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Job Actions/Walk-Outs	ACA Standards: 2-CO-3B-02M, 4-4223, 4-4388M, 4-ACRS-1C-06, 4-ACRS-1C-07, 4-ACRS-2A-06		
Robert Patton, Director Oklahoma Department of Corrections		Signature on File	

Procedures in the Event of Job Actions or Walk-Outs by Correctional Staff

I. Plan Development

To ensure adequate staff coverage is available in the event of an employee work stoppage, other related job actions or a serious shortage of personnel within the Department of Corrections (DOC); each facility will maintain a facility specific emergency plan. (2-CO-3B-02M, 4-4223, 4-ACRS-1C-06, 4-ACRS-1C-07, 4-ACRS-2A-06)

For the purpose of this procedure, the term “facility” includes institutions and/or community correction centers.

A. Responsibility for Plan Development

The facility heads/district supervisor will ensure plans for their facility are made available to the appropriate staff, reviewed annually, and updated as necessary. (2-CO-3B-02M, 4-4223)

B. Content of Plans

Facility plans will include:

1. Procedures for the immediate notification to the appropriate division manager in the event of a severe personnel shortage. Such notifications will be made in accordance with [OP-050102](#) entitled “Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities” or [OP-053001](#) entitled “Community Corrections Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters” as applicable.

2. All critical/fixe d or essential posts will be identified in accordance with [OP-040102](#) entitled "Master Roster and Post Order Guidelines." These posts will be manned to maintain security, order, care and treatment for both staff and offenders. (4-ACRS-1C-07)
3. The creation of facility operations and resolution committees (not applicable to probation and parole). Operations and resolution during serious staff shortages for work centers will be coordinated by the division manager of Community Corrections and the district supervisors.
4. Supervisory or other personnel directly involved with and/or responsible for the implementation of these plans will be identified in the emergency plan and copies will be made available to all affected personnel.
5. All staff will receive training in accordance with [OP-100101](#) entitled "Training and Staff Development." (4-4223, 4-4388M, 4-ACRS-1C-06)

II. Facility Operations and Resolution Committees

A. Operations Committee

The operations committee's primary function is to ensure that the facility is properly staffed for each shift.

1. Organization and responsibilities of the committee will be as follows:
 - a. The deputy warden/assistant district supervisor will serve as the chairperson and direct the committee. If the facility has more than one deputy warden, the deputy warden of Operations will serve as the chairperson.
 - b. The chief of security will serve as a member and act as the facility liaison with other state agencies.
2. Correctional security officer positions that are identified as critical/fixe d or essential will be manned at the specified level for each shift. Personnel will be drawn from the following sources in the order as follows:
 - a. Facility;
 - b. Facilities not affected by the work stoppage;
 - c. Probation and parole officers;
 - d. Highway patrol officers; and/or

e. National Guard.

B. Resolution Committee

1. The facility head/district supervisor will serve as chairman and will address all staff issues with the appropriate individuals.
2. Membership will be as designated by the facility head/district supervisor.

III. Distribution/Communication of Plan

Copies of each facility emergency plan will be provided to the appropriate division manager and the Inspector general. Copies of the plan will be made available to appropriate supervisory staff and/or other personnel directly involved in the implementation of this plan. (4-4388M, 4-ACRS-1C-06)

IV. References

Policy Statement No. P-050100 entitled "Emergency Plans for the Oklahoma Department of Corrections"

OP-040102 entitled "Master Roster and Post Order Guidelines"

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-100101 entitled "Training and Staff Development"

V. Action

The facility head/district supervisor will be responsible for development of local procedures.

The appropriate division manager 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-050101 entitled "Procedures in the Event of Job Actions or Walk-Outs by Correctional Staff" dated August 22, 2013

Distribution: Policy and Operations Manuals
Department Website