



TAB B



***Operating Budget Request
2017 – 2019 Biennium
September 16, 2016***

State of Washington
Recommendation Summary

12:50:46PM

Agency: **310 Department of Corrections**

9/16/2016

Dollars in Thousands

	Annual Average FTEs	General Fund State	Other Funds	Total Funds
2015-17 Current Biennium Total	8,332.8	1,876,636	19,789	1,896,425
CL CL Carry Forward Level	7.7	23,662	(7,299)	16,363
Total Carry Forward Level	8,340.5	1,900,298	12,490	1,912,788
Percent Change from Current Biennium	.1%	1.3%	(36.9)%	.9%
M1 A1 Prison: Male Offender Caseload		269		269
M1 A2 Prison: Female Offender Caseload		477		477
M1 A3 Community: Violator Caseload		23,600		23,600
M1 A4 Community: Supervision Caseload	86.5	15,507		15,507
Carry Forward plus Workload Changes	8,426.9	1,940,151	12,490	1,952,641
Percent Change from Current Biennium	1.1%	3.4%	(36.9)%	3.0%
M2 8D Budget Structure Changes				
M2 8L Lease Rate Adjustments		1,701		1,701
M2 9M Medical Inflation		3,118		3,118
M2 9Q Equip Maintenance/Software licenses		1,005		1,005
M2 9S Equipment Replacement Costs		9,412		9,412
M2 9T Transfers				
M2 JA Technical Correction	7.3	3,462		3,462
M2 JB Facility Maintenance		6,326		6,326
M2 JC Longview Work Release Operations	17.3			
M2 JD Counselor Ratio Compliance	13.6	2,182		2,182
M2 JE WaTech E-Vault Charges		834		834
M2 JF Hepatitis C Treatment Costs		7,756		7,756
M2 JG Leased PC's		86		86
M2 JH Leased Vehicles		1,217		1,217
M2 JI Prison: Custody Relief Staffing	25.1	6,684		6,684
M2 JJ CI Closed Loop Food Service		3,132		3,132
M2 JK New FLSA Costs	4.8	546		546
M2 JL Nursing Relief Staffing	22.2	5,839		5,839
M2 JM McNeil Island Stewardship Shortfall		464		464
M2 JN Telephone System Replacement	1.0	565		565
M2 JP Vendor Rate Increases		16,716		16,716
M2 JQ Law Library Revenue Shortfall	9.0	1,562		1,562
M2 JR Tenant Improvements		91		91
M2 JS Relocation Costs		2,631		2,631
M2 JT OMNI Operations Support	1.0	230		230
M2 JU Regulatory Compliance		600		600

Total Maintenance Level	8,528.2	2,016,310	12,490	2,028,800
Percent Change from Current Biennium	2.3%	7.4%	(36.9)%	7.0%
PL KA Violator Caseload: Transport Staff	16.0	2,601		2,601
PL KB Violator Caseload: Nurses Desk	1.0	305		305
PL KC Work Release: Maximize Capacity	3.7	3,277		3,277
PL KD Prison: Custody Staffing Compliance	50.5	7,379		7,379
PL KE Work Release: Capacity Solutions				
PL KF Enterprise Records Staffing	30.0	4,507		4,507
PL KG Prison: Staffing Model Review		500		500
PL KH Community: Staffing Model		500		500
PL KI Enterprise Classification Review		300		300
PL KJ SAO: Prison Radio Shortage		8,812		8,812
PL KK Community Corrections Radios		100		100
PL KL IT Business Solutions	6.0	3,784		3,784
PL KM SAO: Musters in Prison	158.3	17,026		17,026
PL KN SEN Operations Support	10.0	3,115		3,115
PL KP Results DOC Performance Metrics		500		500
PL KQ Host Intrusion Prevention System	0.5	209		209
PL KR ISRB Staffing	2.0	416		416
PL KS DOC Off Mainframe Final Efficiency		(100)		(100)
PL KT Marine Vessel Replacement		3,200		3,200
PL KU WSP Programming Building Operations				
PL KV Grisby: Hearing Representation				
PL KW Capital Budget Operating Impacts				
Subtotal - Performance Level Changes	278.0	56,431		56,431
2017-19 Total Proposed Budget	8,806.2	2,072,741	12,490	2,085,231
Percent Change from Current Biennium	5.7%	10.4%	(36.9)%	10.0%

M1 A1 Prison: Male Offender Caseload

The Department of Corrections (DOC) requests \$269,000 in the 2017-19 biennium to meet demands from the forecasted increase in the adult male prison population.

