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MDOC STAFF HELPS FILL LOCAL FOOD BANKS

Employees throughout the Michigan Department of Corrections (MDOC) have been opened their wallets, pocketbooks and pantries in support of the Michigan Harvest Gathering. The Harvest Gathering, which ran October 14 - 25, raised enough money to feed over 28,000 people for a day. Department-wide, employees donated over a ton of food and nearly \$6,000 including \$460 in online donations.

Central Office staff donated 284 pounds of food and \$2,432 to the Michigan Harvest Gathering.

Here are some other noteworthy efforts throughout the Department:

Local Harvest Gathering Efforts

The Lakeland Correctional Facility (LCF) raised \$418.65 in cash and donated approximately 150 lbs. of food for Harvest Gathering. LCF's Employee Club sponsored a Michigan/Michigan State Tailgate Party luncheon and staff brought in canned goods to support their favorite team. LCF also participated in a Tiger Gear Day to raise funds for Harvest Gathering. The Branch County Food Pantry will be the recipient of LCF's efforts.



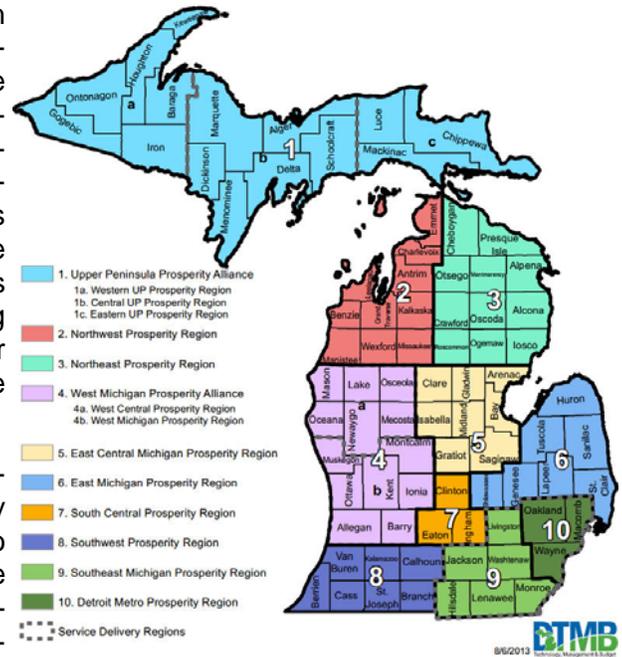
Muskegon Correctional Facility (MCF) had great employee support during Harvest Gathering this year. They donated \$430, 382 canned items and 12 boxed food items. Along with the canned goods, MCF purchased 14 pillows, 34 towels, 53 wash cloths and a gift card from Gordon Food Service. MCF's contributions were donated to *Every Women's Place*.





DEPARTMENT TO ALIGN WITH GOVERNOR SNYDER'S PROSPERITY REGIONS

Governor Rick Snyder has divided the state into "Michigan Prosperity Regions" (at right). The Regional Prosperity Initiative will ensure that the State of Michigan is investing in the success of our regions, their local communities, and our economy in ways that are meaningful to the people who are working, playing and doing business there every day. This will ensure that the state's finite resources are being used wisely. As a result of collaborative efforts for regional prosperity, the state will also be better equipped to attract and retain talent that is so essential to remaining globally competitive. Finally, strong regions will give the state a new avenue by which to deliver state services that is more efficient and responsive to the needs of the regional economy.



In support of this initiative, the Michigan Department of Corrections (MDOC) will align with these regions. Effective January 1, 2014, the Correctional Facilities Administration (CFA) will no longer be divided into the Northern and Southern regions. The current Regional Prison Administrators will be re-titled Assistant Deputy Directors with one position being assigned facilities in the Upper and Northern Lower Peninsulas and the other position assigned facilities in the Southern Lower Peninsula. There will no longer be Regional Business Offices; however, the Department will continue to operate a Business Office in Kinross and a Business Office in Jackson.

