



STATE OF OKLAHOMA

OKLAHOMA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE

January 5, 2018

**Oklahoma Senate Appropriations
2017 Performance Report
Oklahoma Department of Corrections**

Agency Mission

The core mission of the Oklahoma Department of Corrections is to protect the public and increase public safety, promote a safe working environment for the staff and to encourage positive change in offender behavior by promoting successful reentry and rehabilitation programs.

Lead Administrator

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Governance

Per 57 O.S. 503, the State Board of Corrections shall be the governing board of the Oklahoma Department of Corrections. The board consists of seven (7) members, one member from each congressional district and any remaining members from the state at large, appointed by the Governor with the advice and consent of the Senate. See attached board membership roster. 57 O.S. 504 lists the powers and duties of the Board which includes appointment of the Director.

ODOC Operating Procedure 010200, Operating Procedures and Policies for the Oklahoma Board of Corrections (attached) includes designation of Board standing committees and committee duties.

Governance Accountability

Copies of board minutes and agendas can be found on the ODOC website here <http://doc.publishpath.com/board-meetings>. Attachment A of OP-010200 (attached), Performance Expectations for Members of the Board of Corrections, Section B2, Operational

Responsibilities states that Board members are expected to attend all meetings, Board retreats, advancements, training and strategic planning events, unless unavoidable personal, family or business issues preclude them from doing so.

Modernization Efforts

The Department of Mental Health developed an electronic E-92 routing program that the agency has implemented.

The Department of Mental Health is currently developing an electronic purchase request system that the agency will implement.

LED Light Changes: The ODOC Administration Building parking lot has transitioned and other facilities are in the process of transitioning from metal halides, which use 60 volts of wattage with a life expectancy of 3 to 4 years, to LED lights which function at 5 volts of wattage and have a life expectancy of 15 years.

What steps has the agency taken to cut costs and/or eliminate waste? Are there efforts that have been successful which you believe could serve as a model for other state agencies seeking to keep costs minimal?

During the summer of 2016 the ODOC began consolidating all of our 15 state ran work centers into the Oklahoma State Reformatory (OSR) in Granite Oklahoma. This allowed for the consolidation of personnel and operating budgets; and simplified agency logistics and transportation. Additionally, it offered efficiencies that were unattainable at work centers, and increased inmates' access to programs previously unavailable at work centers.

Following notification of a state revenue shortfall and loss in appropriations, ODOC ceased contracts with ten counties. Counties included: Choctaw, Comanche, Cotton, Craig, Jefferson, Leflore, Nowata, Okmulgee, Roger Mills and Tillman. Eliminating the contracts in March 2017. This move aided the agency in addressing the loss in appropriations, and removed burdens placed on state facilities and administration who were required to fulfill functions not provided by the county jails. Additionally, the inmates' access to programs and services were greatly increased.

The Agency has created a centralized hiring unit for correctional officers to expedite the hiring process.

Restructuring Construction and Maintenance to increase efficiencies and effectiveness. The Centralized Construction and Maintenance unit will provide assistance to all facilities.

The Agency has filled a position for Fleet which will implement a Fleet Management Program. This position and software program will assure a more precise record of fuel usage, oil changes, other regularly needed maintenances and automotive repairs.

The agency is installing water softeners throughout all of our facilities. This is a preventative maintenance tool to avoid costly repairs and replacement of new and existing equipment.

The agency received a bid of \$38,000 to install a new muffin monster auger at Mabel Bassett Correctional Center. The Construction and Maintenance Unit purchased the required tool for \$18,000 and completed the installation, saving the agency \$20,000.

Established a food service position to oversee and monitor food costs throughout the agency. This position will be responsible for training, monitoring, and identifying cost saving measures.

Streamlined the inmate discharge process with Lindsay Municipal Hospital, reducing the length of stay in the hospital following discharge.

Scanned and digitalized inactive, paper medical files. Appropriately destroyed inactive medical files that are beyond the HIPAA-required retention period. Converted rooms formerly used for file storage for clinical care. Inactive closed medical records continue to be scanned into digital form.

