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Robert Patton , Director Oklahoma Department of Corrections	Signature on File		

Organization and Management of Correctional Industries

The Oklahoma Department of Corrections' (DOC), Oklahoma Correctional Industries (OCI) is responsible for the agricultural, manufacturing, services and partnerships operations under the management of the Department of Corrections. The administrator of OCI manages the program. (4-4456)

For the purpose of this procedure, the term "offender" will apply to anyone under the authority, custody or care of a prison or a community-based facility operated by or contracted with the Oklahoma Department of Corrections (DOC).

I. Organization

The managers of the correctional industry programs maintain well-organized, professionally managed programs that are adequately staffed and provide quality products and services. Offenders are assigned to jobs in these programs that are consistent with the needs of the operation and correspond with the offender's security level and supervision requirements. Job assignments afford qualifying offenders the opportunity to engage in meaningful work that is consistent with their individual ability, medical status and/or any disability. (2-CO-5A-01, 4-4450) Job assignments also provide offenders with the opportunity to develop job skills and work ethics as a means of improving their employability upon release. (4-4448, 4-4451)

II. Oklahoma Correctional Industries Organizational Structure

The administrator of OCI reports directly to the division manager of Field Support. The administrator will be responsible for the administrative functions and the management of statewide operations within the program. (4-4456)

A. Administrator Responsibilities

The administrator will coordinate with the appropriate facility head for the assignment of offenders and facility staff necessary to support the production operation(s).

1. The administrator of Agri-Services will report directly to the administrator of OCI. Staff assigned to Agri-Services will report directly to the administrator of Agri-Services. Staff assigned to the manufacturing, services and partnerships unit will report directly to the administrator of OCI.
 - a. The facility head will assist in the evaluation of the farm manager who is responsible for the management of the Agri-Services operation(s) at that facility in the areas of security, sanitation, safety and offender related issues and will provide the administrator of Agri-Services with any pertinent information for the evaluation. The administrator of Agri-Services will evaluate the farm manager in all other assigned duties. The administrator of OCI will review the farm manager's evaluation.
 - b. The facility head will assist in the evaluation of the industries manager who is responsible for the management of the OCI operation(s) at that facility in the areas of security, sanitation, safety and offender related issues and will provide the administrator of OCI with any pertinent information for the evaluation. The administrator of OCI will evaluate the operations coordinator who will evaluate the industries manager in all assigned duties. The division manager of Field Support will review the operations coordinator's evaluation.
2. All OCI industries and farm managers will be organizationally responsible to the facility head for security, sanitation, safety and offender related issues for the purpose of maintaining the necessary control of the overall operation of the institution. OCI staff, including services and partnerships staff, will functionally report to the respective industries or farm manager who is responsible for achieving the mission and established objectives of the correctional industries programs. (4-4456)

B. Joint Responsibilities

1. OCI field staff will be jointly managed by the facility head and the administrator of OCI in the areas of performance evaluation, as it relates to safety, security, sanitation and offender worker issues and other areas where a mutual agreement is required prior to any action. If an agreement cannot be reached, the final decision for action will be the responsibility of the respective division manager.
2. Euthanizing livestock will require cooperation between the facility head and the Agri-Services supervisor as provided by the "Operational Agreement" ([Attachment A](#), attached). The "Operational Agreement" will be reviewed by the Agri-Services farm manager and the facility head. Any change in administration, i.e., facility head or farm manager, will require a new agreement to be reviewed and signed. A copy of the agreement will be maintained by the facility head, Agri-Services farm manager, and in the facility's duty officer manual. The facility head or designee will advise duty officers, assistant facility heads and shift commanders/supervisors of this agreement.

III. Oklahoma Correctional Industries Annual Report

A. Planning

The administrator of OCI will submit an annual business plan to the division manager of Field Support. This report will be submitted approximately 60 days prior to the end of the current fiscal year. The report will include the following:

1. Development of production goals for the next fiscal year;
2. An operational budget and any capital outlay budget requests necessary to ensure the adequate funding for required resources and program expansion; and
3. Prioritization of program needs with respect to the available funds, production capacity and the requirements of DOC.

