



NOTICE AND AGENDA OF REGULAR MEETING

Pursuant to the Oklahoma Open Meeting Act (25 O.S. Sec. 301, et seq.), notice is hereby given that the Board of County Commissioners, Pittsburg County, will hold a regular meeting as follows

FILED

SEP 13 2024
8:38 AM
HOPE TRAMMELL, COUNTY CLERK
PITTSBURG COUNTY
BY _____ DEPUTY

DATE: SEPTEMBER 16, 2024

TIME: 9:00 A.M.

PLACE: COUNTY COMMISSIONERS CONFERENCE ROOM
PITTSBURG COUNTY COURTHOUSE
115 EAST CARL ALBERT PARKWAY, ROOM 100B
MCALESTER, OKLAHOMA

CONSIDERATION, DISCUSSION AND POSSIBLE ACTION TO BE TAKEN ON THE FOLLOWING LISTED ITEMS ON THE AGENDA

AGENDA

1. CALL MEETING TO ORDER
2. ROLL CALL:
ROSS SELMAN - CHAIRMAN
CHARLIE ROGERS - VICE-CHAIRMAN
MIKE HAYNES - MEMBER
3. APPROVAL OF AGENDA
4. APPROVE/DISAPPROVE MEETING MINUTES
 - A. Regular Meeting from September 9, 2024
5. RECOGNITION OF GUESTS/PUBLIC COMMENTS
PERSONS ADDRESSING THE BOARD SHOULD STATE THEIR NAME AND ADDRESS FOR THE RECORD AND WILL BE LIMITED IN DURATION TO THREE (3) MINUTES. COMMENTS ARE LIMITED TO ITEMS ON THE AGENDA. ANY COMMENTS BY THE PUBLIC ON ITEMS NOT ON THE AGENDA CANNOT BE ACKNOWLEDGED OR DISCUSSED BUT CAN BE PLACED ON AN UPCOMING AGENDA FOR DISCUSSION AND POSSIBLE ACTION.
6. OFFICIALS – DEPARTMENT REPORTS
 - A. ANIMAL SHELTER
 - i. Director's Report
 - B. COUNTY CLERK
 - i. Letter Changing Requisitioning/Receiving Officers – Emergency Management
7. FISCAL TRANSACTIONS
 - A. Claims and Purchase Orders
 - B. Transfers
 - C. Monthly Reports

D. Blanket Purchase Orders

8. UNFINISHED BUSINESS

None.

9. AGENDA ITEMS

A. Mike Kern to Address the Board regarding Fiscal Year 2024-2025 Budget

B. Resolution 25-063 to Deposit Check – District 2

C. Resolution 25-064 to Cancel Purchase Order- District 2

D. Resolution 25-065 to Cancel Purchase Order-Sheriff

E. Resolution 25-066 to Cancel Purchase Orders- Ashland VFD

F. Resolution 25-067 to Cancel Purchase Order- Bugtussle VFD

G. Resolution 25-068 to Cancel Purchase Orders- Canadian VFD

H. Resolution 25-069 to Cancel Purchase order- Fire Fighters Association

I. Resolution 25-070 to Cancel Purchase Order- Haileyville VFD

J. Resolution 25-071 to Cancel Purchase Order- Haywood/Arpelar VFD

K. Resolution 25-072 to Cancel Purchase Order- Indianola VFD

L. Resolution 25-073 to Cancel Purchase Order- Pittsburg VFD

M. Discussion, Consideration and Possible Action to Approve Service Proposal between Pittsburg County and Summit Fire & Security for sprinkler inspection repairs at the Pittsburg County Courthouse

N. Discussion, Consideration and Possible Action to Hire, Appoint or Promote an Emergency Management Director

O. Discussion, Consideration and Possible Action to Approve the Standard Operating Procedures for the Pittsburg County Jail

P. Discussion, Consideration and Possible Action to Approve Justice Assistance Grant (JAG) Application-Sheriff

Q. Discussion, Consideration and Possible Action to Approve Interlocal Agreement between the Town of Kiowa and Pittsburg County District #2 for the purpose of cleaning out and removing trees

R. Discussion, Consideration and Possible Action to Approve updated purchase card holders for Emergency Management

S. EXECUTIVE SESSION

i. To Perform the Personnel Performance Evaluation of Eddie Jones, Asphalt Plant Supervisor, pursuant to Oklahoma Statutes, Title 25 § 307(B)(1)

ii. To Discuss the Hiring, Appointment or Promotion for the position of Emergency Management Director, pursuant to Oklahoma Statutes, Title 25 § 307(B)(1)

iii. To Perform the Personnel Performance Evaluation of Sandra Crenshaw, 1st Deputy, BOCC, pursuant to Oklahoma Statutes, Title 25 § 307(B)(1)

10. ROAD CROSSING PERMITS

None.

11. NEW BUSINESS

CONSIDERATION AND POSSIBLE ACTION WITH RESPECT TO ANY OTHER MATTERS NOT KNOWN ABOUT OR WHICH COULD NOT HAVE BEEN FORESEEN PRIOR TO THE POSTING OF THIS AGENDA.

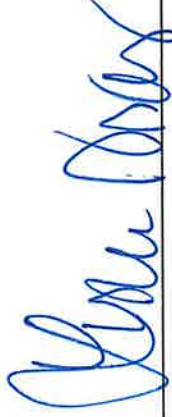
12. 10:00 A.M. – PUBLIC HEARINGS

None.

13. 10:00 A.M. – BID OPENINGS

None.

14. RECESS/ADJOURNMENT



Commissioners' Assistant

**PITTSBURG COUNTY COMMISSIONER
SEPTEMBER 16, 2024
MEETING MINUTES**

The Board of County Commissioners, Pittsburg County, met in regular session on September 16, 2024 at 9:00 A.M., Meeting held in the County Commissioners Conference Room, after proper notice and agenda were posted indicating time and date. Agenda was posted at 8:38 A.M., September 13, 2024.

1. CALL MEETING TO ORDER: The meeting was called to order by Chairman Selman.

2. ROLL CALL: Roll was called.

Ross Selman	Present
Charlie Rogers	Present
Mike Haynes	Present

3. APPROVAL OF AGENDA: Rogers made a motion to approve the agenda; seconded by Haynes.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

4. APPROVE/DISAPPROVE MINUTES FROM:

A. REGULAR MEETING, SEPTEMBER 9, 2024: The minutes from the previous meeting, September 9, 2024 regular meeting were read. Rogers made a motion to approve the minutes; seconded by Haynes.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

5. RECOGNITION OF GUESTS/PUBLIC COMMENTS: Bob Moore with Hillary Communications and Oklahoma Western Telephone Co. was present.

6. OFFICIALS – DEPARTMENT REPORTS:

A. ANIMAL SHELTER:

i. DIRECTOR'S REPORT: Michele Van Pelt presented the board with the Animal Shelter report. The board reviewed the Animal Shelter report.

The board moved down the agenda to item 7.

7. FISCAL TRANSACTIONS:

A. CLAIMS AND PURCHASE ORDERS: Selman made a motion to approve the purchase orders for payment after review and signature; seconded by Haynes.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

B. TRANFERS: Selman made a motion to approve all transfers; seconded by Haynes.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

C. MONTHLY REPORTS: Selman made a motion to approve the monthly reports of officers; seconded by Haynes.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

D. BLANKET PURCHASE ORDERS:

DEPT	PO	AMOUNT	VENDOR
District 2	2599	\$4,000.00	Michael A Price

Selman made a motion to approve the blanket purchase orders; seconded by Rogers.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

8. UNFINISHED BUSINESS: None.

9. AGENDA ITEMS:

A. MIKE KERN TO ADDRESS THE BOARD REGARDING FISCAL YEAR 2024-2025 BUDGET: Mike Kern stated that one correction needs to be made to the Sheriff's Department salary. Kern stated that he has made the corrections discussed last week. Kern reviewed the building maintenance and general government capital outlay accounts. Selman asked for any additional changes. Kern stated that any additional changes need to be made this week and that they will start on the budget form.

B. RESOLUTION 25-063 TO DEPOSIT CHECK- DISTRICT 2: Selman read the resolution. Selman made a motion to approve the resolution; seconded by Haynes.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

C. RESOLUTION 25-064 TO CANCEL PURCHASE ORDER – DISTRICT 2: Selman read the resolution stating purchase order 1992. Selman made a motion to cancel the purchase order; seconded by Haynes.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

D. RESOLUTION 25-065 TO CANCEL PURCHASE ORDER - SHERIFF: Selman read the resolution stating purchase orders 95 and 2105. Rogers made a motion to cancel the purchase orders; seconded by Haynes.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

E. RESOLUTION 25-066 TO CANCEL PURCHASE ORDERS – ASHLAND VFD: Selman read the resolution stating purchase orders 92, 4539 and 8520. Selman made a motion to cancel the purchase orders; seconded by Rogers.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

F. RESOLUTION 25-067 TO CANCEL PURCHASE ORDER – BUGTUSSLE VFD:
Selman read the resolution stating purchase order 8762. Selman made a motion to cancel the purchase order; seconded by Haynes.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

G. RESOLUTION 25-068 TO CANCEL PURCHASE ORDERS – CANADIAN VFD:
Selman read the resolution stating purchase orders 6425 and 6874. Rogers made a motion to cancel the purchase orders; seconded by Haynes.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

H. RESOLUTION 25-069 TO CANCEL PURCHASE ORDER – FIRE FIGHTERS ASSOCIATION: Selman read the resolution stating purchase order 1000. Rogers made a motion to cancel the purchase order; seconded by Haynes.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

I. RESOLUTION 25-070 TO CANCEL PURCHASE ORDER – HAILEYVILLE VFD:
Selman read the resolution stating purchase order 10744. Rogers made a motion to cancel the purchase order; seconded by Selman.

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AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

J. RESOLUTION 25-071 TO CANCEL PURCHASE ORDER – HAYWOOD/ARPELAR VFD: Selman read the resolution stating purchase order 10994. Rogers made a motion to cancel the purchase order; seconded by Haynes.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

K. RESOLUTION 25-072 TO CANCEL PURCHASE ORDER – INDIANOLA VFD: Selman read the resolution stating purchase order 7280. Selman made a motion to cancel the purchase order; seconded by Haynes.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

L. RESOLUTION 25-073 TO CANCEL PURCHASE ORDER – PITTSBURG VFD: Selman read the resolution stating purchase orders 8107 and 11369. Selman made a motion to cancel the purchase order; seconded by Rogers.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

M. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE SERVICE PROPOSAL BETWEEN PITTSBURG COUNTY AND SUMMIT FIRE & SECURITY FOR SPRINKLER INSPECTION REPAIRS AT THE PITTSBURG COUNTY COUTHOUSE: Sandra Crenshaw stated that the needed repairs were found during the sprinkler inspection. Selman stated that the service proposal for the repairs is in the amount of \$1,721.00. Selman made a motion to approve service proposal; seconded by Rogers.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

The board moved down the agenda to item 90.

O. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE STANDARD OPERATING PROCEDURES FOR THE PITTSBURG COUNTY JAIL:
Frankie McClendon stated that the standard operating procedures have been approve by ACCO. Selman made a motion to approve the jail operating procedures; seconded by Haynes.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

P. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE JUSTICE ASSISTANCE GRANT (JAG) APPLICATION - SHERIFF: Frankie McClendon
explained the grant application stating that it is to replace body cameras. Selman stated that the grant application is in the amount of \$10,026.90. Selman made a motion to approve the grant application; seconded by Haynes.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

Q. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE INTER-LOCAL AGREEMENT BETWEEN THE TOWN OF KIOWA AND PITTSBURG COUNTY DISTRICT #2 FOR TH PURPOSE OF CLEANING OUT AND REMOVING TREES: Selman made a motion to approve the inter-local agreement; seconded by Haynes.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

R. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE UPDATED PURCHASE CARD HOLDERS FOR EMERGENCY MANAGEMENT:

Selman made a motion to strike the item from the agenda; seconded by Rogers.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

The board moved down the agenda to item 10.

10. ROAD CROSSING PERMITS: None.

11. NEW BUSINESS:

CONSIDERATION AND POSSIBLE ACXTION WITH RESPECT TO ANY OTHER MATTERS NOT KNOWN ABOUT OR WHICH COULD NOT HAVE BEEN FORESEEN PRIOR TO THE POSTING OF THIS AGENDA: None.

12. 10:00 A.M. – PUBLIC HEARINGS: None.

13. 10:00 A.M. – BID OPENINGS: None.

The board moved back up the agenda to item 9S.

9. AGENDA ITEMS:

S. EXECUTIVE SESSION:

i. TO PERFORM THE PERSONNEL PERFORMACE EVALUATION OF EDDIE JONES, ASPHALT PLANT SUPERVISOR, PURSUANT TO OKLAHOMA STATUTES, TITLE 25 § 307(B)(1):

ii. TO DISCUSS THE HIRING, APPOINTMENT OR PROMOTION FOR THE POSITION OF EMERGENCY MANAGEMENT DIRECTOR, PURSUANT TO OKLAHOMA STATUTES, TITLE 25 § 307(B)(1):

iii. TO PERFORM THE PERSONNEL PERFORMACE EVALUATION OF SANDRA CRENSHAW, IST DEPUTY, BOCC, PURSUANT TO OKLAHOMA STATUTES, TITLE 25 § 307(B)(1): Selman made a motion to go into executive session; seconded by Rogers.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

Selman made a motion to go out of executive session back into regular session; seconded by Rogers.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

The board moved back up the agenda to item 9N.

9. AGENDA ITEMS:

N. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO HIRE, APPOINT OR PROMOTE AND EMERGENCY MANAGEMENT DIRECTOR: Selman stated that they have spoken to Leo Baughman. Selman made a motion to promote Leo Baughman to Emergency Management Director; seconded by Rogers.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

The board moved back up the agenda to item 6B.

6. OFFICIALS – DEPARTMENT REPORTS:

B. COUNTY CLERK:

i. LETTER CHANGING REQUISITIONING/RECEIVING OFFICERS – EMERGENCY MANAGEMENT: Selman made a motion to strike the item from the agenda; seconded by Haynes.

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AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed.

14. RECESS/ADJOURNMENT: There being no further business brought before the board; Selman made a motion to sign all approved claims and adjourn; seconded by Rogers.

AYE: Ross Selman
Charlie Rogers
Mike Haynes

NAY: None.

Motion Passed. Meeting Adjourned.