Reduced the overall usage of emergency room trips in the Tulsa area while ensuring appropriate care.

Core Mission

What services are you required to provide that are outside of your core mission? Are any services you provide duplicated or replicated by another agency? Are there services which are core to your mission which you are unable to perform because of requirements to perform non-core services elsewhere?

The Sex Offender Registration Act was initially created in 1989. At that time ODOC was given responsibility for maintaining the registry and received no appropriation to implement this program. This act has been modified numerous times since then, adding responsibilities to ODOC. Prior to the 2017 legislative session, responsibility for updating registrant's information was duplicated by ODOC and local municipalities. That was fixed through a statute change.

The Mary Rippy Violent Crime Offenders Act was passed in 2004, and designated ODOC to maintain the registry with no additional appropriation to implement. Like the Sex Offender Registration Act this has been modified numerous times adding responsibilities to ODOC.

ODOC has statutory responsibilities over private prisons housing federal inmates or inmates from another state. These duties include: approval of construction plans; approval of emergency response plans; processing of prospective employee national criminal records checks; monitoring performance of the private prison contractor; designation of ODOC facilities as support during serious emergencies; responding to emergencies; and reviewing records of incoming out-of-state offenders. The ODOC may charge private prisons a reasonable fee for these services.

The ODOC Victim Services Unit works to provide direct, personal service and information to victims, survivors and their families throughout Oklahoma. Our Victim Services Coordinator will act as a guide to victims while an offender is in custody of the Oklahoma Department of Corrections. The ODOC is also responsible for providing information on offender moved to be used in the Victim Information and Notification Everyday (VINE) system that is operated through the Oklahoma Attorney General's office.

Although more services would be available for core services if we did not provide the above listed services, they do not prevent the agency from meeting our mission.

Private Alternatives

Are there any services which are performed by the agency also performed in the private sector in Oklahoma? In other states? Has the agency been approached by any foundation, for-profit or not-for-profit corporations with efforts to privatize some of the functions of the agency?

ODOC has contracted for bed space (private prisons and halfway houses) for many years. On July 1, 2017 there were 1,449 offenders in private halfway houses, and 5,777 inmates housed in private prisons.

The pharmacy operation for our state facilities has been outsourced since 2005. Since that time we have renegotiated our contract several times, switching providers, and have worked to get the best value for the taxpayer dollar. Our Health Services division also contracts for laboratory services; outside patient care that cannot be provided in the correctional setting; and, due to staff shortages, temporary staffing. The overall health services budget for FY17 was \$85,241,972 which includes contracted and not contracted services.

With offenders who are on probation supervision, most are supervised by ODOC officers. There are private supervision entities as well as district attorney supervision of some felony cases which can overlap with offenders under DOC supervision.

In the past ARAMARK Correctional Services has approached the agency about contracting to handle the food services. After those discussions it was discovered that the vendor could not provide this service at a cheaper rate than the state.

Oklahoma BOC Membership Roster

September 2017 - March 2019

Name	Appointed by Governor	Confirmed by Senate	Term Ends	Succeeds	District
Frank X. "Frazier" Henke	12/3/2013	4/10/2014	3/15/2019	T. Hastings Siegfried (Resigned 11/3/2013 - Served out unexpired term)	1
Ernest E. "Gene" Haynes	3/11/2013	3/26/2013	3/15/2019	Matthew H. McBee	2
Michael W. Roach	12/7/2016	4/10/2017	3/15/2023	Michael W. Roach (2nd Term)	3
VACANT				Irma J. Newburn (Resigned 9/6/2017)	4
Adam Luck	1/12/2016	3/8/2016	3/15/2021	J.Matt Tilly (Resigned 10/13/2015 - served out unfinished term)	5
John "Todd" Holder	10/13/2016	4/10/2017	3/15/2023	John "Todd" Holder	At Large
Kevin J. Gross	10/13/2016	2/16/2017	3/15/2023	Kevin J. Gross (2nd Term)	At Large

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Section-01 Organization	Page: 2	P-010200	Effective Date: 09/21/2016
Board Operating Procedures	ACA Standards: 2-CO-1A-10, 4-4001, 4-APPFS-3D-01		
Michael W. Roach, Chair Oklahoma Board of Corrections	Signature on File		