The Field Operations Administration, in order to align its regional operations with the new State of Michigan Prosperity Regions, will reorganize effective January 1, 2014 as follows:

Washtenaw County, part of the State's Prosperity Region 9, will be reassigned from the Special Programs Area of the Metropolitan Region to the Lansing Area of the Outstate Region (OSR). The counties of Eaton and Hillsdale, currently part of the Lansing Area, will be reassigned to the OSR Kalamazoo Area.

Helpful information concerning the Regional Prosperity Initiative may be found at:

http://www.michigan.gov/documents/dmb/Regional_Prosperty_FAQs_430327_7.PDF?20130909115959

CHANGES ANNOUNCED FOR DETROIT FACILITIES

Effective January 1, 2014, the Detroit Reentry Center (DRC) will move from the Field Operations Administration (FOA) to the Correctional Facilities Administration (CFA). DRC will be combined with the Detroit Detention Center (DDC) to form a complex to be overseen by one Warden. The individual function and purpose of both facilities will remain the same.

FOA staff currently assigned to DRC for offender programming, treatment and parole violation processing as well as FOA Metropolitan Region personnel currently working out of DRC will continue to report to their respective chains of command.

The joining of DRC and DDC, which are situated back to back and already share several services, will help create more consistency and operational efficiency within the Department's two Detroit custody facilities.



Harvest Gathering (Continued from page 1)

Gus Harrison Correctional Facility (ARF) had a busy Harvest Gathering. They held a raffle in support of the gathering that included two tickets to this year's Michigan vs. Michigan State football game, Michigan and Michigan State prize packs and an employee club prize pack. Additionally, the facility held a tailgate luncheon



where the cost to eat was a monetary donation or the donation of food items and/or

toiletry items. ARF raffled off a game day pumpkin, painted in a U of M/MSU theme. The pumpkin



weighed in at about 233 lbs. Will Rondeau, the Michigan State Industries License Plate Factory Manager led the pumpkin raffle. All items and cash will be donated to the Fishes & Loaves

Food Pantry, a Ministry of the Lenawee County Mission.

Bellamy Creek Correctional Facility donated 220 pounds of food and collected \$320 for the Michigan Harvest Gathering. Way to go!



L to R: Angela Lamphere, Miffer Griffin and John Davids.



SURVEY RESULTS WILL BE RELEASED SOON!

Employee Survey 2013

My Voice, MI Future

You wanted your voice to be heard and through the State's 2013 Employee Engagement Survey, the State has listened. PricewaterhouseCoopers is pouring over the 2013 Employee Survey statewide results are expected to be released in early December. This is the second year for the employee survey. Last year, the survey provided a baseline for state agencies, while this year it will provide data on improvements over last year and areas of concerns that need more attention. You can check out the following website for more information: <http://inside.michigan.gov/employeesurvey/Pages/default.aspx>. The Michigan Department of Corrections would like to thank you for participating in the survey. Your answers are helping the Department make a positive difference!



DEC. 31 IS DEADLINE FOR PROFESSIONAL EXCELLENCE AWARD NOMINATIONS

Nominations for this year's Professional Excellence Awards are due by December 31, 2013. Professional Excellence awards are presented to employees for demonstrating outstanding job performance and professionalism on significant or long-term projects or for demonstrating exemplary job performance throughout the year. They are for conduct above and beyond what is normally expected of an employee. The Director's Award is presented to an employee (or employees) who demonstrated the most outstanding job performance and professionalism during the year. Recipient(s) of the Director's Award are selected from those employees nominated and selected to receive Professional Excellence Awards.



The nomination form (CAJ-041) for Professional Excellence/Director's Awards can be found in DAS.

If you have any questions, please feel free to contact Dave Silsbury at (517) 373-1968.