Purchase Orders By Account

Fiscal Year : 2024-2025

Date Range: 09/16/2024 to 09/16/2024

PO	Warrant No.	Vendor Name	Purpose	Amount
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Animal Shelter

1316-1-8020-2005

001187	000140	H2O DEPOT	WATER & COOLER RENT	\$ 28.20
001382	000141	BANK OF AMERICA	URNS	\$ 832.65
001962	000142	BANK OF AMERICA	URNS	\$ 284.85
			Total:	\$ 1,145.70

CBRI

1103-6-4100-2075

001702	000009	FENSCO INC	PLASTIC PIPE	\$ 7,096.00
002209	000010	DOLESE	5/8" #3 COVER CHIPS	\$ 4,088.63
			Total:	\$ 11,184.63

1103-6-4300-2075

002210	000011	DOLESE	3/4" #1 COVER CHIPS	\$ 1,522.34
002211	000012	DOLESE	5/8" #3 COVER CHIPS	\$ 1,551.68
			Total:	\$ 3,074.02

Econ Dev Trust

7603-4-0500-2005

002410	000096	CITY OF MCALESTER	MONTHLY SERVICE	\$ 578.85
002501	000097	HERRINGSHAW WASTE MANAGEMEN	MONTHLY SERVICE	\$ 130.00
001075	000098	BANK OF AMERICA	CONCESSION SUPPLIES	\$ 275.14
			Total:	\$ 983.99

Emergency Mgmt

1212-2-2700-2005

002436	000046	VYVE BROADBAND	MONTHLY SERVICE	\$ 179.61
002562	000047	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE	\$ 1,343.63
002563	000048	CANON FINANCIAL SERVICES	COPIER LEASE	\$ 225.00
002022	000049	BANK OF AMERICA	SUBSCRIPTION	\$ 100.00
			Total:	\$ 1,848.24

General

0001-1-0100-2005					
000919	000852	H20 DEPOT	BOTTLED WATER ETC.		\$ 86.70
001965	000853	FREEDOM FORD	A/C PARTS & REPAIR		\$ 2,933.22
002414	000854	MILLER OFFICE EQUIPMENT	COPY OVERAGE		\$ 97.37
002415	000855	VIP VOICE SERVICES LLC	MONTHLY EQUIPMENT R		\$ 4.00
			Total:	\$ 3,121.29	
0001-1-0800-1310					
002589	000856	CRENSHAW, SANDRA	TRAVEL		\$ 88.50
002590	000857	GRAY, LESLIE	TRAVEL		\$ 88.50
			Total:	\$ 177.00	
0001-1-0800-2005					
002425	000858	CANON FINANCIAL SERVICES	COPIER LEASE		\$ 150.00
001306	000873	BANK OF AMERICA	LODGING		\$ 110.00
			Total:	\$ 260.00	
0001-1-1000-1310					
002591	000859	TRAMMELL, LOREN H.	TRAVEL		\$ 88.50
			Total:	\$ 88.50	
0001-1-1000-2005					
002541	000860	MILLER OFFICE EQUIPMENT	COPIER MAINTENANCE		\$ 1,673.11
			Total:	\$ 1,673.11	
0001-1-2200-1310					
002402	000861	BENSON, PAUL	TRAVEL		\$ 30.02
			Total:	\$ 30.02	
0001-1-3300-2005					
000918	000862	H20 DEPOT	BOTTLED WATER ETC.		\$ 317.00
002446	000863	LINGO COMMUNICATIONS	MONTHLY SERVICE		\$ 137.33
002502	000864	LOWES	PAINTING SUPPLIES		\$ 96.59
002515	000865	CITY OF MCALESTER	MONTHLY SERVICE		\$ 160.95
002547	000866	MCALESTER NEWS CAPITAL & DEM.	PUBLICATION		\$ 553.80
002569	000867	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE		\$ 786.85
002593	000868	TISSDAL & O HARA	LEGAL SERVICES		\$ 454.24
002594	000869	TISSDAL & O HARA	LEGAL SERVICES		\$ 75.00
002595	000870	TISSDAL & O HARA	LEGAL SERVICES		\$ 75.00
001699	000874	BANK OF AMERICA	VACUUM		\$ 349.95
			Total:	\$ 3,006.71	

General

0001-2-0400-2005				
000903	000871	COMDATA	FUEL	\$ 13,897.89
			Total:	\$ 13,897.89
0001-2-1800-2005				
002429	000872	EASTERN OK YOUTH SERVICES INC	JUVENILE DETENTION	\$ 1,363.95
			Total:	\$ 1,363.95

0001-2-6300-2005				
001645	000875	BANK OF AMERICA	LODGING	\$ 533.72
			Total:	\$ 533.72

Health

1216-3-5000-2005				
001653	000067	KELLPRO SOFTWARE & TECHNOLOG	SOFTWARE ETC.	\$ 2,490.47
002029	000068	SMARTSENSE BY DIGI	TEMPERATURE PROBES	\$ 131.38
002401	000069	STERICYCLE INC	SHRED SERVICE	\$ 240.66
			Total:	\$ 2,862.51

Highway

1102-6-4100-2005				
002421	000623	ACCO	REGISTRATION	\$ 60.00
002554	000624	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE	\$ 290.55
			Total:	\$ 350.55

1102-6-4200-1310				
002588	000625	HAYNES, MIKE	TRAVEL	\$ 349.55
			Total:	\$ 349.55

1102-6-4200-2005				
001690	000640	BANK OF AMERICA	EMPLOYEE APPRECIATI	\$ 338.90
001747	000641	BANK OF AMERICA	EMPLOYEE APPRECIATI	\$ 130.14
001986	000642	BANK OF AMERICA	TABLE	\$ 45.91
			Total:	\$ 514.95

1102-6-6520-2005				
002093	000626	PRICE, MICHAEL A	RED GRAVEL	\$ 1,800.00
002095	000627	OTA PIKEPASS CUSTOMER SERVICE C	TOLL	\$ 18.20

Highway

1102-6-6520-2005

002166	000628	PRO KILL INC.	PEST CONTROL	\$ 74.00
002182	000629	OK TIRE	TIRE	\$ 560.00
002201	000630	OK TIRE	MOUNT	\$ 70.00
002229	000631	DEFRANGE AUTO	FUEL TANK ETC.	\$ 3,715.00
002277	000632	DISCOUNT STEEL	ANGLE IRON	\$ 187.00
002281	000633	DIRECT DISCOUNT TIRE	TIRES	\$ 4,507.50
002317	000634	RAM INC	FUEL	\$ 7,686.13
002404	000635	DEFRANGE AUTO	FUEL TANK ETC.	\$ 3,715.00
002407	000636	YELLOW HOUSE MACHINE	DOOR GLASS	\$ 721.61
002408	000637	KIAMICHI AUTOMOTIVE WAREHOUSE	FLOOR JACK	\$ 1,310.00
002433	000638	T & W TIRE	TIRES	\$ 1,487.20
002503	000639	RAM INC	FUEL	\$ 5,013.73

Total: \$ 30,865.37

Hwy-ST

1313-6-8040-2005

001454	000574	DOLESE	3/8" #2 COVER CHIPS	\$ 10,513.00
001663	000575	AHERN INDUSTRIES INCORPORATED	PARTS & SHOP SUPPLIE	\$ 6,937.50
002405	000576	JAMES SUPPLIES	WELDING SUPPLIES	\$ 162.57
002406	000577	STANDARD MACHINE & WELDING	BOLTS, NUTS, & WASHER	\$ 116.80
002493	000578	WESTERN MARKETING, INC.	DEF	\$ 219.97
002499	000579	HERRINGSHAW WASTE MANAGEMEN	MONTHLY SERVICE	\$ 90.00
002540	000580	RAM INC	FUEL	\$ 7,096.70
002586	000581	AHERN INDUSTRIES INCORPORATED	EQUIPMENT PARTS	\$ 5,021.12
002592	000582	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE	\$ 1,477.19

Total: \$ 31,634.85

1313-6-8041-2005

000071	000583	COMPLIANCE RESOURCE GROUP	DRUG TESTING	\$ 39.00
001202	000584	COMDATA	FUEL CHARGES	\$ 2,682.40
001205	000585	P & K EQUIPMENT	PARTS & SHOP SUPPLIE	\$ 448.02
001208	000586	KIAMICHI AUTOMOTIVE WAREHOUSE	PARTS & SHOP SUPPLIE	\$ 266.43
001210	000587	O REILLY AUTO PARTS	PARTS & SHOP SUPPLIE	\$ 437.85
001212	000588	COMPLIANCE RESOURCE GROUP	DRUG TESTING	\$ 105.00
001846	000589	STIGLER STONE	1 1/2" ODOT BASE TYPE	\$ 5,857.64
002252	000590	RAM INC	FUEL	\$ 1,025.28
002389	000591	DUNN COUNTRY CHEVROLET	A/C PARTS & REPAIR	\$ 220.17
002418	000592	OK TIRE	TIRES & SERVICES	\$ 700.00
002419	000593	JAMES SUPPLIES	OXYGEN/ACETYLENE	\$ 20.77
002516	000594	OKLA. NATURAL GAS COMPANY	MONTHLY SERVICE	\$ 29.19
002517	000595	OKLA. NATURAL GAS COMPANY	MONTHLY SERVICE	\$ 44.69
002551	000596	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE	\$ 125.63

Hwy-ST

1313-6-8041-2005

Total: \$ 12,002.07

1313-6-8042-2005

001472 000597 STEWART MARTIN EQUIPMENT FILTERS \$ 1,382.37

Total: \$ 1,382.37

1313-6-8043-2005

002411 000598 CITY OF MCALESTER MONTHLY SERVICE \$ 24.22
 002412 000599 CITY OF MCALESTER MONTHLY SERVICE \$ 494.80
 002413 000600 CITY OF MCALESTER MONTHLY SERVICE \$ 274.02
 002552 000601 PUBLIC SERVICE CO. OF OKLAHOMA MONTHLY SERVICE \$ 38.69
 002553 000602 PUBLIC SERVICE CO. OF OKLAHOMA MONTHLY SERVICE \$ 146.90
 002555 000603 PUBLIC SERVICE CO. OF OKLAHOMA MONTHLY SERVICE \$ 713.32

Total: \$ 1,691.95

Jail-ST

1315-2-8034-2005

002428 000182 CITY OF MCALESTER MONTHLY SERVICE \$ 2,947.88
 002578 000183 PUBLIC SERVICE CO. OF OKLAHOMA MONTHLY SERVICE \$ 7,338.85

Total: \$ 10,286.73

Mental Health

7207-1-1900-2005

001694 000016 BANK OF AMERICA OFFICE SUPPLIES \$ 1,895.12

Total: \$ 1,895.12

Rural Fire-ST

1321-2-8203-2005

002443 000207 PENGUIN MANAGEMENT INC. PAGING SERVICE \$ 212.14

Total: \$ 212.14

1321-2-8204-2005

002420 000208 KIAMICHI ELECTRIC COOPERATIVE MONTHLY SERVICE \$ 227.51

Total: \$ 227.51

PO	Warrant No.	Vendor Name	Purpose	Amount
Rural Fire-ST				
1321-2-8205-2005				
000931	000209	COMDATA	FUEL	\$ 254.73
002434	000210	PENGUIN MANAGEMENT INC.	PAGING SERVICE	\$ 212.14
002557	000211	RURAL WATER DIST #8	MONTHLY SERVICE	\$ 24.00
002558	000212	US CELLULAR	MONTHLY SERVICE	\$ 176.86
Total:				\$ 667.73
1321-2-8207-2005				
002542	000213	CANADIAN VALLEY TELEPHONE	MONTHLY SERVICE	\$ 144.01
002543	000214	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE	\$ 440.98
002544	000215	OKLA. NATURAL GAS COMPANY	MONTHLY SERVICE	\$ 49.82
002545	000216	PENGUIN MANAGEMENT INC.	PAGING SERVICE	\$ 212.14
002546	000217	THE BURROWS AGENCY	INSURANCE	\$ 3,479.00
Total:				\$ 4,325.95
1321-2-8208-2005				
002533	000218	RURAL WATER DIST #18	MONTHLY SERVICE	\$ 200.00
002535	000219	OKLATEL COMMUNICATIONS INC	MONTHLY SERVICE	\$ 47.65
002536	000220	KIAMICHI ELECTRIC COOPERATIVE	MONTHLY SERVICE	\$ 88.00
002537	000221	OKLA. NATURAL GAS COMPANY	MONTHLY SERVICE	\$ 157.47
002538	000222	PENGUIN MANAGEMENT INC.	PAGING SERVICE	\$ 212.14
Total:				\$ 705.26
1321-2-8215-2005				
002494	000223	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE	\$ 444.06
Total:				\$ 444.06
1321-2-8216-2005				
002350	000224	MYDER FIRE SUPPORT	PUMP TEST	\$ 600.00
Total:				\$ 600.00
1321-2-8218-2005				
001168	000225	KIAMICHI AUTOMOTIVE WAREHOUSE	PARTS & SHOP SUPPLIE	\$ 674.62
002570	000226	OKLA. NATURAL GAS COMPANY	MONTHLY SERVICE	\$ 31.09
Total:				\$ 705.71
1321-2-8222-2005				
002506	000227	PENGUIN MANAGEMENT INC.	PAGING SERVICE	\$ 212.14
002507	000228	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE	\$ 50.03
002508	000229	PITTSBURG PUBLIC WORKS AUTH.	MONTHLY SERVICE	\$ 66.80
Total:				\$ 328.97

Rural Fire-ST

1321-2-82224-2005
 002572 000230 PENGUIN MANAGEMENT INC. PAGING SERVICE \$ 212.14
Total: \$ 212.14

1321-2-82225-2005
 002587 000231 OKLA. NATURAL GAS COMPANY MONTHLY SERVICE \$ 47.94
Total: \$ 47.94

1321-2-82227-2005
 002584 000232 AT&T MOBILITY MONTHLY SERVICE \$ 252.76
 002585 000233 AT&T MOBILITY MONTHLY SERVICE \$ 252.01
Total: \$ 504.77

1321-2-82228-2005
 001783 000234 FREEDOM FORD REPAIRS \$ 1,724.64
Total: \$ 1,724.64

1321-2-82229-2005
 002582 000235 PENGUIN MANAGEMENT INC. PAGING SERVICE \$ 212.14
Total: \$ 212.14

SH Commissary

1223-2-0400-2005
 000343 000037 COMMISSARY EXPRESS INHOUSE COMMISSARY \$ 2,767.12
 002164 000038 COMMISSARY EXPRESS INHOUSE COMMISSARY \$ 3,179.51
 002377 000039 COMMISSARY EXPRESS KIOSK FEES \$ 143.00
 002573 000040 CUSTOM TECHNOLOGIES LLC INHOUSE COMMISSARY \$ 4,344.61
 002574 000041 COMMISSARY EXPRESS KIOSK FEES \$ 97.50
 002579 000042 BANCFIRST POSITIVE PAY MONTHLY \$ 148.47
Total: \$ 10,680.21

