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Employee Housing	ACA Standards: None		
Scott Crow, Interim Director Oklahoma Department of Corrections		Signature on File	

Guidelines for Employee Housing Assignment and Provisions for Associated Charges and Benefits

I. Assignment of Housing

A. Designated Staff

Wardens, deputy wardens, and chiefs of security are required to reside in housing designated for that position, if available.

B. Assignment of Additional Available Housing

1. Farmland Housing

Housing situated on farmland will be offered to the highest ranking farm staff employees and then to successively lower ranks of farm staff employees, as applicable. Seniority will be considered if more than one staff member of a rank is employed.

2. Institutional Housing

Additional available housing at all institutions will be assigned according to the following order of priority:

- a. Current occupant of agency-owned housing;

- b. Highest ranking building maintenance person;
- c. Highest ranking medical staff person;
- d. Highest ranking mental health staff person;
- e. Business manager;
- f. Highest ranking food service staff person;
- g. Highest ranking farm staff person (seniority will be considered for ranking purposes);
- h. Unit managers; and
- i. Chaplain.

The appropriate regional director will approve all other requests.

C. Housing Assignments

Upon assignment to agency-owned housing, a "Housing Agreement" ([Attachment A](#), [B](#), or [C](#), attached) will be completed and signed by designated personnel, outlining the responsibilities of the landlord, which will be the Oklahoma Department of Corrections (ODOC), and the tenant, which will be the employee assigned to agency-owned housing. Failure to comply with this agreement may result in eviction.

1. Firearms in state-owned housing will be maintained in accordance with [OP-040106](#) entitled "Purchase, Use, and Control of Firearms and Security Equipment."
2. Responsibilities of the landlord and the tenant will be outlined on a "Housing Agreement" ([Attachment A](#), [B](#), or [C](#))

II. Associated Charges and Benefits

A. Rental Charges

1. All employees, except wardens, deputy wardens, or positions required to reside in employee housing, will be charged a monthly rental rate equivalent to five cents per square foot per month for agency-owned housing.
2. Trailer lot space will be rented at the rate of \$25 dollars per month per lot.
3. No rental charge will be made to personnel assigned to transient

quarters. The maximum length of stay allowed in transient quarters will be 30 days or for the duration of the assignment/temporary project.

4. Notice of any rental adjustment for agency-owned housing will be given in writing at least 90 days in advance of rate change.

B. Utilities and Telephone

1. All employees residing in agency-owned housing, except the wardens, deputy wardens or positions required to reside in employee housing will pay their own utilities if the housing is separately metered. If housing units or trailer lots are not separately metered, then tenants will be charged 15 cents per square foot, per month for utilities. Utility charges will be subject to change provided all tenants are given written notice at least 90 days in advance of any rate change.
2. If requested, telephone services for private telephone service will be installed in the residence of a warden and deputy warden. The base line telephone charge and the cost of one instrument will be provided. The respective employee will pay all personal long distance charges and associated tax and surcharges.
3. Where One-Net/Internet services are installed/provided by the State of Oklahoma for wardens, deputy wardens or chiefs of security, the use of One-Net/Internet services will be in accordance with the guidelines established in [OP-021001](#) entitled "Department of Corrections Internet Standards."

C. Billing

The facility business manager or designee will bill and collect rents and fees by the fifth working day of each month. These funds will be deposited in the revolving fund.

D. Maintenance and Inspection

1. Any agency-owned housing made available for assignment will be inspected by a staff member designated by the warden and all necessary repairs, maintenance, and cleaning will be completed prior to habitation. Additional inspections may be conducted on an as needed basis as directed by the warden.
2. Procedures for the routine maintenance and inspection of agency-owned housing and for the development and enforcement of local residency rules will be established. Local residency rules will be subject to approval by the warden and regional director.

3. Inmate labor may be used to perform routine maintenance work to include upkeep of grounds and the repair of any state-owned residence.

III. Prohibited Activities or Allowances

A. Inmate Labor

Inmates will not provide personal service (e.g., in-house services, washing personal vehicles, tending gardens, providing child care or caring for pets, etc.) to any employee or family member.

B. Subsistence Allowance

No allowances for actual subsistence expenses of families and guests will be provided.

IV. References

Policy Statement No. P-120100 entitled "Management of State Funds and Assets"

OP-021001 entitled "Department of Corrections Internet Standards"

OP-040106 entitled "Purchase, Use, and Control of Firearms and Security Equipment"

57 O.S. 510 (A) (5) and 525

V. Action

The affected regional director is responsible for compliance with this procedure.

The chief of Operations is responsible 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-110350 entitled "Guidelines for Employee Housing Assignment and Provisions for Associated Charges and Benefits" dated August 22, 2018

Distribution: Policy and Operations Manuals
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Housing Agreement" (Employees Required to Reside In Employee Housing)	Attached
Attachment B	"Housing Agreement" (Institutional Personnel)	Attached
Attachment C	"Trailer Lot Agreement" (Institutional Personnel)	Attached