PEOPLE MAKE THE DIFFERENCE

CARSON CITY DONATES PUMPKINS TO LOCAL SCHOOL CHILDREN

On October 15, 2013, the students at the Carson City Elementary School in Carson City were given a special Halloween treat. The Carson City Correctional Facility donated approximately 300 miniature pumpkins which were grown and harvested by the Level II prisoners at the Carson City Correctional Facility and coordinated by Special Activities Director Gerald Erskine. The project was developed by the facility to provide a rewarding program for prisoners and staff that would result in giving a little something back to children in the community. Principal Carol Wiles indicated that the children decorated their donated pumpkins as part of an arts and crafts project. Other local groups who received donated pumpkins included Fulton Elementary School, Ithaca South Elementary School, Fowler Elementary School and the local community church. A total of approximately 1,240 pumpkins were harvested at the facility in 2013.



L to R: Special Activities Director Gerald Erskine, Carson City Elementary School Principal Carol Wiles, A/Deputy Warden Melinda Braman, Warden Willie Smith, with the Carson City Elementary School Student Counsel members demonstrating their enthusiasm in receiving their pumpkins.

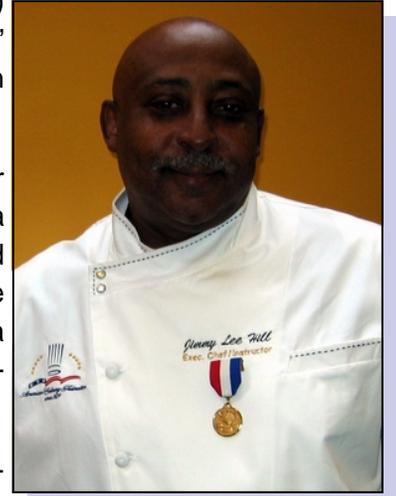




LCF'S JIMMY HILL COOKS UP AWARD WINNING RECIPE

Chef Jimmy Hill of the Lakeland Correctional Facility (LCF) recently won "The Great Michigan Potato Recipe Contest" sponsored by the Michigan Potato Growers and the Michigan Restaurant Association.

Jimmy has been the Food Technology Instructor at LCF for the last twenty-four years. He began his career in 1985 as a Food Service Supervisor at Ionia Temporary Facility and transferred to Ionia Correctional Facility in 1987. In 1989, he promoted to Food Technology Instructor at LCF. He is also a member of Capital Area Professional Chefs and Cooks Association.



Jimmy's recipe for Michigan Russet Potato, Shrimp, and Chorizo Hash netted him a cash prize and 50 pounds of potatoes, and he will be featured in future chef demos for Spartan Foods. Also, a card with the winning recipe was handed out to the participants at the recent Michigan Restaurant Show held in Novi.

"We are fortunate here at Lakeland to have Jimmy Hill instruct our Food Technology program. He brings a wealth of experience and expertise to the classroom. I am pleased that Mr. Hill is being recognized for this accomplishment. He deserves it. He is truly dedicated to teaching culinary arts and does an outstanding job," said Warden Bonita Hoffner.

PEOPLE MAKE THE DIFFERENCE

ARF STAFF RAISE FUNDS TO HELP FAMILY FACING MEDICAL CONCERNS

Gus Harrison Correctional Facility (ARF) hosted a fund-raiser for one of their families in need. Facility Electrician Richard White's family is facing some serious medical concerns right now; so ARF raised \$2,410 to help with medical expenses. Richard's two daughters are facing significant medical concerns. Meagan (age 14) has been diagnosed with Hodgkin's Lymphoma and Amanda (age 13) was diagnosed with Cystic Fibrosis. The facility had a luncheon consisting of spaghetti, bread sticks, salad, beverages and desserts along with a raffle of many donated items. Captain Doug Smith proposed the fundraiser, Shelly Chastain-Firestone, Jill Richards and Roxanne Metzmaker took care of the details and the maintenance crew stepped up to serve the meal.



L to R: Mike Reno, Nick Bragg, Bob Henket, Marvin Fankhauser, White Family: Amanda, Richard, Meagan, Dawn, Leah, Word Processing Assistant Shelly Chastain-Firestone, Corrections Officer Jill Richards, and Resident Unit Manager Roxanne Metzmaker.