Operating Procedures and Policies for the Oklahoma Board of Corrections

The Oklahoma Board of Corrections (BOC) will establish and maintain written policy pursuant to Section 504 of Title 57 of the Oklahoma Statutes, which govern decision making, monitoring of operations, and meetings conducted within the Department of Corrections (ODOC). (4-4001, 4-APPFS-3D-01)

- I. Operating Procedures
 - A. Duties and Responsibilities

Upon selection by the Governor to the BOC, the prospective new BOC member(s) shall promptly receive a copy of these Operating Procedures and Policies and its attachments, including the “Performance Expectations for Members of the Board of Corrections” which is incorporated by reference ([Attachment A](#), attached).

The duties and responsibilities outlined in these Operating Procedures and Policies will be reviewed annually by the BOC and the ODOC director. The BOC will have the following powers and duties:

1. Establishment of Policies

The BOC will establish policies for the operation of the ODOC. The BOC also must approve cancellation of, and amendments to, established policy statements.
2. Approval of Personnel Matters_(2-CO-1A-10)
 - a. The BOC may require the director and any other ODOC personnel, when deemed necessary by the BOC, to give bond for the faithful performance of their duties (57 O.S. 504(5)).

- b. The BOC will appoint and fix the salary of the director.
 - (1) The maximum salary of the director is established by law.
 - (2) The term of office of the director is continuous and may only be terminated for good cause and after a formal and open hearing on specific charges, if requested by the director or by the BOC.
 - (3) The BOC will consider for confirmation and vote on the appointments of wardens, district supervisors, and other staff members required by law to be confirmed as submitted to the BOC by the director.

3. Approval of Contracts and Budgets

- a. The BOC will be involved in the selection of architectural firms for projects when the architect's fee is over \$200,000. The BOC will also approve requisitions for construction contracts for projects where estimated construction costs are greater than \$500,000. Approval of construction documents must occur before acceptance of a bid.
- b. The BOC will be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities.
- c. The BOC will review and approve the proposed ODOC budget request before it is submitted to the Office of Management and Enterprise Services (OMES) in October of each year for review by the Governor.
- d. The BOC will review and approve the ODOC budget work program before it is submitted to OMES on June 1 or as soon thereafter as possible.
- e. The BOC will review and approve all emergency expenditures of money that exceed the director's authority as allowed by law.

4. Private Prison Construction or Operation

- a. If ODOC proposes to enter into a contract for the construction or the operation, or both, of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected

operating costs of a comparable facility constructed and operated by ODOC (57 O.S. 561, 561.1D-4 &G).

- b. ODOC shall then deliver to the BOC the top three (3) qualified prospective private prison contractors identified pursuant to law together with the information reviewed and analyzed by ODOC during analysis of the proposals. The BOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information (57 O.S.561.1.H).
- c. Should ODOC choose to negotiate with current private prison contractors for a new contract for the operation, lease, or lease/purchase of a private prison, ODOC shall compare both the capital costs and the operating costs for the facility to the imputed capital costs and the projected operating costs of a comparable facility constructed and operated by ODOC. The BOC shall evaluate the information provided and shall make a final decision selecting the contractor within 15 days of receipt of the information. Additional time may be provided, when necessary (57 O.S. 561, 561.1).

B. Orientation

Within three (3) months of their appointment, all newly appointed BOC members shall attend an orientation to become familiar with ODOC operations.

C. Officers, Terms of Office, and Qualifications

1. The BOC, composed of seven members, will have the following offices: a chair, vice chair, and secretary. These offices will be filled by BOC election at the regular meeting held annually in June.
2. Members who have demonstrated leadership, while adhering to these operating procedures and policies, and shown commitment to the missions of both the BOC and ODOC are eligible for election by a majority vote of the BOC. Whenever possible, a member shall not serve as chair until serving a term as vice chair.
3. An incumbent officer may be re-elected as often as such officer receives the necessary votes. Newly elected officers will assume their offices at the next meeting of the BOC.

