

Memorandum of Understanding (v.1)

OIC of Oklahoma County and Oklahoma County Criminal Justice Authority

Summary of Program. The OIC of Oklahoma County seeks to partner with the OKLAHOMA COUNTY CRIMINAL JUSTICE AUTHORITY to target adults ages 18 years old and above who have been charged with nonviolent felony offenses in Oklahoma County. OIC proposes to offer onsite classes for high school equivalency/GED and job readiness classes at the Oklahoma County Detention Center. The objective is to provide education and training classes to assist residents with obtaining a high school equivalency diploma during their period of incarceration, as well as prepare them for employment upon release and reintegration. This initiative aligns with OIC's commitment to breaking the cycle of illiteracy in Oklahoma with particular emphasis on the corrections system.

WHEREAS, **Opportunities Industrialization Center of Oklahoma County, Inc (OIC)** hereinafter referred to as OIC of Oklahoma County [**Partner 1**] and **OKLAHOMA COUNTY CRIMINAL JUSTICE AUTHORITY** hereinafter referred to as [**Partner 2**] have come together to provide *high school equivalency diploma* classes and *job readiness classes* at the Oklahoma County Detention Center, 201 N. Shartel, Oklahoma City, OK 73102; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided through the partnership; and

WHEREAS, the partners herein agree to commence this pilot program of services beginning on August 1, 2025 and continuing for a period until June 30, 2026. Program will be re-evaluated for continuation; and

WHEREAS, OIC will provide resources and materials funded by the State Department of Career and Technical Education and other grants, as appropriate; and

WHEREAS, the stated classes will be provided *in person* at Oklahoma County Detention Center with a set schedule of:

- **Job Readiness on Tuesdays: 12:00pm to 1:00pm (Women) and 1:30pm to 2:30pm (Men);**
- **High School Equivalency/GED classes on Wednesdays: 9:00am to 11:00am (Women) and 1:00pm to 3:00pm (Men);** and

WHEREAS, resident eligibility criteria will be determined by file review of Oklahoma County Detention Center and OIC; and

WHEREAS, in exchange for services provided, OKLAHOMA COUNTY CRIMINAL JUSTICE will not owe any compensation to OIC OF OKLAHOMA COUNTY. Funding support will be sought by OIC in order to cover instructional costs and testing fees for residents of the Oklahoma County Detention Center.

I. Description of Partner Agencies

Founded in 1966, Opportunities Industrialization Center of Oklahoma, Inc. (OIC) provides education and training services to adult students ages 16 years old and above. Services include preparation for the high school equivalency (HSE) testing, adult basic education, computer training, conversational English and citizenship, and career coaching and job placement assistance.

The Oklahoma County Detention Center (OCDC) is a holding facility for detainees arrested by law enforcement in Oklahoma County. OCDC is the largest bureau in the agency with 450 employees who provide for custody, welfare, services and programs for up to 1,500 inmates on a daily basis. The contracting authority for the Oklahoma County Detention Center is the OKLAHOMA COUNTY CRIMINAL JUSTICE AUTHORITY.

II. Roles and Responsibilities – OIC OF OKLAHOMA COUNTY

NOW, THEREFORE, it is hereby agreed by and between the partners the roles and responsibilities of **OIC OF OKLAHOMA COUNTY** will be as follows:

A. **OIC OF OKLAHOMA COUNTY** will **provide in person high school equivalency courses beginning Wednesday August 6, 2025 and continuing weekly**. In providing services, OIC agrees to the following:

1. ***TABE** - to gauge reading and math levels for students, the TABE test will be conducted on each referred student (*approximate time 90 minutes*). Conduct the entry assessment for each enrolled student in order to design customized instruction.
2. **LSCMI** – risk assessment (*approximate time 30 minutes*).