GOOD GOVERNMENT CHAMPION RECEIVES RECOGNITION

Lt. Governor Calley (pictured at left with Cole Bouck) recently recognized Michigan Department of Corrections (MDOC) Good Government Champion Cole Bouck for his amazing efforts and participation with the Good Government team, not only in the MDOC but at a global level also. The Office of Good Government recommended a coin be awarded to Cole Bouck and the Lt. Governor awarded Cole the coin during an event recognizing good government champions. Cole has always stepped up to the plate, joining subcommittees and providing input and recommendations to improve and enhance Good Government. The Good Government team truly appreciates his unwavering enthusiasm and dedication.



MDOC STAFF ENJOYS LUNCH WITH THE GOVERNOR

Ten members of the Michigan Department of Corrections recently had the opportunity to enjoy lunch with Governor Rick Snyder. Governor Snyder has luncheons like these with employees from each state department in order to receive some personal feedback from employees on the front lines



L to R: Missy Hetherington, Karen Moore, Tammy Wakley, Darrel Stinson, Jared Ayres, Konita Luma, Andrew Phelps, Governor Snyder, Jeremy Labelle, Patrick Heath, and Brian Teske.

about what's going on in their agency. Employees were able to share their experiences with Governor Snyder and get a glimpse into the Governor's daily business.

While at the luncheon, Human Resource Developer Jeremy Labelle was awarded a Symbol of Excellence coin by Governor Snyder. On September 14, 2013, Jeremy represented the Michigan Department of Corrections Emergency Response Teams who were called upon to assist Belding area law enforcement efforts in finding a lost 10-year-old boy. Jeremy worked in the multi-agency command center that helped organize and direct MDOC ERT staff to search the Flat River area. The search efforts included coordinating helicopters, K-9 units, boats, volunteers and divers, and included searching wooded areas and also door to door search efforts. Sadly, the boy was not recovered alive, but was instead discovered by search divers in the Flat River near one of the boy's favorite fishing spots. Jeremy and the MDOC ERT staff were an integral part of the efforts and were recognized by the assisting agencies for their professionalism, dedication to the mission and their personal compassion.



L to R: Governor Snyder and Jeremy Labelle.



EPIC - FLEET TRANSPORTATION TEAM RELEASE SUB-TEAM UPDATE

The mission of the Fleet Transportation Team - Release Sub-Team is to ***“develop the most effective, efficient, safe and humane process for returning offenders to the community.”*** The team has been working on this mission for the past five months.

On October 1, 2013, pilot programs began at the Detroit Reentry Center (DRC) and Jackson area facilities (excluding RGC). These pilot programs focus on enhancing the communication process between the prisoner and the field agents. This communication process is being initiated at each facility by an appointed Facility Pre-Release Coordinator (FPRC). The FPRC starts the release process as soon as a positive parole action is received from the Parole Board. The process includes talking directly with the prisoner to determine the plan for the time of release. If the prisoner has arranged with family or a friend to pick them up, the FPRC will also talk to that person and relay special conditions of parole that may affect the pick up, along with other details including the time and place for the pick up. Once the field agent is assigned to the prisoner, they contact the FPRC to start the release process and they also communicate any changes that may take place prior to release. This communication piece is key to a smooth release process. Up to this point, there has been only peripheral interaction between facility staff, field staff and the prisoner.

The Release Sub-Team saw a need for clear direction and consistency during the release process. When prisoners are granted parole and given the conditions of their parole, there are two conditions that require Michigan Department of Corrections (MDOC) transportation. Parole Condition 4.3 states that the MDOC must transport a prisoner going to a residential program. Condition 4.19 states that prisoners assigned to GPS supervision may not take public

transportation, but are allowed to be picked up by family/friends. If they do not have a pre-arranged pick up, the MDOC shall transport the parolee directly to their parole office upon release. To overcome the need to transport prisoners affected by condition 4.19, pilot sites are now installing the GPS equipment upon release, thus providing the offender the opportunity to use public transportation. In Jackson, custody staff apply the GPS units, commenting that application was really not much different than applying leg irons. The process has gone very well to date.