D. BOC Vacancies and Succession

1. If a vacancy occurs in the office of the chair, the vice chair will automatically succeed to the office of the chair and complete the remaining term of office.
2. Upon assuming the office of chair, the office of vice chair will become vacant through succession, and the chair may appoint a vice chair to complete the remaining term of office.
3. Any vacancy occurring in the office of vice chair or secretary may be filled by the chair by appointment for the remaining term of office.
4. A newly appointed officer will assume office at the next meeting of the BOC.
5. A newly appointed BOC member nominated, but not confirmed by the Senate, shall not vote during a BOC meeting unless the new member has been designated by the Governor as an interim member to fill a vacancy that occurred during a term of office. An incumbent member scheduled to leave office may continue to act as a member of the BOC until a successor is duly appointed and confirmed according to law. A reappointed member may continue to vote unless denied confirmation by the Senate.

E. Facility/Office Tours

Besides the tours or inspections, which may be taken during the regular BOC meetings, each BOC member is encouraged to conduct at least one visit of an ODOC institution, community corrections center, and community work center or probation and parole office per year.

F. Inquiries

Any inquiries regarding ODOC's operations, actions, or policies received by BOC members from the public, employees, or offenders will be referred to the director or designee for response. If those inquiries are of such a nature that referral to the director may be inappropriate, then referral should be made to the chair of the BOC for appropriate disposition.

II. Administration of BOC Functions

A. Rules of Order

1. The *Modern Rules of Order* shall act as a guide to the BOC in the transaction of business during meetings, unless otherwise provided by law or these BOC operating procedures and policies.
2. A quorum of the BOC consists of four (4) BOC members.
3. A roll-call vote of the BOC is taken on the following:
 - a. All actions requiring BOC approval or confirmation as identified in this policy;
 - b. Convening an executive session of the BOC; and/or
 - c. On any other action at the request of any BOC member or upon the advice of legal counsel.

B. BOC Meetings

The BOC will normally meet with the director at least monthly to review the administration and activities of the ODOC to include reports on the operation and performance of facilities and units, review BOC policies as needed, and other appropriate matters.(4-ACRS-7D-34)

1. The chair will preside over BOC meetings. The vice chair will preside in the absence of the chair.
2. The monthly meetings will be conducted at a time and place designated by the chair (or vice chair in the chair's absence), and published by ODOC.
 - a. Members who know that they will be unable to attend will notify the ODOC of their intended absence at least one week before the scheduled meeting.
 - b. A majority of affirmative votes of a quorum will be required to conduct and transact the business of the BOC.
3. ODOC support staff will be responsible for the following:
 - a. Recording the minutes of every BOC meeting;
 - b. The certification of the approval of the minutes;
 - c. Ensuring whenever possible, all documents and information relevant to the BOC meeting is provided to the BOC in electronic form, no less than five (5) days prior to the scheduled BOC meeting; and

- d. Maintaining the official records of the BOC as required by law.
4. Upon approval of the minutes, the BOC Secretary will execute the following:

Certificate of Approval

I hereby certify that these minutes were duly approved by the Board of Corrections on _____, 20____, in which a quorum was present and voting.

Date: _____ Secretary of the Board of Corrections

5. All meetings of the BOC will be conducted according to the Oklahoma Open Meeting Act (25 O.S. 301-314).
- a. The director will ensure that notice is given in writing to the Secretary of State, by December 15 of each calendar year, of the regularly scheduled meetings of the BOC for the next calendar year.
 - b. The director will ensure that the proposed agenda is posted at least 24 hours before each meeting. The agenda will be posted in prominent public view at ODOC Administration, 3400 N Martin Luther King Avenue in Oklahoma City.
 - c. If any change is to be made in the date, time, or place of the regularly scheduled meeting, then notice in writing will be given to the Secretary of State not less than ten days before the implementation of the change.
6. BOC executive sessions are authorized only under the following circumstances, or as otherwise provided by Oklahoma law:
- a. Discussion of the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any salaried public officer or employee, including a periodic performance evaluation of the director.
 - b. Confidential communication with the BOC's attorneys only to discuss a pending investigation, claim, case, matter, or action

where disclosure would seriously impair the ability of the BOC to proceed in the public interest.

