



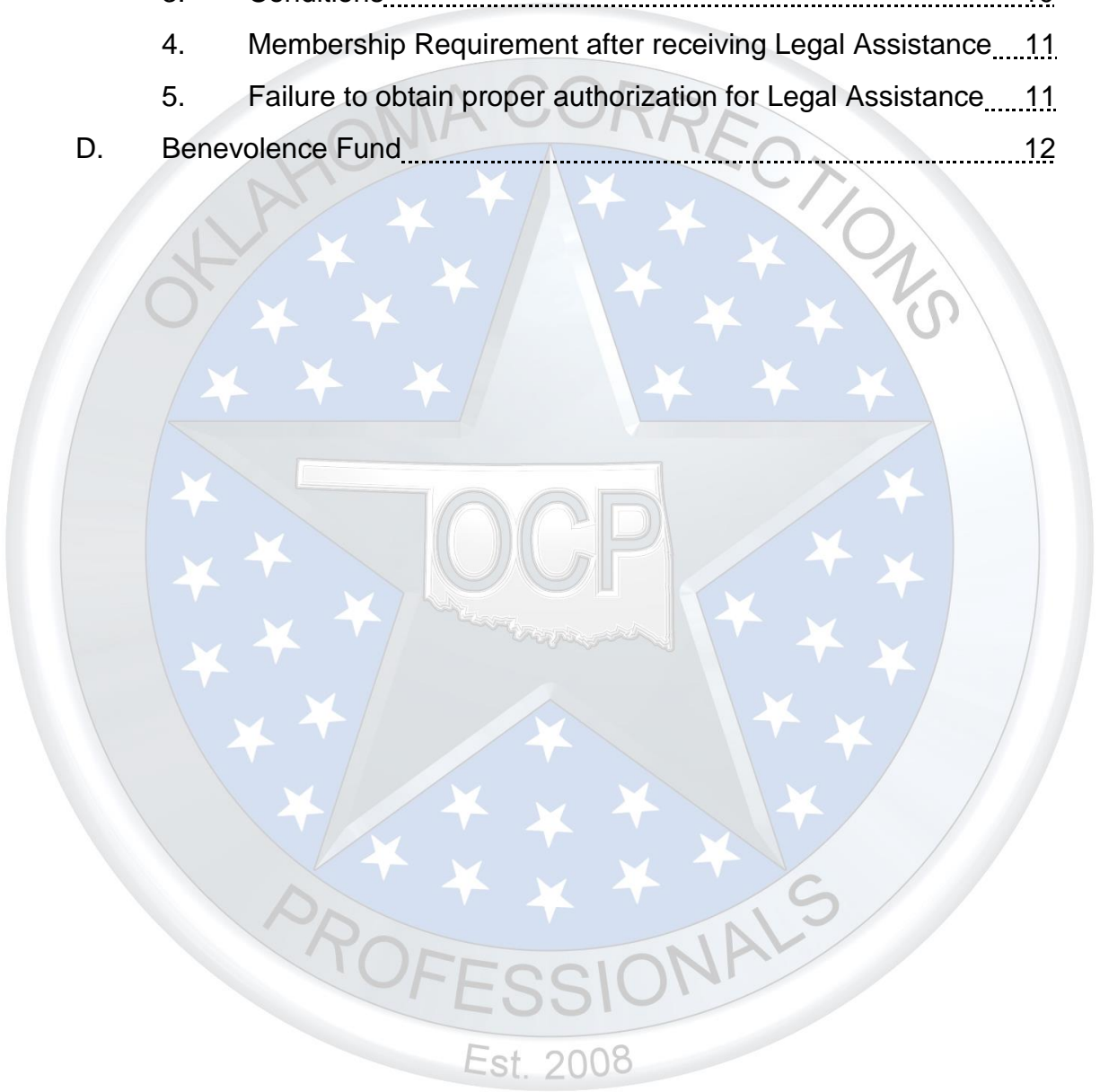
## *Policy and Procedures Manual*

Approval Date: \_\_\_\_\_

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## I. OCP Policy and Procedures

### A. Purpose

The purpose of this manual is to provide Oklahoma Corrections Professionals (OCP) staff and board members necessary guidance for the carrying out of their assigned and implied duties.

