



**DEPARTMENT OF CORRECTIONS
Business & Finance**



Title:	Emergency Board Requests	DOC Policy: 30.5.2
Effective:	12/7/11	Supercedes: 7/1/99
Applicability:	All functional units	
Directives Cross-Reference:	None	
Attachment:	Format for Emergency Board Request	

I. PURPOSE

The purpose of this procedure is to establish specific responsibility within the Department of Corrections for identification and preparation of Emergency Board requests.

The Emergency Board is a legislative interim committee which is empowered to make certain fiscal decisions in the absence of the Legislature. This includes the allocation out of any emergency funds of additional funds beyond the amount appropriated to an agency and the authorization to expend sums in excess of an agency budget when dedicated funds are available.

II. POLICY

A. Determination of an Emergency

1. Functional unit managers shall monitor and assess the impact of circumstances that develop which could have adverse fiscal impact upon a functional unit's program(s).
2. As soon as such circumstances are identified as beyond the scope of the functional unit, the affected functional unit manager will inform the appropriate Assistant Director.
3. If similarly unresolvable at the division level, the executive staff will determine whether or not the problem can be resolved within the department's legislatively approved budget, and inform the Director of their recommendations for action.
4. The Director will review the problem to determine whether, in his/her judgment, a defined emergency does exist. If so, the Director will communicate the decision to the Assistant Director.
5. In addition to the defined emergencies discussed above, the Emergency Board reviews and approves all applications for financial assistance or grants from the federal government. While agencies may apply for grants, they can do so only with Emergency Board approval to apply.

B. Process of Emergency Board Request

1. When the Director determines that an Emergency Board request is required, the Assistant Director will initiate the request in the format prescribed by the Department of Administrative Services (Attachment 1). Draft Emergency Board requests shall be forwarded to the Planning and Budget Administrator one week prior to the Department of Administrative Services deadline.
2. The Planning and Budget Administrator must assure that the request is transmitted to the Department of Administrative Services prior to the department's deadline.
3. The Director, Assistant Director, and/or affected functional unit manager will present the request to the Emergency Board.
4. The Planning and Budget Administrator will inform the affected functional unit of actions taken by the Emergency Board and will send copies to the Director, executive staff, and Budget Office.

C. Format

1. The Emergency Board request shall be prepared in the format specified below.
2. The request will be initiated in business letter form on Department of Corrections Director's Office letterhead.
3. The following subject sections will be included in the request:
 - a. Background
 - b. Action Requested
 - c. Legislation Affected

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: signature on file
Birdie Worley, Rules Coordinator

Approved: signature on file
Mitch Morrow, Deputy Director

**DEPARTMENT OF CORRECTIONS DIRECTOR'S OFFICE LETTERHEAD
(Prepared by Division staff)**

Date

The Honorable _____, Co-Chair
The Honorable _____, Co-Chair
State Emergency Board
State Capitol Building
Salem, OR 97310

Concise statement of the event(s) or circumstances which constitute the emergency.

BACKGROUND

Concise statement of events and circumstances that necessitated the request.

Concise statement of what has been done to address the emergency in terms of financial resources within the department's allotment plan if applicable.

ACTION REQUESTED

If more than one financial allotment requires adjustment, open with a request for the total amount desired, followed by a numerical listing of the applicable categories with their separate financial requirements:

Allocation of \$ (total amount) from the Emergency Fund as follows:

- 1) The department requests \$_____ to meet costs of (higher population and other previously unbudgeted expenses, etc.).
- 2) (Similar presentation)

(Continue through as many subsequent numerical elements as necessary.)

LEGISLATION AFFECTED

Oregon Laws, 19__, chapter, section subsection, and amount of increase and/or decrease.

Sincerely,

(typed name)
Director
Department of Corrections