

GUIDELINES FOR INITIATION OF NEW JAIL CONTRACTS

There are four distinct phases for reviewing a jail for a possible contract with the Oklahoma Department of Corrections: the initial contact, informal meeting and tour, jail preparation for audit, and the initial audit. Once the contract is awarded, the host facility will ensure continuing communication with the contract jail.

Initial Contact

Upon notification to Region III of a jail's willingness to contract with the Oklahoma Department of Corrections to house ODOC, the regional director will assign a host facility and typically the Region III director will make initial contact with the jail authority. In many cases this person will be the county sheriff or jail administrator. In any case, the jail authority should be in a position of responsibility and have knowledge of jail operations.

Once verification has been made with the jail authority that a contract is going to be pursued, information will be gathered concerning the number and security level of inmates the jail will be housing and any pertinent information concerning jail operations as specified in Attachment A-1 entitled "Jail Initial Contact Information Sheet."

During the initial contact with the jail, the jail authority will be strongly advised to thoroughly review the contract. The ODOC representatives meeting with the jail authorities will briefly discuss some of the more difficult contract requirements during the initial contact:

1. Mandatory 120 hours of ODOC training for all officers;
2. Contact visiting for the inmate population;
3. Provision of programs to the inmate population; and
4. Mandatory daily outside exercise for the inmate population.

The jail authority will be instructed to submit the following documentation to the Region III director, once he/she has reviewed the ODOC jail contract and a decision is made to pursue a contract:

1. A cover letter will be submitted by the jail authority to the Region III director requesting a contract. The letter will include the number of, and the security level of the offenders being requested.
2. A copy of the most recent Fire Marshal inspection with corrective action.

3. A copy of the most recent Department of Health inspection with corrective action.
4. A copy of the jail's dietitian approved meal menu.

Informal Meeting and Tour of Jail

The assigned host facility staff will review the documents submitted by the jail and schedule an informal meeting with the jail authority which will include a tour of the facility. During the meeting, a more in-depth discussion will take place concerning contract requirements. The "Guide for Informal Meeting and Tour of Jail" (Attachment A-2) provides a list of contract requirements that will be discussed with the jail authority.

During the tour of the jail, the host facility will note any area which would present a threat to the security and safety of the staff and/or inmates. All areas of the jail will be toured. Tour observations will be documented on the "Initial Tour of Jails Requesting ODOC Contract" (Attachment A-3). Both positive and negative observations will be noted on the form.

The host facility will brief the jail authority of all issues noted during the tour.

Preparing for the Initial Audit

The jail authority will be advised that a formal audit will be conducted prior to consideration of award of the contract. The jail authority will be advised that contract files will be required for review by the audit team. Contract files will include support documentation, policies, and completed reports.

It will be the host facility's responsibility to advise and assist the jail authority in understanding compilation of the contract file for each of the standards listed on the "Annual Audit" form.

The assigned host facility will periodically contact the jail authority and make scheduled, as well as unscheduled, visits to the jail in order to monitor the jail's progress in preparing for the initial audit.

It will be the jail authority's responsibility to notify the host facility when the jail is prepared for the initial ODOC audit.

Initial Audit

The audit team will consist of a minimum of three ODOC employees; at least one member of the audit team will be assigned from Region III and one member will be assigned from the host facility. The assigned contract monitor from Region III will be responsible for chairing the audit and preparing the audit report. The audit team will utilize the ODOC "Annual Jail Audit" form as the approved audit instrument.

The assigned host facility will be responsible for contacting the ODOC Safety Administration Unit to schedule an inspection of the jail and environmental tests.

At the beginning of the initial audit, the audit team will review the jail's last Fire Marshal and Department of Health jail inspections and corrective actions.

The audit team will tour all areas of the facility and review applicable policies and support documentation to verify compliance with the standards listed on the audit instrument.

The jail authority will be responsible for providing a written response to the initial audit report, including corrective action for all deficiencies noted.

The assigned contract monitor/audit chairperson will be responsible for reviewing the jail's response/corrective action report. Once the audit chairperson is satisfied that the jail has appropriately responded to the audit report, a recommendation for award of contract will be forwarded to the director of Region III for review.