### B. Standards for Changes

#### 1. Policy and Procedures Manual

Any changes or updates to this manual will require a majority vote of the current OCP Executive Board in place.

#### 2. Bylaws (OCPBL 9.1)

A proposed amendment to the Bylaws must be submitted in writing to the President at least sixty (60) days prior to the annual membership conference. The proposal shall be made known to the membership at least two weeks prior to any vote on the amendment. It shall require a two-thirds (2/3) vote of the active membership present to be adopted. Once adopted, an approved amendment is effective immediately.

#### 3. Constitution

Any deletions or modifications will require a majority vote of the membership in attendance at an annual assembly. Any proposed additions will require a majority vote of the Executive Board.

## II. Employees

### A. Executive Director (OCPBL 8.4)

The Executive Board shall employ an Executive Director who shall serve the needs of the Association under the direction of the Executive Board. The Executive Director, with Executive Board approval, will retain and supervise support staff as necessary to carry out the day-to-day operations of the Association. Compensation of, bonding, and policies related to the employment of this position will be determined by the Executive Board. At its discretion, based on a three fifths (3/5) vote, the Executive Board may intervene in the hiring, termination and discipline of any employee or agent. Additional personnel shall be hired to conduct association business as deemed necessary by the Executive Board and Executive Director.

#### 1. The Executive Director duties:

##### a. General

- 1) Act as the spokesperson for organization;
- 2) Execute board-approved policies;
- 3) Direct and oversee short and long term strategic plans;
- 4) Attend board meetings;
- 5) Provide leadership to organization personnel through effective objective setting, delegation, and communication;
- 6) Conduct staff meetings to disseminate pertinent information;
- 7) Ensure that appropriate salary and wage structures are maintained;
- 8) Delegate authority and responsibility to staff and volunteers;
- 9) Coordinate and direct employees;
- 10) Conduct performance appraisals as required; and
- 11) Formulate and implement corrective action as needed.

##### b. Administrative

- 1) Ensure staff remain current to organization business and board directives/approvals that affect their functions and areas of responsibility;
- 2) Work with the Board of Directors on governance policy issues by providing support and by initiating approved recommendations or action;
- 3) Ensure compliance to minimum standards in accordance with all government legislation, regulations and guidelines pertinent to the organization's role as an employer and non-profit agency;

- 4) Recommend to the Board changes to policies and procedures that would improve the organization;
- 5) Maintain an effective and cost efficient office environment; ;
- 6) Develop, maintain, and update job descriptions pertinent to the organization;
- 7) Submit all information, reports and records as requested or required by law to appropriate government officials or the Board of Directors;
- 8) Develop and implement operational plans, policies, and goals that further strategic objectives

c. Financial

- 1) Maintain full awareness of the complete financial, statistical, and accounting records of the organization;
- 2) Ensure that operating results established within budget are achieved and controls operating expenses to remain within budget;
- 3) Ensure the accuracy, integrity, and timeliness of all financial accounting and reporting;
- 4) Sign all checks;
- 5) Work with OCP Political Action Committee Board of Directors to maintain fiscal responsibility; and
- 6) Ensure the preparation of financial statements for board approval.

d. Legislative

- 1) Must maintain current State of Oklahoma lobbyist registration;
- 2) Ensure lobbyist reports are filed in a timely manner;
- 3) Build relationships with Oklahoma legislative personnel;
- 4) Work with Oklahoma Department of Corrections employees and members of legislature to craft potential changes to statute; and
- 5) Attend legislative hearings for items of interest to OCP and its members.

B. Membership Representative

OCP may employ a membership representative to support the activities of the Executive Director and be a point of contact for members needing to voice concerns or seeking assistance in some other way.

C. General Counsel

OCP shall employ or contract with a legal firm or attorney who is licensed to practice law in the State of Oklahoma for the purposes of providing

counsel to the Executive Director, Executive Board and grievance assistance to members.

