Agency Option Submission

Department of Correction

Signed (Agency Head)	Title	Date
	I/Commissioner	10/14/14

Fund	Agency Priority	Adjustment Title	FY 2016 Amount	FY 2017 Amount
11000 - General Fund				
	1	One Piece GPS Electronic Monitoring Price Reduction	(419,750)	(419,750)
	2	Inmate Medical Services Reduction Initiative	(1,000,000)	(1,025,000)
	3	MacDougall/Walker Schedule Modification - OT Reduction	(331,128)	(331,128)
	4	Hartford Correctional Center - OT Reduction 2nd shift	(180,193)	(180,193)
	5	Community Residential Unit Restructuring Intiative	(98,022)	(98,022)
	6	Garner CI - Hospital Post Reduction	(69,756)	(69,756)
	7	Overtime Reduction	(4,625,000)	(4,625,000)
	Total		(6,723,849)	(6,748,849)
Total			(6,723,849)	(6,748,849)

Department of Correction

11000 - General Fund

Adjustment Type: Reduction

Agency Title: One Piece GPS Electronic Monitoring Price Reduction

Agency Description: The agency has secured lower pricing for active global positioning devices through DAS approved access to the Western State Contracting Alliance (WSCA) contract for category-3 satellite monitoring and remote tracking service. The change provides added product features and service at a lower cost through a commitment for self-service for ankle bracelet removal and istallation. The reduction is based on an average daily usage of 250 units. See attachment.

Agency Priority: 1 System ID: 3355

SID	Account	Program	Agency 2016	Agency 2017
Financials				
10020 - Other Expenses	53870 - Loc/Long Distance Telecomm Sv	00000 - Unknown Program	0	0
		25002 - Custody	(419,750)	(419,750)
	Total-10020 - Other Expenses		(419,750)	(419,750)
Total Financials			(419,750)	(419,750)

Department of Correction – One Piece GPS Price Reduction

Service: Offender Electronic Monitoring (GPS Ankle Bracelets)

Summary:
The proposed provider change for offender electronic monitoring will provide added product features and service at a lower cost through a commitment for self-service for ankle bracelet removal and installation. The projected cost saving based on reduced contract pricing is $419,750.

Overview:
We have approximately 250 paroled offenders on active GPS monthly. These offenders can be on active GPS for as little 90 days or up to several years. The Department of Correction was approved to piggyback off the Western States Contracting Alliance (WSCA) contract for category-3 satellite monitoring and remote tracking service with 3M Electronic Monitoring, this category is the only portion of the WSCA Contract to be allowed under contract # 11PSX0270. The approved provider on this contract is 3M Electronic Monitoring, Inc.

3M is the manufacturer of the existing and the proposed units so equipment reliability remains the same. However, in addition to an opportunity for cost saving, this new contract will improve offender management through the added features of Crime Scene Correlation, and a mobile application for monitoring. Another added feature of contract's new Addendum is 100% relief on lost, damaged or stolen units. We will not have to pay for lost units. Our current loss rate is 9%.

The GPS monitoring devices cost $7.80 each per day if we retained service through the previous contracted provider. The 3M Electronic Monitoring devices cost $3.20 each per day with Parole and Community Services Officers assuming responsibility for the installation and retrieval of the new one piece units. This self-service will eliminate the current wait for the provider to schedule installation times and accounts for part of our anticipated saving.

Department of Correction

11000 - General Fund

Adjustment Type: Reduction

Agency Title: Inmate Medical Services Reduction Initiative

Agency Description: See detail under seperate cover.

Agency Priority: 2 System ID: 3357

SID	Account	Program	Agency 2016	Agency 2017
Financials				
12242 - Inmate Medical Services	01000 - Other Expenditures	25005 - Health and Addiction Services	(1,000,000)	(1,025,000)
	Total-12242 - Inmate Medical Services		(1,000,000)	(1,025,000)
Total Financials			(1,000,000)	(1,025,000)

Department of Correction – Inmate Medical Services Reduction

There are three components to achieve this reduction:

1) Change schedules at Garner to allow nurses to do two med passes rather than one each. This requires some changes by custody in the timing of other activities at the facility. This has been studied and recommended by a Process Improvement Team. The change would save five nursing positions totaling $290,000.