SH Svc Fee

1226-2-0400-2012
 002498 000358 BEN E. KEITH OKLAHOMA INMATE GROCERIES \$ 2,501.76
 002528 000359 SGC FOODSERVICE INMATE GROCERIES \$ 2,069.13
Total: \$ 4,570.89

PO	Warrant No.	Vendor Name	Purpose	Amount
----	-------------	-------------	---------	--------

SH Svc Fee

1226-2-3400-2005

000557	000360	H2O DEPOT	WATER & COOLER RENT	\$ 236.40
000910	000361	COMDATA	FUEL	\$ 724.70
001308	000362	VICTORY SUPPLY	HYGIENE SUPPLIES	\$ 2,319.00
001769	000363	BOB BARKER COMPANY	DRUG TEST KITS	\$ 493.82
002363	000364	T.H. ROGERS	PAINT	\$ 89.95
002366	000365	BROOKS GREASE SERVICE INC.	GREASE TRAP CLEANIN	\$ 1,175.00
002379	000366	T.H. ROGERS	PAINTING SUPPLIES	\$ 12.38
002390	000367	ATWOODS	CAMERAS ETC	\$ 465.95
002394	000368	STERICYCLE INC	SHRED SERVICE	\$ 222.92
002441	000369	CENTRAL RESTAURANT PRODUCTS	HEATING ELEMENT	\$ 190.03
002442	000370	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE	\$ 23.81
002489	000371	THE PRODUCT CENTER	INK CARTRIDGE	\$ 499.06
002490	000372	BEN E. KEITH OKLAHOMA	JAIL JANITORIAL SUPPLI	\$ 196.33
002491	000373	INDIAN NATION WHOLESAL CO.	JANITORIAL SUPPLIES	\$ 312.54
002525	000374	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE	\$ 44.48
002531	000375	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE	\$ 130.17
002576	000376	CANON FINANCIAL SERVICES	COPIER LEASE	\$ 150.00
001257	000382	BANK OF AMERICA	CHAIN ETC.	\$ 717.42
001319	000383	BANK OF AMERICA	FLOOR MATS AND ETC	\$ 331.21
001416	000384	BANK OF AMERICA	CHARGER ETC	\$ 254.91
001475	000385	BANK OF AMERICA	SPEAKER	\$ 67.45
001512	000386	BANK OF AMERICA	DEPUTY GEAR	\$ 155.96
001708	000387	BANK OF AMERICA	BOOTS ETC.	\$ 178.39
001813	000388	BANK OF AMERICA	DRONE ACCESSORIES	\$ 126.97
			Total:	\$ 9,118.85

1226-2-3400-2030

001443	000377	JAMES SUPPLIES	CYLINDER LEASE	\$ 21.39
002378	000378	COMMISSARY EXPRESS	DEBIT PHONE TIME FEE	\$ 129.00
002532	000379	NCIC	INMATE PHONE TIME	\$ 2,585.27
002575	000380	COMMISSARY EXPRESS	DEBIT PHONE TIME FEE	\$ 157.00
002577	000381	PUBLIC SERVICE CO. OF OKLAHOMA	MONTHLY SERVICE	\$ 138.57
			Total:	\$ 3,031.23

Grand Total: \$ 174,544.93

Purchase Orders By Account

Fiscal Year : 2023-2024

Date Range: 09/16/2024 to 09/16/2024

PO	Warrant No.	Vendor Name	Purpose	Amount
CARES				
1565-1-2000-2005				
009745	000009	GARLAND DBS INC.	ROOF REPAIR	\$ 5,129.00
			Total:	\$ 5,129.00
Donations				
1235-1-1900-4110				
011348	000025	COMPTON ELECTRIC LLC	ELECTRICAL OUTLET	\$ 1,700.00
			Total:	\$ 1,700.00
General				
0001-1-0800-2005				
008799	004531	BANK OF AMERICA	LODGING	\$ 212.00
			Total:	\$ 212.00
0001-1-1000-2005				
008788	004532	BANK OF AMERICA	LODGING	\$ 106.00
			Total:	\$ 106.00
Health				
1216-3-5000-2005				
011029	000464	NOODLE SOUP	PROGRAM SUPPLIES	\$ 13,956.08
			Total:	\$ 13,956.08
Highway				
1102-6-4100-2005				
008784	002980	BANK OF AMERICA	LODGING	\$ 424.00
			Total:	\$ 424.00
1102-6-4100-4110				
005914	002979	KIRBY SMITH INC.	EQUIPMENT PURCHASE	\$ 56,364.08

Highway

1102-6-4100-4110

Total: \$ 56,364.08

1102-6-4200-2005

008798 002981 BANK OF AMERICA

\$ 212.00

LODGING

Total: \$ 212.00

1102-6-4300-2005

008785 002982 BANK OF AMERICA

\$ 212.00

LODGING

Total: \$ 212.00

Rural Fire-ST

1321-2-8215-2005

006511 001236 BANNER FIRE EQUIPMENT
010107 001237 BANNER FIRE EQUIPMENT

\$ 820.00
\$ 1,417.00

FOAM
FOAM ETC.

Total: \$ 2,237.00

1321-2-8222-2005

011368 001238 FIFTH QUARTER PRINTING AND EMBR

\$ 230.00

DECALS

Total: \$ 230.00

Grand Total: \$ 80,782.16

Pittsburg County Animal Shelter

Shelter Activity Report For Last 12 Months

Report Created: 9/3/2024

Page 1 of 2

Month	Species	Surrenders	Adoptions	Reclaims	Disposals	Adoption Percentage
October, 2023	Canine	158	75	20	78	47%
	Feline	160	56	0	114	35%
November, 2023	Canine	130	54	13	34	42%
	Feline	133	64	2	55	48%
December, 2023	Canine	169	90	14	78	53%
	Feline	75	54	0	28	72%
January, 2024	Canine	132	38	8	71	29%
	Feline	67	37	1	47	55%
February, 2024	Canine	140	90	9	47	64%
	Feline	78	42	1	35	54%
March, 2024	Canine	170	80	18	82	47%
	Feline	58	38	4	23	66%
April, 2024	Canine	158	59	21	68	37%
	Feline	77	27	0	26	35%
May, 2024	Canine	190	51	16	125	27%
	Feline	214	71	0	100	33%
June, 2024	Canine	165	77	9	90	47%
	Feline	187	84	0	139	45%
July, 2024	Canine	190	51	12	112	27%
	Feline	169	39	0	99	23%
August, 2024	Canine	133	46	15	79	35%
	Feline	151	44	4	68	29%

PITTSBURG COUNTY ANIMAL SHELTER

PRIVATE CREMATION FOR THE MONTHS OF 2023

JANUARY-28-\$4280

FEBRUARY- 17-\$2605

MARCH- 32-\$4760

APRIL- 20-\$2995

MAY- 31-\$4420

JUNE- 29-\$5290

JULY- 23-\$3260

AUGUST- 22-\$3305

SEPTEMBER- 16-\$2395

OCTOBER- 25-\$3755

NOVEMBER- 09-\$1260

DECEMBER- 16-\$2495

TOTAL: 268-\$40,820 (2023)

PRIVATE CREMATIONS FOR THE MONTHS OF 2024

JANUARY- 20-\$2845

FEBRUARY-28-\$4050

MARCH-16-\$2530

APRIL- 43-\$6545

MAY-32-\$4210

JUNE-24-\$3545

JULY-24-\$3530

AUGUST-26-\$3715

SEPTEMBER-

OCTOBER-

NOVEMBER-

DECEMBER-

TOTAL: 000-\$00,000 (2024)



PITTSBURG COUNTY ANIMAL SHELTER

**OUT OF COUNTY SURRENDERS
FOR THE MONTHS OF (2023)**

JANUARY- 15

FEBRUARY- 16

MARCH – 19

APRIL – 13

MAY – 23

JUNE— 14

JULY—23

AUGUST—22

SEPTEMBER— 33

OCTOBER-29

NOVEMBER- 28

DECEMBER- 31

TOTAL: 266 SURRENDERS (2023)

**OUT OF COUNTY SURRENDERS
FOR THE MONTHS OF (2024)**

JANUARY- 28

FEBRUARY-26

MARCH-23

APRIL-34

MAY-40

JUNE-36

JULY-38

AUGUST-11

SEPTEMBER-

OCTOBER-

NOVEMBER-

DECEMBER-

TOTAL: 000 SURRENDER (2024)



PITTSBURG COUNTY ANIMAL SHELTER

ADOPTIONS FROM PET SENSE (2023)

JANUARY - 15

FEBRUARY - 06

MARCH - 12

APRIL - 11

MAY -12

JUNE - 6

JULY -3

AUGUST -11

SEPTEMBER - 13

OCTOBER - 10

NOVEMBER - 10

DECEMBER - 12

TOTAL:121 ADOPTIONS(2023)

ADOPTIONS FROM PET SENSE (2024)

JANUARY-9

February- 4

MARCH- 3

APRIL- 11

MAY -8

JUNE- 4

JULY- 18

AUGUST- 3

SEPTEMBER-

OCTOBER-

NOVEMBER-

DECEMBER-

TOTAL:000 ADOPTIONS(2024)



PITTSBURG COUNTY ANIMAL SHELTER

ADOPTIONS FROM PET SENSE (2023)

JANUARY - 15

FEBRUARY - 06

MARCH - 12

APRIL - 11

MAY - 12

JUNE - 6

JULY - 3

AUGUST - 11

SEPTEMBER - 13

OCTOBER - 10

NOVEMBER - 10

DECEMBER - 12

TOTAL: 121 ADOPTIONS (2023)

ADOPTIONS FROM PET SENSE (2024)

JANUARY - 9

February - 4

MARCH - 3

APRIL - 11

MAY - 8

JUNE - 4

JULY - 18

AUGUST - 3

SEPTEMBER -

OCTOBER -

NOVEMBER -

DECEMBER -

TOTAL: 000 ADOPTIONS (2024)



PITTSBURG COUNTY ANIMAL SHELTER FELINE ADOPTIONS

ADOPTIONS FOR THE
MONTHS OF 2023

JANUARY-44

FEBRUARY-24

MARCH-40

APRIL-28

MAY-21

JUNE-26

JULY-25

AUGUST-50

SEPTEMBER-39

OCTOBER-56

NOVEMBER-65

DECEMBER-52

TOTAL ADOPTIONS 2023

470

ADOPTIONS FOR THE
MONTHS OF 2024

JANUARY- 38

FEBRUARY -38

MARCH- 41

APRIL-30

MAY- 71

JUNE-81

JULY-37

AUGUST-48

SEPTEMBER-

OCTOBER-

NOVEMBER-

DECEMBER-

TOTAL ADOPTIONS 2024

000



PITTSBURG COUNTY ANIMAL SHELTER CANINE SURRENDERS

**SURRENDERS FOR THE
MONTHS OF 2023**

JANUARY- 138

FEBRUARY- 148

MARCH- 209

APRIL- 115

MAY- 190

JUNE- 148

JULY- 137

AUGUST- 167

SEPTEMBER- 135

OCTOBER- 157

NOVEMBER- 129

DECEMBER- 169

TOTAL FOR THE YEAR(2023)

1,842 SURRENDERS

**SURRENDER FOR THE
MONTH OF 2024**

JANUARY- 131

FEBRUARY-136

MARCH- 167

APRIL- 158

MAY- 188

JUNE- 164

JULY- 190

AUGUST- 133

SEPTEMBER-

OCTOBER-

NOVEMBER-

DECEMBER-

TOTAL FOR THE YEAR(2024)

0,000 SURRENDERS



PITTSBURG COUNTY ANIMAL SHELTER CANINE ADOPTIONS

ADOPTIONS FOR THE MONTHS OF 2023

JANUARY-77

FEBRUARY-81

MARCH-129

APRIL-81

MAY-69

JUNE-80

JULY-57

AUGUST-89

SEPTEMBER-77

OCTOBER-97

NOVEMBER-65

DECEMBER-105

TOTAL ADOPTIONS (2023)

1007

ADOPTIONS FOR THE MONTHS OF 2024

JANUARY- 51

FEBRUARY-98

MARCH-99

APRIL-81

MAY-67

JUNE-87

JULY- 62

AUGUST-61

SEPTEMBER-

OCTOBER-

NOVEMBER-

DECEMBER-

TOTAL ADOPTIONS (2024)

0000



RESOLUTION
25-063

The Board of County Commissioners, Pittsburg County, met in regular session on Monday, September 16, 2024.

WHEREAS, Pittsburg County District 2 has been issued a check from the City of Kiow in the amount of \$1,679.15 for the reimbursement of asphalt. The check is to be deposited into the following account.

FUND	ACCOUNT	AMOUNT
Highway Sales Tax	1313-6-8042-2005	\$1,679.15

WHEREAS, Pittsburg County District 2 requests that the Board of County Commissioners approve this transaction of the deposit into the respective account.

THEREFORE, BE IT RESOLVED, that the Board of County Commissioners, Pittsburg County, do hereby approve the deposit of \$1,679.15 from the City of Kiowa for the reimbursement of asphalt.

BOARD OF COUNTY COMMISSIONERS
PITTSBURG COUNTY, OKLAHOMA

ATTEST:



CHAIRMAN

Ross

VICE-CHAIRMAN

Chad

MEMBER

Mike

COUNTY CLERK

Pope Trammell

TOWN OF KIOWA

PO BOX 69
KIOWA, OK 74553
VOID AFTYER 90 DAYS


FirstBank
— Since 1901 —
100 North High Avenue, Oklahoma 74623
86-339/1031



9/3/2024

PAY TO THE ORDER OF PITTSBURG COUNTY DISTRICT #2

\$ ****1,679.15**

One Thousand Six Hundred Seventy-Nine and 15/100*****

DOLLARS

PITTSBURG COUNTY DISTRICT #2
115 E CARL ALBERT PKWY
MCALESTER, OK 74501



Veg and Nest
Keith Snow
[Signature]
AUTHORIZED SIGNATURE

MEMO CITY OF KIOWA

TOWN OF KIOWA/GENERAL FUND

PITTSBURG COUNTY DISTRICT #2

2342

Date	Type	Reference	Original Amt.	Balance Due	9/3/2024 Discount	Payment
9/3/2024	Bill		1,679.15	1,679.15		1,679.15
					Check Amount	1,679.15

1011 - General Oper CITY OF KIOWA

1,679.15

Security features. Details on back

RESOLUTION
25-064

The Board of County Commissioners, Pittsburg County, met in regular session on Monday, September 16, 2024.

