

REPORT TO THE LEGISLATURE
Pursuant to P.A. 268 of 2016
Article V, Section 304
Staff Savings Initiative Program

Section 304. The department shall maintain a staff savings initiative program in conjunction with the EPIC program for employees to submit suggestions for efficiencies for the department. The department shall consider each suggestion in a timely manner. By March 1, the department shall report to the senate and house appropriations subcommittees on corrections, the legislative corrections ombudsman, the senate and house fiscal agencies, and the state budget director on process improvements that were implemented based on suggestions that were recommended for implementation from the staff savings initiative and EPIC programs.

NAME OF TEAM	DATE ESTABLISHED	PURPOSE	RESULTS
Transportation	March 2016	<p>The role of this team was to review how Records Office files of prisoners, medication and property are transported to institutions.</p> <p>Review the efficiency of using CTO's to transport vs. using facility staff.</p> <p>Review the efficiency of staff scheduling of the transportation runs, the coordination of the schedule and medical runs.</p> <p>Review effectiveness of using hospital coverage cadres.</p>	<p>Training has been conducted for staff and prisoners on properly packing prisoner property and a HUB checklist system has been implemented. Updates were made to the CAJ-578 form.</p> <p>Standardized boxes were ordered for TV's and typewriters to properly secure and package these items.</p> <p>Facility staff were trained on how to utilize the transportation e-calendar.</p> <p>Detroit Parole/Probation - Field agents received transportation training and now utilize restraint equipment when a parolee needs to be returned due to a violation.</p>

Central Records	March 2016	<p>Look at model of organizational structure to determine if it promotes maximum efficiency and accountability of the overall records structure? (Facility/Jackson Unit/ Central Office Records)</p> <p>Determine if there is redundant processes in the institution and Central Records Time Comp.</p> <p>Are there processes that could be made more efficient through an electronic process?</p> <p>Is the Department making the most effective use of our resources?</p> <p>Address the backlog issue (why is there a backlog?) Does the backlog create any risks for the Department?</p> <p>Are we maximizing the productivity of each staff person?</p> <p>Explore when a prisoner's time should be certified and determine if the process is efficient.</p>	<p>Central Records staff were moved to RGC to create a Sentencing Intake Unit to streamline the intake process.</p> <p>Central Records Section will be downsizing upon completion of the backlog.</p> <p>The Forfeitures and Time Review process was returned to the Records Office Supervisor at each Correctional Facility.</p> <p>A new process was implemented in which the Court & Writ unit will provide additional information received from the courts to all facility Records Offices.</p>
Critical Incident	October 2016	<p>The purpose of this team was to develop to perform a complete review of the current Critical Incident Policy, and to develop a clear, consistent process for the reporting of critical incidents in both Correctional Facilities Administration and Field Operations Administration.</p>	<p>PD 01.05.120 "Critical Incident Reporting – Correctional Facilities Administration (CFA)" and PD 06.04.136 "Critical Incident Reporting – Field Operations Administration (FOA) and Reentry Services" were finalized with an effective date of 2/6/17. A new form was created and implemented (CHJ-708 "Incident Report Form").</p>

<p>Mailroom/Substance Abuse Team</p>	<p>December 2016</p>	<p>The purpose of this team was to review, update, and establish processes and protocols for handling contraband found on grounds or coming in through the mail, as well as making processes consistent with what law enforcement does in regards to processing and testing substances. This team was also to review current processes regarding FOA's use/needs of field testing for contraband.</p> <p>Update related policies and procedures. Develop statewide operating procedure to address the handling of incoming mail, to include legal mail and mail addressed to prisoners in segregation.</p>	<p>Team is still in progress.</p>
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