**D. Progressive Discipline**

1. The Executive Director will report to the Executive Board and therefore will be accountable to the Executive Board.
2. Any other employees or contractors will be accountable to the Executive Director.
3. Discipline will begin at the lowest level possible and progress through more severe levels. The discipline doesn't necessarily have to begin at the lowest level listed below as more harsh discipline may be necessary to address some issues.
  - a. Verbal Counseling
  - b. Letter of Concern
  - c. Letter of Reprimand
  - d. Termination

**III. Financials**

**A. Spending Limits**

An employee of OCP may spend up to \$200.00 with no Executive Board interaction. For amounts above \$200.00 but below \$500.00 a member of the Executive Board must be notified of the expenditure with the President being the first attempt to contact then the 1<sup>st</sup> Vice President and etc as listed below. All amounts higher than \$500.00 will require full Executive Board approval.

**B. Independent Audits (OCPBL 8.2)**

At the end of each calendar year an independent audit of the Association's financial records shall be conducted by a Certified Public Accountant licensed for business in the State of Oklahoma. This will be performed also for the purpose of meeting Internal Revenue Service tax filing requirements. At the discretion of the Executive Board a special audit may be called upon a majority vote. Results of the audit shall be reported directly to the Executive Board and made a matter of public record.

#### **IV. Executive Board**

A. President (OCPBL 5.1)

The President shall preside over all meetings, decide all questions of order and procedure, submit for consideration all motions and observe and require compliance with the Constitution, By-laws and Policies of the Association. The President shall only vote in the case of a tie.

B. 1<sup>st</sup> Vice President (OCPBL 5.2)

The 1<sup>st</sup> Vice President shall fulfill the duties of the President upon the President's absence. Additionally, the 1<sup>st</sup> Vice President shall act as the first point of contact between the Executive Board and the Representative Board.

C. 2<sup>nd</sup> Vice President (OCPBL 5.3)

The 2<sup>nd</sup> Vice President shall act as a liaison between OCP and Oklahoma Corrections Professionals Political Action Committee (OCPPAC).

D. Secretary (OCPBL 5.4)

The Secretary shall give notice of meetings. The Secretary shall record and report the minutes of all meetings and maintain the official association records in coordination with the staff. The Secretary shall provide meeting minutes upon the request of any board member or upon the written request of any active member. All executive session minutes shall remain confidential.

E. Treasurer (OCPBL 5.5)

The Treasurer shall be the Chairperson of the finance committee and shall bi-annually review information concerning the financial state of the association as provided by the Executive Director.

#### **V. Representative Board**

Association members at each community, minimum, medium and maximum facility, each probation and parole district and the administrative offices shall each elect one (1) member to service as a representative.

A. Duties

Each representative (or proxy) will be required to attend the first and third Executive Board meetings each year. Representatives are the first point of contact for members at their work location. They shall forward member concerns directly to the Executive Director and give a summary report at



the required Executive Board meetings. Representatives shall have the authority to organize the members they represent and will have the responsibility to coordinate with the Executive Director for Association support.

## **VI. Members**

### **A. Membership (OCPBL 3.1)**

Any person shall be eligible for membership who is currently employed with the Oklahoma Department of Corrections (ODOC) or primarily works within any ODOC facility or location, has completed the membership applications and remains current in payment of monthly dues. Members shall be eligible to vote, serve on committees and, upon meeting all qualifications, hold office.

### **B. Annual Assembly**

An annual membership

An annual membership assembly should be conducted each calendar year for the purposes of elections to the Executive Board, voting on any proposed changes to the by-laws, specialized training and to provide an opportunity to discuss and approve future legislative and agency efforts.

### **C. Legal Representation**

#### **1. Legal Assistance/ Counsel Request**

A member must contact the Executive Director, or an Executive Board Member before the General Counsel is contacted in any case and be in good standing of OCP by being current in all dues, have been a member for at least 90 days and be committed to the goals and ideals of OCP.

