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System of Manuals, Handbooks and Monitoring Procedures	ACA Standards: 2-CO-1A-05, 2-CO-1A-16, 2-CO-1A-17, 2-CO-1A-21, 4-4012, 4-4014, 4-4174, 4-ACRS-7B-07, 4-ACRS-7B-08, 4-APPFS-3D-05		
Michael W. Roach, Chair Oklahoma Board of Corrections	Signature on File		

System of Manuals, Handbooks and Monitoring Procedures

The Oklahoma Board of Corrections (BOC) will maintain a system of coordinated manuals of policies, procedures, and administrative rules that govern the agency, its programs, and facilities which is available to all employees and the public. (2-CO-1A-16, 4-4012, 4-4174, 4-ACRS-7B-07) Procedures are developed for the management of manuals, handbooks, administrative rules and forms used by the agency.

In accordance with the Oklahoma Open Records Act, this information, except for confidential and security related information, will be made available to the public upon written request at a cost of 25 cents per page and from the Department of Corrections (ODOC) website at www.ok.gov/doc. (2-CO-1A-16)

I. Manuals and Handbooks

Procedures will govern the process for creation, approval, annual review and issuance of policies, procedures, administrative rules, management manuals, handbooks and forms. (2-CO-1A-17, 4-4012, 4-ACRS-7B-08, 4-APPFS-3D-05)

A. Organization

A uniform system will ensure that topics are grouped by management category or like topics and duplication is eliminated.

B. Forms

A process for the development, authorization, annual review, issuance, and control of agency forms will be established to ensure updates are available.

C. Compliance Monitoring

A system to monitor compliance with policies, procedures, administrative rules, applicable statutes and standards will be outlined to ensure

monitoring instruments are available. (2-CO-1A-21)

II. Responsibility for Adoption of Policies and Procedures (2-CO-1A-05)

Adoption of policies and procedures will occur in the following manner:

A. Board Policy

The Board of Corrections will be responsible for the adoption of policy statements during regularly scheduled open meetings. Upon the approval of the Board and the signature of the chairperson, the agency will ensure policies are distributed and are made accessible. (4-4014, 4-ACRS-7B-08)

B. Agency Policy and Procedure

The director will be responsible for the adoption of operational policy and procedures. Upon approval and signature of the director, policy and procedures will be made accessible through the agency internet website, distributed to manual holders and available upon request(4-ACRS-7B-08). Guidelines for distribution and access of confidential and security related procedures will be established. (4-4174)

III. References

51 O.S. § 24 A.5

57 O.S. § 504(b) (1)

57 O.S. § 507(b)

IV. Action

The director is responsible for compliance with this policy.

The director is responsible for annual review and revisions if needed.

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

This policy is effective as indicated.

Replaced: Policy Statement No. P-010100 entitled "System of Manuals, Handbooks and Monitoring Procedures" dated September 30, 2014

Distribution: Policy and Operations Manual
Agency Website