A poll of Record Offices found that in April 2013, there were 990 releases, 31 prisoners were transported by Law Enforcement Agencies, 76 were transported by PCS (a private company under contract to transport mental health prisoners), 97 were transported via some form of public transportation (Greyhound, Indian Trails, etc.), 366 were picked up by family or friends and 420 were transported by the MDOC. Of those 420 prisoners, 132 had no mandated conditions of parole to be transported by the MDOC while the remaining 288 had mandated conditions requiring MDOC transportation.

The poll also found that of the 990 releases in April 2013, 244 were released from Jackson. One was transported by Prisoner Transportation Services, one paroled into the custody of another law enforcement agency, three took public transportation, 63 were picked up by family or friends and 176 were transported by the MDOC. Of those 176 releases, 81 had no conditions of parole that mandated the Department to provide transportation. The other 95 had special conditions that mandated transport by the MDOC.

DRC had 326 releases in April. Of those releases, 133 had conditions of parole mandating

RELEASE SUB TEAM (Continued on page 8)





HONOR GUARD FUND-RAISING BANQUET SET FOR DECEMBER 6

The Michigan Department of Corrections Honor Guard will hold its annual fund-raising banquet dinner and silent auction on December 6, 2013. A reception and the silent auction will begin at 6 p.m. Dinner will be at 7 p.m. with awards to follow. Auction bids will end at 10 p.m. The cost is \$30 per person with all proceeds going to the MDOC Honor Guard Fund, which supports unit activities including fallen officer funeral details and memorials. For more information or for a registration form, please contact Kathy Keiffer at Keifferk@michigan.gov or (517) 335-1385. If you can't make it, but would like to make a donation to the unit, please contact John Cordell at cordellj@michigan.gov or (517) 243-8759.



RELEASE SUB TEAM (Continued from page 7)

MDOC transport while the other 193 did not yet they were still transported by MDOC Transportation.

The team has been reviewing obstacles for public transportation, such as:

- Any overnight stops;
- Distance from the bus stop to either the parole office or residence;
- Known weather conditions;
- Health issues, including wheelchairs, canes, etc.; and
- Bus stops in school safety zones.

Other obstacles being reviewed by the team are:

- Prisoners with medications given at time of release and the accountability of having the medications when they report to their Agent;
- Arriving late at community placement and having food until reporting to their Agent;
- Unfamiliar with the area of placement. This could be a problem with community placement; and

- Last minute cancellations of either public transportation or family/friend pick ups.

To help with some of the obstacles, prisoners are given an itinerary at the time of their release. The itinerary includes a bus schedule if they are taking public transportation, a map to their placement and reporting information. Release Sub-Team members and staff at the two pilots sites are working together to resolve issues, streamline the process and make it as perfect as possible. There has already been a significant increase in family/friend pick ups, which is the most cost effective release transportation for the Department.

The pilot will run for 90 days and the process will then be thoroughly reviewed to determine whether it should be rolled out to all facilities that release prisoners.

The Release Sub-Team Members are: Team Leader David Pratt, Will Riley, Will Rogers, Becky Kosloski, Ann Hull, Scott Stone, Rachel Johnson, Tara Lapham, Don Nolan, Dave Fountain, Destinie Shipman, Laura Young, Lisa Johansen, Brian Potter, and Kim Cargor along with other employees who attend meetings as needed based on content expertise.

This article was submitted by Duncan Howard. For more information about the EPIC initiative, please contact him at howardd3@michigan.gov.





FLEXIBLE SPENDING ACCOUNT ENROLLMENT RUNS THROUGH DECEMBER 2

Flexible spending accounts (FSAs) allow you to pay for eligible out-of-pocket expenses with pre-tax dollars. There are two types of FSAs, Health Care - for eligible out-of-pocket medical expenses and Dependent Care - for eligible expenses like day care, day camps and even eldercare.