WHEREAS, Pittsburg County District 2, issued the following purchase order:

1992, issued on August 29, 2024 to Yellow House Machine, in the amount of \$1,043.66 for Window Glass

WHEREAS, the above-mentioned Purchase Order is no longer needed, and should be canceled.

THEREFORE, BE IT RESOLVED, the Board of County Commissioners, Pittsburg County, do hereby cancel Purchase Order 9212, for FY 2024-2025

BOARD OF COUNTY COMMISSIONERS
PITTSBURG COUNTY, OKLAHOMA

ATTEST:

CHAIRMAN



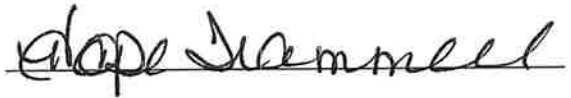
VICE-CHAIRMAN



MEMBER



COUNTY CLERK





RESOLUTION

NO. 25-065

The Board of County Commissioners, Pittsburg County, Met in regular session Monday, September 16TH, 2024.

WHEREAS, the **SHERIFF'S DEPARTMENT** wishes to cancel the following Purchase Orders

95 to Miller Office Equipment dated July 1ST, 2024 in the amount of \$650.00 for Monthly Copier Maintenance.

2105 to Bancfirst dated September 3RD, 2024 in the amount of \$100.00 for Positive Pay Monthly Fee.

WHEREAS, the purchase orders were not used, therefore they are no longer needed.

THEREFORE BE IT RESOLVED, Pittsburg County Commissioners do hereby cancel Purchase Orders 95 and 2105 for FY 2024-2025.


CHAIRMAN


MEMBER


MEMBER



ATTEST:


COUNTY CLERK

RESOLUTION

NO. 25-0444

The Board of County Commissioners, Pittsburg County, Met in regular session Monday, September 16TH, 2024.

WHEREAS, the **ASHLAND FIRE DEPARTMENT** wishes to cancel the following Purchase Orders

92 to Kiamichi Automotive Warehouse dated July 3RD, 2023 in the amount of \$500.00 for Auto Parts.

4539 to Casco Industries dated November 14TH, 2023 in the amount of \$927.50 for Wildland Gear.

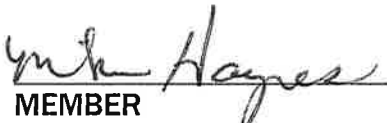
8520 to Holmans Fast Lube dated March 25TH, 2024 in the amount of \$1,500.00 for Oil Changes & Etc.

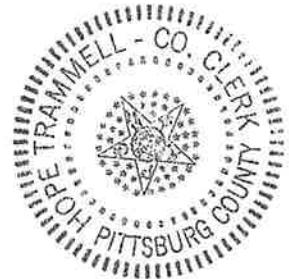
WHEREAS, the purchase orders were not used, therefore they are no longer needed.

THEREFORE BE IT RESOLVED, Pittsburg County Commissioners do hereby cancel Purchase Orders 92, 4539 and 8520 for FY 2024-2025.

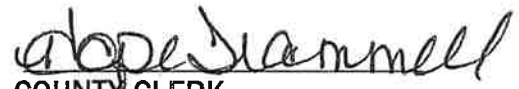

CHAIRMAN


MEMBER


MEMBER



ATTEST:


COUNTY CLERK

RESOLUTION

NO. 25-067

The Board of County Commissioners, Pittsburg County, Met in regular session Monday, September 16TH, 2024.

WHEREAS, the **BUGTUSSLE FIRE DEPARTMENT** wishes to cancel the following Purchase Order

8762 to Comdata dated April 1ST, 2024 in the amount of \$700.00 for Fuel.

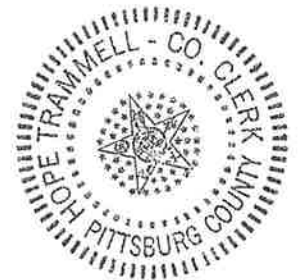
WHEREAS, the purchase order was not used, therefore it is no longer needed.

THEREFORE BE IT RESOLVED, Pittsburg County Commissioners do hereby cancel Purchase Order 8762 for FY 2023-2024.


CHAIRMAN


MEMBER


MEMBER



ATTEST:


COUNTY CLERK

RESOLUTION

NO. 25-068

The Board of County Commissioners, Pittsburg County, Met in regular session Monday, September 16TH, 2024.

WHEREAS, the **CANADIAN FIRE DEPARTMENT** wishes to cancel the following Purchase Orders

6425 to Fire Master Fire Equipment Inc dated January 18TH, 2024 in the amount of \$975.00 for Welding Dump Chute.

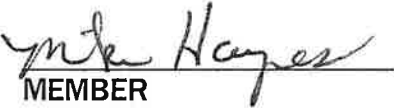
6874 to Fireprograms dated February 2ND, 2024 in the amount of \$1,117.00 for Software for Fire Reports.

WHEREAS, the purchase orders were not used, therefore they are no longer needed.

THEREFORE BE IT RESOLVED, Pittsburg County Commissioners do hereby cancel Purchase Orders 6425 and 6874 for FY 2023-2024.

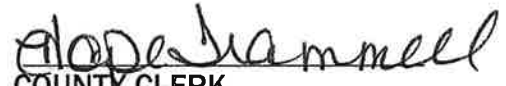

CHAIRMAN


MEMBER


MEMBER



ATTEST:


COUNTY CLERK

RESOLUTION

NO. 25-069

The Board of County Commissioners, Pittsburg County, Met in regular session Monday, September 16TH, 2024.

WHEREAS, the **FIRE FIGHTERS ASSOCIATION** wishes to cancel the following Purchase Order

1000 to Clifford Power dated July 31ST, 2023 in the amount of \$2,000.00 for Repeater Repair.

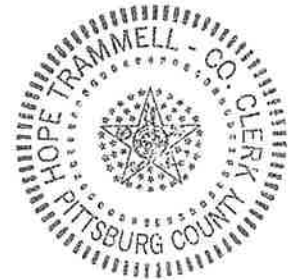
WHEREAS, the purchase order was not used, therefore it is no longer needed.

THEREFORE BE IT RESOLVED, Pittsburg County Commissioners do hereby cancel Purchase Order 1000 for FY 2023-2024.


CHAIRMAN


MEMBER


MEMBER



ATTEST:


COUNTY CLERK

RESOLUTION

NO. 25-070

The Board of County Commissioners, Pittsburg County, Met in regular session Monday, September 16TH, 2024.

WHEREAS, the **HAILEYVILLE FIRE DEPARTMENT** wishes to cancel the following Purchase Order

10744 to Kiamichi Automotive Warehouse dated June 3RD, 2024 in the amount of \$1,500.00 for Parts & Shop Supplies.

WHEREAS, the purchase order was not used, therefore it is no longer needed.

THEREFORE BE IT RESOLVED, Pittsburg County Commissioners do hereby cancel Purchase Order 10744 for FY 2023-2024.


CHAIRMAN


MEMBER


MEMBER



ATTEST:


COUNTY CLERK

RESOLUTION

NO. 25-071

The Board of County Commissioners, Pittsburg County, Met in regular session Monday, September 16TH, 2024.

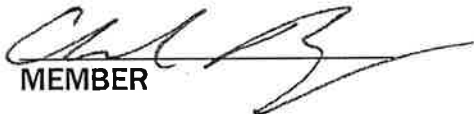
WHEREAS, the HAYWOOD/ARPELAR FIRE DEPARTMENT wishes to cancel the following Purchase Order

10994 to Compliance Resource Group dated June 7TH, 2024 in the amount of \$75.00 for Pre-Employment Drug Testing.

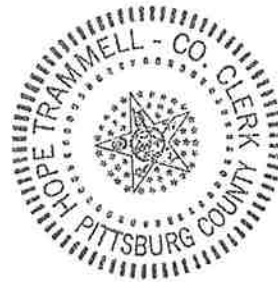
WHEREAS, the purchase order was not used, therefore it is no longer needed.

THEREFORE BE IT RESOLVED, Pittsburg County Commissioners do hereby cancel Purchase Order 10994 for FY 2023-2024.


CHAIRMAN


MEMBER


MEMBER



ATTEST:


COUNTY CLERK

RESOLUTION

NO. 25-072

The Board of County Commissioners, Pittsburg County, Met in regular session Monday, September 16TH, 2024.

WHEREAS, the INDIANOLA FIRE DEPARTMENT wishes to cancel the following Purchase Order

7280 to Daco Fire Equipment Inc dated February 13TH, 2024 in the amount of \$9,285.60 for Bunker Gear.

WHEREAS, the purchase order was not used, therefore it is no longer needed.

THEREFORE BE IT RESOLVED, Pittsburg County Commissioners do hereby cancel Purchase Order 7280 for FY 2023-2024.


CHAIRMAN


MEMBER


MEMBER



ATTEST:


COUNTY CLERK

RESOLUTION

NO. 25-073

The Board of County Commissioners, Pittsburg County, Met in regular session Monday, September 16TH, 2024.

WHEREAS, the **PITTSBURG FIRE DEPARTMENT** wishes to cancel the following Purchase Orders

8107 to T & W Tire dated March 8TH, 2024 in the amount of \$4,852.60 for Tires.

11369 to Fifth Quarter Printing and Embroidery dated June 24TH, 2024 in the amount of \$1,448.00 for Vinyl Lettering.

WHEREAS, the purchase orders were not used, therefore they are no longer needed.

THEREFORE BE IT RESOLVED, Pittsburg County Commissioners do hereby cancel Purchase Orders 8107 and 11369 for FY 2023-2024.

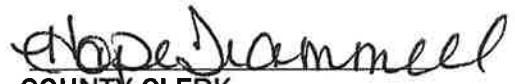

CHAIRMAN


MEMBER


MEMBER



ATTEST:


COUNTY CLERK



Summit Fire & Security

1102 E 2nd St
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Date: September 9, 2024
Proposal#: 0275995
Pittsburgh Court House and Annex-Inspection Repair-8/29/2024

To: PITTSBURG COUNTY (Parent)
115 E CARL ALBERT PKWY
STE 100
MCALESTER, OK 74501-5171
Tel:

Service Pittsburgh Court House and Annex
Location: 115 E CARL ALBERT PKWY
PARKWAY1A
MCALESTER, OK 74501-5020
Tel:

2024 Inspection Repairs

SERVICE PROPOSAL

AGREEMENT proposed this date, between Summit Fire & Security ("Summit") and PITTSBURG COUNTY (Parent) ("Customer"). This Proposal shall become a binding agreement of Summit and Customer upon its execution by both parties.

Item	Quantity	Unit Price	Ext Amount
2024 Sprinkler Inspection Repairs	1	\$1,721.00	\$1,721.00
		Subtotal:	\$1,721.00

Scope of Work

Replace four gauges on the riser.
Perform a five-year internal investigation on the systems. (Court House, Annex, EMC)
Replace one chrome F1 escutcheon missing in Court room #4. (Will need head extender 1/2 x 1/2 and one 155 chrome pendant 14-foot ladder)
Replace one 2.5 cap on the FDC.
Green tag system once work is complete. We include all material and labor to perform the above work.
Unless otherwise noted, all work will be performed between the hours of 7:00 AM and 4:00 PM, Monday through Friday.
Payment is due upon receipt of invoice.

Exclusions

Painting of any kind.
Access panels or Patching of drywall, concrete, or any type of materials if holes are required to be cut to complete the scope of work.
Component or pipe failures on any part of the existing sprinkler system. Any and all failures will be considered pre-existing conditions. - Only components or pipe installed under the scope of work will be covered by Mfg. warranty.
Electrical wiring of any type 120V or higher.
Summit is not responsible for microbiological induced corrosion that may be introduced into the fire protection system through the water supply.
Fire pumps or water storage tanks.
Fire watch costs or services of any kind.
The customer is responsible for proper insulation and/or freeze protection of the fire protection system. The customer acknowledges any dry sprinkler system has the potential to freeze. The customer accepts all liability if the dry sprinkler system freezes at any time after installation. Summit will not be responsible for any freeze damage that may occur from the replacement of existing dry type heads. Summit's policy is to install dry heads with a minimum length of 12 inches or the minimum length, if greater than 12 inches, required by the manufacturer's guidelines. Summit may replace dry heads like for like if specifically requested by the customer.
Insulation or heat tracing. Owner to maintain all wet systems at a min. of 40 degrees Fahrenheit.

Relocation of existing mains and/or branch lines.

Design, Permits and Hydraulic calculations unless specified in the scope of work.

Any work not listed in the scope of work of this proposal. Any additional work if needed will be proposed and approved before commencement.

Underground work of any kind.

Standard Terms and Conditions

These Terms and Conditions are attached to and made a part of the Summit Work Order together form the agreement between the parties (the "Contract"). As used in these Terms and Conditions, "Summit," "Customer," "Work," and "Contract Price" shall have the same meaning throughout the Contract.