M1 A2 Prison: Female Offender Caseload

The Department of Corrections (DOC) requests \$477,000 in the 2017-19 biennium to meet demands from the forecasted increase in the adult female prison population.

M1 A3 Community: Violator Caseload

The Department of Corrections (DOC) requests \$23,600,000 in the 2017-19 biennium to meet demands from forecasted changes in community violator offender caseload, which is anticipated to increase compared to our funded level. Resources needed will include costs associated with contractual agreements with local jurisdictions to detain community custody violators and related medical costs tied to offenders under the jurisdiction of DOC.

M1 A4 Community: Supervision Caseload

The Department of Corrections (DOC) requests 86.5 Full Time Equivalents (FTEs) and \$15,507,000 in the 2017-19 biennium to meet demands from the June 2016 forecasted changes in our community supervision offender caseload, which are anticipated to increase community supervision compared to our funded level. The resource need will be updated in the November 2016 and

February 2017 caseload forecasts.

M2 8D Budget Structure Changes

The Department of Corrections (DOC) requests a budget program structure change separating our Health Care Services resources from Program 200 - Institutional Services and Program 300 - Community Corrections to Program 500 - Health Care Services. This request was approved by the Legislative Evaluation and Accountability Program (LEAP) Committee.

M2 8L Lease Rate Adjustments

The Department of Corrections (DOC) requests \$1,701,000 in the 2017-19 biennium for contractual lease rate adjustments that will occur and impact DOC in the next two (2) Fiscal Years (FY) that exceed our carry forward level base funding.

M2 9M Medical Inflation

The Department of Corrections (DOC) requests \$3,118,000 in the 2017-19 biennium to cover increased costs associated with prescription drugs that exceed the base funded level. By funding this request DOC can manage medication costs without drawing resources designated for other purposes.

M2 9Q Equip Maintenance/Software licenses

The Department of Corrections (DOC) requests \$1,005,000 in the 2017-19 biennium for software and maintenance contract increases. This is necessary for efficient and effective operation of mission critical software and hardware to support operations across DOC.

M2 9S Equipment Replacement Costs

The Department of Corrections (DOC) requests \$9,412,000 in the 2017-19 biennium to replace aged, worn equipment so DOC can operate with reliable equipment. This funding we are requesting is not in our base budget given standard equipment dollars are only funded one time, then removed from our budget.

M2 9T Transfers

The Department of Corrections (DOC) requests a net zero program transfer in the 2017-19 biennium for Full Time Equivalent (FTE) and funding to realign resources between programs.

M2 JA Technical Correction

The Department of Corrections (DOC) requests 7.3 Full Time Equivalent (FTE) and \$3,462,000 in the 2017-19 biennium as a technical correction to fund global increases not received in the 2015-17 enacted budget.

M2 JB Facility Maintenance

The Department of Corrections (DOC) requests \$6,326,000 in the 2017-19 biennium to fund necessary facility maintenance projects in our Prison and Work Release (WR) facilities to ensure safe, secure and effective operations, and to maintain and preserve the usefulness of our prisons and work release facilities.

M2 JC Longview Work Release Operations

The Department of Corrections (DOC) requests 17.3 Full Time Equivalent (FTEs) in the 2017-19 biennium to operate Longview Work Release (WR) as a state operated facility, after our contracted vendor canceled their contract. The Washington State Institute of Public Policy benefit-cost analysis as of June 2016 reports there is positive net return on investment of \$5,757 per WR participant.

M2 JD Counselor Ratio Compliance

The Department of Corrections (DOC) requests 13.6 Full Time Equivalents (FTEs) and \$2,182,000 in the 2017-19 biennium to bring prison classification counselor staffing to the levels prescribed by DOC's non-custody staffing workload model standards.

