six (6) facilities were identified where an additional 270 temporary, minimum-security beds could be located. Three (3) facilities were also identified where an additional 220 medium-security beds could be located. The beds will be placed in the identified locations once the fire marshal reviews and approves the plans.

Dr. Pitman stated the second phase includes identifying four (4) facilities where an additional 180 medium-security beds, subject to fire marshal review and approval. The reception and assessment intake cycle was reduced from nine (9) days to four (4) days so offenders spend less time at the assessment and reception center before being sent to the housing facility. The most major change in this reduction involved replacement of the Level of Service Inventory-Revised (LSI-R) with the Justice System Assessment Training (JSAT) policy. Those two measures are used to determine risk and also to assess for substance abuse treatment needs. LSI-R testing was administered to each offender and usually lasted forty-five (45) minutes to one hour. The JSAT is administered more quickly and allows for the offender to be processed through assessment faster. In addition, testing for adult basic education (ABE) was eliminated from the assessment and reception process. All facilities have the capability of ABE testing, so the offenders can be assessed at the first facility post-reception for education needs.

The second phase also includes increasing the number of offender receptions daily from the county jails. Prior to March 18, 2014, receptions for male offenders averaged about thirty-five per day to match the available bed space. On March 18, 2014, male receptions were increased to fifty (50) per day and on March 25, 2014, it was increased to sixty (60) offenders per day. On March 27, 2014, receptions were again increased to eighty (80) offenders per day and the reception center is receiving one hundred (100) offenders per day as of April 1, 2014.

Dr. Pitman stated working to reduce the offender county jail backup is a dynamic process because as offenders are received into the system every week, more judgment and sentences are received as well. During the week of March 16, 2014, for example, Muskogee County transported all backup offenders to the reception center. Since that date, however, an additional eight judgment and sentences were received so there are still backup offenders in Muskogee County Jail. The schedule for the remaining counties is based on those counties notifying the agency they are over capacity in the last fourteen months. Receptions from county jail backup beginning March 31, 2014 were:

Blaine County	Cherokee County	Johnson County
Bryan County	Cleveland County	
Canadian County	Garfield County	

Receptions from county jail backup beginning April 7, 2014 were:

Caddo County	Logan County	Okmulgee County
Creek County	McIntosh County	Pottawatomie County
Hughes County	Oklahoma County	

Offender receptions from Oklahoma County and Tulsa County continue to alternate each week.

Dr. Pitman stated staff is working to increase movement to lower security levels so exceptions to policy have been approved for classification. Although exceptions at this time, the policy changes will become permanent in approximately sixty (60) days to increase the number of offenders at minimum security, community corrections, and halfway houses. The changes will result in an additional 297 offenders being eligible for movement from minimum to community and 373 offenders will be eligible for movement from community corrections and community work centers to halfway houses.

Another portion of these policy changes is to decrease the number of offenders who discharge from medium security to the streets when they complete their sentences. In CY 2013, approximately 1,167 male offenders discharged from

medium security. Policy changes were implemented to move a significant number of offenders to lower security before they discharge their sentence. Based on the changes being made, there will be approximately 540 medium security offenders eligible for movement to minimum security and approximately 144 minimum security offenders eligible for movement to community corrections. These changes will be reevaluated at a later date to determine if they are providing successful outcomes.

Mr. Haynes queried if the halfway house population numbers on the update included community corrections centers. Dr. Pitman stated the community corrections information was included with the "DOC Facilities" section on the Population Update. Chair Gross stated the changes Dr. Pitman discussed were great progress for the agency. Dr. Pitman stated both uniform and non-uniform staff has contributed greatly to making these changes throughout the agency.

No further comments or questions were made.

11. Legislative Update

Neville Massie, Legislative Liaison

Ms. Massie stated two of the agency's initiatives remain active as of this date. HB 2486, which exempts offenders with a life sentence without the possibility of parole from wage apportionment to offender mandatory savings, passed the Senate Public Safety Committee on this date and it can now be considered on the Senate floor. SB 1842, which modifies language related to the Delayed Sentencing Program for Young Adults, passed out of the House Judiciary Committee on April 1, 2014, and can now be considered by the full House.

Ms. Massie also provided information on the following bills:

- SB 1248, which allows the director to authorize a \$100 uniform allowance, passed the House Appropriations and Budget Committee.
- Two bills regarding pension reform are advancing on both the Senate and House sides and will be reconciled to the conference committee process.
- HB 3293 and HB 3294, regarding an overhaul of the Merit System, are both advancing and will ultimately be in the conference committee process.
- HB 3012, allowing correctional officers to retain their sidearm and badge after retirement, has been amended to include inspector general agents and probation and parole officers; it is now on the Senate floor agenda.
- HB 2804, modifying jail reimbursement rates, passed the Senate Public Safety Committee and it has been assigned to Senate Appropriations Committee but has not yet been heard in committee.

Ms. Massie noted Mr. Henke's executive nomination was approved by the Senate Public Safety Committee on this date and will now be forwarded for full Senate confirmation.

No further questions or comments were made.

12. Program Services Update

**Clint Castleberry, Chief Administrator
Program Services**

Mr. Castleberry stated the Board had received information in their packets comparing program participants and completions by gender for FY 2013 and FY 2014 as of February 28, 2014. Participation and completion data is collected through an online system of a variety of programs. Mr. Castleberry stated the Education Department is an accredited school system which is unique to corrections and the educators work very hard to maintain education requirements. GED testing is being converted to an online electronic testing process and the pilot project at Dr. Eddie Warrior Correctional Center is in place. Training is currently ongoing for the educators so they can begin administering the test electronically. Information Technology staff believes the shift with the computer piece will be completed by July 1, 2014, and all of the teachers will have completed their training. Mr. Castleberry stated once the electronic testing is in place, the agency cannot revert back to a paper test, so they are moving forward very cautiously with full implementation. Ms. Neal queried when the electronic testing would be fully implemented. Mr. Castleberry stated they can continue using paper-based testing through December 2014. Ms. Neal also queried how the agency is paying for the increased cost of GED testing. Mr. Castleberry stated it is included in his appropriated operating budget. Mr. Castleberry stated the college numbers remain steady through funding assistance from community organizations and

private entities. The RAND study, as mentioned earlier this date, shows a correlation between recidivism reduction and education.

Mr. Castleberry stated the substance abuse treatment and cognitive behavioral programs appear on track to at least mimic the numbers from FY 2013. There is generally an increase year-to-year based on the cycle of the program meaning one year there will be a few more participants and completions than in the prior year. The cognitive behavior programs are offered through case management staff or by volunteers from the community. Mr. Castleberry stated the numbers for this fiscal year are almost equal to the numbers for the last fiscal year, as indicated in the information provided.

Mr. Castleberry stated the support groups and volunteer, peer-led groups offer a variety of programming to meet the needs of the offender population. These programs not only speak to the interests of the offenders, but assist in management of the facility population preparing the offenders prior to their release. Finally, the faith-based program and specific volunteer-led faith-based programs such as the Faith and Character Community program are still in operation. The Faith and Character Community programs offers the offender a choice between participation in the faith track or a comparable secular track that addresses behavioral issues and character building.

Ms. Neal queried about clarification on the reported numbers for education participation to ensure they are not declining. Mr. Castleberry stated the GED numbers are a little less than last year because of a scoring issue with the vendor. There are tests from January 2014 which have not been scored yet so the number of completions appears to be lower. Scores should be back in soon and the number of completions will be comparable to FY 2013 numbers. Mr. Castleberry affirmed there had not been a decline in GED completions.

No further comments or questions were made.

13. Mabel Bassett Correctional Center Dog Program Update

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

Dr. Pitman stated the Guardian Angels program at Mabel Bassett Correctional Center received a special visit on March 4, 2014, from Sister Pauline Quinn, founder of Prison Service Dog Programs, during the unveiling ceremony of the kennel construction plans. Sister Quinn conducted a training seminar for the offender trainers and the trainers also had the opportunity to demonstrate their progress with the initial three dogs they received. Other attendees at the event included representatives from the Humane Society, University of Oklahoma, Veterinarian Association, Oklahoma City Community College, etc.

Five offenders are currently participating in the program and there are three dogs. Once the construction of the kennel is completed, more dogs and trainers will be involved in the program. The anticipated number of participants once the kennels are completed will include sixteen offenders: six trainers, six assistant trainers, two kennel workers and two housekeeping orderlies.

No other questions or comments were made.

14. Committee Reports

Committee Chairs

Chair Gross asked the committee chairs for their reports.

- **Budget Committee**

Mr. Burrage stated there was not a report.

- **Female Offender Committee**

Ms. Neal stated there was no report.