B. Program Development

OCI programs will be financially self-supporting. The programs will provide employment and job skills training to offenders and contribute to the overall objectives of DOC as follows: (4-4459)

1. Provide for the efficient production of agricultural and manufactured products, partnerships and services through the most appropriate and cost effective utilization of land, facilities, staff and offender labor.

2. Products will be functional in design, utilize the appropriate materials for the intended purpose and will be produced in a manner that exhibits quality workmanship. Customer complaints will be resolved in an expeditious manner.
3. Each program will identify potential new markets for goods and services. Promotional literature will be developed and distributed for the purpose of increasing sales volume in identified areas.

C. Fiscal Management (4-4460)

The Agri-Services and OCI programs will maintain the following financial records: (4-4460)

1. Accounting procedures will be established; records will be maintained and financial reports will be prepared that accurately reflect the fiscal status of each program. Financial reports will be routinely monitored and analyzed to ensure that the fiscal integrity and operational effectiveness of each program is maintained.
2. The following financial reports will be prepared and forwarded to the chief administrator of Business Services and the division manager of Field Support no later than the last day of the following month:
 - a. Agri-Services and OCI Income Statement;
 - b. Agri-Services and OCI Balance Sheet;
 - c. Agri-Services and OCI Statement of Cash Flows;
 - d. OCI Cost of Goods Manufactured Statement; and
 - e. OCI and Agri-Services Financial Activity Report.
3. Financial records will be maintained on an enterprise basis and will be maintained in accordance with the requirements of the Oklahoma Management Enterprise Services (OMES) .
4. The Agri-Services and OCI programs will operate from, and have administrative responsibility for, a centralized revolving fund. The revolving fund will be controlled and monitored in accordance with accounting procedures for the State of Oklahoma.

IV. Standards for Offenders Assigned to Correctional Industries Work Assignments

A. Safety and Health

Agri-Services and OCI operations will meet or exceed all applicable federal, state, and local health and safety standards. Compliance with required standards will be documented and records will be maintained as required. Inspections will be conducted annually by federal, state and local health and safety officials in accordance with [OP-130106](#) entitled "Environmental Health, Safety and Sanitation Inspections" and weekly in accordance with [OP-130107](#) entitled "Standards for Inspections." (4-4455M)

B. Offender Work Assignments

1. OCI operations managers will select offender workers from a pool of potential applicants identified by the appropriate institutional committee or staff as outlined in [OP-030103](#) entitled "Offender Job and Program Assignments" and [OP-060107](#) entitled "Systems of Incarceration."
2. Responsibility for termination of offender workers based on performance rests with the OCI management staff and is subject to applicable standards and procedures. Termination for reasons not related to job performance will be initiated by the appropriate institutional committee or staff. (4-4449, 4-4457)
3. The number of offenders assigned to any correctional industries operation will meet the realistic workload needs of the operation and must be sufficient to meet the mission of correctional industries without unreasonable delays or loss of production. (4-4458)

C. Offender Work Day

The offender workday will approximate a typical workday in the private sector within the constraints imposed by required security activities. (4-4454)

D. Offender Pay

OCI will administer an offender pay program that promotes and rewards productivity. This plan will be in accordance with [OP-080501](#) entitled "Oklahoma Correctional Industries Pay Plan" and [OP-080502](#) entitled "Agri-Services Pay Plan." (4-4461)

V. References

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

OP-030103 entitled "Offender Job and Program Assignments"

OP-060107 entitled "Systems of Incarceration"

OP-080501 entitled "Oklahoma Correctional Industries Pay Plan"

OP-080502 entitled "Agri-Services Pay Plan"

OP-130106 entitled "Environmental Health, Safety and Sanitation Inspections"

OP-130107 entitled "Standards for Inspections"

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VI. Action

The administrator of Oklahoma Correctional Industries 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-080101 entitled "Organization and Management of Correctional Industries" dated August 26, 2015

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Operational Agreement"	Attached