1. **Acceptance.** Acceptance by Summit of Customer's order is expressly conditioned upon Customer's agreement to all of the terms and conditions set forth herein and any inconsistent or additional terms contained in the Customer's purchase order, purchase contract or other document are hereby rejected unless expressly accepted in writing by the Company within ten (10) days after its receipt of such order, contract or document. The terms, conditions, specifications, and quantities as stated in the Company's quotation shall not be modified except as provided herein.
2. **Payment.** Customer agrees to pay the Contract Price for the Work as and when required in the Contract. If Customer fails to pay the Contract Price, or any installment thereof, within ten (10) days after the date the same is due and payable, Customer shall automatically be assessed and shall pay a late charge equivalent to three percent (3%) of the amount of such late payment, together with interest on such late payment at the lower of the maximum rate allowed by applicable law or the rate of eighteen percent (18%) per annum. Summit expressly reserves all mechanics lien rights under applicable law and may take such other legal action as needed to perfect such rights and collect amounts owed it.
3. **Changes.** Except for substitutions, as described below in this paragraph, any alteration or modification to the Work must be documented and approved by Summit and Customer by a written change order signed by Summit and Customer. Summit reserves the right to require Customer to pay for all change order items (labor, equipment, and any other materials) at the time of signing the change order. In the event of discontinuations, changes, or the unavailability of specific equipment or materials described in the Specifications, Summit will have the right to substitute equipment and materials with substantially similar quality and features; provided, however, that if the replacement items are more expensive, then Summit shall notify Customer and Customer may elect whether to pay the additional expense (as an increase to the Contract Price) or to modify the Proposal to include less expensive items, if available, that would not increase the Contract Price.
4. **Limited Warranty.** All materials and labor supplied by Summit will be warranted for one (1) year from the date of completion of the Work. Upon request, Summit will supply a signed warranty letter to Customer, which states the completion date of the Work and the warranty termination date. Certain equipment may include manufacturer's warranties. Summit provides no additional warranty on such equipment. Customer shall have the right to seek enforcement of any such manufacturer's warranty. Summit shall have no obligation to seek enforcement of any such manufacturer's warranty against the manufacturer. Any labor or other services requested by Customer of Summit in connection with Summit warranty after the one (1) year warranty termination date shall be paid by Customer to Summit based on Summit standard fees and charges at the time. Summit Fire & Security's warranty shall not apply with respect to misuse, abuse or any use that is not in conformity with all applicable specifications and instructions.
5. **Disclaimer of Warranties.** The Customer acknowledges and agrees that except for the limited warranty specifically set forth in this Contract, Summit has made no representations or warranties, express or implied, as to any matter whatsoever, including without limitation the adequacy, performance, or condition of work performed and materials supplied by Summit on the Work, its merchantability or its fitness for any particular purpose; nor has the Customer relied on any representations or warranties, express or implied. The Customer further acknowledges and agrees that any affirmation of fact or promise shall not be deemed to create an express warranty, and that there are no warranties which extend beyond the description in this Contract. The Customer further acknowledges and agrees: (a) that Summit is not an insurer, (b) that the Customer assumes all risk of loss or damage to the Customer's premises or to the contents thereof, and (c) that the Customer has read and understands all of this Contract, particularly the paragraphs setting forth limitation of liability and indemnification provisions in the event of any loss or damage to the Customer or anyone else. SUMMIT HEREBY DISCLAIMS ANY AND ALL WARRANTIES NOT EXPRESSLY STATED HEREIN, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. UNDER NO CIRCUMSTANCES AND IN NO EVENT SHALL SUMMIT BE LIABLE FOR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, LOST PROFITS OR LOST PRODUCTION, WHETHER CLAIMED BY CUSTOMER OR BY ANY THIRD PARTY, IRRESPECTIVE OF WHETHER CLAIMS OR ACTIONS FOR SUCH DAMAGES ARE BASED UPON CONTRACT, WARRANTY, NEGLIGENCE, TORT, STRICT LIABILITY OR OTHERWISE, WHETHER OR NOT SUMMIT RECEIVES NOTICE OF THE

POTENTIAL FOR SUCH DAMAGES. NOTWITHSTANDING THE FOREGOING, ANY LIABILITY INCURRED BY SUMMIT SHALL BE LIMITED TO THE AMOUNT OF GOODS AND SERVICES PURCHASED BY CUSTOMER AND CONTAINED WITHIN THE WORK.

6. MECHANIC LIEN NOTICE. YOU ARE ENTITLED UNDER THE LAW OF CERTAIN JURISDICTIONS TO THE FOLLOWING NOTICE: (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THEIR CONTRIBUTIONS; (b) YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.
7. Taxes. Any applicable taxes or other governmental charges related to the Work shall be paid by Customer to Summit and shall be in addition to the Contract Price. In addition, if any fees or permits (such as one or more building permits) are required in connection with the Work, Customer shall secure and pay for any such fees and permits, the cost of which shall be in addition to the Contract Price.
8. Access. Customer shall allow Summit Fire & Security to have reasonable access to the job site to allow the completion of the Work on the dates and at the times requested by Summit Fire & Security personnel.
9. Risk of Loss. Risk of loss shall pass to Customer at the time the equipment and other materials that are part of the Work are delivered to the job site. This means that, for example, in the event of damage or destruction due to casualty, or in the event of theft, Customer shall be responsible for payment for such equipment and materials even if the Work has not been completed. Title to the equipment and other materials shall be held by Summit until payment in full of the Contract Price, at which time title shall pass to Customer. Summit shall have the right to remove the equipment and other materials that are a part of the Work if payment of the full Contract Price is not made by Customer immediately upon completion of the Work. That right shall be in addition to, and not in limitation of, Summit other rights and remedies.
10. Limitation of Liability and Remedies. The Work is not an insurance policy or a substitute for an insurance policy. In the event of any breach, default or negligence by Summit under this Contract, Customer agrees that the maximum liability of Summit shall not exceed an amount equal to the Contract Price. Customer expressly waives any right to make any claim more than that amount. IN NO EVENT SHALL SUMMIT BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR ANY OTHER DAMAGES OF ANY CHARACTER, INCLUDING BUT NOT LIMITED TO THE LOSS OF USE OF THE CUSTOMER'S PROPERTY, LOST PROFITS OR LOST PRODUCTION, WHETHER CLAIMED BY CUSTOMER OR BY ANY THIRD PARTY. Customer shall provide Summit with reasonable notice of any claim for breach and a reasonable opportunity to cure the alleged breach or default.
11. INDEMNIFICATION FOR CLAIMS BY THIRD PARTIES. In the event any person, not a party to this agreement, shall make any claim or file any lawsuit against Summit or its assignees or subcontractors for any reason relating to Summit's performance pursuant to this agreement, Customer agrees to indemnify, defend and hold harmless Summit against all claims, demands, suits, loss, liability, expenses and damages (including without limitation reasonable attorney's fees and costs). No part of this agreement should be read to seek indemnification for Summit's own negligence.
12. Customer's Failure to Pay. If Customer fails to pay any amount due to Summit as and when required, Summit Fire & Security shall have the right, but not the obligation, to immediately stop work on the Work and Summit Fire & Security may pursue any and all available remedies, including the right to place a lien against the Work site. In addition, Customer shall be obligated to reimburse Summit Fire & Security for reasonable legal fees and costs incurred by Summit Fire & Security in the enforcement of this Contract.
13. Attorneys' Fees/Waiver of Jury. If Summit engages counsel to enforce any rights or defenses provided for in this Contract, Summit shall be entitled to recover from Customer the costs and expenses associated with such enforcement, including without limitation, its reasonable attorney's fees, and costs. THE PARTIES AGREE TO WAIVE A JURY TRIAL FOR ANY DISPUTE ARISING FROM THIS AGREEMENT.
14. Governing Law, Jurisdiction. Agreement shall be governed exclusively by, and construed exclusively in accordance with, the laws of the Commonwealth of Virginia. Customer irrevocably agrees to the exclusive jurisdiction of the state or federal courts of such state in all proceedings between the parties hereto, and Customer irrevocably agrees to service of process via certified mail, return receipt requested, to Customer at the address set forth herein. The courts within the County of Henrico, Virginia, shall be the proper forum and preferred venue for any such legal action or proceedings that arise hereunder. However, nothing stated herein shall in any manner prevent or preclude Summit from bringing any one or more actions against Customer in any jurisdiction in the United States in which Customer conducts business. If Summit engages counsel to enforce any rights or defenses provided for in this Agreement, Summit shall be entitled to recover from Subscriber the costs and expenses associated with such enforcement, including without limitation, its reasonable attorney's fees, and costs.

15. Waiver. Customer further agrees to waive any claims against Summit known or unknown that exist as of the date of executing this proposal as further consideration for Summit performing this work.

16. Force Majeure Events. Summit shall not be liable or responsible to Customer, or be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by or results from acts beyond Summit's control, including without limitation the following force majeure events ("Force Majeure Events"): (a) acts of God; (b) flood, fire, earthquake, hurricane, or tornado or catastrophe, (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) government order, law, or actions; (e) embargoes or blockades in effect on or after the date of this Agreement; (f) national or regional emergency; (g) strikes, labor stoppages or slowdowns, or other industrial disturbances; (h) telecommunication breakdowns, power outages or shortages, lack of warehouse or storage space, inadequate transportation services, or inability or delay in obtaining supplies of adequate or suitable materials; and (i) other events beyond Summit's control.

Miscellaneous. The headings used herein are for convenience only and are not to be used in interpreting this Contract. Neither party shall be deemed to have waived any rights under this Contract unless such waiver is given in writing and signed by such party. If any provision of this Contract is invalid or unenforceable, such provision shall be deemed to be modified to be within the limits of enforceability or validity, if feasible; however, if the offending provision cannot be so modified, it shall be stricken and all other provisions of this Contract in all other respects shall remain valid and enforceable. This Contract is not assignable by Customer. This Contract is the entire agreement between the parties regarding the subject matter of this Contract; any prior or simultaneous oral or written agreement regarding the subject matter hereof is superseded by this Contract.

Submitted By: Robert Lambert
 Title: Sales Representative

CUSTOMER
 Approved by Authorized Representative

Summit Fire & Security
 Approved by Authorized Representative

By: <u>Ross Selman</u>	By: _____
Print Name: <u>Ross Selman</u>	Print Name: _____
Title: <u>Chairman, BOCC</u>	Title: _____
Date: <u>9/16/2024</u>	Date: _____
Email: <u>bocc@pittsburg.okcounties.org</u>	Email: _____

PITTSBURG COUNTY JAIL STANDARD OPERATING PROCEDURES

Introduction

Purpose

The purpose of this Standard Operating Procedures (SOP) document is to provide a comprehensive and clear set of guidelines for the operations, management, and conduct within the Pittsburg County Jail. These procedures are designed to ensure the safety, security, and well-being of both the inmates and the staff, while also maintaining compliance with local, state, and federal regulations.

Scope

This SOP applies to all staff members, including administration, deputies, dispatch, jailers, and other personnel involved in the daily operations of the Pittsburg County Jail. It covers various aspects of jail operations, including inmate intake, housing, supervision, security measures, and emergency procedures.

Definitions

- **Guardian System:** An electronic inmate management system used for tracking and logging inmate activities and movements.
- **RFID:** Radio Frequency Identification used for tracking inmates via RFID tags.
- **Spartan Device:** A handheld, ruggedized tool used for inmate tracking and management, integrating with the Guardian RFID system for real-time data syncing.
- **Trustee:** An inmate assigned to specific work duties within the facility, such as kitchen work, maintenance, or laundry.
- **Pod:** A housing unit within the jail where inmates are housed.
- **Observation Room (Rubber Room):** A specialized cell used for closely monitoring inmates who may be a threat to themselves or others.
- **Lockdown Unit:** A unit used for housing inmates under disciplinary measures or those requiring segregation from the general population.
- **Bean-Hole:** A small, secure opening in a cell door used for passing food, medication, and other items to inmates without opening the door. It enhances safety by minimizing direct contact between staff and inmates, particularly in high-security or lockdown units.
- **Central Control Tower:** A secure, central structure within the Male Run of a correctional facility. It serves as the primary monitoring and control point for the facility, allowing staff to oversee inmate activities and movements.

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Compliance and Accountability

All staff members are required to familiarize themselves with and adhere to the procedures outlined in this document. Compliance with these procedures is mandatory to ensure the effective and secure operation of the facility. Any deviations or breaches of these procedures must be reported immediately to the appropriate supervisory personnel for corrective action.

Review and Updates

This SOP document is subject to periodic review and updates to reflect changes in regulations, facility operations, and best practices. Suggestions for improvements or amendments to this document should be submitted to the administrative office for consideration.

General Facility Operations

Daily Routine

Shift Schedules and Rotations

- **Day Shift:** The shift runs from 6 AM to 6 PM. Responsibilities include morning head counts, supervising inmate activities, afternoon headcounts and coordinating daily operations.
- **Night Shift:** The shift runs from 6 PM to 6 AM. Responsibilities include evening head counts, supervising inmate activities, ensuring tasks are completed efficiently and ensuring security during off-hours.
- **Rotation Schedule:**
 - **Rotation 1:** Works Wednesday to Friday, including every other Saturday.
 - **Rotation 2:** Works Sunday to Tuesday, including every other Saturday.

Head Count Procedures

- **Soft Count:**
 - **Frequency:** Conducted at 6 AM, 2 AM. (Health 310:670-5-2)
 - **Procedure:**
 - The tower officer initiates the head count in Guardian.
 - A guard visually verifies each inmate's presence and movement.
 - The count is reported over the radio and logged in Guardian.
- **Hard Count:**
 - **Frequency:** Conducted at 10 AM, 2 PM, 6 PM & 10 PM.
 - **Procedure:**

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- The tower officer initiates the head count in Guardian.
- Guards scan each inmate's RFID tag.
- Real-time monitoring by the tower officer.
- Final count verification and announcement.

Visual Site Checks

- **Frequency:** Conducted within the hour. (Health 310:670-5-2)
- **Procedure:**
 - Use the Guardian Spartan device to scan RFID tags.
 - Verify inmate well-being and the security of the area.
 - The tower officer calls this out in 15 increments in “areas” through the jail.
 - Each shift must do a “scan” at 530 through the jail prior to leaving.

Inmate Interaction and Supervision

Rules for Guard Conduct

Communication

- **Professionalism:** Maintain professional and respectful communication with inmates.
- **Professionalism:** Maintain a professional and respectful tone in all interactions with inmates. This helps in establishing a controlled and safe environment.
- **Clarity:** Use clear and concise language to avoid misunderstandings. Ensure that instructions and information are communicated effectively.
- **Non-Confrontational:** Avoid engaging in arguments or confrontations with inmates. Handle disputes calmly and follow de-escalation techniques.
- **Confidentiality:** Protect the privacy of inmates by not discussing their personal information openly. Share sensitive information only with authorized personnel.

Boundaries

- **Self-Control:** Maintain self-control at all times, even in stressful situations. Do not react emotionally or impulsively to provocation.
- **Ethical Conduct:** Uphold the highest standards of ethical conduct. Do not engage in any activities that could compromise your integrity or the security of the facility.
- **Compliance:** Adhere strictly to all jail policies, procedures, and regulations. Ensure that your actions are always in line with established protocols.

Documentation

- **Incident Reporting:** Immediately report and document all incidents involving inmates in the Guardian system. Ensure that reports are detailed and accurate.

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- **Routine Logs:** Record all relevant interactions and observations in the Guardian system to maintain an accurate and up-to-date record of inmate behavior and activities.
- **Transparency:** Ensure that all documentation is transparent and available for review by supervisory personnel as required.

Communication Protocols

- **Radio Communication:** Use standard phrases and codes for clear communication.
- **Emergency Codes:** Familiarize yourself with emergency radio codes and use them appropriately to signal different types of emergencies.