- **Public Policy/Public Affairs Committee**

Mr. Ware stated there was no report.

- **Population/Private Prisons Committee**

Ms. Neal stated the committee had met this date and everything discussed in the meeting had been shared in the meeting this date by Director Patton and Dr. Pitman. She stated the changes discussed are interesting and the staff have come up with innovative ways to attack the population problem. She stated the agency is

on the right track and noted it was exciting to see the progress being made to address the population issues.

- **Executive Committee**

Chair Gross stated the committee met on March 24, 2014, to review the agenda for the meeting this date.

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

There was no new business discussed.

16. Announcements **Kevin Gross, Chair**

No announcements were made.

17. Approval to Adjourn for Executive Session **Kevin Gross, Chair**

- Discussion of Execution Protocols Lawsuit

Mr. Oakley advised the next item required a motion to adjourn the meeting for Executive Session to discuss the execution protocols lawsuit.

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

The adjournment to Executive Session was approved by majority vote and the Board adjourned at 1:49 p.m.

18. Approval to Return from Executive Session **Kevin Gross, Chair**

At 2:11 p.m., the Board returned from Executive Session. Mr. Oakley advised the Board of the approval needed to return from Executive Session.

Motion: Mr. Ware made a motion to return from Executive Session and Mr. Burrage seconded the motion. The results of the roll call were: Mr. Burrage – yes; Mr. Gross – yes; Mr. Haynes – yes; Mr. Henke – yes; Ms. Neal – yes; Mr. Ware – yes.

The return was approved by majority vote and the Board resumed the meeting at 2:12 p.m.

19. Adjournment **Kevin Gross, Chair**

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

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

The adjournment was approved by majority vote and the meeting ended at 2:13 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 on the first day of May 2014 in which a quorum was present and voting.

Approved by:

B. Steve Burrage, Secretary of the Board

Date



Approval of Board Policies

Section-03 Facility Operations	P-030100	Page: 1	Effective Date: 05/09/2014
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		
Kevin J. Gross, Chair Oklahoma Board of Corrections			

Provisions of Services/Offender Rights and Responsibilities

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

For the purpose of this policy, the term “offender” 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.

I. Services

Offenders 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 offenders. (2-CO-5D-01, 4-4487, 4-ACRS-6A-07)

B. Visiting Privileges

Internal management procedures will govern the visiting program for offenders. Limitations on the number of visitors an offender 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 offenders is a privilege, not a right. Offenders may communicate with persons or organizations subject to the limitations necessary to maintain the facility’s order and security. (2-CO-5D-01, 4-44974-ACRS-5A-19)

D. Personal Property

1. The possession of private property is a privilege and offenders may

possess only that property authorized by the director. Offenders possessing personal private property assume any risk of potential loss or damage.

2. Offenders' 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 Department of Corrections will provide medical, dental, and mental health services that address the known serious medical needs of each offender, as defined by the United States constitution and the Oklahoma state constitution. (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 offenders. (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 offenders with equal opportunity for participation. (2-CO-5C-01, 4-4481, 4-ACRS-5A-21)

H. Religious Activities

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

I. Access to Courts

Procedures will be established to ensure all offenders in the Department of Corrections have reasonable access to courts. (4-4274, 4-4275, 4-4276, 4-ACRS-6A-01, 4-ACRS-6A-02)

II. Rights and Responsibilities

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

- B. No offenders under the jurisdiction of the department 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 Department of Corrections will make best efforts to protect offenders from personal abuse, corporal punishment, personal injury, disease, property damage and harassment. (4-4281M, 4-ACRS-6A-03)
- D. No offender or group of offenders will be given authority or control over any other offender or facility security functions. (4-4182)
- E. Offenders who are foreign nationals will have access to the diplomatic representative of their country. (4-4280)
- F. Offenders 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 February 29, 2012

Distribution: Policy and Operations Manual
Department Website

Section-05 Emergency Plans	P-050100	Page: 1	Effective Date: 05/09/2014
Emergency Plans for DOC	ACA Standards: 2-CO-3B-01M, 2-CO-3B-02M, 4-4206M, 4-4218, 4-4220M, 4-4221M, 4-4223, 4-4224M, 4-4225, 4-ACRS-1C-02M, 4-ACRS-1C-04M, 4-ACRS-1C-06, 4-ACRS-1C-07, 4-ACRS-1C-09M, 4-ACRS-2B-01M, 4-APPFS-3F-02M		
Kevin J. Gross, Chair Oklahoma Board of Corrections			

Emergency Plans for the Oklahoma Department of Corrections

The Oklahoma Department of Corrections will establish written procedures for emergency situations for all department operations. (2-CO-3B-01M, 4-4220M, 4-APPFS-3F-02M) The director shall ensure that written policies and procedures are established for implementation in the event of an emergency to ensure protection of the public, employees and the offender. Plans are made available, and training is provided, to all applicable personnel. (4-4220M, 4-ACRS-1C-04M)

- I. Development of Emergency Plans (2-CO-3B-02M, 4-4206M, 4-4218, 4-4221M, 4-4223, 4-4224M, 4-4225, 4-ACRS-1C-02M, 4-ACRS-1C-07, 4-ACRS-1C-09M, 4-ACRS-2C-02M)

Emergency plans will address the following:

- A. Fires, riots, disturbances, natural disasters, escapes, or other causes which may be deemed as an emergency;
- B. Hostage situations;
- C. Job actions or walkouts by correctional officers;
- D. Utility failures;
- E. Use of Correctional Emergency Response Teams (CERT);
- F. Use of force; and
- G. Other situations which may threaten the life or safety of the public, employees, or offenders.

- II. Action

The director is responsible for this policy.

The director is responsible for the annual review and revision.

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-050100 entitled "Emergency Plans for the

Oklahoma Department of Corrections” dated August 14, 2013

Distribution: Policy and Operations Manuals
Department Website

Section-09 Programs	P-090200	Page: 1	Effective Date: 05/09/2014
Public Works Programs of the Oklahoma Department of Corrections	ACA Standards: 2-CO-5A-01, 4-4452, 4-ACRS-6D-01		
Kevin J. Gross, Chair Oklahoma Board of Corrections _____			

Public Works Programs of the Oklahoma Department of Corrections

The Oklahoma Department of Corrections will actively pursue public works programs consistent with state statute by engaging in public service activities and projects that serve and benefit a public purpose. These activities may require the utilization of state resources and offender labor. Projects may take place on public property or on private land as provided by law. Any projects on private land must serve a public purpose benefiting the public as a whole. The director will ensure that written policies and procedures are maintained for the proper utilization of state resources and that all approved activities are for the purpose of a public benefit. (2-CO-5A-01, 4-4452, 4-ACRS-6D-01)

I. Prisoner Public Works Projects (PPWP)

A. Assignment of Offenders

As authorized by state law, offenders under the custody of the Oklahoma Department of Corrections may be assigned to municipalities, counties, or other state agencies or political subdivisions, the federal government and its agencies, and Oklahoma Indian tribes, for the purpose of working on projects that benefit a public purpose.

B. Procedures

Procedures governing this process address and include the following:

1. Contract agreements for Residential Prisoner Public Works Programs;
2. Contract agreements for Nonresidential Prisoner Public Works Programs and Inter-local Cooperation Act Agreements;
3. Criteria for selection and exclusion of offenders to be assigned; and
4. Monitoring and accountability measures to ensure contract compliance and proper utilization of the state's resources.