M2 JE WaTech E-Vault Charges

The Department of Corrections (DOC) requests \$834,000 in the 2017-19 biennium to pay Washington Technology Solutions (WaTech) for the Washington State Electronic Records Vault Services (WaSERV) e-mail archiving service this is not funded in our 2017-19 carry forward level base budget.

M2 JF Hepatitis C Treatment Costs

The Department of Corrections (DOC) requests \$7,756,000 in the 2017-19 biennium to cover Hepatitis C treatment costs due to the rising number of treatable offenders. This will help ensure that DOC has the resources required to provide medically necessary care for the offender population.

M2 JG Leased PC's

The Department of Corrections (DOC) requests \$86,000 in the 2017-19 biennium to cover increased costs for leased personal computers (PCs) that will be billed to DOC by Department of Enterprise Services (DES).

M2 JH Leased Vehicles

The Department of Corrections (DOC) requests \$1,217,000 in the 2017-19 biennium to cover the costs associated with vehicle leasing, which is not part of DOC base budget. Ongoing vehicle leasing dollars are necessary to cover Department of Enterprise Services (DES) billings as a result of DOC leasing to acquire and replace aged fleet vehicles that are necessary for DOC operations.

M2 JI Prison: Custody Relief Staffing

The Department of Corrections (DOC) requests \$6,684,000 and 25.1 Full Time Equivalents (FTEs) for the 2017-19 biennium to fund a revision to the legislatively approved Custody Staffing Model's authorized leave and training relief factors to meet current requirements and mitigate overtime costs.

M2 JJ CI Closed Loop Food Service

The Department of Corrections (DOC) requests \$3,132,000 in the 2017-19 biennium to support increased cost per meal rates for the Correctional Industries (CI) Closed Loop Food service program. The Washington State Institute for Public Policy (WSIPP) benefit-cost analysis from 2012 reports there is a positive net return on investment of \$5,625 per CI program participant.

M2 JK New FLSA Costs

The Department of Corrections (DOC) requests 4.8 Full Time Equivalents (FTE) and \$546,000 in the 2017-19 biennium to fund the new overtime regulations from the United States Department of Labor that became effective December 1, 2016.

M2 JL Nursing Relief Staffing

The Department of Corrections (DOC) requests 22.2 Full Time Equivalents (FTEs) and \$5,839,000 in the 2017-19 biennium to fund nursing relief and nursing overtime costs. Funding these positions is anticipated to result in more effective use of staff benefits

as well as increase staff and patient safety through a more stabilized nurse staff.

M2 JM McNeil Island Stewardship Shortfall

The Department of Corrections (DOC) requests \$464,000 in the 2017-19 biennium to fund unanticipated, non-budgeted costs that arise as DOC provides stewardship of McNeil Island for the State of Washington. The additional funding will help ensure effective and efficient stewardship of McNeil Island and is based on the non-budgeted costs (does not include one-time costs) paid for in Fiscal Year (FY) 2016.

M2 JN Telephone System Replacement

The Department of Corrections (DOC) requests 1.0 Full Time Equivalent (FTE) and \$565,000 in the 2017-19 biennium to continue strategic enterprise replacement of telephone systems at three (3) community field offices and to cover the new leases and ongoing costs to the Washington Technology Services (WaTech) for the Private Branching Exchange (PBX) and a centralized Voice over IP (VoIP) solution at the State Data Center for field offices and Community Justice Centers (CJC).

M2 JP Vendor Rate Increases

The Department of Corrections (DOC) requests \$16,716,000 in the 2017-19 biennium to increase vendor rates for: Chemical Dependency (CD) treatment services, contractor operated Work Release (WR) locations, Prisons' fire protection contracts, and Health Services (HS) nurse and medical staff contracts. Many of these rates have remained unchanged since 2007/2008 and DOC is at risk of losing contracts if funding is not received.

M2 JQ Law Library Revenue Shortfall

The Department of Corrections (DOC) requests 9.0 Full Time Equivalent (FTE) and \$1,562,000 in the 2017-19 biennium for funding to cover the cost of library staffing and law library operational costs so that offenders can have constitutional access to legal materials in our prisons.

M2 JR Tenant Improvements

The Department of Corrections (DOC) requests \$91,000 in the 2017-19 biennium for one-time tenant improvement costs that will occur and impact DOC in the next two (2) Fiscal Years (FY) that exceed our carry forward level base funding.

