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<b>Management of the Oklahoma Department of Corrections</b>	<b>ACA Standards: 2-CO-1A-04, 2-CO-1A-18, 2-CO-1A-19, 4-4002, 4-4003, 4-4006, 4-4010, 4-4015, 4-4016, 4-4048, 4-ACRS-7D-01, 4-ACRS-7D-02, 4-ACRS-7D-03, 4-ACRS-7D-35, 4-ACRS-7D-36, 4-APPFS-3D-03, 4-APPFS-3D-04</b>		
<b>Joe M. Allbaugh, Interim Director Oklahoma Department of Corrections</b>		<b>Signature on File</b>	

## Management of the Oklahoma Department of Corrections

The Oklahoma Board of Corrections has directed that the agency and its subdivisions develop written mission statements that establish desired outcomes, establish organizational charts that reflect the grouping of functions and areas of control, define the lines of authority, and outline specific channels of communication.

### I. Mission

#### A. Agency Mission Statement

1. The mission of the Oklahoma Department of Corrections (ODOC) is to protect the public, the employee, and the offender.
  - a. The agency will protect the public by maintaining those remanded to its custody under the appropriate level of confinement or supervision for the duration of their sentence.
  - b. Employees will be provided a safe, secure, and positive working environment.
  - c. Humane supervision and appropriate conditions of confinement will be provided to offenders.
  - d. Approved programs will be provided to eligible offenders in order to promote current and future law-abiding behavior.
  - e. The agency will promote efficiency and effectiveness in all phases of correctional operations.

2. The director will review the mission of the agency at least annually and update as necessary. (2-CO-1A-04)

B. Field Operations Mission Statements

1. Each facility, district, center, and work center will develop mission statements specific to their facility/location. (4-4002, 4-APPFS-3D-04)
2. Each mission statement will clearly state the purpose of the facility/district/center, the types of programs offered, and the offender population served. Mission statements will be used to develop long-term goals with measurable objectives, on an annual basis, and to facilitate fiscal planning through the strategic planning process. (4-4002, 4-4003, 4-ACRS-7D-01, 4-ACRS-7D-02)

C. Mission Statement Review

The facility/district head will review mission statements against supported objectives on an annual basis. Any changes/recommendations will be submitted to the associate director of Field Operations for final approval by the director. (2-CO-1A-04, 4-4002)

II. Missions for Other Units

All other units (i.e., medical services, programs, etc.) developing mission statements will submit proposed mission statements with measurable objectives to their respective division head for review and final approval by the director as outlined in this procedure.

The unit head will review mission statements against supported objectives on an annual basis. Any changes/recommendations will be submitted through the chain of command to the appropriate associate director for final approval by the director. (2-CO-1A-04, 4-4002)

III. Organization and Communication

A. Organizational Charts

Organizational charts and a Full Time Equivalent (FTE) matrix of every staff position within the agency will be developed and maintained. The 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-13, 2-CO-1A-18, 4-4010, 4-ACRS-7D-03, 4-APPFS-3D-03)

Each facility/district/unit head will ensure organizational charts and duties of their affected areas are reviewed annually and submitted as requested.

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Changes are submitted to the chief administrator of Employee Services for approval as necessary. (4-4006, 4-4010, 4-4048 b #1, 4-ACRS-7D-03)

B. Communications

Department heads will provide for a system of communications between all levels of staff and offenders. (4-4016, 4-ACRS-7D-36)

C. Staff Meetings (2-CO-1A-18, 4-4015, 4-ACRS-7D-35)

Staff meetings are essential to facilitate communication, establish policy, and ensure conformity to legal and fiscal requirements. Meetings will normally be conducted monthly by the following groups and documented by minutes:

1. The director and members of senior management. (2-CO-1A-19)
2. Facility/district/unit heads and key staff members. (4-4015, 4-ACRS-7D-35)

IV. Strategic Planning Process

In accordance with 62 O.S. § 45.1 through 45.10, the Oklahoma Program Performance Budgeting and Accountability Act, DOC will develop a strategic plan for operations. The associate director of Administrative Operations will ensure submission of the strategic plan in accordance with requirements of this act. The agency, at the discretion of the director, may engage in strategic planning activities separate from those required by law.

V. References

Policy Statement No. P-010300 entitled "Mission and Organization of the Oklahoma Department of Corrections"

57 O.S. § 507-510

62 O.S. § 45.1-45.10

74 O.S. § 18c

VI. Action

The associate director/division manager is responsible for compliance with this procedure.

The associate director of Administrative Operations is responsible for the annual review and revisions.

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Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-010301 entitled "Management of the Oklahoma Department of Corrections" dated November 13, 2014

Distribution: Policy and Operations Manual  
Agency Website