II. References

57 O.S. § 510A (15)

57 O.S. § 215 et. seq.

74 O.S. § 1001 et. seq.

Title 170, O.A.C. Chapter 10

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-090200 entitled "Public Works Programs of the Oklahoma Department of Corrections" dated August 14, 2013

Distribution: Policy and Operations Manual
Department Website

Section-11 Personnel	P-110100	Page: 1	Effective Date: 05/09/2014
Uniform Personnel Standards	ACA Standards: 2-CO-1A-29, 2-CO-1B-11, 2-CO-1C-01, 2-CO-1C-02, 2-CO-1C-03, 2-CO-1C-04, 2-CO-1C-07, 2-CO-1C-08, 2-CO-1C-09, 2-CO-1C-11, 2-CO-1C-13, 2-CO-1C-14, 2-CO-1C-24		
Kevin J. Gross, Chair Oklahoma Board of Corrections			

Uniform Personnel Standards

The Department of Corrections creates and administers procedures which ensure the agency's personnel practices comply with all applicable state and federal laws. These procedures establish a professional and ethical standard for the recruitment, selection, retention and promotion of qualified individuals and also serve as a guide for the appropriate management of employee services, benefits, and relations. (2-CO-1C-01, 2-CO-1C-24)

I. Merit System of Employment

The department's personnel procedures and practices adhere to the principles and guidelines of the Oklahoma Personnel Act and the Merit Rules for Employment pertinent to the rights and responsibilities of employees, supervisors and applicants for employment. The department employs and promotes qualified staff on the basis of merit, ability, and capacity. (2-CO-1A-29, 2-CO-1C-03, 2-CO-1C-07, 2-CO-1C-08, 2-CO-1C-09, 2-CO-1C-13, 2-CO-1C-14)

II. Equitable Administration

The department's procedures are equitably administered and enforced, practiced with consistency, and support a non-discriminatory work environment and equal employment opportunity. The department ensures that employees have access to an internal grievance process consistent with applicable law and rule. (2-CO-1C-02, 2-CO-1C-03, 2-CO-1C-09, 2-CO-1C-10, 2-CO-1C-11, 2-CO-1C-14)

III. Code of Conduct

The department adheres to professional and ethical standards that will govern its relationships with the public, employees, and offenders; promotes a safe and humane work environment; affords courteous and respectful treatment; requires diligent performance; and the responsible use of state resources. The department establishes and enforces rules consistent with such standards. (2-CO-1A-29, 2-CO-1C-04, 2-CO-1C-14, 2-CO-1C-24)

IV. Benefit and Compensation Administration

The department adopts procedures to ensure that employees have access to all benefit programs to which they are entitled and establishes compensation practices consistent with applicable law and rule. (2-CO-1B-11, 2-CO-1C-05)

V. References

74 O.S. § 840 et seq

Merit Rules for Employment

VI. Action

The director is responsible for compliance with this policy.

The director is responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-110100 entitled "Uniform Personnel Standards" dated March 29, 2012

Distribution: Policy and Operations Manual
Department Website

Section-12 Fiscal Management	P-120100	Page: 1	Effective Date: 05/09/2014
Management of State Funds and Assets	ACA Standards: 2-CO-1B-01, 2-CO-1B-02, 2-CO-1B-03, 2-CO-1B-04 through 2-CO-1B-09, 2-CO-1B-12, 2-CO-1B-13, 2-CO-1B-14, 4-4031, 4-4035, 4-4036, 4-4037, 4-4045, 4-4046, 4-4047		
Kevin J. Gross, Chair Oklahoma Board of Corrections			

Management of State Funds and Assets

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

I. Fiscal Management

A. Regulatory Authority

The Department of Corrections (DOC) will follow state statutes, procedures of the Office of Management and Enterprise Services, the Division of Capital Assets Management, the Office of the State Treasurer, federal grantor agencies, and generally accepted accounting principles. (2-CO-1B-01, 2-CO-1B-04, 4-4031, 4-4045)

B. Financial System

The department will utilize, to the maximum extent practicable, state financial systems supported by the Office of Management and Enterprise Services (OMES), the Office of State Treasurer (OST), and the Division of Capital Assets Management (DCAM). Additional financial systems established and maintained by the DOC will comply with the following standards in conjunction with state systems:

1. The schedule for budget preparation will allow for the timely preparation and submittal of the budget to the director of the Office of Management and Enterprise Services and the staff of the Joint Legislative Committee on Budget and Program Oversight as provided by law. (2-CO-1B-02)
2. Procedures for purchasing, disbursing funds, depositing funds, and fiscal reporting will be established and maintained. The director will provide the Oklahoma Board of Corrections (BOC) with the current fiscal status of the department at each regularly scheduled meeting. (2-CO-1B-03, 2-CO-1B-05, 2-CO-1B-06, 2-CO-1B-09, 4-4031)
3. The director's authority to declare an emergency for exemption to the provisions of the Public Competitive Bidding Act of 1974 (as amended by statute) with reference to notice and bid will not exceed \$35,000, when such authority is exercised by the director and the Board of Corrections and in compliance with [OP-120103](#) entitled "Acquisitions and Dispositions."

4. Enterprise accounting reports on Agri-Services and Oklahoma Correctional Industries operations will be prepared by the administrators of each unit for annual presentation to the BOC.
5. All accounts will be audited on a scheduled basis to ensure compliance with laws, policies, and procedures. (2-CO-1B-07, 2-CO-1B-13, 4-4036)
6. Complete documentation of all financial transactions will be maintained in accordance with state law and the Consolidated General Records Disposition Schedule.
7. Procedures for grant applications, disbursing funds and monitoring grants will be established. The director will notify the Board of Corrections of all grant funds received by the department either for use by the department, or to pass-through to other entities, and the intended use of such grant funds.
8. Procedures for routine inspection and inventory of state property will be established and maintained.
9. A current inventory system will be maintained of equipment with a cost of \$2,500 or greater owned by the agency. (2-CO-1B-08, 4-4037) An Information and Technology (IT) inventory is maintained for equipment with a cost of \$500 or greater.
10. The external transfer of funds from one or more budget activities to one or more other budget activities by the department will be provided to members of the Board of Corrections with a copy of the proposed transfer document for review before the department submits a request to the Office of Management and Enterprise Services.
 - a. The members of the BOC will have seven calendar days to review the proposed budget transfer. If any Board member has a concern about the proposed transfer, the member may request the chairman of the BOC to place the proposed transfer on the agenda of the next BOC meeting for review by the full Board of Corrections.
 - b. In cases of an emergency, the director is authorized to pursue the external transfer of funds without prior approval of the board but will notify members after the fact of the action taken and reason for the emergency. (2-CO-1B-04)

II. Canteen Services

A board of directors will be established for all canteen services within the DOC to provide general guidance to department staff responsible for administering canteen operations. The Canteen Board of Directors will establish procedures for the

budgeting of the Offender and Employee Welfare and Canteen Support Revolving Fund.

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

A. Board Creation

The director of the Department of Corrections will appoint the members of the Board of Directors for Canteen Operations.

B. Board Responsibilities

The Board of Directors for Canteen Operations will control canteen operations and establish written guidelines for canteen operations and offender and employee welfare and canteen support fund disbursements.

1. The overall canteen operation will be self-supporting.
2. All profits from the canteen operations will be used for the benefit of the offenders of the various facilities and personnel of the Department of Corrections.

III. Offender Trust Funds

A. Trust Funds Account

The department will establish a trust fund account for each offender under the care and custody of the Department of Corrections.

B. Mandatory Savings

A mandatory savings account will be established for each offender sentenced to incarceration with 20 percent of all wages earned by the offender deposited into a mandatory savings account with balances individually tracked for each offender by an accounting system of the department.

C. Distribution of Interest

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

IV. Interest Bearing Savings Accounts

A. Offender Savings Account

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

B. Interest

Interest will be posted to the account monthly based on State Treasurer rates and only on the offender's prorated balance. Offenders who participate in the interest-bearing trust account option will be allowed to draw funds from this account only once within a 90 day period. All transfer of funds from the interest-bearing account to an external recipient must be approved by appropriate department staff.

C. Fund Transfers

All transfer of funds from the interest-bearing account to another offender must be reviewed and approved by appropriate department staff. (4-4047) Interest bearing fund balances will not be used by an offender to make any purchase that would normally be made by the offender using a draw account reduction.

V. Departmental Transportation

Use of department owned and state motor pool vehicles will comply with state law, administrative rule, and department policy and may only be used by department employees, contract employees, and volunteers conducting departmental business.

VI. References

OP-120103 entitled "Acquisitions and Dispositions"

57 O.S. § 537 and 513

61 O.S. § 130

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

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

Office of Management and Enterprise Services Procedures Manual

VII. Action

The director is responsible for compliance with this policy.

The director is responsible for the annual review and revisions.

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-120100 entitled "Management of State Funds and Assets" dated July 3, 2013

Distribution: Policy and Operations Manual
Department Website



2013 Correctional Officer
of the Year

Oklahoma Board of Corrections

Resolution

WHEREAS, correctional officers are trained professionals who unselfishly provide humane conditions of confinement while ensuring security of the state's correctional institutions and contributing to the rehabilitation of offenders; and

WHEREAS, the Oklahoma Department of Corrections is extremely fortunate to have correctional officers who are conscientious, dedicated, and committed to performing their duties in a professional manner; and

WHEREAS, each year one correctional officer is selected as the outstanding officer for her facility as well as his division; and

WHEREAS, the Oklahoma Department of Corrections conducts a comprehensive interview process and selects an Agency Correctional Officer of the Year who exemplifies high standards and serves as a role model for others to follow in fulfilling the agency's mission of "Protecting the Public, the Employee and the Offender"; therefore, be it

RESOLVED, that the Oklahoma Board of Corrections does hereby announce and proclaim to all, its recognition of **Angelica Padilla**, Oklahoma State Reformatory, as the 2013 Agency Correctional Officer of the Year.