- c. Any vote or action must be taken in public meeting with the vote of each member publicly cast and recorded. At the end of each executive session, a public announcement will be made memorializing the executive session discussion and announcing whether a vote is necessary.
7. Special meetings may be called by the chair or by a majority of the BOC as necessary and according to the Oklahoma Open Meeting Act.
8. In the event any meeting is to be continued or reconvened, public notice of the action, including date, time, and place of continued meeting, will be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting that is continued will be discussed at the continued or reconvened meeting.
9. An emergency meeting of the BOC as permitted by the Oklahoma Open Meeting Act may be held without public notice. The person calling an emergency meeting will give as much advance public notice as is reasonable and possible under the existing circumstances.
10. Matters of business that require further investigation or detailed study may be delegated to an ad hoc BOC committee appointed by the chair with the advice and consent of the Executive Committee.
11. At each meeting, the chair may provide an opportunity for any relevant business to be introduced by any BOC member, the director, a member of the news media, or any citizen attending the meeting, however, business may not be transacted unless such business constitutes "new business" within the meaning of the Open Meeting Act.
12. Every meeting of the BOC will be electronically taped (except executive session) from which minutes will be transcribed in summary form. A copy of the minutes will be forwarded to the BOC before the next meeting for their review. After formal approval of the minutes, as submitted or as amended, the taped recordings shall be destroyed, unless the BOC or the Executive Committee requests that the tape recording not be destroyed. A certified copy of the approved minutes will constitute the official record of the BOC.

13. Members of the BOC will be reimbursed for travel expenses, as provided by law for other state officers and employees, while attending meetings of the BOC or performing other official duties.

C. BOC Committees

The chair of the BOC shall appoint or reappoint up to three (3) members of the BOC to a standing committee at the beginning of a fiscal year. Any BOC member may offer a motion to create a standing or ad hoc committee, which shall include the proposed committee's specific tasks and/or goals. If approved, the chair shall appoint up to three (3) members to the committee and name a member to act as chair of the newly created committee.

Each committee may meet as required by the respective chair of the committee and report their findings and recommendations to the full BOC for formal approval and action. After each meeting of any committee, a report will be made during the next regular or special BOC meeting as required. Committee meetings will be coordinated with the director and staff schedules.

The following committees are standing committees:

1. Executive Committee

- a. The Executive Committee shall consist of the following BOC members:

- (1) Chair of the BOC;
- (2) Vice chair of the BOC; and
- (3) The immediate past chair of the BOC. In the event the past chair is no longer serving as a BOC member, the secretary of the BOC shall succeed to the Executive Committee.

- b. Duties of the Executive Committee shall include:

- (1) Ensuring that the director's annual written performance evaluation is conducted by the BOC;

- (2) Developing, reviewing, and approving the monthly BOC agenda;
- (3) Performing BOC self-assessments by developing performance targets and assessing annually their achievement using a survey, interviews, or by other methods the BOC deems appropriate; and
- (4) Any matter referred to it by the BOC chair or director.

2. Audit/Finance Committee

- a. The Audit/Finance Committee will meet with the director and designated staff to conduct business, including but not limited to:
 - (1) Reviewing and analyzing the ODOC's annual budget request and budget work program;
 - (2) Recommending to the BOC the type and scope of the audits to be performed for the agency, the Oklahoma Correctional Industries and Agri-Services;
 - (3) Recommending to the BOC the entity, firm or person to perform audits;
 - (4) Determining the type, content and frequency of financial reports to fulfil proper financial oversight and compliance with Oklahoma Statutes; and
 - (5) Ensuring controls are in place to safeguard the assets of the agency as well as controls for proper financial reporting.
- b. The Audit/Finance Committee will meet as needed to review the budget request due in October of each fiscal year.
- c. The Audit/Finance Committee will meet as needed to review the budget work program due June 1 or as soon thereafter as possible of each fiscal year.
- d. The Audit/Finance Committee chair or a designee will report to the BOC and request formal approval of the budget request and budget work program.