2) Allow the NCCHC Accreditation at York lapse. This would save nursing and an APRN position as well as accreditation fees and fees for equipment maintenance totaling $260,000

3) Increase the estimated vacancy rate from 3% in the current budget request to 3.75% allowing for staff on unpaid leaves- this saves $450,000.

Total FY2016 reduction: $1,000,000

Same three components-carried into FY'17

Garner reduction:	$300,000
NCCHC reduction/York:	$265,000
Increase in vacancy rate:	$460,000
Total FY2017 reduction:	$1,025,000

Department of Correction

11000 - General Fund

Adjustment Type: Reduction

Agency Title: MacDougall/Walker Schedule Modification - OT Reduction

Agency Description: See detail under seperate cover.

Agency Priority: 3 System ID: 3364

SID	Account	Program	Agency 2016	Agency 2017
Financials				
10010 - Personal Services	00170 - Overtime	25002 - Custody	(331,128)	(331,128)
	Total-10010 - Personal Services		(331,128)	(331,128)
Total Financials			(331,128)	(331,128)

PROPOSAL TO RESCHEDULE 6-2/2-10 POST ASSIGNMENTS AT MWCI COMPLEX

The MacDougall-Walker Correctional complex currently has 56 post positions with 6-2/2-10 time slots running parallel to the standard 7-3/3-11 shifts at both facilities. This is to provide adequate staffing for breakfast service each day. Scheduling conflicts are created by these alternating schedules. Position vacancies and seniority issues further add to the challenges of staff scheduling, resulting in frequent use of overtime.

The MacDougall-Walker Correctional complex incurs increased levels of overtime usage. While there are several causes, a major factor relates to the alternate shifts needed to accommodate the current breakfast schedule. This savings proposal seeks to reschedule breakfast service, allowing for rescheduling of the alternate shifts (6-2 / 2-10) which in turn will greatly reduce the need for overtime staff covering those posts.

The main impacts have been identified as follows:

- Rescheduling of 1st and 2nd shift schedules to realign the 6-2/2-10 shifts previously needed for breakfast service to the standard 7-3/3-11 schedule with a 5&3 rotation cycle.
- Rescheduling of the breakfast start time to accommodate the 7-3/3-11 shift adjustment, resulting in the need to serve in-cell breakfast to 950 inmates.
- Reduction in overtime by flexibility to release up to 30 staff working overtime at 10pm.
- Reduce the need to shut down posts that were a consequence of staff shortages, thereby increasing coverage and security throughout the facility.
- 3rd shift, with a staff of only 51, will spend less time with meal service allowing greater focus on safety and security while staffing is at its lowest each night.
- Reduction in cancellations of Programs and Recreation due to staff shortages.
- Additional time for diabetic inmates to receive insulin prior to breakfast.
- Eliminate the overtime seniority issue caused by junior staff coming off shift earlier and thus drafting ahead of senior staff for overtime opportunities.
- Increase availability of officers for shift swaps once all shifts are fully aligned.

Overview:

Breakfast service for the complex began on 3rd shift and continued into 1st shift. After the consolidation, breakfast feeding cycles continued on 3rd shift with a start time of 6am. Staff shortages between the hours of 6-8am caused the need for overtime every morning. As a solution, 56 posts were separately scheduled to run with 28 posts on 1st shift from 6am to 2pm as well as 28 relief posts on 2nd shift from 2pm to 10pm.

While this approach adequately addresses the breakfast service issues, the 56 alternately scheduled posts create Master Roster scheduling conflicts. This is due in part to a lack of volunteers for these off-hour posts as well as staff opting for overtime on the opposing scheduled time slots making them unavailable to fill posts during the one hour overlaps with the standard schedule posts. .

