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<b>Long Range Planning</b>	<b>ACA Standards: 4-4107</b>		
<b>Joe M. Allbaugh, Director</b> <b>Oklahoma Department of Corrections</b>		<b>Signature on File</b>	

## Long Range Planning for Correctional Industries

Long range planning for the correctional industries program is necessary to facilitate the use of industries to the fullest extent by the Oklahoma Department of Corrections (ODOC).

### I. Correctional Industries Program

Correctional Industries has two separate programs. The Agri-Services program is responsible for the management of agricultural related operations within the agency. The Oklahoma Correctional Industries program is responsible for the production of manufactured goods, private partnerships, and services.

For the purpose of this procedure, the term “Correctional Industries” is inclusive of both programs. The term “facility” will apply to institutions and community corrections centers.

### II. Planning

Both Correctional Industries programs will develop and execute long range plans to ensure the programs fulfill their mission and goals within ODOC.

#### A. Existing Industries

Existing industries long range plans will:

1. Ensure that measurements are identified and data is collected;
2. Ensure that proper funding and staffing of correctional industries programs are maintained; and
3. Address existing industry and private partnership expansion or reduction as necessary.

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B. New Industries

New industries long range plans will:

1. Identify operations that can best be added to correctional industries; and
2. Provide a basis for establishing or maintaining the most compatible type of operation(s) considering the needs and restrictions of the facility where they are located and the needs of ODOC.

III. Issuance of Long Range Plans

Correctional Industries will establish and maintain written long range plans that overviews each operations. The plans will be for a period of time not less than two years. The plans will be reviewed and updated annually, utilizing periodic data analysis and evaluation to ensure goals and objectives are met. A plan for Agri-Services and one for Oklahoma Correctional Industries (OCI) will each be submitted to the agency director approximately 60 days prior to the effective date of the plan. (4-4107)

A. Plan Development

Long range plans will include projections in the following areas:

1. Implementation of new industries, operations and/or product lines;
2. Implementation of new private partnership operations;
3. Number of inmates employed;
4. Staffing requirements;
5. Capital expenditure forecasts; and
6. Gross and net revenue forecasts.

B. Approval Process

A final version of each long range plan, including any approved changes, will be submitted by the affected Correctional Industries director to the agency director for final approval. Once approved, the plan will become the basis for Correctional Industries operations.

IV. Reference

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

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V. Action

The directors of Oklahoma Correctional Industries and Agri-Services are responsible for compliance with this procedure and for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-080301 entitled "Long Range Planning for Correctional Industries" dated January 4, 2018

Distribution: Policy and Operations Manual  
Agency Website