ADOPTED this first day of May, 2014.

Kevin J. Gross, Chair

Michael W. Roach, Vice-Chair

Steve Burrage, Secretary

Earnest D. Ware, Member

Gene Haynes, Member

Frazier Henke, Member

Linda K. Neal, Member



2013 Correctional Officer
Supervisor of the Year

Oklahoma Board of Corrections

Resolution

WHEREAS, correctional officers are trained professionals who unselfishly provide humane conditions of confinement while ensuring security of the state's correctional institutions and contributing to the rehabilitation of offenders; and

WHEREAS, the Oklahoma Department of Corrections is extremely fortunate to have correctional officers who are conscientious, dedicated, and committed to performing their duties in a professional manner; and

WHEREAS, each year one correctional officer supervisor is selected as the outstanding officer supervisor for his facility as well as his division; and

WHEREAS, the Oklahoma Department of Corrections conducts a comprehensive interview process and selects an Agency Correctional Officer Supervisor of the Year who exemplifies high standards and serves as a role model for others to follow in fulfilling the agency's mission of "Protecting the Public, the Employee and the Offender"; therefore, be it

RESOLVED, that the Oklahoma Board of Corrections does hereby announce and proclaim to all, its recognition of **Butch Davis**, Hobart Community Work Center, as the 2013 Agency Correctional Officer Supervisor of the Year.

ADOPTED this first day of May, 2014.

Kevin J. Gross, Chair

Michael W. Roach, Vice-Chair

Steve Burrage, Secretary

Earnest D. Ware, Member

Gene Haynes, Member

Frazier Henke, Member

Linda K. Neal, Member



Public Service Recognition Week
Oklahoma Correctional Officers Week

Oklahoma Board of Corrections

Resolution

WHEREAS, May 4-10, 2014, is **Public Service Recognition Week**; and

WHEREAS, the Oklahoma Department of Corrections has over 4,000 employees who dedicate themselves to providing countless hours of essential services to the citizens of the state of Oklahoma; and

WHEREAS, these employees provide these services with the highest degree of professionalism, proficiency, honor, and dedication and are committed to fulfilling the Department of Corrections mission of "Protecting the Public, the Employees, and the Offenders," 24 hours a day, 365 days a year; and

WHEREAS, this dedication and commitment to serve and the value of the services provided is worthy of the highest form of recognition and commendation; therefore, be it

RESOLVED, that the Oklahoma Board of Corrections does hereby announce and proclaim to all, its recognition of the employees of the Oklahoma Department of Corrections for the essential services they perform on a daily basis.

ADOPTED this first day of May, 2014.

Kevin J. Gross, Chair

Michael W. Roach, Vice-Chair

Steve Burrage, Secretary

Earnest D. Ware, Member

Gene Haynes, Member

Frazier Henke, Member

Linda K. Neal, Member

Oklahoma Board of Corrections

Resolution

WHEREAS, May 4-10, 2014, is **Oklahoma Correctional Officers Week**; and

WHEREAS, the Oklahoma Department of Corrections has over 1,500 officers who dedicate themselves to providing countless hours of essential services to the citizens of the state of Oklahoma; and

WHEREAS, these officers provide these services with the highest degree of professionalism, proficiency, honor, and dedication and are committed to fulfilling the Department of Corrections mission of "Protecting the Public, the Employees, and the Offenders," 24 hours a day, 365 days a year; and

WHEREAS, this dedication and commitment to serve and the value of the services provided is worthy of the highest form of recognition and commendation; therefore, be it

RESOLVED, that the Oklahoma Board of Corrections does hereby announce and proclaim to all, its recognition of the correctional officers of the Oklahoma Department of Corrections for the essential services they perform on a daily basis.

ADOPTED this first day of May, 2014.

Kevin J. Gross, Chair

Michael W. Roach, Vice-Chair

Steve Burrage, Secretary

Earnest D. Ware, Member

Gene Haynes, Member

Frazier Henke, Member

Linda K. Neal, Member

A purple arrow pointing to the right, containing the text "National Nurses Appreciation Week".

National Nurses Appreciation Week

Oklahoma Board of Corrections

Resolution

WHEREAS, the Department of Corrections employs 164 professional nurses across the state who work diligently, 365 days per year to provide nursing services to our offenders; and

WHEREAS, these dedicated staff are called on to provide nursing care to an underserved and challenging population, and respond to that vocation unselfishly; and

WHEREAS, the quality services provided by nurses continue to be a critical component of the Oklahoma Department of Corrections health care delivery system both now and in the future; and

WHEREAS, National Nurses Week is celebrated annually from May 6, also known as National Nurses Day, through May 12, the birthday of Florence Nightingale, the founder of modern nursing. This year's theme "Nurses Leading the Way..." is in celebration of the importance of nurses in the lives of all U.S. citizens; therefore, be it

RESOLVED, that we, the Oklahoma Board of Corrections, affirm our appreciation for the accomplishments and efforts of our professional nursing staff to improve the lives and health of the offender patients under their care.

ADOPTED this first day of May, 2014.

Kevin J. Gross, Chair

Michael W. Roach, Vice-Chair

Steve Burrage, Secretary

Gene Haynes, Member

Frazier Henke, Member

Linda K. Neal, Member

Earnest D. Ware, Member

A purple arrow pointing to the right, containing the text "National Teachers Appreciation Week".

National Teachers Appreciation Week

Oklahoma Board of Corrections Resolution

WHEREAS, the Department of Corrections employs 72 full-time certified teachers and administrators across the state who work diligently to ensure that the educational needs of offenders are served; and

WHEREAS, these certified, professional staff are called upon to provide educational services to offenders with more concentrated special needs in a challenging population who have, for the most part, been unsuccessful in the public school setting; and

WHEREAS, the education staff must meet and maintain rigorous standards to remain accredited through three entities: State Department of Education, AdvancEd, and the American Correctional Association; and

WHEREAS, the knowledge and academic skills provided to offenders through the services of the correctional education unit consistently prove to be one of the main deterrents against offenders recidivating back into the system; and

WHEREAS, the provision of education by the teachers in corrections proves to be a cost savings to the State of Oklahoma each year through reduction in incarceration services; and

WHEREAS, National Teachers' Week will be celebrated from May 5-9, 2014, with May 6 known as National Teachers' Day, a day in which to "Thank a Teacher"; be it therefore

RESOLVED, that we, the Oklahoma Board of Corrections, request that all Oklahomans join us in honoring the professionalism, commitment, and compassion of the education staff of the Oklahoma Department of Corrections; and be it further

RESOLVED, that we, the Oklahoma Board of Corrections, affirm our appreciation for the accomplishments and efforts of our certified education staff to improve the academic achievements, job employability, and lives of the offenders under their care.

ADOPTED this first day of May, 2014.

Kevin J. Gross, Chair

Michael W. Roach, Vice Chair

Steve Burrage, Secretary

Gene Haynes, Member

Frazier Henke, Member

Linda K. Neal, Member

Earnest D. Ware, Member



Budget Update

Department of Corrections
FY-14 Budget Activity Report
as of March 31, 2014

Department of Corrections
FY-14 Summary of Budget Projections
as of March 31, 2014

FY2014 Budget Work Program

Appropriated	\$	471,443,633
200 Fund	\$	18,772,094
205 Fund	\$	2,985,595
Total - BWP	\$	493,201,322 *

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

Y-T-D Expenditures	\$	(341,894,633)
Appropriated	\$	(336,275,688)
200 Fund FY 14	\$	(4,562,227)
205 Fund FY 14	\$	(1,056,718)
Encumbrances	\$	(72,600,165)
Committed	\$	(1,170,060)
Remaining Payroll	\$	(63,965,343)
Available Balance	\$	13,571,121

Department of Corrections
Appropriated Operating Funds
As of 3/31/2014

Budgeted	\$	471,443,633
Expenditures Y-T-D	\$	(336,275,688)
Encumbrance Y-T-D	\$	(64,522,851)
Total Committed Y-T-D	\$	<u>(377,260)</u>
Available Balance	\$	70,267,834
Less:		
Payroll	\$	(63,965,343)
Available Balance	\$	6,302,491

Department of Corrections
200 Revolving Fund Summary
As of 3/31/2014

Beginning Cash Balance 07/01/2013	\$	8,847,121
Revenue Received Y-T-D	\$	11,714,021
Expenditures Y-T-D	\$	(19,868,151)
Adjustments Y-T-D	\$	(654)
Ending Balance 3/31/2014	\$	692,337

Description of Fund:

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

Program Support

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

Probation & Parole Fees

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

Medical Co pays

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

Prisoner Public Work Crews

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

State Criminal Alien Assistance Funding

Federal Funds for the reimbursement of expenses for incarcerated aliens

Other Reimbursed Amounts

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

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

Department of Corrections
205 Revolving Fund Summary
As of 3/31/2014

Beginning Cash Balance 07/01/2013	\$	1,100,947
Revenue Received Y-T-D	\$	4,430,139
Expenditures Y-T-D	\$	(4,438,890)
Adjustments Y-T-D		
Ending Balance 3/31/2014	\$	<hr/> 1,092,196

Description of Fund:

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

Department of Corrections
280 Revolving Fund Summary
As of 3/31/2014

Beginning Cash Balance 07/01/2013	\$	4,307,972
Revenue Received Y-T-D	\$	19,248,235
Expenditures Y-T-D	\$	(16,619,946)
Adjustments Y-T-D	\$	(4,751)
Ending Balance 3/31/2014	\$	<u>6,931,510</u>

Description of Fund

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

Oklahoma Department of Corrections
FY 2014 Appropriated Operating Budget through March 2014

Account Code	Budgeted	Expenditures	Encumbered	Pre-Encumbered	Total Committed	Available Balance
11,12,13 Payroll	\$ 253,476,335.00	\$ 186,594,944.24	\$ 2,328,798.25		\$ 188,923,742.49	\$ 64,552,592.51
15 Professional Services	117,355,368.00	77,756,016.74	36,825,287.86	75,000.31	114,656,304.91	2,699,063.09
17 Moving Expenses	60,000.00	27,359.22	27,091.31		54,450.53	5,549.47
19 Inter/Intra Agency Payments	1,069,154.00	751,913.73	414,600.62		1,166,514.35	(97,360.35)
21, 22 Travel	13,643,671.00	9,943,553.05	3,627,946.89		13,571,499.94	72,171.06
31 Misc. Admin. Expenses	3,355,510.00	2,284,417.51	717,688.30		3,002,105.81	353,404.19
32 Maintenance and Repair	8,926,391.00	4,061,283.61	835,464.86	29,217.78	4,925,966.25	4,000,424.75
33 Specialized Supplies and Materials	33,419,775.00	23,660,384.89	7,661,985.16		31,322,370.05	2,097,404.95
34 Production, Safety and Security	2,126,457.00	1,542,526.80	1,177,025.25		2,719,552.05	(593,095.05)
35 General Operating Expenses	1,327,305.00	515,827.31	121,207.63		637,034.94	690,270.06
36 Shop Expense	1,292,840.00	951,938.81	597,531.71		1,549,470.52	(256,630.52)
41 Furniture and Equipment	3,042,103.00	943,760.27	849,925.96	237,041.45	2,030,727.68	1,011,375.32
42 Library Equipment and Resources	177,492.00	25,179.68	373.75		25,553.43	151,938.57
43 Lease Purchases	2,300,100.00	1,711,430.74	588,830.34		2,300,261.08	(161.08)
44 Livestock - Poultry		59,750.00			59,750.00	(59,750.00)
45,46 Building, Construction and Renovation	338,597.00	131,185.97	191,892.27	36,000.00	359,078.24	(20,481.24)
48 Debt Service	3,001,800.00	2,242,145.66	755,720.00		2,997,865.66	3,934.34
51 Offender Pay and Health Services	3,275,031.00	1,946,287.76	1,110,589.86		3,056,877.62	218,153.38
52 Tuitions, Awards and Incentives	1,500.00	38,257.28	7,875.54		46,132.82	(44,632.82)
53 Refunds and Restitutions	118,000.00	109,334.00			109,334.00	8,666.00
54 Jail Backup, County Jails and Other	11,946,493.00	11,790,948.00	399,461.00		12,190,409.00	(243,916.00)
55,59 Assistance Payments to Agencies						
60 Authority Orders			4,839,152.78		4,839,152.78	(4,839,152.78)
61 Loans, Taxes and Other Disbursements	50.00	2,553.16			2,553.16	(2,503.16)
62 Transfers - Out Sourced Health Care	9,174,035.00	7,574,341.09	1,231,280.21		8,805,621.30	368,413.70
64 Merchandise for Resale	2,015,626.00	1,610,348.97	213,121.72		1,823,470.69	192,155.31
TOTAL	\$ 471,443,633.00	\$ 336,275,688.49	\$ 64,522,851.27	\$ 377,259.54	\$ 401,175,799.30	\$ 70,267,833.70

Funding						
19240 GRF - Duties	\$ 12,130,266.00	\$ 12,130,266.00			\$ 12,130,266.00	\$ -
19331 GRF - Carryover	7,712,565.00	7,712,565.00			7,712,565.00	-
19430 GRF - Duties	443,731,068.00	308,563,123.49	64,522,851.27	377,259.54	373,463,234.30	70,267,833.70
57603 Duties	7,869,734.00	7,869,734.00			7,869,734.00	-
TOTAL	\$ 471,443,633.00	\$ 336,275,688.49	\$ 64,522,851.27	\$ 377,259.54	\$ 401,175,799.30	\$ 70,267,833.70
					Remaining Payroll	63,965,342.72
						6,302,490.98

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non- Appropriated Funds
July 1, 2013 through March 31, 2014

		200 Fund	205 Fund	280 Fund	Funds
Revenue Revenues					
<u>Code</u>	<u>Current:</u>				
331	Other Fines, Forfeits, Penalties	\$ 227,621.02	\$ -	\$ -	\$ 227,621.02
431	Rent from Land	41,532.50			41,532.50
520	Reimbursement for Administrative Expense	927,405.48			927,405.48
521	Reimbursement for Data Processing Expense	7,030.00			7,030.00
522	Reimbursement for Telecommunication Exp.				-
530	Reimbursement for Travel Expense	6,765.40			6,765.40
541	Reimbursement of Funds Spent	398,583.75			
552	Reimbursement of Federal Payroll	1,296,642.00			1,296,642.00
556	Federal Funds from Other State Agency	47,600.54			47,600.54
581	Reimbursement for Funds Expended	1,377,991.28			1,377,991.28
711	Farm Products General			7,062,389.45	7,062,389.45
731	Laboratory and Medical Services	110,712.90			110,712.90
741	Canteen and Concession Income	7,554.60	2,430,139.48	12,131,049.48	14,568,743.56
791	Other Sales and Services	2,475.07		14,580.00	17,055.07
811	Offender Medical Co-pays and Judgments	2,521,756.61			2,521,756.61
821	Deposits by Patients and Offenders	4,663,274.02	2,000,000.00	40,215.43	6,703,489.45
836	Sale of Salvage	65,023.54			65,023.54
881	Purchase Card Payments	12,053.04			12,053.04
	<i>Total Revenues</i>	<u>11,714,021.75</u>	<u>4,430,139.48</u>	<u>19,248,234.36</u>	<u>34,993,811.84</u>
Account Expenditures					
<u>Code</u>	<u>Current:</u>				
11,12,13	Payroll			4,991,087.41	4,991,087.41
15	Professional Services	9,138,299.94	326,689.85	589,663.73	10,054,653.52
21, 22	Travel	4,616.30	15,550.00	39,303.62	59,469.92
31	Misc. Admin. Expenses	22,085.59	164,264.39	693,633.52	879,983.50
32	Rent	69,819.40	113,266.76	95,778.88	278,865.04
33	Maintenance and Repair	507,223.73	826,198.30	787,340.64	2,120,762.67
34	Specialized Supplies and Materials	181,143.52	1,361,994.68	478,188.00	2,021,326.20
35	Production, Safety and Security	236,336.59	47,450.97	416,143.98	699,931.54
36	General Operating Expenses	6,606.31	89,319.27	62,568.61	158,494.19
37	Shop Expense	219,758.30	28,076.70	1,213,338.96	1,461,173.96
41	Furniture and Equipment	926,065.30	834,907.91	741,292.00	2,502,265.21
42	Library Equipment and Resources		5,866.36	1,774.70	7,641.06
43	Lease Purchases				-
44	Livestock and Poultry	39,150.00			39,150.00
45	Land and Right-of-way	341,438.30	2,880.00		344,318.30
46	Building, Construction and Renovation	1,750,232.37	236,525.48	16,390.53	2,003,148.38
48	Debt Service				-
51	Offender Pay and Health Services			1,013,057.51	1,013,057.51
52	Tuitions, Awards and Incentives		3,574.81		3,574.81
53	Refunds and Restitutions			111.90	111.90
54	Jail Backup, County Jails and Other	5,248,423.35			5,248,423.35
55	Payment to Gov. Sub-Division				-
59	Assistance Payments to Agencies	321,221.99			321,221.99
61	Loans, Taxes and other Disbursements			108.28	108.28
62	Transfers - Out Sourced Health Care	845,650.32	382,324.61		1,227,974.93
64	Merchandise for Resale	10,079.48		5,480,163.31	5,490,242.79
	<i>Total Expenditures</i>	<u>19,868,150.79</u>	<u>4,438,890.09</u>	<u>16,619,945.58</u>	<u>40,926,986.46</u>
	<i>Excess of Revenues Over</i>				
	<i>(Under) Expenditures</i>	<u>(8,154,129.04)</u>	<u>(8,750.61)</u>	<u>2,628,288.78</u>	<u>(5,933,174.62)</u>
Special and Extraordinary Items					
	Carried Over Cash				-
	<i>Total Special and Extraordinary Items</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<i>Net Change in Fund Balances</i>	(8,154,129.04)	(8,750.61)	2,628,288.78	(5,534,590.87)
Cash					
	Beginning Cash Balance	8,847,120.53	1,100,946.95	4,307,971.83	14,256,039.31
	Revenue Received this Year	11,714,021.75	4,430,139.48	19,248,234.36	35,392,395.59
	Expenditures made this Year	(19,868,150.79)	(4,438,890.09)	(16,619,945.58)	(40,926,986.46)
	Beginning Change in Liabilities			(4,750.90)	(4,750.90)
	Transfers				-
	Adjustments	(654.44)			(654.44)
	<i>Ending Cash Balance</i>	<u>\$ 692,337.05</u>	<u>\$ 1,092,196.34</u>	<u>\$ 6,931,509.71</u>	<u>\$ 8,716,043.10</u>