3. Population/Private Prison Committee

- a. The Population/Private Prison Committee will meet as needed with the director and designated staff to conduct business, including but not limited to:
 - (1) Reviewing the ODOC's population status, policies, and the review and approval of facilities' authorized capacity.
 - (2) Reviewing and approving requests for proposals, determining contract performance standards, proposing rules and regulations, reviewing and approving proposed per diem costs for the ensuing fiscal year, and reviewing the cost benefit analysis required by law.
 - (3) Reviewing and approving ODOC policies and procedures which may affect female inmates/offenders to ensure a level of parity that avoids and/or minimizes any discrimination.

The Population/Private Prison Committee chair or a designee will report to the full BOC their recommendations and request formal approval thereof.

4. Public Policy/Affairs Committee

- a. The Public Policy/Affairs Committee will meet with the director and designated and appropriate staff to conduct business, including but not limited to the review and approval of the specific language of the legislative initiatives of the ODOC.
- b. The Public Policy/Affairs Committee will meet prior to each legislative session, and from time to time during the legislative session, to review and discuss any necessary changes.
- c. The Public Policy/Affairs Committee, the director and designated staff will interface, as necessary, with members of other state boards, associations, organizations, agencies and designated appropriate staff to coordinate activities relating to the above named entities.

- d. The Public Policy/Affairs Committee chair or a designee will report to the BOC their recommendations and request formal approval thereof.

5. Criminal Justice Reform Committee

- a. The Criminal Justice Reform Committee will meet as necessary with the director and designated staff to conduct business, including but not limited to:
 - (1) Reviewing, developing and updating current ODOC policies and procedures to support criminal justice reform.
 - (2) Exploring opportunities for cooperative efforts and to promote awareness of ODOC policies and procedures as it relates to criminal justice reform.
 - (3) Providing direction and guidance to facilitate longterm objectives of the agency.
- b. The Criminal Justice Reform Committee, the director and designated staff will interface, as necessary, with members of other state boards, associations, organizations, agencies and designated appropriate staff to coordinate activities relating to the above named entities.
- c. The Criminal Justice Reform Committee chair or a designee will report to the BOC their recommendations and request formal approval thereof.

D. Committee Sunset Provision

All committees not designated as a standing committee shall expire after one calendar year from the date of the committee's inception, unless the BOC approves the committee's continued existence.

E. BOC Agenda

The chair and/or the Executive Committee shall be contacted in order for any item to be placed on the BOC agenda for a regular or special BOC meeting. Proposed agendas will be prepared and posted at least seven days prior to any BOC meeting. A final agenda will be posted at least 24 hours in advance of any BOC meeting. After final posting, no additions to

the agenda will be considered unless it falls under the item of new business in compliance with the Oklahoma Open Meeting Act. The decision of the chair will be final for placing items on the agenda for the next meeting unless requested by three members of the BOC in a timely manner.

F. Requests for Information by BOC Members

Any BOC member or committee may request information from ODOC that is within the BOC's statutory authority, provided such request is presented to the director who may refer the request to the appropriate member of the ODOC staff. Copies of such information shall be provided to all members of the BOC, as deemed appropriate by the director and/or the BOC Executive Committee. Any requests that cause significant increases in workload for the director or ODOC staff should be referred to the BOC Executive Committee for approval or placed on the next BOC meeting's agenda for consideration by the BOC. The director will determine whether the request presents a significant increase in workload and the time required responding to the request. If required, the director will request that the BOC member contact the BOC chair to place the item on the agenda for the next BOC meeting.

III. Public Access

The ODOC and its BOC share the responsibility to provide information concerning ODOC to Oklahoma citizens. The BOC will allow public and press inquiry of each BOC member after each BOC meeting, as each individual BOC member's schedule permits. All requests for information from BOC members shall be referred to the director for appropriate response.