Incident Reporting

- **Immediate Reporting:** Report incidents immediately to your supervisor and log them in the Guardian system. Ensure that all relevant details are included.
- **Timely Documentation:** Complete all incident reports in a timely manner. Use the ODIS system for filing and ensure that reports are accessible for review

Inmate Intake and Release

Booking Process

Begin Booking the Offender

- **Arrival:**
 - Inmate arrives at the jail in handcuffs, escorted by an arresting officer.
- **Verification of Warrants and Charges:**
 - If the offender is brought in on a warrant, verify the issuing agency, the validity of the warrant, and confirm the correct offender.
 - If it's a Pittsburg County warrant, look it up on ODCR to get all charges for each case number and verify bond amounts.
- **Pat Down:**
 - A guard takes the inmate and conducts a thorough pat down, checking for contraband.
 - Empty the inmate's pockets, remove bulky layers and jewelry.
 - Swap the arresting officer's handcuffs with the jail's handcuffs.
- **Photographing the Inmate:**
 - Take a front picture from the collarbone up, left and right profile pictures from the upper shoulder framing the face.
 - Take clear pictures of any visible tattoos, scars, and identifying marks
- **Information Entry:**

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- Enter as much information about the offender as possible, ensuring clarity for future reference.
- Document the offender's condition at the time of booking, all medical information, and any problems or issues.

Offender Property Documentation

- **Property Bag Preparation:**
 - Get an empty property bag and note the bag number on the bottom of the "Booking Intake" form.
 - Document the property next to the bag number as you bag it to ensure all property is accounted for.

Change-Out

- **Removal of Jewelry and Metal Objects:**
 - Ensure all jewelry and metal objects are removed, including necklaces, watches, bracelets/anklets, earrings, facial piercings, tongue rings, belly rings, rings, and hair clips/pins.
 - Place all items in a plastic property bag, seal it, and place it in the offender's mesh property bag.
- **Clothing Removal and Inspection:**
 - The offender must remove all clothing, which must be inspected, and a visual search of the body must be conducted for contraband.
 - The offender must shower and be given jail-issued clothing.
 - Female offenders are allowed to keep their sports bra only (no hooks, wires, or metal of any kind). All other clothing items are placed in the property bag, labeled, and immediately taken to the correct rack in numerical order.

Fingerprints

- **Fingerprinting Process:**
 - Obtain the offender's fingerprints unless they are extremely combative, highly intoxicated, or unable to stand.
 - Have the offender sign the fingerprint cards.

X-Ray

- **X-Ray Examination:**
 - X-ray every offender after the change-out process to ensure the X-ray is not obscured by any foreign materials.

Offender Signatures

- **Signatures Required:**

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- Have the offender sign the booking sheet, medical information, and jail rules.

Final Steps

- **Guardian Bracelet:**
 - Each offender placed in a pod or cell outside of booking must have a Guardian bracelet, including an additional inmate mugshot.
 - The color of the bracelet will be determined by the offender's status (e.g., Federal, Tribal, District).
- **Issuing Supplies:**
 - Issue the offender a blanket, towel, mat, hygiene cup, and phone PIN number before taking them to their housing unit.
- **DNA Collection:**
 - Collect DNA samples from all felonies and qualifying misdemeanors as required by law.

Release Process

Bail Bonds and Cash Bonds

- **Bail Bonds:**
 - Have the licensed bail bondsman fill out all required documents.
 - Ensure the correct bond amount and case number are listed.
 - The officer should sign and put the Sheriff's name on the sheriff's signature line.
 - All COUNTY bonds must be notarized.
 - For Tribal bonds, ensure "TRIBAL BOND" is written at the top.
 - Have the offender sign and provide their current address.
 - Once all documents are filled out and signed, place the bond papers in the COURTHOUSE basket.
- **Cash Bonds:**
 - **Pittsburg County Cash Bonds:**
 - Must be paid by MONEY ORDER ONLY.
 - Money order should be brought to the sheriff's office for the EXACT AMOUNT, made out to "PCSO," and have the purchaser's name and address filled in.
 - Fill out the receipt with the bonder's name, offender's name, money order number, and amount, with the officer and dispatcher/deputy signing it.
 - The white copy of the receipt goes with the money order and Cash Bond form, the yellow copy goes to the person posting the bond, and the pink copy stays in the book.
 - Fill out the "CASH BOND" paper with the name, address, and phone number of the person bonding the offender, the offender's name, case information, and bond

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amount. Write the MONEY ORDER number and RECEIPT number at the top of the form.

- Place the "CASH BOND" form, white receipt, and money order in a "CASH BOND" envelope, fill out the information, and write the MONEY ORDER number/RECEIPT number at the top of the envelope.
- Log the envelope on the safe drop log and drop it in the safe in booking with a witness initialing the safe drop log.
- **Tribal Cash Bonds:**
 - Handle the same way as county bonds but use TRIBAL FORMS.
 - If the offender is bonding out BEFORE their initial appearance, fill out the "Tribal Bond Release" form with court address, date, and time, and provide a copy to the offender, a copy in the offender's folder, and a copy with the cash bond paperwork.
 - If a Tribal cash bond is done on a weekend or at night, log and drop the envelope into the safe in booking. If it is paid during normal business hours, take the money order along with cash bond paperwork to the front office.
- **City Cash Bonds:**
 - Can only be handled by city officers.
 - If an offender wishes to pay a city cash bond, they will need to have someone on the outside contact the city's dispatch to handle the bond.
 - For City of McAlester cash bonds, they can call the city and pay by phone with a credit card. The city will then give or fax a release form to booking.
 - For all City of McAlester releases (cash bond paid/time served/OR'd), ensure the offender signs the city's release form and email it back to the McAlester City Clerk. Place a copy in McAlester's slot in booking and in the offender's folder.

Own Recognizance (OR) Releases

- Documentation from the courthouse or city agency is required.
- Verify the information is correct before releasing the offender by checking ODIS for the offender's case notes or the documents sent by the city agency.

Transfer/Release to Another County/State

- Verify the HOLD in ODIS and check documents in the offender's folder for agency holds.
- **Verification:**
 - Check and double-check to ensure the release is correct and the offender is ready to go.
 - Check ODIS for possible outstanding warrants from other counties. If there are warrants, call the respective county to see if they want to place a hold. If they do, have the county fax or email documentation confirming the hold. If they decline, note it in the release notes.
- **Funds:**

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- Check LOCKDOWN to see if the offender has money on their books. If the offender is being transferred to another county, call the front office and have them cut a check. The offender will need to sign the check receipt before leaving.
- If the offender is being released, load the money onto a debit card and explain the card details to the offender.
- **Processing the Release:**
 - Once everything is cleared, process the release and pull the offender.
 - Note the release type (Bail bond, cash bond, OR, pled, hold release, transfer, etc.), the company posting the bond, and the person authorizing the release if it's a special situation (e.g., medical OR). Detailed information is essential.
- **Offender's Property:**
 - Pull the offender's property bag, double-checking it is the correct one.
 - Take the property bag to the change-out room and have the offender change. Ensure they retrieve all their belongings and the bag is empty.
 - Have the offender take their jail-issued clothes to the laundry bin.
- **Final Steps:**
 - Have the offender sign all paperwork, sign all paperwork yourself, and address any questions the offender may have.
 - Verify everything is correct before the offender leaves.

Housing Units

Female Units

Pod 120 (Open Dorm)

- **Capacity:** Houses up to 24 females.
- **Facilities:** Includes 1 shower and 1 toilet. Pod also has a microwave, television and a NCIC kiosk.
- **Daily Duties:**
 - **Day Shift:** Supervise inmate activities, conduct site checks within the hour, assist with meal distribution, and manage inmate requests.
 - **Night Shift:** Oversee evening head counts, conduct site checks within the hour, assist with meal distribution, and ensure inmates adhere to nighttime protocols.

Pod 150 (Lockdown/Disciplinary Pod)

- **Capacity:** Houses up to 12 females.
- **Facilities:** Cells with individual toilets and sinks. Pod also has a microwave, television and a NCIC kiosk.
- **Daily Duties:**

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- **Day Shift:** Conduct head counts, supervise inmate activities, assist with meal distribution, and manage inmate requests.
- **Night Shift:** Conduct head counts, supervise inmates during lockdown, and ensure compliance with nighttime protocols.

Male Units

Pods A-C

- **Capacity:** Each pod has 8 individual cells, housing 2 inmates each (16 inmates per pod).
- **Facilities:** Each cell has a toilet and sink, with 2 showers in each pod (1 upstairs and 1 downstairs). Each pod also has a microwave, television and a NCIC kiosk.
- **Usage:** Primarily used for federal inmates when possible.
- **Daily Duties:**
 - **Day Shift:** Conduct head counts, supervise inmate activities, assist with meal distribution, and manage inmate requests.
 - **Night Shift:** Conduct head counts, monitor inmates, conduct site checks within the hour, and enforce nighttime protocols.

Pod D (Lockdown/Disciplinary Pod)

- **Capacity:** Similar to Pods A-C, with individual cells housing 2 inmates each.
- **Facilities:** Each cell has a toilet and sink, with 2 showers in the pod (1 upstairs and 1 downstairs). This pod does not have a microwave nor a television. This pod does have a NCIC kiosk.
- **Usage:** Used as the lockdown or disciplinary pod.
- **Daily Duties:**
 - **Day Shift:** Conduct head counts, supervise disciplinary inmates, assist with meal distribution, and manage inmate requests.
 - **Night Shift:** Conduct head counts, monitor disciplinary inmates, conduct site checks within the hour, and enforce lockdown protocols.

Pod E (Protective Custody)

- **Capacity:** Open dorm with 13 bunks upstairs and 13 downstairs (26 inmates total).
- **Facilities:** Showers and toilets both upstairs and downstairs. Each pod also has a microwave, television and a NCIC kiosk.
- **Usage:** Protective custody for inmates with charges related to sexual crimes, crimes involving women or children, or those removed from other pods.
- **Daily Duties:**
 - **Day Shift:** Conduct head counts, supervise protective custody inmates, assist with meal distribution, and manage inmate requests.
 - **Night Shift:** Conduct head counts, monitor protective custody inmates, conduct site checks within the hour, and enforce protective custody protocols.

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Pods F-H (Open Dorms)

- **Capacity:** Each pod has 12 bunks upstairs and 12 downstairs (24 inmates each).
- **Facilities:** Showers and toilets both upstairs and downstairs. Each pod also has a microwave, television and a NCIC kiosk.
- **Daily Duties:**
 - **Day Shift:** Conduct head counts, supervise inmate activities, assist with meal distribution, and manage inmate requests.
 - **Night Shift:** Conduct head counts, monitor inmates, conduct site checks within the hour, and enforce nighttime protocols.

Special Units

Observation Room (Rubber Room)

- **Usage:** For inmates requiring close monitoring due to mental health concerns or risk of self-harm.
- **Facilities:** Padded walls for safety.
- **Daily Duties:**
 - **Day Shift:** Conduct frequent checks, document inmate behavior, and provide necessary support.
 - **Night Shift:** Monitor inmate closely, conduct frequent checks, and document any incidents.

Holding Tank

- **Usage:** For short-term holding of inmates during intake or before release.
- **Facilities:** Toilet with built-in sink.
- **Daily Duties:**
 - **Day Shift:** Monitor inmates, ensure timely processing, and manage inmate needs.
 - **Night Shift:** Oversee short-term inmates, ensure safety, and assist with processing as needed.

Daily Activities and Responsibilities

Medication Administration

Schedule and Procedures

- **Medication Pass Times:**
 - **Morning:** 6:45 AM
 - **Afternoon:** 12:00 PM (Monday-Friday noon meds are passed by the nurse)
 - **Evening:** 8:30 PM
- **Procedure:**

PITTSBURG COUNTY JAIL

STANDARD OPERATING PROCEDURES

- **Preparation:** Ensure all medications are properly labeled and sorted according to the inmates' name, correct date and time of administration.
- **Distribution:** Medications are passed by the designated staff member. Verify the inmate's identity before administering the medication.
- **Documentation:** Record each medication administration in the inmate's medical log in Guardian.

Meal Preparation and Distribution

Meal Times and Menus

- **Breakfast:** 4:30 AM
- **Lunch:** 11:30 AM
- **Dinner:** 4:30 PM
- **Menu Planning:** Ensure meals meet dietary requirements and standards. Coordinate with kitchen staff for preparation.

Distribution Procedures

- **Preparation:** Trustees cook and place meals on trays.
- **Delivery:**
 - Trays are placed on a cart by Trustees and taken to housing units by Jail staff.
 - Jail staff distribute meals to inmates in their pods.
- **Special Diets:** Accommodate medical and religious dietary needs.

Recreation and Exercise

Schedule and Rules

- **Frequency:** Weekends and holidays
- **Duration:** Each pod is offered 1 hour in the recreational yard.
- **Supervision:** Ensure inmates are supervised during recreation time. Lockdown units allow only one cell out at a time.

Supervision Requirements

- **Safety:** Maintain a secure environment during recreational activities.
- **Compliance:** Ensure inmates adhere to facility rules and regulations during recreation.

Cleaning and Maintenance

Distribution and Collection of Cleaning Supplies

- **Frequency:** Cleaning supplies are passed to each pod every shift within 2 hours of each shift starting every day.
- **Supplies:** Include a mop, mop bucket, broom, dustpan, and shower scrubber.
- **Procedure:**

PITTSBURG COUNTY JAIL STANDARD OPERATING PROCEDURES

- **Distribution:** Jail staff distribute supplies to each pod.
- **Collection:** Supplies are collected by jail staff after use.

Laundry Schedule and Procedures

- **Blanket Laundry:**
 - **Male Side A-D:** Saturday nights
 - **Male Side E-H:** Sunday nights
 - **Female Laundry and Blankets:** Saturday nights
- **Male Laundry:**
 - **Pods A-D:** Monday nights
 - **Pods E-H:** Tuesday nights
- **Procedure:**
 - **Collection:** Jail staff collect laundry from each pod using designated carts.
 - **Processing:** Laundry trustees handle washing and drying of clothes and linens.
 - **Return:** Clean laundry is returned to the respective pods.

Hygiene and Razors

- **Schedule:** Sunday nights
- **Procedure:**
 - **Distribution:** Hygiene items and razors are passed to inmates.
 - **Collection:** Razors are collected by jail staff before lights out.

Inmate Lockdown and Disciplinary Procedure

Purpose: To establish a clear and consistent process for moving an inmate to a disciplinary unit for violations of jail rules and to ensure the safety and security of staff and other inmates.

Procedure:

Initiation of Lockdown:

- When an inmate's behavior warrants disciplinary action, the shift supervisor will be notified and will make the decision to initiate the lockdown process.

Compliance Check:

- Approach the inmate and inform them of the disciplinary action.
- If the inmate is compliant, they may be allowed to assist in gathering their personal belongings.
- If the inmate is non-compliant, the inmate will be escorted immediately to the disciplinary unit while the guards gather the inmate's property.

PITTSBURG COUNTY JAIL STANDARD OPERATING PROCEDURES

Property Handling:

- The inmate's personal belongings will be collected by the guards and placed in a secure storage area.
- A copy of the inmate's booking information will accompany the property to ensure proper identification and tracking.