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Non- Appropriated Funds
For the Month of March 2014

	200 Fund	205 Fund	280 Fund	Funds
Revenue Revenues				
<u>Code</u> Current:				
331 Other Fines, Forfeits, Penalties	\$ 28,374.03	\$ -	\$ -	\$ 28,374.03
431 Rent from Land	4,952.97			4,952.97
520 Reimbursement for Administrative Expense	76,391.62			76,391.62
521 Reimbursement for Data Processing Expense	950.00			950.00
522 Reimbursement for Telecommunication Exp.				-
530 Reimbursement for Travel Expense				-
541 Reimbursement of Funds Spent	398,583.75			398,583.75
552 Reimbursement of Federal Payroll				-
556 Federal Funds from Other State Agency				-
581 Reimbursement for Funds Expended	(4,136.43)			(4,136.43)
711 Farm Products General			671,400.13	671,400.13
731 Laboratory and Medical Services	15,539.91			15,539.91
741 Canteen and Concession Income	872.80	278,163.20	1,483,364.93	1,762,400.93
791 Other Sales and Services	270.84		540.00	810.84
811 Offender Medical Co-pays and Judgments	310,809.95			310,809.95
821 Deposits by Patients and Offenders	264,662.27			264,662.27
836 Sale of Salvage	5,648.51			5,648.51
881 Purchase Card Payments	86.36			86.36
<i>Total Revenues</i>	<u>1,103,006.58</u>	<u>278,163.20</u>	<u>2,155,305.06</u>	<u>3,536,474.84</u>
Account Expenditures				
<u>Code</u> Current:				
11,12,13 Payroll			547,504.81	547,504.81
15 Professional Services	384,414.41		28,009.67	412,424.08
21, 22 Travel		5,000.00	4,318.78	9,318.78
31 Misc. Admin. Expenses	2,151.48	18,657.14	85,456.20	106,264.82
32 Rent	1,018.10	6,226.35	671.57	7,916.02
33 Maintenance and Repair	13,872.11	73,083.59	69,592.11	156,547.81
34 Specialized Supplies and Materials		59,342.94	73,307.35	132,650.29
35 Production, Safety and Security	19,160.58	1,427.07	31,574.42	52,162.07
36 General Operating Expenses	1,489.08	2,952.40	5,169.22	9,610.70
37 Shop Expense	259.79	1,139.97	152,382.51	153,782.27
41 Furniture and Equipment	39,539.68	13,798.54	41,331.00	94,669.22
42 Library Equipment and Resources				-
43 Lease Purchases				-
44 Livestock and Poultry				-
45 Land and Right-of-way	2,022.79			2,022.79
46 Building, Construction and Renovation	205,099.51			205,099.51
48 Debt Service				-
51 Offender Pay and Health Services			106,629.03	106,629.03
52 Tuitions, Awards and Incentives				-
53 Refunds and Restitutions				-
54 Jail Backup, County Jails and Other	1,059,449.83			1,059,449.83
55 Payment to Gov. Sub-Division				-
59 Assistance Payments to Agencies	39,866.61			39,866.61
61 Loans, Taxes and other Disbursements				-
62 Transfers - Out Sourced Health Care	16,322.99			16,322.99
64 Merchandise for Resale	86.36		936,331.40	936,417.76
<i>Total Expenditures</i>	<u>1,784,753.32</u>	<u>181,628.00</u>	<u>2,082,278.07</u>	<u>4,048,659.39</u>
<i>Excess of Revenues Over (Under) Expenditures</i>	<u>(681,746.74)</u>	<u>96,535.20</u>	<u>73,026.99</u>	<u>(512,184.55)</u>
Special and Extraordinary Items				
Carried Over Cash				-
<i>Total Special and Extraordinary Items</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Net Change in Fund Balances</i>	(681,746.74)	96,535.20	73,026.99	(512,184.55)
Cash				
Beginning Cash Balance	1,400,699.39	995,761.14	6,923,084.88	9,319,545.41
Revenue Received this Month	1,103,006.58	278,163.20	2,155,305.06	3,536,474.84
Expenditures made this Month	(1,784,753.32)	(181,628.00)	(2,082,278.07)	(4,048,659.39)
Beginning Change in Liabilities	(26,481.10)	(100.00)	(64,602.16)	(91,183.26)
Transfers				-
Adjustments	(134.50)			(134.50)
<i>Ending Cash Balance</i>	<u>\$ 692,337.05</u>	<u>\$ 1,092,196.34</u>	<u>\$ 6,931,509.71</u>	<u>\$ 8,716,043.10</u>

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
July 1, 2013 through March 31, 2014

Revenue	Revenues	410 Fund	430 Fund	490 Fund	Funds
<u>Code</u>	Current:				
556	Federal Funds Rec'd from Non-Gov. Ag.	\$ 335,633.09	\$ 282,237.40	\$ -	\$ 617,870.49
561	Private Grants and Donations for Opns.	-	619,743.95	(115,959.08)	503,784.87
581	Reimbursements	-	37,437.37	-	37,437.37
	<i>Total Revenues</i>	<u>335,633.09</u>	<u>939,418.72</u>	<u>(115,959.08)</u>	<u>1,159,092.73</u>
<u>Account</u>	Expenditures				
<u>Code</u>	Current:				
11,12,13	Payroll	-	-	-	-
15	Professional Services	313,930.67	734,203.00	427,580.75	1,475,714.42
21, 22	Travel	15,112.41	-	-	15,112.41
31	Misc. Admin. Expenses	415.11	2,604.59	-	3,019.70
32	Rent	10,166.63	-	-	10,166.63
33	Maintenance and Repair	30,227.48	-	-	30,227.48
34	Specialized Supplies and Materials	-	1,114.17	-	1,114.17
35	Production, Safety and Security	-	-	-	-
36	General Operating Expenses	45,824.74	3,633.03	-	49,457.77
37	Shop Expense	-	-	-	-
41	Furniture and Equipment	42,959.53	-	-	42,959.53
42	Library Equipment and Resources	1,046.88	-	-	1,046.88
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	-	33,912.20	-	33,912.20
55	Payment to Gov. Sub-Division	-	-	-	-
59	Assistance Payments to Agencies	-	202,073.48	431.66	202,505.14
61	Loans, Taxes and Other Disbursements	-	-	-	-
62	Transfers - Out Sourced Health Care	-	-	-	-
64	Merchandise for Resale	-	-	-	-
	<i>Total Expenditures</i>	<u>459,683.45</u>	<u>977,540.47</u>	<u>428,012.41</u>	<u>1,865,236.33</u>
	<i>Excess of Revenues Over</i> <i>(Under) Expenditures</i>	<u>(124,050.36)</u>	<u>(38,121.75)</u>	<u>(543,971.49)</u>	<u>(706,143.60)</u>
	Special and Extraordinary Items				
	Carried Over Cash	-	-	-	-
	<i>Total Special and Extraordinary Items</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<i>Net Change in Fund Balances</i>	(124,050.36)	(38,121.75)	(543,971.49)	(706,143.60)
	Cash				
	Beginning Cash Balance	482,837.97	250,472.95	543,971.49	1,277,282.41
	Revenue Received this Year	335,633.09	939,418.72	(115,959.08)	1,159,092.73
	Expenditures made this Year	(459,683.45)	(977,540.47)	(428,012.41)	(1,865,236.33)
	Beginning Change in Liabilities	-	-	-	-
	Transfers	-	-	-	-
	Adjustments	-	-	-	-
	<i>Ending Cash Balance</i>	<u>\$ 358,787.61</u>	<u>\$ 212,351.20</u>	<u>\$ -</u>	<u>\$ 571,138.81</u>