A. Requests for Information

Requests for information from the public regarding an individual offender must meet the following requirements:

1. The request must comply with [OP-060212](#) entitled "Maintenance and Access of Offender Records" and "Authorization to Release Department of Corrections Record Information" form ([DOC 060212F](#)).
2. If the request is regarding questionable policy practices or possible criminal behavior by staff or an inmate, specific facts must be provided by the requesting party prior to any response.

For any request that does not involve possible criminal behavior by the offender or that places the requesting party in jeopardy, the information

gathered for the response shall be provided to the offender by the unit staff. The offender shall then have the opportunity to forward the information to the requesting party. The offender shall be encouraged to utilize the grievance procedure, when appropriate.

This section will not apply to open records requests or requests by an offender's attorney of record or elected public officials.

Unless otherwise provided by the Oklahoma Open Meeting Act, all BOC meetings will be open and accessible by the public. All members of the public attending BOC meetings shall be subject to any security procedures deemed necessary by the ODOC. Any person who has been denied access to any ODOC facility or institution may be allowed to attend a BOC meeting, provided the person meets all security concerns, and shall be limited to the specific room where the meeting is held, and shall be required to arrive within a reasonable time before the meeting and leave within a reasonable time after the adjournment of the meeting.

IV. Members Representing the BOC

Only members or committees authorized by the chair and/or the Executive Committee or pursuant to a duly adopted BOC resolution may represent the BOC before the executive or legislative branch or before any other branch or agency of the state or federal government or before any private entity, including the press. Except as noted above, media comments may be made stating only the personal views or positions of the member on matters that may come before the BOC. Members may express their personal views on any proposed legislation affecting the ODOC.

V. References

OP-060212 entitled "Maintenance and Access of Offender Records"

25 O.S. 301-314

57 O.S. 503, 504, 506, 510, 561, 561.1

74 O.S. 2.2

577 P. 2nd 1310 (Okla. 1978)

VI. Action

The director is responsible for compliance with this policy.

The director and the Board of Corrections are 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-010200 entitled "Operating Procedures and Policies for the Oklahoma Board of Corrections" dated May 13, 2016

Distribution: Policy and Operations Manuals
Agency Website (Public)
Board Website (Private)

Referenced Forms Title

Location

[DOC 060212F](#) "Authorization to Release Department of Corrections Record Information" [OP-060212](#)

Attachments

Title

Location

[Attachment A](#)

"Performance Expectations for Members of the Board of Corrections"

Attached

PERFORMANCE EXPECTATIONS FOR MEMBERS OF THE BOARD OF CORRECTIONS

Board members recognize that being selected by the Governor of the State of Oklahoma to serve as a member is a significant honor and a statement of the Governor's trust in the appointee in terms of his or her dedication to excellence. Because Oklahoma's incarceration rates are so high, our Oklahoma Department of Corrections (ODOC) system includes a 77-county, 24-hour, 7-day a week, comprehensive network of institutions, community corrections centers, community work centers, statewide probation and parole services, correctional industries, agriculture operations, treatment programs, work release, halfway house and private prison contracting and oversight, medical, programs, community sentencing acts, and a variety of other mandates, expectations, and operations. Couple these with death penalty requirements, life and death decisions with hostage and riot situations, and the need to constantly educate all stakeholders, and ODOC has one of the most complex and comprehensive correctional systems in the nation.

This complexity is enhanced by a system that has antiquated facilities in dire need of refurbishment, funding, and staffing shortages, yearly net increases in inmate populations, and other increasing demands on the system. ODOC has a budget of approximately a half billion and approximately 4,000 employees. Thus, the Board member position is comparable to that of a large corporate director position, as the demands, expectations, qualifications, and external interactions, resemble those of many of our country's major corporations.

The Board sets challenging goals that focus on educating, directing and holding accountable the ODOC to relentlessly seek improvement, while advocating correctional excellence. Because the Board seeks to lead and set an example for all of ODOC's stakeholders, the Board of the State of Oklahoma has adopted certain performance expectations for its members. The following are legal and moral responsibilities, operational responsibilities, professional development requirements, and essential Board duties:

A. Legal and Moral Responsibilities

Board members are expected to conduct themselves above reproach in all of their public and private affairs, and wherever possible, avoid even the appearance of impropriety. They are expected to be models of integrity in their working relationships that demonstrates trust, honesty, and ethical behavior. They realize their high calling and place great importance on their roles as members, and possess a strong belief in the mission and goals of the Board and ODOC.

