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Section-02 Information Management	OP-020504	Page: 1	Effective Date: 01/22/2019
Operations and Programs Reporting	ACA Standards: 2-CO-1F-01, 4-4018, 4-4408, 4-ACRS-7D-05, 4-APPFS-3D-32		
Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Operations and Programs Reporting

It is the policy of the Oklahoma Department of Corrections (ODOC) to provide a standardized system of reporting significant information to include activities, trends, and program effectiveness in an effort to monitor progress toward achieving previously identified goals and objectives and to maintain accreditation status. (2-CO-1F-01)

For the purpose of this procedure, the term “facility” will apply to institutions and community corrections centers, the term “facility head” will apply to wardens and community corrections centers directors and the term “unit head” will apply to unit directors and probation and parole deputy directors.

I. Information Reporting

To ensure current activities/information are reported and accurate information is conveyed to decision makers, facility information will be reported/recorded as indicated below:

A. Ongoing/Continual Reporting/Data Entry (4-4018)

The facility head will ensure that information regarding human resources, inmate population, and programs are reported/entered as required by the affected unit.

1. Population Information

The total population count and movement of the population, to include inmates transferred in and out of the facility, will be available on the Offender Management System (OMS). Staff responsible for inmate case management, inmate records and

facility count will ensure information/data is entered into the OMS as required by Classification and Population.

2. Human Resources Reporting

Human resources data, to include the number of authorized positions, number of positions vacant, and vacancy percentage will be available on the HR database. The facility human resources management specialist (HRMS) or designee will be responsible for entering human resource information in the HR database as required.

3. Inmate Program Information

Program information will be reported monthly in accordance with [OP-090101](#) entitled "Standards for Inmate Programs" and as outlined in [OP-060901](#) entitled "Pre-Release Planning."

B. Inmate Medical Data

As required in [OP-140101](#) entitled "Organizational Responsibility of Medical Services," descriptive and/or statistical information regarding medical services provided to inmates will be reported monthly utilizing the "Worksheet for Monthly Medical Activity Report" ([DOC 140107A](#)). (4-4408)

II. Quarterly Reporting

A. Narrative Report (4-4018, 4-ACRS-7D-05, 4-APPFS-3D-32)

The facility/unit head will submit a narrative report to the appropriate regional director/director of Probation and Parole Services. This report shall include, but not limited to the following:

1. Major developments/accomplishments that had a positive impact on the operation of the facility/unit;
2. Any major problems/critical deficiencies that had a negative impact or created a safety or security concern at the facility/unit. A plan of action to address/correct any areas of concern will be provided; and
3. An objective assessment of the morale of both staff and inmates/offenders based on staffing, changes in policy and/or processes and significant events.

B. Dissemination

Quarterly reports will be submitted electronically to the appropriate regional director/director of Probation and Parole Services by the fifth working day of the month as indicated below:

1. First Quarter January through March Due April
2. Second Quarter April through June Due July
3. Third Quarter July through September Due October
4. Fourth Quarter October through December Due January

III. Significant Events for Accreditation Reporting

The reporting of significant events include, but are not limited to, the following: court orders, major disturbances, escapes (from medium and maximum security), physical/sexual assaults/allegations, employee work stoppage, death from unnatural causes or a major fire or other disaster as outlined in [OP-050102](#) entitled "Departmental and Facility Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters for State Operated Facilities" and [OP-053001](#) entitled "Community Corrections Emergency Plans for Riots, Disturbances, Utility Failures and Major Disasters."

A. Submitting the Significant Events Report

Immediately following a significant event, the responsible regional director/director of Probation and Parole Services will electronically submit reports from their affected facilities/districts to the Auditing and Compliance Unit. Reports shall include the following information:

1. A brief narrative of the event/incident;
2. Number of staff/inmates/offenders involved in the event/incident;
3. Current status (e.g., referred for investigation, incident has been closed with no further action, etc.); and
4. Any action taken regarding staff, inmates/offenders, procedure changes, etc. This includes injuries, hospitalization of inmates or staff, placement of the inmates in specialized housing, disciplinary action taken, etc.

B. The Auditing and Compliance Unit will maintain facility/district reports and statistics for review of information that affect operational competencies.

IV. References

Policy Statement No. P-020100 entitled "Management of Oklahoma Department of Corrections Information"

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-060901 entitled "Pre-Release Planning"

OP-090101 entitled "Standards for Inmate Programs"

OP-140101 entitled "Organizational Responsibility of Medical Services"

V. Action

The facility/unit head is responsible for compliance with this procedure.

The director of Auditing and Compliance 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-020504 entitled "Operations and Programs Reporting" dated October 4, 2017

Distribution: Policy and Operations Manual
Agency Website

Referenced Forms

Title

Location

[DOC 140107A](#)

“Worksheet for Monthly Medical Activity Report”

[OP-140107](#)