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Operations and Programs Reporting	ACA Standards: 2-CO-1F-01, 4-4018, 4-4408, 4-ACRS-7D-05, 4-APPFS-3D-32		
Joe M. Allbaugh, Director Oklahoma Department of Corrections	Signature on File		

Operations and Programs Reporting

It is the policy of the Oklahoma Department of Corrections (ODOC) to provide a standardized system of reporting significant information to include activities, trends, and program effectiveness in an effort to monitor progress toward achieving previously identified goals and objectives and to maintain accreditation status. (2-CO-1F-01)

I. Information Reporting

To ensure current activities/information is reported, made available and accurate information is conveyed to decision makers, facility/district information will be reported/recorded as indicated below:

A. Ongoing/Continual Reporting/Data Entry (4-4018)

The facility/district head will ensure that information regarding human resources, inmate/offender population, and programs are reported/entered as required by the affected unit.

1. Population Information

The total population count and movement of the population, to include inmates transferred in and out of the facility, will be available on the Offender Management System (OMS). Staff responsible for inmate case management, inmate records and facility count will ensure information/data is entered into the OMS as required by Classification and Population and Offender Sentence Administration.

2. Human Resources Reporting

Human resources data, to include the number of authorized positions, number of positions vacant, and vacancy percentage will be available on the HR database. The facility human resources management specialist (HRMS) or designee will be responsible for entering human resource information in the HR database as required by policy.

3. Inmate/Offender Program Information

Program information will be reported monthly in accordance with [OP-090101](#) entitled "Standards for Offender Programs" and as outlined in [OP-060901](#) entitled "Pre-Release Planning and Reentry Process."

B. Inmate Medical Data

As required in [OP-140101](#) entitled "Organizational Responsibility of Medical Services," descriptive and/or statistical information regarding medical services provided to inmates will be reported monthly utilizing the "Worksheet for Monthly Medical Activity Report" ([DOC 140107A](#)). (4-4408)

II. Quarterly Reporting

A. Narrative Report (4-4018, 4-ACRS-7D-05, 4-APPFS-3D-32)

The facility/district head will submit a narrative report to the appropriate division manager. This report shall include, but not limited to the following:

1. Major developments/accomplishments that had a positive impact on the operation of the facility/district;
2. Any major problems/critical deficiencies that had a negative impact or created a safety or security concern at the facility/district. A plan of action to address/correct any areas of concern will be provided; and
3. An objective assessment of the morale of both staff and inmates/offenders based on staffing, changes in policy and/or processes and significant events.

B. Dissemination

Quarterly reports will be submitted electronically to the appropriate division manager by the fifth working day of the month as indicated below:

- | | | | |
|----|----------------|------------------------|-------------|
| 1. | First Quarter | January through March | Due April |
| 2. | Second Quarter | April through June | Due July |
| 3. | Third Quarter | July through September | Due October |

4. Fourth Quarter October through December Due January

III. Significant Events for Accreditation Reporting

The reporting of significant events is required in order to obtain/maintain accreditation. Significant events include, but are not limited to, the following: court orders, major disturbances, escapes (from medium and maximum security), physical/sexual assaults/allegations, employee work stoppage, death from unnatural causes or a major fire or other disaster as outlined in [OP-050102](#) entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities" and [OP-053001](#) entitled "Community Corrections Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters."

A. Submitting the Significant Events Report

Immediately following a significant event, the responsible division manager will electronically submit reports from their affected facilities/districts to the Auditing and Compliance Unit. Reports shall include the following information:

1. A brief narrative of the event/incident;
2. Number of staff/inmates/offenders involved in the event/incident;
3. Current status (e.g., referred for investigation, incident has been closed with no further action, etc.); and
4. Any action taken in regard to staff, inmates/offenders, procedure changes, etc. This includes injuries, hospitalization of inmates or staff, placement of the inmates in specialized housing, disciplinary action taken, etc.

- B. The Auditing and Compliance Unit will forward reports for accredited facilities/districts to the American Correctional Association (ACA).

IV. References

Policy Statement No. P-020100 entitled "Management of Oklahoma Department of Corrections Information"

OP-050102 entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities"

OP-053001 entitled "Community Corrections Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters"

OP-060901 entitled "Pre-Release Planning and Reentry Process"

OP-090101 entitled "Standards for Offender Programs"

OP-140101 entitled "Organizational Responsibility of Medical Services"

V. Action

The facility/district head is responsible for compliance with this procedure.

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

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-020504 entitled "Operations and Programs Reporting" dated August 22, 2014

Distribution: Policy and Operations Manual
Agency Website