OCP may provide legal counsel on behalf of any active member in good standing of OCP as hereinafter provided,

An active member in good standing may be provided legal counsel and benefits for disciplinary actions taken by DOC against the member, including representation through pre-termination hearing and through the appeal of the disciplinary action to the Oklahoma Merit Protection Commission.

An active member in good standing may be provided legal counsel and benefits for appeals to the Oklahoma Merit Protection Commission, District Court in the State of Oklahoma or the

Oklahoma Supreme Court for disciplinary or administrative actions taken by the agency against the member or to institute a civil suit or action as set forth below:

Under this section, legal assistance shall be limited to matters pertaining to working conditions, discipline, grievances, wage claims and civil law claims against the member and/ or DOC.

An active member, in good standing may be provided legal counsel and benefits for representation when the member is being investigated, or has been criminally charged or indicted for action or conduct, while acting in good faith and within the scope of their employment with DOC, except when in the employment of another entity.

## 2. ★ Denial of Legal Assistance/ Counsel Request

- a. Legal assistance as provided by OCP is a privilege and not a right. The benefit of legal assistance provided by the OCP confers no liberty, contractual or property right to the affected member.
- b. Any member who knowingly falsifies any part of his/ her statement to any OCP Administrative Member (Executive Board or Executive Director) and it is proven that said falsification of statement was to undermine DOC or cause undue harm to another OCP or DOC member will result in immediate termination of membership and the member will be responsible for all cost and damages incurred by OCP.

## 3. Conditions

All Legal assistance as set forth under this section shall be provided by the General Counsel of OCP or his/ her designee.

In the event the General Counsel for OCP, or his/ her designee, determines there is a legal conflict, as defined by Title 5 of the Oklahoma State Statute and the laws governing professional conduct at attorney, active members may request he/ she be provided outside counsel funded by OCP.

All requests for outside counsel under Section 3 herein, must be approved by a majority vote of the Executive Board.

## Compensation:

All counsel retained because of the conflict as set forth in Article VI., section 3(C) shall be compensated at the same hourly rate of the General Counsel of OCP.

Prior to payments of outside counsel, payment shall be approved by majority vote of the Executive Board, upon approval and recommendations by the General Counsel, or his/ her designee.

OCP will compensate approved outside counsel, as set forth above, not to exceed \$5,000.00 per affected active member. Any request more than \$5,000.00 shall be submitted to the Executive Board. A 2/3 majority vote shall be necessary for approval and payment of any excess.

Any expenses more than \$500.00 in defense of any action by outside counsel shall be approved in advance by the Executive Board, upon recommendation of the General Counsel, or his/her designee.

Any outside counsel retained by an active member of OCP is not authorized to on behalf of OCP, including contractually. Further, no outside counsel shall be authorized to speak or give statements on behalf of the OCP without written authorization from the Executive Board.

#### 4. Membership Requirement after receiving Legal Assistance

An active member whom utilizes or receives legal assistance from the General Counsel must remain a member for up to one year from the date said case or issued was resolved or concluded. If a member chooses to terminate membership from OCP or is terminated, retirees from and/ or resigns from DOC before said one year requirement is met the active member will be responsible for all costs incurred by OCP for said case and representation cost.

After receiving legal representation from General Counsel for an active member who has utilized said service for the first time, if a second or subsequent offense occurs to active member of the same or similar nature it will require a 2/3 vote from the Executive Board to submit request for General Counsel in said matter.

5. Failure to obtain proper authorization for Legal Assistance

Any active member who fails to contact the Executive Director or a member of the Executive Board and does not receive authorization to contact General Counsel and said active member contacts the General Counsel with authorization from said authorizing parties will be responsible for all costs incurred and will make payment of said cost to OCP before being allowed access to General Counsel.

- D. OCP has established a Benevolence Fund for the purpose of members who may be experiencing a catastrophic or unexpected event. Members in need will complete a request form which is available on the OCP website. Funds will only be approved and disbursed if adequate funds are available and the payment will not hinder OCP's other activities.