Officers often accept overtime on the more desirable 7-3/3-11 posts versus 6-2/2-10. This leads to excess overtime from the hours of 10-11pm. This is because several officers working overtime from 3-11pm are not actually needed from 10pm to 11pm since lockdown occurs at 10pm. Under this savings proposal, the posts filled by officers on overtime, an average of 22.4 per day, can be released at 10pm instead of 11pm for a significant cost savings. This is

referred to in the proposal as the "magic number" of staff that can be sent home, up to 30 per night at 10pm, to reduce unnecessary overtime costs.

Adjusting all shift start times to the standard 7am, 3pm and 11pm plus adjusting breakfast service from 6am to 6:45am will reduce the need for overtime coverage, in particular the overtime that runs through 2nd shift ending at 11pm.

Benefit Assumptions:

The average potential savings for overtime based on the proposal to release OT staff by 10pm is:

# of Posts	22
Reduced OT Hours	1
OT Reduction per day	22
Annual Days	365
Total Annual Hours	8,176
M/W CorrOff Avg OT rate	$40.50
Estimated Savings	$331,128

Department of Correction

11000 - General Fund

Adjustment Type: Reduction

Agency Title: Hartford Correctional Center - OT Reduction 2nd shift

Agency Description: See detail under seperate cover.

Agency Priority: 4 System ID: 3371

SID	Account	Program	Agency 2016	Agency 2017
Financials				
10010 - Personal Services	00170 - Overtime	25002 - Custody	(180,193)	(180,193)
	Total-10010 - Personal Services		(180,193)	(180,193)
Total Financials			(180,193)	(180,193)

Department of Correction – Hartford Correctional Center

OT Reduction – 2nd Shift

Proposed cost savings plan by releasing (6) overtime posts per day on second shift at **10:00pm.** As it stands now those (6) overtime posts would be paid until12am.

Proposed cuts to overtime posts

- **Lobby Visiting**
- **Visiting Security**
- **Lobby 2 Officer**
- **Professional Visiting**
- **East Rover, West Rover**

# of Posts	6
Reduced OT Hours	2
OT Reduction per day	12
Annual Days	364
Total Annual Hours	4,368
HCCC CorrOff Avg OT rate	$41.25
Estimated Savings	$180,193

Visits at the Hartford Correctional Center end at 9:45pm the only other duties that are assigned to the Lobby Visiting Officer and the Visiting Security Officer are high security shakedowns for Center Block and West Block. These shakedowns occur every other day (odd numbered days). These duties could be reassigned to the Dorm Rover (1&2) and (3&4). Post orders for those posts would need to be updated.

The Professional Visiting post rarely has a professional visit after 10:00 pm. If there are no professional visits in progress the Professional Visiting Officer does not have any assigned duties. If on the rare occasion that a professional visit does go past 10:00 pm we can have that Officer relieved by any of our Corridor, Rover or Recreation Officers, of which we have (12) remaining until 12:00AM.

The Lobby 2 Officer is done signing visits up at 9:00pm. After 9:00pm all they do is answer the occasional phone call. They have no assigned duties after they are done signing up visits after 9:00pm. Releasing this post at 10:00pm would have no affect on the operations of the facility. Also third shift only staffs the lobby with one Officer and third shift starts at 12:00AM. The difference is only 2.00 hours.

The **East Rover and West Rover** have no assigned duties after 10:00pm other than picking up count slips. This duty could be reassigned to any of the remaining facility rovers or corridor officers.

After 9:45pm the facility is recalled for the night and inmate movement is restricted. The facility would still have (10) Officers assigned until midnight that would be available for Code Response should the need arise.

Department of Correction

11000 - General Fund

Adjustment Type: Reduction

Agency Title: Community Residential Unit Restructuring Intiative

Agency Description: See detail under seperate cover.