M2 JS Relocation Costs

The Department of Corrections (DOC) requests \$2,631,000 in the 2017-19 biennium for one-time relocation costs and contractual lease rate adjustments that will occur and impact DOC in the next two (2) Fiscal Years (FY) that exceed our carry forward level base funding.

M2 JT OMNI Operations Support

The Department of Corrections (DOC) requests 1.0 Full Time Equivalent (FTE) and \$230,000 in the 2017-19 biennium to support the ongoing maintenance and operations of the new software developments from our Advance Corrections Initiative (ACI) project that is underway.

M2 JU Regulatory Compliance

The Department of Corrections (DOC) requests \$600,000 in the 2017-19 biennium to comply with regulatory requirements governed by other state agencies, local municipalities, and the federal government.

PL KA Violator Caseload: Transport Staff

The Department of Corrections (DOC) requests 16.0 Full Time Equivalents (FTE) and \$2,566,000 in the 2017-19 biennium for regional areas experiencing significant community violator transport issues. This would allow for Community Corrections Officers (CCO) to dedicate more time to perform case management, rather than conducting long transports.

PL KB Violator Caseload: Nurses Desk

The Department of Corrections (DOC) requests 1.0 Full Time Equivalent (FTE) and \$305,000 in the 2017-19 biennium for 1.0 Registered Nurse 3 (RN3) to support the increased workload for the Nurse Desk that responds to community supervision needs. A steady increase in the DOC community violator population in the past two (2) years has led to a workload increase for the Nurse Desk, which supports constitutionally-mandated health care management for the violator population.

PL KC Work Release: Maximize Capacity

The Department of Corrections (DOC) requests 3.7 Full Time Equivalents (FTE) and \$3,277,000 in the 2017-19 biennium to meet capacity challenges by maximizing physical space at our work release (WR) facilities. This request is to fund 90 more WR beds so that we have an additional 70 male and 20 female beds. Focusing on overall prison capacity, WR expansion is part of an overall strategy in increasing bed capacity and reentry focus. The Washington State Institute of Public Policy benefit-cost analysis as of June 2016 reports there is a positive net return on investment of \$5,757 per WR participant.

PL KD Prison: Custody Staffing Compliance

The Department of Corrections (DOC) requests 50.5 Full Time Equivalents (FTEs) and \$7,379,000 in the 2017-19 biennium to be compliant with the Custody Staffing Model and meet staffing needs related to justifying factors which include safety, security, and supervision requirements and facility design. Staffing is directly related to DOC's mission to Improve Public Safety.

PL KE Work Release: Capacity Solutions

The Department of Corrections (DOC) requests resources in the 2017-19 biennium to continue Work Release (WR) operations for 15 facilities, as of July 1, 2017 and 679 minimum security offender population beds through a formal contract bid process. The DOC will update/revise this budget request following the completion of the formal contract bid. Resources needed may include increased contractor costs and/or DOC staffing and operational costs. The Washington State Institute of Public Policy benefit-cost analysis as of June 2016 reports there is positive net return on investment of \$5,757 per WR participant.

PL KF Enterprise Records Staffing

The Department of Corrections (DOC) requests 30.0 Full Time Equivalents (FTEs) and \$4,507,000 in the 2017-19 biennium to ensure that offenders are confined and released as ordered by the court, to screen offenders for supervision, to ensure that offenders are supervised for the correct period of jurisdiction, to maintain, preserve, destroy agency records, and to train staff on offender and agency records management.

PL KG Prison: Staffing Model Review

The Department of Corrections (DOC) requests \$500,000 in the 2017-19 biennium for a comprehensive review of the Prisons Custody Staffing Model and the Non-Custody Staffing Model Workload Standards as recommended by the Washington State Auditor's Office (SAO). This is critical to ensure appropriate staffing model assumptions are used so that safety and security of our staff and offenders is maintained.

PL KH Community: Staffing Model

The Department of Corrections (DOC) requests \$500,000 in the 2017-19 biennium to conduct a comprehensive workload study of our community supervision staffing to ensure appropriate staffing model assumptions are available to comport with staff, offender, and community safety and security.