B. Operational Responsibilities

Board members provide effective oversight to ODOC in the enabling legislative Board guidelines. Board members are expected to:

1. Be completely knowledgeable of the Standard Operating Procedures for the Board and understands the history and purpose of the ODOC.

2. Attend all meetings, Board retreats, advancements, training, and strategic planning events, unless unavoidable personal, family, or business issues preclude them from doing so.
3. Arrive prepared for meetings, having read the agenda, minutes of previous meetings, and any reports and information sent out earlier.
4. Sit as Chair and/or members of the various Board standing and/or ad hoc committees.
5. Treat other Board members with respect and appropriate decorum. Sidebar conversations during meetings should be avoided as being potentially disruptive and discourteous.
6. Be open to members with diverse views, opinions, and expectations.
7. Create an environment that encourages learning, growth, and development of its members.
8. Have relationships with other Board members that demonstrate openness, trust, and mutual respect.
9. Foster an atmosphere open to the exchange of ideas and dialogue before, during, and after Board meetings.
10. Participate fully in Board business during meetings.
11. Use skills and talent to positively influence and impact areas within the Board and the ODOC.
12. Put aside personal positions when compromise is necessary.
13. Continuously challenge themselves to improve.
14. Assure themselves that they know what was decided in meeting and any responsibilities that were assigned to them.
15. Be comfortable with changing established ways of doing business.
16. Understand the ODOC, both financially, and operationally to enable knowledgeable discussion of existing or prospective ODOC policies, including, but not limited to the financial impact of such policies.

C. Professional Development Requirements

Like ODOC employees, Board members are expected to engage in continuous professional development. This includes Board members who:

1. Attend, as a newly appointed Board member, an ODOC orientation to become familiar with ODOC operations.

2. Are knowledgeable of the Modern Rules of Order.
3. Participate in training opportunities.
3. Actively and critically read recommended professional development materials and actively incorporate the lessons learned into action.
4. Develop new skills to contribute to the Board and ODOC.

D. Essential Board Duties

Board members are required by law to:

1. Appoint the director of the ODOC and fix his or her salary (The maximum salary of the director is established by law).
2. Consider appointments of wardens, district supervisors and other staff members as required by law that are submitted to the Board by the Director.
3. Select architectural firms for projects when the architect's fee is over \$200,000.
4. Approve requisitions for construction contracts where estimated construction costs are greater than \$500,000.
5. Be involved in the selection of sites for new institutions and community corrections centers, and select and approve relocation of existing correctional facilities.
6. Review and approve the proposed ODOC budget before it is submitted to the Office of Management and Enterprise Services in the fall of each year for review by the Governor.
7. Review and approve all emergency expenditures of money that exceed the director's authority as allowed by law.
8. Make the final decision in selecting a contractor for the construction, operation or both from a list of the top three qualified prospective private prison contractors identified by ODOC.
9. Evaluate material furnished by ODOC regarding proposed new contracts for the operation, lease, or lease/purchase of a private prison and make a final decision selecting the contractor.
10. Authorize the director of ODOC to issue a letter or memorandum of support for any project involving construction or operation of a correctional facility other than the State of Oklahoma according to established procedures.

Board members are required by Board operating procedures to:

11. Establish policies for the operation of ODOC. The Board also must approve cancellation of, and amendments to, established policy statements.

12. Refer to the director or designee for response any inquiries regarding ODOC's operations, actions, or policies received by Board members from the public, employees, or inmates. If those inquiries are of such a nature that referral to the director may be inappropriate, then referral should be made to the chairperson of the Board for appropriate disposition.

14. Encouraged to annually conduct at least one visit to a ODOC institution, community corrections center, community work center, or probation and parole district.

15. Conduct in person, informed, and rigorous Performance Evaluation of the ODOC director, at least once per fiscal year.

15. Serve on or chair one or more of the Board's standing or ad hoc committees.