Transfer to Disciplinary Unit:

- The inmate will be escorted to a cell in the disciplinary unit.
- The inmate will not be allowed to take any personal items with them during the transfer, including mats, towels, blankets, or hygiene items.

Provision of Essentials:

- Upon arrival in the disciplinary unit, the inmate will be provided with:
 - 1 mat
 - 1 towel
 - 1 blanket
 - 1 pair of slides
 - 1 set of clothing
 - Basic hygiene items (soap, toothpaste, toilet paper, toothbrush)

Disciplinary Report:

- Within 72 hours of being placed on disciplinary status, the inmate will be presented with a disciplinary report.
- The disciplinary report will be presented by a member of the disciplinary committee.
- The shift that placed the inmate on disciplinary status will not participate in presenting the disciplinary report.
- Both the member of the disciplinary committee, as well as the inmate MUST sign the report.

Documentation:

- All actions taken during the lockdown process, including the compliance check, property handling, and provision of essentials, must be thoroughly documented in the Guardian system.
- The disciplinary report must be completed using the format specified in the Discipline Report document, detailing the incident, witnesses, evidence, and disciplinary actions.

Review and Accountability:

- The disciplinary committee will review the incident and ensure that the lockdown procedure was followed correctly.
- Any deviations from this procedure must be reported to the shift supervisor for corrective action and further training if necessary.

PITTSBURG COUNTY JAIL STANDARD OPERATING PROCEDURES

Security and Safety

Emergency Procedures

Fire Safety

- **Prevention Measures:**
 - Regularly inspect electrical equipment and wiring.
 - Ensure fire exits are unobstructed and clearly marked.
 - Conduct regular fire drills and training for staff and inmates.
- **Response Plan:**
 - **Alarm Activation:** Upon discovering a fire, activate the nearest fire alarm.
 - **Evacuation:** Follow the facility's evacuation plan, ensuring all inmates and staff are accounted for.
 - **Containment:** Use fire extinguishers to contain small fires if it is safe to do so.
 - **Communication:** Notify the fire department and provide details about the fire and any potential hazards.

Medical Emergencies

- **Response Plan:**
 - **Immediate Action:** Assess the situation and provide first aid if necessary.
 - **Notification:** Alert medical staff and supervisors immediately.
 - **Documentation:** Record the incident in the Guardian system and fill out an incident report.
 - **Transport:** Arrange for emergency medical transport if the inmate requires hospital care.

Contraband Control

Searches and Inspections

- **Routine Searches:**
 - Conduct routine searches of cells, common areas, and personal belongings to detect and confiscate contraband.
 - Use handheld metal detectors and other search equipment to enhance the effectiveness of searches.
- **Entry and Exit Inspections:**
 - Inspect all incoming and outgoing mail, packages, and visitors to prevent contraband from entering or leaving the facility.
 - Implement strict procedures for searching staff and vendors entering the facility.

PITTSBURG COUNTY JAIL STANDARD OPERATING PROCEDURES

Handling of Confiscated Items

- **Documentation:**
 - Log all confiscated items in the Guardian system, including details about the item, the inmate involved, and the location where it was found.
 - Ensure proper chain of custody for all contraband items.
- **Storage and Disposal:**
 - Store confiscated items in a secure evidence room.
 - Follow legal procedures for the disposal or return of confiscated items, as appropriate.

Use of Force and Restraints

Approved Equipment and Usage

- **Types of Equipment:**
 - Less-than-lethal equipment (e.g., JPX pepper spray guns, OC pepper spray, handcuffs, hand radios).
 - Restraint equipment (e.g., handcuffs, leg irons, restraint chairs).
 - Less-than-lethal shotguns, available when needed.
- **Usage Protocols:**
 - Use of force should be the last resort and should be proportional to the threat posed.
 - Staff must receive training on the proper use of all approved equipment.
 - Document every use of force incident in the Guardian system, including the circumstances, actions taken, and any injuries sustained.

Documentation and Reporting

- **Incident Reports:**
 - Complete a detailed incident report for every use of force, including statements from all staff involved.
 - Review and investigate all use of force incidents to ensure compliance with policies and identify any areas for improvement.
- **Guardian System Logging:**
 - Log all use of force incidents in the Guardian system for accurate record-keeping and reporting.
 - Maintain transparency and accountability through regular audits and reviews of use of force reports.

PITTSBURG COUNTY JAIL STANDARD OPERATING PROCEDURES

Crisis Control

Inmate Fights

One-on-One Fight (Male Side):

- **Immediate Response:**
 - **Radio Call:** Tower officer announces "fight in [Pod]."
 - **Assemble Response Team:** Sergeant calls the female tower officer to cover booking. Gathers all other jail officers in booking.
 - **Assess Situation:** Secure booking and proceed to the pod.
- **Intervention:**
 - **Entry:** Enter the pod and gain control with minimal force.
 - **Separate Fighters:** Separate inmates engaged in the fight.
 - **Control Population:** Maintain control over non-engaged inmates.
- **Post-Fight:**
 - **Medical Assessment:** Evaluate the need for medical attention.
 - **Documentation:** Record the incident in ODIS.
 - **Lock-Up:** If hospital visit is required, lock up the involved inmates.

Riots

Immediate Response:

- **Alert All Staff:** Activate the riot protocol and notify all available staff.
- **Secure Control Room:** Ensure the control room is secure and maintain communication.
- **Deploy Riot Gear:** Equip staff with riot gear and less-lethal tools.
- **Containment:** Isolate the area and prevent the riot from spreading.
- **Negotiation:** Attempt to de-escalate the situation through communication.
- **Use of Force:** If necessary, use force in a controlled and legal manner to regain control.

Post-Riot:

- **Medical Attention:** Provide care to injured inmates and staff.
- **Damage Assessment:** Evaluate and document any damage to the facility.
- **Debriefing:** Conduct a debriefing session with involved staff.
- **Documentation:** Complete detailed reports on the incident.

Cell Extraction

Preparation:

- **Team Formation:** Assemble an extraction team with a designated leader.

PITTSBURG COUNTY JAIL STANDARD OPERATING PROCEDURES

- **Equipment:** Equip the team with protective gear and necessary tools.
- **Briefing:** Conduct a briefing on the extraction plan and roles.

Execution:

- **Approach:** Approach the cell in a coordinated manner.
- **Commands:** Give clear verbal commands to the inmate to comply.
- **Extraction:** Use the minimum force necessary to remove the inmate safely.
- **Medical Check:** Conduct a medical assessment of the inmate post-extraction.
- **Documentation:** Record the entire process and outcome in the Guardian system.

Lockdown Procedures

Initiating Lockdown:

- **Alert:** Notify all staff and inmates of the lockdown via PA system.
- **Secure Pods:** Ensure all pods are locked and secured.
- **Roll Call:** Conduct a roll call to account for all inmates and staff.
- **Monitor:** Keep constant monitoring of all areas through cameras and patrols.

During Lockdown:

- **Regular Checks:** Perform regular visual checks and headcounts.
- **Restricted Movement:** Limit inmate movement to essential activities only.
- **Communication:** Keep communication lines open between staff and control room.

Lifting Lockdown:

- **Assessment:** Ensure the situation is fully resolved.
- **Gradual Reintroduction:** Gradually return to normal operations while monitoring.
- **Debriefing:** Conduct a debriefing with staff to discuss the lockdown and improvements.
- **Documentation:** Document the lockdown details and any incidents that occurred.

Attempted Escapes

Immediate Response:

- **Alert:** Sound the escape alarm and notify all staff.
- **Containment:** Secure all exits and conduct an immediate headcount.
- **Pursuit:** If safe, initiate pursuit and containment of the escapee.

Post-Attempt:

- **Search:** Conduct a thorough search of the facility for contraband or tools used in the attempt.

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STANDARD OPERATING PROCEDURES

- **Investigation:** Investigate the circumstances and methods of the escape attempt.
- **Documentation:** Document the incident and findings in the Guardian system.

Escapes

Immediate Response:

- **Alert:** Sound the escape alarm and notify local law enforcement.
- **Containment:** Secure the facility and surrounding area.
- **Pursuit:** Coordinate with local authorities to pursue and recapture the escapee.

Post-Escape:

- **Search:** Conduct a thorough search for any accomplices or tools used.
- **Investigation:** Investigate the escape to identify security breaches and preventive measures.
- **Documentation:** Complete detailed reports on the escape and actions taken.

Follow-Up:

- **Review:** Review security protocols and implement improvements.
- **Training:** Conduct training sessions for staff on updated protocols and crisis response.
- **Debriefing:** Hold debriefing sessions to discuss the incident and gather feedback.

Medical Emergencies

Immediate Response:

- **Alert Medical Staff:** Notify on-site medical personnel immediately.
- **Provide First Aid:** Administer basic first aid until medical staff arrive.
- **Secure Area:** Ensure the area is secure and other inmates are not interfering.

Post-Emergency:

- **Transport:** Arrange for emergency medical transport if needed.
- **Documentation:** Record the incident in the Guardian system, including the response and outcome.

Natural Disasters

Preparation:

- **Training:** Conduct regular drills for natural disaster scenarios (e.g., earthquakes, floods).
- **Emergency Kits:** Ensure emergency kits are available and stocked.

Immediate Response:

PITTSBURG COUNTY JAIL STANDARD OPERATING PROCEDURES

- **Alert:** Notify all staff and inmates of the situation.
- **Evacuation:** Follow evacuation procedures if necessary.
- **Shelter:** Move inmates to designated safe areas within the facility.

Post-Disaster:

- **Assessment:** Evaluate the facility for damage and safety.
- **Documentation:** Record the event and response actions.

Power Outages

Immediate Response:

- **Activate Backup Power:** Switch to backup generators.
- **Maintain Security:** Ensure all security systems remain operational.

Post-Outage:

- **Assessment:** Check all systems and equipment for damage.
- **Documentation:** Record the incident and any corrective actions taken.

Hostage Situations

Immediate Response:

- **Alert:** Notify all staff and local law enforcement.
- **Secure Area:** Isolate the area and evacuate uninvolved inmates and staff.
- **Negotiation:** Engage trained negotiators to resolve the situation peacefully.

Post-Incident:

- **Medical Attention:** Provide care to any injured individuals.
- **Debriefing:** Conduct a debriefing session with involved staff.
- **Documentation:** Complete detailed reports on the incident and actions taken.

Special Protocols

PITTSBURG COUNTY JAIL STANDARD OPERATING PROCEDURES

Court Appearances and Legal Visits

Scheduling and Coordination

- **District Court Initial Appearances:**
 - Conducted the following business day after an inmate is booked in.
 - Time: 3:00 PM
 - Location: Courtroom at the jail over Zoom.
- **Tribal Court Initial Appearances:**
 - Conducted the following business day after an inmate is booked in.
 - Time: 1:00 PM
 - Location: Courtroom at the jail over Zoom.
- **Legal Visits:**
 - Attorneys, case workers, and other legal professionals can schedule in-person visits.
 - Scheduling Hours: Monday to Friday, 7:00 AM to 5:00 PM.
- **Federal Court Appearances:**
 - Inmates are brought to booking.
 - The inmate is leg shackled, cuffed, and belly chained.
 - Transported to the federal courthouse by transportation deputies.
 - Inmates must be in county oranges and are not to have anything with them.
 - A sack lunch and bottle of water are provided.
 - All inmates must be x-rayed prior to leaving and upon return.

Security Measures

- **Verification:** Verify the identity of all visitors and ensure they are on the approved list.
- **Searches:** Conduct thorough searches of all visitors and their belongings to prevent contraband.
- **Supervision:** Ensure legal visits are conducted under appropriate supervision to maintain security while respecting attorney-client privilege.

Medical and Mental Health

Regular Health Checks

- **Intake Screening:**
 - Conduct comprehensive health screenings during the booking process to identify any immediate medical needs.
 - Document all medical information in the inmate's file and the Guardian system.
- **Routine Health Assessments:**
 - Schedule regular health assessments for all inmates, ensuring timely medical care.
 - Monitor chronic conditions and provide necessary medications and treatments.

PITTSBURG COUNTY JAIL STANDARD OPERATING PROCEDURES

Special Observations

- **Mental Health Monitoring:**
 - Conduct regular mental health evaluations, particularly for inmates in the observation room or those exhibiting signs of distress.
 - Provide access to mental health professionals and counseling services as needed.
- **Suicide Watch:**
 - Place inmates at risk of self-harm on suicide watch, ensuring constant monitoring and support.
 - Implement preventive measures, such as removing potential tools for self-harm and providing safe bedding and clothing.

Documentation and Reporting

- **Incident Reports:**
 - Document all medical incidents and interventions in the Guardian system.
 - Ensure detailed records of symptoms, treatments, and outcomes.
- **Communication with Medical Staff:**
 - Maintain clear and continuous communication with medical staff regarding inmate health needs.
 - Ensure all staff are aware of protocols for handling medical and mental health emergencies.

PITTSBURG COUNTY JAIL STANDARD OPERATING PROCEDURES

Administrative Duties

Documentation and Reporting

Logging Activities in Guardian System

- **Routine Logs:**
 - Record all inmate movements, requests, and activities in the Guardian system.
 - Ensure that site checks, headcounts, and other routine activities are accurately logged.
- **Incident Reports:**
 - Complete detailed incident reports for any significant events, including use of force, medical emergencies, contraband discoveries, and behavioral incidents.
 - Include statements from all involved staff members, time stamps, and any supporting evidence or documentation.

Incident Reporting

- **Immediate Reporting:**
 - Report all incidents promptly to the shift supervisor and document in the Guardian system.
 - Ensure that all staff members involved or witnessing the incident provide statements and details.
- **Follow-Up:**
 - Conduct follow-up investigations for significant incidents to ensure proper resolution and accountability.
 - Review incident reports regularly to identify patterns or areas needing improvement.

Training and Staff Development

Staff Training Programs

- **Initial Training:**
 - Provide comprehensive training for all new staff members, including jail policies, procedures, and emergency protocols.
 - Include hands-on training with equipment and technology used within the facility.
- **Ongoing Training:**
 - Conduct regular training sessions to keep staff updated on new policies, procedures, and best practices.
 - Include scenario-based training for handling emergencies and difficult situations.

PITTSBURG COUNTY JAIL STANDARD OPERATING PROCEDURES

Continuing Education

- **Professional Development:**
 - Encourage staff to pursue further education and training opportunities related to corrections and law enforcement.
 - Provide access to relevant courses, workshops, and seminars.
- **Certification and Compliance:**
 - Ensure all staff maintain required certifications and complete mandatory training.
 - Keep accurate records of training completion and certifications in the Guardian system.