Don't wait until it's too late. If you are an eligible employee* who wishes to participate in the 2014 plan year, **you must enroll by December 2, 2013**, even if you are currently enrolled in a 2013 FSA plan.

Why choose an FSA? It can save you money, so [check it out!](#) Information regarding FSA Open Enrollment was sent to you via email on

November 1, 2013. Please visit www.michigan.gov/fsa for more information.

There are two easy ways to enroll:

1. Online through MI HR Self-Service at www.mi.gov/selfserv
2. By phone through MI HR Service Center Monday through Friday 7 a.m. to 6 p.m.

Lansing Area: (517) 335-0529

Toll Free: (877) 766-6447

Hearing Impaired: 711 Michigan Relay

**Note: Non-career and SPS employees are not eligible for this benefit; anyone with an existing Health Savings Account (HSA) is not eligible for the Health Care FSA.*

EPIC TEAM HELPS DEVELOP NEW FOA TRAINING

The EPIC Staff Training Team assisted with the implementation and rollout of the New Agent/Field Service Assistant Academy for the Field Operations Administration (FOA). This multi-phase academy was developed through the New Agent School Subcommittee in collaboration with other MDOC administrations. Once the program was developed, it was ratified by the EPIC Staff Training Team in June 2012.

The New Agent /FSA Academy is a 10-week program that includes both classroom and field application with an optional eleventh week that includes initial handgun training. The academy consists of three classroom phases created in an effort to implement topics taught in the classroom to be applied in the field. The



academy also introduces an Agent Oath of Office and more practical hands-on training programs.

The first academy started in July 2013 and finished in September 2013. The second academy began on October 14, 2013, and is scheduled to conclude on December 6, 2013.

The Staff Training Team is pleased with the positive and influential feedback received from participants, and looks forward to continued process improvement for this academy. The EPIC team is currently in collaboration with FOA on the development of a new on-the-job training process for new agents and FSA's. A draft version of the new manual has been completed and is now under review.



**SAFEGUARD YOUR PERSONAL SAFETY: BE ALERT**

Employees who work for the Michigan Department of Corrections are generally very vigilant people who pay attention to their surroundings. Vigilance is a simple, but sometimes overlooked, part of personal safety. Here are some tips to help each of us focus on awareness.

When working in and around state facilities and offices:

1. Look for suspicious persons or packages. If suspicious activity is noted, report it immediately to DTMB Central Control at 517-373-0190 or your control center.
2. Avoid holding doors for individuals that do not have state employee IDs. If someone tries to enter without an ID, direct them to the security desk or report it to your control center.
3. Wear your state employee ID at all times, encourage your coworkers to do so as well. Ensure that visitors wear Visitor Passes and that passes are returned to the security desk.

When coming and going from parking areas or downtown:

1. Avoid walking alone at night.
2. Remain alert and aware of your surroundings. Refrain from wearing headphones, tex-

ting or doing other things that are distracting while travelling on foot.

3. Keep your cell phone charged, in hand and ready to use during your walk to and from meetings or vehicles.
4. Have your keys in hand when you go to your vehicle. Once inside, secure the vehicle and if someone approaches, do not unlock or open the doors or roll down the windows. Instead, drive away and report suspicious activity immediately.
5. Look around your vehicle before you approach it. If something is out of place, run to safety and call for help (911 or on state property 373-0190).
6. Trust your instincts. If something feels wrong, call for assistance.
7. Whenever possible, park and walk in well-lit and populated areas.



If you have any questions, please feel free to contact DTMB OIP at 517-335-6735, or send an email to: nairnj@michigan.gov or DTMB-Security@michigan.gov.

SHARE YOUR POSITIVE PERSONAL STORIES

Personal Portrait shares the personal accomplishments and actions of our employees. If you know about something an employee has done that deserves some praise or credit, let us know! Email the story and photos to cordellj@michigan.gov. F.Y.I. will share their story with the rest of the MDOC family.