PL KI Enterprise Classification Review

The Department of Corrections (DOC) requests \$300,000 in the 2017-19 biennium to contract for the development and design of a new classification/custody model given significant changes in statute and policy as well as DOC's current tool having been developed over 30 years ago.

PL KJ SAO: Prison Radio Shortage

The Department of Corrections (DOC) requests \$8,812,000 in the 2017-19 biennium to fund the recommendations of the State Auditor's Office (SAO) Performance Audit - Improving Staff Safety. The SAO report provided staff feedback, identifying a need for "more radios or added radio features, such as remote microphones and duress alarms."

PL KK Community Corrections Radios

The Department of Corrections (DOC) requests \$100,000 in the 2017-19 biennium for an independent expert to assess the radio communication needs of the Community Corrections Division (CCD). Pursuant to Senate Bill 5907 (2011), DOC must address staff safety concerns and actively pursue mitigation strategies.

PL KL IT Business Solutions

The Department of Corrections (DOC) requests 6.0 Full Time Equivalent (FTEs) and \$3,784,000 in the 2017-19 biennium to implement critical Information Technology (IT) governance, improve service delivery, plan for organizational change, enhance data security and financial management tools, and to train IT staff to support DOC's core mission.

PL KM SAO: Musters in Prison

The Department of Corrections (DOC) requests 158.3 Full Time Equivalent (FTEs) and \$17,026,000 in the 2017-19 biennium to re-establish musters in our prison facilities as recommended by the Washington State Auditor's Office (SAO) and the DOC Statewide Security Advisory Committee (SSAC) to enhance safety and security through information sharing between shifts.

PL KN SEN Operations Support

The Department of Corrections (DOC) requests \$3,115,000 and 10.0 Full Time Equivalent (FTE) in the 2017-19 biennium to provide staff needed to maintain and repair essential security electronics network (SEN) systems at three (3) DOC prison facilities. These systems include touch screen door and gate control operator systems, security video camera and recording systems, and fire alarm notification systems that are critical for maintaining the safety and security of offenders, staff, and visitors to the facilities.

PL KP Results DOC Performance Metrics

The Department of Corrections (DOC) requests \$500,000 in the 2017-19 biennium to expand DOC's data reporting infrastructure to enhance accountability and our performance system. This investment will improve the agency's capability for statewide performance reporting and increase transparency.

PL KQ Host Intrusion Prevention System

The Department of Corrections (DOC) requests 0.5 Full Time Equivalent (FTE) and \$209,000 in the 2017 -19 biennium for an Office of the Chief Information Officer (OCIO) compliant Host Intrusion Prevention System (HIPS). HIPS capability will allow DOC to identify and prevent intentional and unintentional malicious behavior within the network and vulnerabilities that do not have a patch (Zero-Day Vulnerabilities). This will also allow DOC to become compliant with the OCIO Policy 141.10 - Securing Information Technology Assets Standards.

PL KR ISRB Staffing

The Department of Corrections (DOC) requests 2.0 Full Time Equivalents (FTE) and \$416,000 in the 2017-19 biennium given the increased caseload to Indeterminate Sentence Review Board (ISRB). These positions are critical to ensure the timelines are met, and in compliance with policies and Washington Administrative Code's (WAC).

PL KS DOC Off Mainframe Final Efficiency

The Department of Corrections (DOC) requests a savings of (\$100,000) in the 2017-19 biennium and (\$1,606,000) biennially in 2019-21 to migrate DOC off the Washington Technology Solutions (WaTech) mainframe to a sustainable Windows platform with an integrated Offender Management Network Information (OMNI) solution. This is required to sustain critical functionalities by migrating them from a siloed and unsustainable legacy platform into a sustainable software solution integrated with OMNI. This decision package (DP) supports the Results Washington goal of efficient government.

PL KT Marine Vessel Replacement

The Department of Corrections (DOC) requests \$3,200,000 in the 2017-19 biennium for marine fleet replacement in order to provide continuous service to McNeil Island operations. The amount needed is currently being evaluated as part of a marine transportation study.

PL KU WSP Programming Building Operations

The Department of Corrections (DOC) anticipates a funding request in the 2019-2021 biennium for 9.1 Full Time Equivalents (FTEs) and \$4,506,000 for custody and programming staff for a new Washington State Penitentiary (WSP) Programming building. The request will fund offender education, treatment, programming, and institution operational areas to support and manage offenders at the medium security complex.