Performance Evaluation

- **Regular Assessments:**
 - Conduct regular performance evaluations for all staff members to assess their competency and adherence to procedures.
 - Provide feedback and set goals for improvement and development.
- **Mentorship Programs:**
 - Implement mentorship programs to support new staff and promote knowledge transfer from experienced officers.

Appendices

Emergency Contacts and Resources

Emergency Contact List

- **Internal Contacts:**
 - Jail Administrator: Jeff Daniels, [Contact Information]
 - Shift Supervisors: [Names], [Contact Information]
 - Medical Staff: Jennifer Metcalf, [Contact Information]
- **External Contacts:**
 - Local Police Department: [Contact Information]
 - Fire Department: [Contact Information]
 - Ambulance Service: [Contact Information]
 - Legal Aid: [Contact Information]

Resource List

- **Medical Resources:**
 - Local Hospital: [Contact Information]

PITTSBURG COUNTY JAIL STANDARD OPERATING PROCEDURES

- Mental Health Services: [Contact Information]
- Substance Abuse Treatment: [Contact Information]
- **Support Services:**
 - Victim Support:
 - Inmate Family Services:
 - Community Outreach Programs: [Contact Information]

Instructions for Use:

- Keep the emergency contact list accessible to all staff members.
- Update contact information regularly to ensure accuracy.
- Train staff on how to use emergency contacts and resources effectively.

Policy References

Key Policies and Procedures

- **Inmate Rights and Responsibilities:** Overview of the rights afforded to inmates and their responsibilities while in custody.
- **Staff Code of Conduct:** Detailed expectations for staff behavior and professionalism.
- **Use of Force Policy:** Guidelines for the appropriate use of force, including approved equipment and documentation requirements.
- **Emergency Response Procedures:** Protocols for responding to various emergencies, including medical incidents, fires, and security threats.

Instructions for Use:

- Ensure all staff are familiar with key policies and procedures.
- Provide training and resources to support adherence to policies.
- Review and update policies regularly to reflect changes in regulations and best practices.

Emergency Contacts:

- Jail Administrator: 918-424-9203
- Nurse: 918-429-2298
- Undersheriff: 918-424-5554
- McAlester Police Department: 918-423-1212
- McAlester Regional Hospital: 918-426-1800
- Carl Albert Mental Health: 918-426-7800

The Board of County Commissioners of Pittsburg County do hereby approve the Standard Operating Procedures for the Pittsburg County Jail.

Signed this 16th day of September, 2024.

BOARD OF COUNTY COMMISSIONERS
PITTSBURG COUNTY, OKLAHOMA

ATTEST:

CHAIRMAN *Ron Blum*

VICE-CHAIRMAN *Carl B...*

MEMBER *Mike Hayes*

SHERIFF *Frankie McClellan*



COUNTY CLERK *Jope Trammell*

Pittsburg County
Organization: Pittsburg County

JAG-LLE-2024-PITTSBURG CO-00018

JAG-LLE-2024-PITTSBURG CO-00018

Applicant Information

E-mail Address

bocc@pittsburg.okcounties.org

Project Director

Julie Padgett
Admin. Assistant

Title

1210 North West Street

Physical Address

McAlester

State Oklahoma

Zip + 4 74501

Area Code/Phone Number

(918) 423-5858

Area Code/Fax Number

jpadgett@pittsburgsheriff.com

E-mail Address

Finance Officer

Jennifer Hackler
Treasurer

Title

115 E. Carl Albert Parkway

Physical Address

McAlester

State Oklahoma

Zip + 4
74501-2306

Area Code/Phone Number

(918) 423-6895

E-mail Address

pittsburg_treasurer@yahoo.com

NOTE: The Agency Administrator/Project Director is the contact person for all project activities and is responsible for meeting the goals and objectives of the award. The Financial Officer/Fiscal Officer is responsible for reporting the financial activity related to the award. The Agency Administrator/Project Director and Financial Officer/Fiscal Officer may **NOT** be the same person or have full corresponding access in OKGrants.

The Authorized Official/Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Authorized Official/Chief Executive Officer must be the mayor, city manager, chairperson of the County Commission, or an authorized tribal leader. **The Authorized Official can NOT be the chief of police, city clerk, or sheriff.**

Pittsburg County
Organization: Pittsburg County

JAG-LLE-2024-PITTSBURG CO-00018

JAG-LLE-2024-PITTSBURG CO-00018

Applicant Information

Locality Type
Organization Name
Unique Entity Identifier (UEI)

City County Tribal Government
Pittsburg County
PGZK4N3YML2

NOTE: The new Unique Entity Identifier is now the primary means of identifying agencies registered for federal awards with the System for Award Management (SAM). DUNS numbers will no longer be utilized. Federal guidelines require all applicants to be registered on the FREE System for Award Management (SAM). The SAM database is the repository for standard information about applicants, recipients, and subrecipients of federal financial assistance. Please make sure your SAM registration allows for public search. For more information or to register with SAM, go to <https://www.sam.gov>. To find your UEI on the SAM website, please consult the instructions here.

Federal Tax Identification Number

73-6006407

Congressional District
(Mark all that apply)

Congressional District 01
 Congressional District 02
Congressional District 03
Congressional District 04
Congressional District 05

Type of Agency

Applicant Agency

Mailing Address
City
County

Pittsburg County Sheriff's Office
1210 North West Street
McAlester
Pittsburg County

State Oklahoma

Zip + 4 74501

Authorizing Official

Title
Mailing Address
City

Ross Selman
Board of County Commissioners
115 E. Carl Albert Parkway
McAlester

State Oklahoma

Zip + 4
74501-2306

Area Code/Phone Number
Area Code/Fax Number

(918) 423-1338

09/10/2024

Pittsburg County
Organization: Pittsburg County

JAG-LLE-2024-PITTSBURG CO-00018

JAG-LLE-2024-PITTSBURG CO-00018

Project Information

Federal Amount Requested

\$10,000.00

Has the applicant agency ever had any disputes with the expenditure of federal funds for any federal grant, either as a direct recipient or as a subgrantee, and as a result had to pay back federal funds?

No

If yes, please explain *

Project Description

1. Description of Jurisdiction: *

Provide a description of the jurisdiction and the applicant agency. For example, provide county location, information on the population, etc. Pittsburg County located in southeastern Oklahoma. As of the census of 2010, there were 45,837 people, 18,623 households, and 15,389 families residing in the county. Area

- Total 1,378 sq mi (3,570 km²)
- Land 1,305 sq mi (3,380 km²)
- Water 72 sq mi (190 km²) 5.3%

Manufacturing became significant when the U.S. Navy built an ammunition depot at McAlester during World War II. It employed 8,000 people in 1945. The U. S. Army took over the facility in 1977.[3]

The Corps of Engineers built Eufaula Lake between 1956 and 1964, which brought tourism, land development and a major source of hydroelectric power.[3]

McAlester is the largest city in the county, the Oklahoma State penitentiary, college campus, and highways 69 ,270 and 75 all sit in Pittsburg County.

2. Provide the number of officers:(only full-time officers can be awarded equipment)

Full-time Officers: 25 *

Part-time Officers: 2 *

3. Does the jurisdiction proved UCR data to OSBI under their own ORI number? *

Yes No

If no, please explain why UCR data is not submitted.

4. Requesting a patrol vehicle (unmarked vehicles are not allowed)

Are you requesting a patrol vehicle?

Yes No

If yes, how many usable patrol vehicles are currently in your fleet of vehicles?

Project Description

How will the balance of the vehicle be funded?

5. Provide a detailed description of the equipment to be purchased. *
Body worn camera's from Axon to replace and upgrade camera's that have been damaged.

6. Provide a justification as to why these funds are needed to purchase this equipment. What value will this equipment bring to your agency? (lack of funds is not justification). *
The cameras will be used by the Sheriff's office, the budget does not allow for these cameras to be purchased at this time. This grant will allow these damaged cameras to be replaced. The new camera will also be an upgrade from the previous cameras.

7. Is a mobile data system being requested? * Yes No v

If yes, identify the infrastructure (i.e. MobileCop) available to support the Mobile Data System. Data exceeds the allowed length

8A. Are hand held radios being requested? * Yes No v

8B. If the answer to Question 8A is yes, is the applicant within the footprint of the 800 MHz Trunked Radio System as identified in the Preapplication Instructions? * Yes No v

8C. If the answer to Question 8B is yes, is the applicant requesting 800 MHz radios? Yes v No

8D. If the answer to 8C is no, then provide a justification why the 800 MHz radios are not being requested.

9A. Are you requesting ballistic-resistant officer protection equipment? * Yes No v

9B. If the answer to 9A is yes, does your applicant agency have a written "mandatory wear" policy in effect? * Yes No v

9C. If requesting ballistic-resistant officer protection equipment, download and complete the Body Armor Mandatory Wear Policy

Project Description

Certification. A copy can be found at: Body Armor Mandatory Wear Policy Certification. When completed, upload this to the Required Attachments page, which is listed underneath the header Attachments, Certifications, and Assurances.

10A. Are you requesting Body-Worn Cameras? * Yes No

10B. If the answer to 10A is yes, does your agency have a written policy regarding BWC policy? * Yes No

10C. If requesting Body-Worn Camera, download and complete the Body-Worn Camera Policy Certification. A copy can be found at: Body-Worn Camera Policy Certification. When completed, upload this to the Required Attachments page, which is listed underneath the header Attachments, Certifications, and Assurances.

Pittsburg County
Organization: Pittsburg County

JAG-LLE-2024-PITTSBURG CO-00018

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Detailed Equipment Budget

Equipment*	Source of Purchase *	Quantity *	Unit Price*	Federal Funds Requested
Body Worn Cameras	Axon	9	\$849.00	\$7,641.00
Multi Bay Docking Station	Axon	1	\$1,638.90	\$1,638.90
Hardware Bundle	Axon	1	\$720.10	\$720.10
TOTAL				\$10,000.00

Pittsburg County
Organization: Pittsburg County

JAG-LLE-2024-PITTSBURG CO-00018

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Overall Budget Summary

Category	Federal Funds Requested
A. Equipment	\$10,000.00
TOTAL	\$10,000.00

Pittsburg County
Organization: Pittsburg County

JAG-LLE-2024-PITTSBURG CO-00018

JAG-LLE-2024-PITTSBURG CO-00018

Grant Summary

Grant Summary

Upgrade and replace body worn cameras for our office.



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737

Q-607397-45531.915JT
 Issued: 08/27/2024
 Quote Expiration: 09/30/2024
 Estimated Contract Start Date: 11/01/2024
 Account Number: 459703
 Payment Terms: N30
 Delivery Method:

SHIP TO	BILL TO
Pittsburg County Sheriff's Office - OK 1210 N West St McAlester, OK 74501-2306 USA	Pittsburg County Sheriff's Office - OK 1210 N West St McAlester OK 74501-2306 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Jack Torgler Phone: Email: jtorgler@axon.com Fax:	Chris Morris Phone: (918) 423-5858 Email: cmorris@pittsburgsheriff.com Fax:

Quote Summary

Program Length	20 Months
TOTAL COST	\$10,026.90
ESTIMATED TOTAL W/ TAX	\$10,026.90

Discount Summary

Average Savings Per Year	\$0.00
TOTAL SAVINGS	\$0.00

Payment Summary

Date	Subtotal	Tax	Total
Oct 2024	\$10,026.90	\$0.00	\$10,026.90
Total	\$10,026.90	\$0.00	\$10,026.90

Quote Unbundled Price: \$10,026.90
 Quote List Price: \$10,026.90
 Quote Subtotal: \$10,026.90

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Ala Carte Hardware									
H00002	AB4 Multi Bay Dock Bundle	1			\$1,638.90	\$1,638.90	\$1,638.90	\$0.00	\$1,638.90
H00004	AB4 FLEX POV HARDWARE BUNDLE	3			\$249.00	\$249.00	\$747.00	\$0.00	\$747.00
H00001	AB4 Camera Bundle	9			\$849.00	\$849.00	\$7,641.00	\$0.00	\$7,641.00
Total							\$10,026.90	\$0.00	\$10,026.90

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
AB4 Camera Bundle	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	9	1	10/01/2024
AB4 Camera Bundle	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	10	1	10/01/2024
AB4 Camera Bundle	11508	AXON BODY - MOUNT - RAPIDLOCK DOUBLE MOLLE	10	1	10/01/2024
AB4 FLEX POV HARDWARE BUNDLE	100200	AB4 FLEX POV MODULE	3	1	10/01/2024
AB4 FLEX POV HARDWARE BUNDLE	100852	AXON BODY 4 - C-CLIP - POV	3	1	10/01/2024
AB4 FLEX POV HARDWARE BUNDLE	100858	AXON BODY 4 - HELMET MOUNT - UNIVERSAL POV	4	1	10/01/2024
AB4 FLEX POV HARDWARE BUNDLE	100958	AXON BODY 4 - FLEX POV MODULE CABLE 48 IN	3	1	10/01/2024
AB4 FLEX POV HARDWARE BUNDLE	100206	AXON BODY 4 - 8 BAY DOCK	1	1	10/01/2024
AB4 Multi Bay Dock Bundle	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	10/01/2024
AB4 Multi Bay Dock Bundle	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	10/01/2024

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	1210 N West St	McAlester	OK	74501-2306	USA

Payment Details

Oct 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1 Upfront	H000001	AB4 Camera Bundle	9	\$7,641.00	\$0.00	\$7,641.00
Year 1 Upfront	H000002	AB4 Multi Bay Dock Bundle	1	\$1,638.90	\$0.00	\$1,638.90
Year 1 Upfront	H000004	AB4 FLEX POV HARDWARE BUNDLE	3	\$747.00	\$0.00	\$747.00
Total				\$10,026.90	\$0.00	\$10,026.90

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

8/27/2024



INTERLOCAL AGREEMENT

BETWEEN .

PITTSBURG COUNTY DISTRICT #2 AND Town of Kiowa

WHEREAS, Pittsburg County District #2 and Town of Kiowa wish to enter into the following agreement.

Town of Kiowa has agreed to allow Highway District #2 to access his property for the purpose of Cleaning out and removing trees.

In return, Highway District #2 agrees to repair any damages caused to Lincoln St property.

This agreement may be terminated by either party by written notice.

Dated: 9/16/2024

BOARD OF COUNTY COMMISSIONERS
PITTSBURG COUNTY, OKLAHOMA

Mark Peterson

CHAIRMAN

Mark Z

VICE-CHAIRMAN

Mike Hayes

MEMBER

LANDOWNER

ATTEST:

Hope Trammell
COUNTY CLERK