Agency Priority: 5 System ID: 3372

SID	Account	Program	Agency 2016	Agency 2017
Financials				
10010 - Personal Services	00110 - Salary & Wages - Permanent Full Time	25006 - Parole and Community Services	(98,022)	(98,022)
	Total-10010 - Personal Services		(98,022)	(98,022)
Total Financials			(98,022)	(98,022)

Parole's Residential Unit Restructuring Initiative

Parole & Community Services has restructured its Residential Services Unit utilizing a Counselor Supervisor and five Counselors to centrally manage all classification duties for community based offender housing, in an effort to maximize the utilization of contractual halfway house beds. The restructuring includes the reassignment of Parole Officers from the Residential Services Unit to the Parole and Community Services District Offices, with their focus rededicated to public safety through increased offender supervision and case management, in an effort to improve the outcomes of offender re-entry.

The revision maximizes the utilization of contracted Residential Services, through a staffing plan using positions appropriate to the scope of work, providing an anticipated $51,087 in personnel cost savings in the first year, and $98,022 in personnel cost savings each year thereafter.

Management analysis has recognized the need to eliminate the duplication of effort to achieve operational efficiencies. The Residential Unit's staffing was restructured to separate the offender classification and administrative duties from offender supervision duties. The Residential Unit assumes all offender classification, contractual oversight, and administrative duties, and the Parole and Community Services District Offices will assume all public safety functions such as offender supervision, and program oversight.

The Residential Unit has historically had been staffed with a mix of Parole Officers, Correctional Counselors, and clerical support staff.

Due to the Residential Unit's restructuring, the public safety skill set provided by Parole Officers is no longer compatible for what will be primarily a classification unit. The Parole Officers were redeployed to the Parole and Community Services District Offices. Due to the complexity of inmate programming, and the significant contact with offenders, the Residential Unit's duties are beyond clerical. The Counselor Supervisor and Counselor positions will best match the unit's newly consolidated workload.

Department of Correction

11000 - General Fund

Adjustment Type: Reduction

Agency Title: Garner CI - Hospital Security Post Reduction

Agency Description: Achieve overtime savings through the efficient placement of offenders who require short term out patient medical services.

Agency Priority: 6 System ID: 3376

SID	Account	Program	Agency 2016	Agency 2017
Financials				
10010 - Personal Services	00170 - Overtime	25002 - Custody	(69,756)	(69,756)
	Total-10010 - Personal Services		(69,756)	(69,756)
Total Financials			(69,756)	(69,756)

Garner CI – Danbury Hospital extended stay hospital post.

$69,756 Annual Savings (10010 – Personal Services)

The facility has reported eighteen occasions of medical transport to Danbury Hospital over the last six months. The issue is the Doctor or on call Doctor sends to inmate to the local hospital versus the UCHC/CMHC Med Surge 5 that requires the facility to staff a hospital security post if the patient is admitted.

For each daily post (3 shifts) the daily estimated expense for overtime coverage based on the Garner CI average overtime rate of $38.04 is estimated at $941/day.

1,833.75 hrs x $38.04 hrs (Outside Hospital OT) = $69,756*

*Based on 75% reduction in outside hospital post utilization

Department of Correction

11000 - General Fund

Adjustment Type: Reduction

Agency Title: Overtime Reduction

Agency Description: Assuming the department's staffing levels remain stable and the department's ability to refill vacant positions goes unimpeded, DOC anticipates being able to reduce its current overtime usge through the utilization of new scheduling software and through managerial efforts.

Agency Priority: 7 System ID: 3377

SID	Account	Program	Agency 2016	Agency 2017
Financials				
10010 - Personal Services	00170 - Overtime	25002 - Custody	(4,625,000)	(4,625,000)
	Total-10010 - Personal Services		(4,625,000)	(4,625,000)
Total Financials			(4,625,000)	(4,625,000)