Oklahoma Department of Corrections
Statement of Revenues, Expenditures and Changes in Fund Balances
Federal Funding
For the Month of March 2014

	410 Fund	430 Fund	490 Fund	Funds
Revenue Revenues				
<u>Code</u> Current:				
556 Federal Funds Rec'd from Non-Gov. Ag.	\$ 26,720.49	\$ 31,935.63	\$ (31,935.63)	\$ 26,720.49
561 Private Grants and Donations for Opns.	-	-	-	-
581 Reimbursements	-	-	-	-
<i>Total Revenues</i>	<u>26,720.49</u>	<u>31,935.63</u>	<u>(31,935.63)</u>	<u>26,720.49</u>
Account Expenditures				
<u>Code</u> Current:				
11,12,13 Payroll	-	-	-	-
15 Professional Services	-	50,489.00	-	50,489.00
21, 22 Travel	(507.60)	-	-	(507.60)
31 Misc. Admin. Expenses	-	110.47	-	110.47
32 Rent	35.32	-	-	35.32
33 Maintenance and Repair	54.45	-	-	54.45
34 Specialized Supplies and Materials	-	-	-	-
35 Production, Safety and Security	-	-	-	-
36 General Operating Expenses	12,889.57	-	-	12,889.57
37 Shop Expense	-	-	-	-
41 Furniture and Equipment	-	-	-	-
42 Library Equipment and Resources	-	-	-	-
43 Lease Purchases	-	-	-	-
44 Livestock and Poultry	-	-	-	-
45 Land and Right-of-way	-	-	-	-
46 Building, Construction and Renovation	-	-	-	-
48 Debt Service	-	-	-	-
51 Offender Pay and Health Services	-	-	-	-
52 Tuitions, Awards and Incentives	-	-	-	-
53 Refunds and Restitutions	-	-	-	-
54 Jail Backup, County Jails and Other	-	11,775.06	-	11,775.06
55 Payment to Gov. Sub-Division	-	-	-	-
59 Assistance Payments to Agencies	-	36,302.30	-	36,302.30
61 Loans, Taxes and Other Disbursements	-	-	-	-
62 Transfers - Out Sourced Health Care	-	-	-	-
64 Merchandise for Resale	-	-	-	-
<i>Total Expenditures</i>	<u>12,471.74</u>	<u>98,676.83</u>	<u>-</u>	<u>111,148.57</u>
<i>Excess of Revenues Over (Under) Expenditures</i>	<u>14,248.75</u>	<u>(66,741.20)</u>	<u>(31,935.63)</u>	<u>(84,428.08)</u>
Special and Extraordinary Items				
Carried Over Cash	-	-	-	-
<i>Total Special and Extraordinary Items</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<i>Net Change in Fund Balances</i>	14,248.75	(66,741.20)	(31,935.63)	(84,428.08)
Cash				
Beginning Cash Balance	344,538.86	279,092.40	31,935.63	655,566.89
Revenue Received this Month	26,720.49	31,935.63	(31,935.63)	26,720.49
Expenditures made this Month	(12,471.74)	(98,676.83)	-	(111,148.57)
Beginning Change in Liabilities	-	-	-	-
Transfers	-	-	-	-
Adjustments	-	-	-	-
<i>Ending Cash Balance</i>	<u>\$ 358,787.61</u>	<u>\$ 212,351.20</u>	<u>\$ -</u>	<u>\$ 571,138.81</u>



Population Update

Population Update

Population Information as of March 31, 2014 Compared to March 29, 2013

Total System Offender Population	Females	Males	Total
Current Population	2,881	23,603	26,484
Population Last Year	2,658	23,584	26,242
Change from last year	223	19	242

DOC Facilities	Females	Males	Total
Current Population	2,349	15,488	17,837
Population Last Year	2,161	15,821	17,982
Change	188	(333)	(145)

Private Prisons	Females	Males	Total
Current Population	0	5,825	5,825
Population Last Year	0	5,113	5,113
Change	0	712	712

County Jail Contracts	Females	Males	Total
Current Population	0	535	535
Population Last Year	0	635	635
Change	0	(100)	(100)

Halfway Houses	Females	Males	Total
Current Population	281	805	1,086
Population Last Year	276	891	1,167
Change	5	(86)	(81)

Out Count	Females	Males	Total
Current Population	65	574	639
Population Last Year	52	650	702
Change	13	(76)	(63)

GPS	Females	Males	Total
Current Population	186	362	548
Population Last Year	169	459	628
Change	17	(97)	(80)

EMP	Females	Males	Total
Current Population	0	13	13
Population Last Year	0	14	14
Change	0	(1)	(1)

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

Probation Supervision	Females	Males	Total
Current Population	5,074	16,392	21,466
Population Last Year	4,902	16,047	20,949
Change	172	345	517

Parole Supervision	Females	Males	Total
Current Population	479	2,724	3,203
Population Last Year	476	2,492	2,968
Change	3	232	235

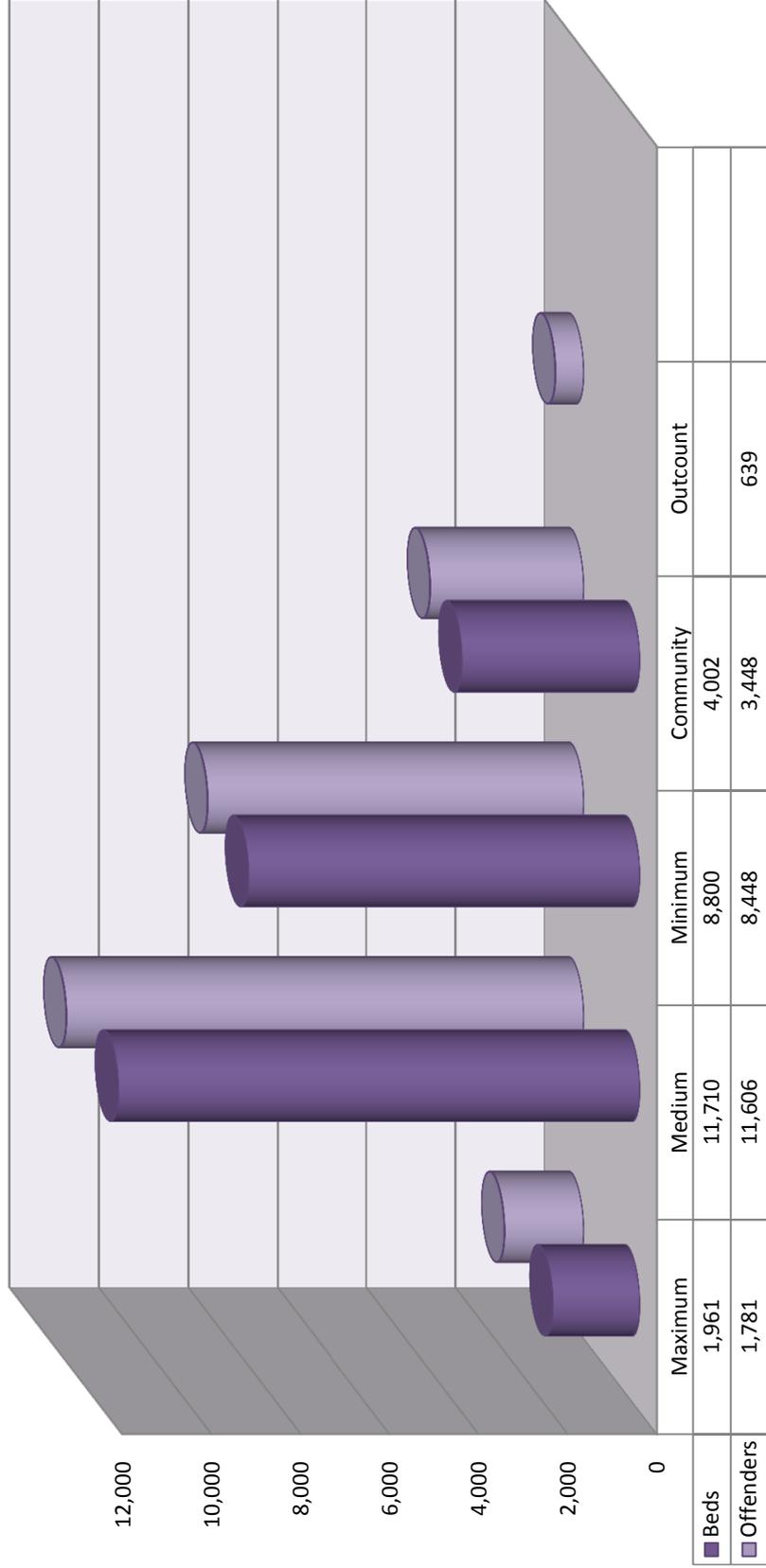
Total System Population	Females	Males	Total
Current System Population	8,434	42,719	51,153
Population Last Year	8,036	42,123	50,159
Change	398	596	994