Total Assessment Time On-Task – 2.0 hours

**assessments completed on computer*

B. **OIC OF OKLAHOMA COUNTY** will **provide in person job readiness courses beginning Tuesday August 5, 2025 and continuing weekly**. In providing services, OIC agrees to the following conduct an 10-week rotational curriculum to assist residents with preparation for job search upon their release.

1. ***TABE** - to gauge reading levels for students, the TABE test will be conducted on each referred student (*approximate time 35 minutes*). Conduct the entry assessment for each enrolled student in order to design customized instruction.
2. **OK Career Search** – to conduct career exploration, resume building and job registration
3. **16 personalities** – personality inventory to match habits, character and personality traits to career matches.

Total Assessment Time On-Task – 1.5 hours

**assessments completed on computer*

- C. **OIC OF OKLAHOMA COUNTY** will **provide instructor-facilitated course instruction with supplemental customized computer instruction** for eligible Detention Center residents in need of securing a high school equivalency diploma:
1. All assessment materials and paperwork will be provided by OIC.
 2. OIC is a designated testing center for the national High School Equivalency Test (HiSET). As students prepare for high school equivalency testing, OIC will assist with testing center scheduling.
 3. OIC will conduct intake and assessment for OCDC residents referred to the class. Time will be arranged by agreement and must be completed prior to the start of class.
 4. OIC will identify a certified adult instructor to serve the partnership with OCDC for class hours on the stated class days/times. Maximum class size is 15 students per session.

III. Roles and Responsibilities – OCDC

NOW, THEREFORE, it is hereby agreed by and between the partners the roles and responsibilities of **OKLAHOMA COUNTY CRIMINAL JUSTICE AUTHORITY through the Oklahoma County Detention Center** will be as follows:

- A. **OK Detention Center** will **provide dedicated classroom spacing onsite.**
- B. **OK Detention Center** will **provide computer equipment as needed for enrolled students and appropriate wifi/internet access.**
- C. The cost of the National High School Equivalency Test (HiSET) is currently \$150 (\$30 per subject area test with 5 tests—Reading, Writing, Math, Science, Social Studies). **Oklahoma County Criminal Justice Authority** can assist with securing testing vouchers; otherwise OIC will arrange assistance for costs associated with testing fees.
- D. **OK Detention Center** puts in place eligibility requirements that may include the following:
- a. Residents must have a minimum service remaining at OK Detention Center of 90 days or longer
 - b. Residents must not have a record of disciplinary stats
 - c. Residents with violent charges will require review and agreement for class admittance



IV. Timeline

The agreement between the parties, OIC OF OKLAHOMA COUNTY and OKLAHOMA COUNTY CRIMINAL JUSTICE AUTHORITY, will be re-evaluated by June 30, 2026 to discuss any needed modifications to extend terms.

VI. Additional Clauses

- (a) Entry into force: The Memorandum of Understanding will enter into force upon signature by the Parties.
- (b) Duration of the MOU: This Memorandum of Understanding is signed for an initial period of ten months and may be renewed by mutual agreement between the Parties.
- (c) Termination clause: Each Party shall have the right to terminate the Memorandum of Understanding by giving thirty (30) days written notice in writing to the other Party at any time. If the Memorandum of Understanding is terminated by either Party, steps shall be taken to ensure that the termination does not affect any prior obligation, project or activity already in progress.
- (d) Amendment clause: The Memorandum of Understanding may be modified or amended by written agreement between the Parties.
- (e) Confidentiality: Nothing in this Memorandum of Understanding shall be so construed as to require either Party to furnish any material, data or information the furnishing of which could, in its judgment, require it to violate its policy regarding the confidentiality of such information.

VII. Commitment to Partnership

We, the undersigned have read and agree with this Memorandum of Understanding. Further, we have reviewed the details of the partnership and approve it.

By _____ Signature _____

OIC of Oklahoma County Date: _____

By _____ Signature _____

Job Title _____ Date: _____

OKLAHOMA COUNTY CRIMINAL JUSTICE AUTHORITY

cc: Agencies and Interested Parties