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Long Range Planning	ACA Standards: 4-4107		
Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Long Range Planning for Correctional Industries

Long range planning for the correctional industries program is necessary to facilitate the use of industries to the fullest extent by the Oklahoma Department of Corrections (ODOC).

I. Oklahoma Correctional Industries Program

Oklahoma Correctional Industries (OCI) has two correctional programs; Agri-Services is responsible for the production of agriculture related operations and the Oklahoma Correctional Industries program production of manufactured goods, private partnerships, and services.

For the purpose of this procedure, the term “Correctional Industries” is inclusive of both programs.

II. Planning

Oklahoma Correctional Industries (OCI) will develop and execute long range plans to ensure the programs fulfill their mission and goals within ODOC.

A. Existing Industries

Existing industries long range plans will:

1. Ensure that measurements are identified and data is collected;
2. Ensure that proper funding and staffing of correctional industries programs are maintained; and
3. Address existing industry and private partnership expansion or reduction as necessary.

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B. New Industries

New industries long range plans will:

1. Identify operations that can best be added to correctional industries; and
2. Provide a basis for establishing or maintaining the most compatible type of operation(s) considering the needs and restrictions of the facility where they are located and the needs of ODOC.

III. Issuance of Long Range Plans

Oklahoma Correctional Industries will establish and maintain a written long range plans that overviews each operations. The plans will be for a period of time not less than two years. The plans will be reviewed and updated annually, utilizing periodic data analysis and evaluation to ensure goals and objectives are met. The plan will be submitted to the director approximately 60 days prior to the effective date of the plan. (4-4107)

A. Plan Development

Long range plans will include projections in the following areas:

1. Implementation of new industries, operations and/or product lines;
2. Implementation of new private partnership operations;
3. Number of inmates employed;
4. Staffing requirements;
5. Capital expenditure forecasts; and
6. Gross and net revenue forecasts.

B. Approval Process

A final version of the long range plan, including any approved changes, will be submitted by the affected Correctional Industries administrators to the director for final approval. Once approved, the plan will become the basis for Correctional Industries operations.

IV. Reference

Policy Statement No. P-080100 entitled "Mission and Management of Correctional Industries"

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V. Action

The administrators of Oklahoma Correctional Industries and Agri-Services are responsible for compliance with this procedure and 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-080301 entitled "Long Range Planning for Correctional Industries" dated August 12, 2015

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