County Jail Inmate Backup	Females	Males	Total
March 31, 2014	48	1,725	1,773
Population Last Year	129	1,611	1,740
Change	(81)	114	33

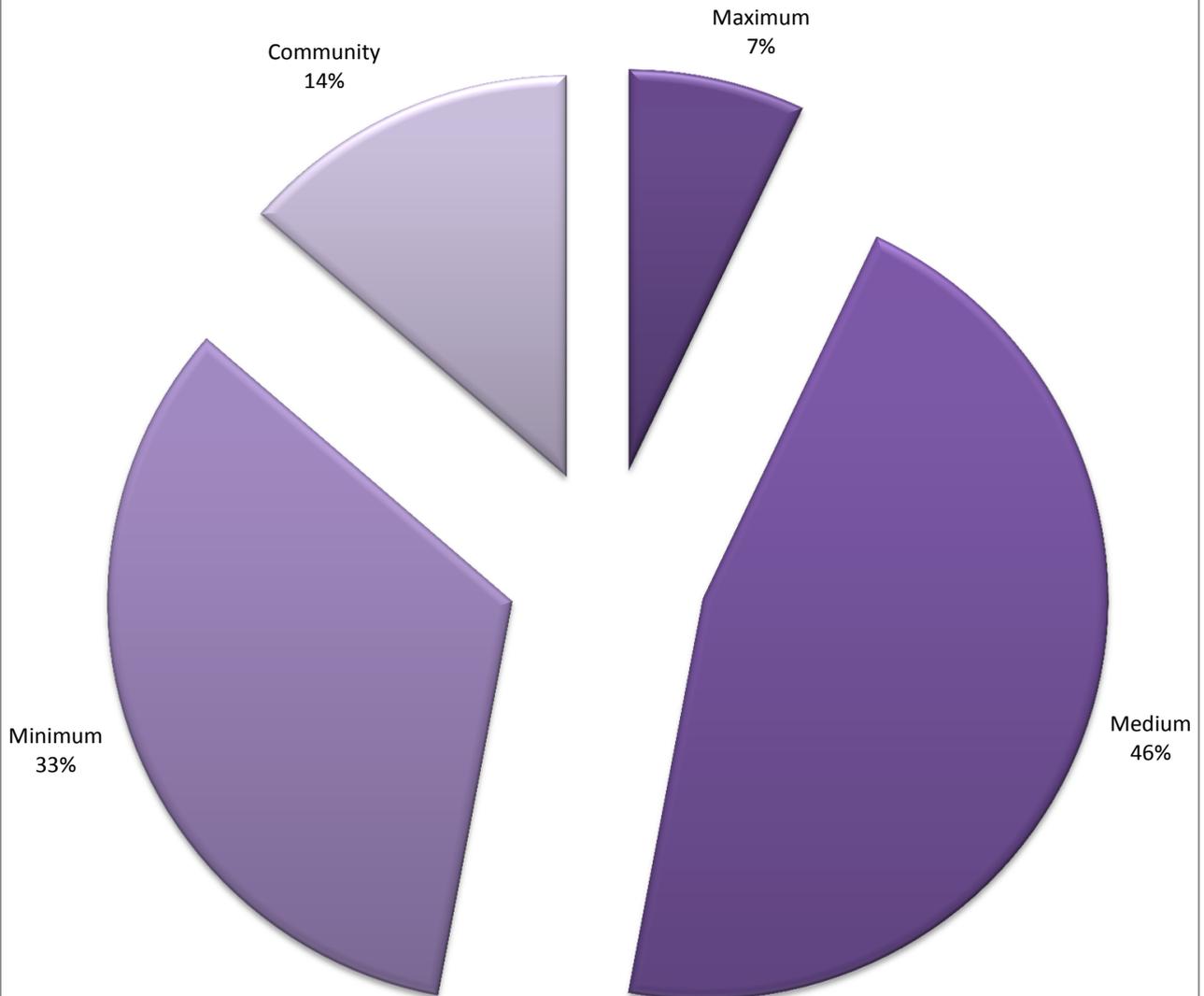
Pardon & Parole Board Results	Females	Males	Total
Month: March 2014			
Considered	42	424	466
Denied	21	284	305
Recommended	21	140	161
Percentage Recommended	50.00%	33.02%	34.55%

Governor's Actions	Females	Males	Total
Month: March 2014			
Reviewed	1	18	19
Approved	1	3	4
Denied	0	15	15
Percentage Approved	100.00%	16.67%	21.05%

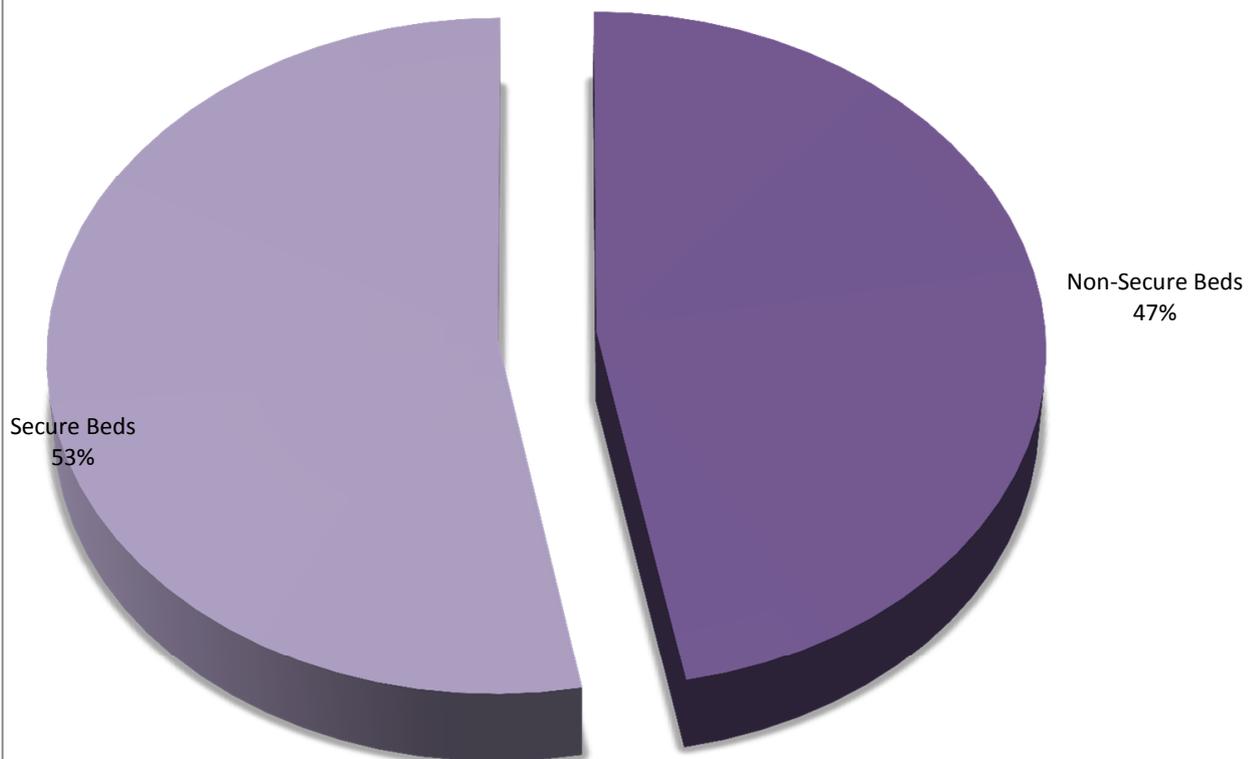
Offender and Bed Distribution March 31, 2014



Offender Distribution by Security Level March 31, 2014



**Percentage of Offenders in Secure and Non-Secure
Beds
March 31, 2014**



Offenders in DOC Facilities v. Contract Facilities March 31, 2014