PL KV Grisby: Hearing Representation

The Department of Corrections (DOC) requests resources in the 2017-19 biennium to cover expenses related to attorney representation for offenders at violation hearings. The cost is necessary as it is constitutionally required per the October 2015 case *Grisby v. Herzog*, which mandates DOC to appoint attorneys for offenders at community custody violation hearings when the offender could be returned to prison.

PL KW Capital Budget Operating Impacts

The Department of Corrections requests resources in the 2017-19 biennium to fund anticipated operating impacts related to Capital projects submitted in the Capital Budget. The DOC will update/revise this budget request following the approval of the 2017-19 Capital Budget. Resources needed will include staffing and operational costs tied to capital projects.

State of Washington
Recommendation Summary

2:41:58PM

Agency: 310 Department of Corrections

9/15/2016

Dollars in Thousands

	Annual Average FTEs	General Fund State	Other Funds	Total Funds
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Program: Blank

2015-17 Current Biennium Total

Total Carry Forward Level

Percent Change from Current Biennium

Carry Forward plus Workload Changes

Percent Change from Current Biennium

Total Maintenance Level

Percent Change from Current Biennium

PL KV Grisby: Hearing Representation

Subtotal - Performance Level Changes	0.0
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2017-19 Total Proposed Budget

Percent Change from Current Biennium

Program: 100 Admin & Program Support

2015-17 Current Biennium Total	650.9	119,086	119,086
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CL CL Carry Forward Level	2.1	1,667	1,667
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Total Carry Forward Level

Percent Change from Current Biennium	.3%	1.4%	1.4%
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M1 A1 Prison: Male Offender Caseload			
M1 A2 Prison: Female Offender Caseload			
M1 A3 Community: Violator Caseload			
M1 A4 Community: Supervision Caseload	5.6	926	926

Carry Forward plus Workload Changes

Percent Change from Current Biennium	1.2%	2.2%	2.2%
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M2 8D Budget Structure Changes	(8.0)	(1,300)	(1,300)
M2 8L Lease Rate Adjustments		(421)	(421)
M2 9M Medical Inflation			
M2 9Q Equip Maintenance/Software licenses		176	176

M2 9S	Equipment Replacement Costs		876	876
M2 9T	Transfers	1.3	246	246
M2 JA	Technical Correction		192	192
M2 JB	Facility Maintenance			
M2 JC	Longview Work Release Operations			
M2 JD	Counselor Ratio Compliance			
M2 JE	WaTech E-Vault Charges			
M2 JF	Hepatitis C Treatment Costs			
M2 JG	Leased PC's			
M2 JH	Leased Vehicles		54	54
M2 JI	Prison: Custody Relief Staffing			
M2 JJ	CI Closed Loop Food Service			
M2 JK	New FLSA Costs	2.6	284	284
M2 JL	Nursing Relief Staffing			
M2 JM	McNeil Island Stewardship Shortfall			
M2 JN	Telephone System Replacement	1.0	203	203
M2 JP	Vendor Rate Increases			
M2 JQ	Law Library Revenue Shortfall			
M2 JR	Tenant Improvements		91	91
M2 JS	Relocation Costs			
M2 JT	OMNI Operations Support	1.0	230	230
M2 JU	Regulatory Compliance			
Total Maintenance Level		656.4	122,310	122,310
Percent Change from Current Biennium		.8%	2.7%	2.7%
PL KA	Violator Caseload: Transport Staff			
PL KB	Violator Caseload: Nurses Desk			
PL KC	Work Release: Maximize Capacity			
PL KD	Prison: Custody Staffing Compliance			
PL KE	Work Release: Capacity Solutions			
PL KF	Enterprise Records Staffing	9.0	1,344	1,344
PL KG	Prison: Staffing Model Review			
PL KH	Community: Staffing Model			
PL KI	Enterprise Classification Review			
PL KJ	SAO: Prison Radio Shortage			
PL KK	Community Corrections Radios			
PL KL	IT Business Solutions	6.0	3,778	3,778
PL KM	SAO: Musters in Prison			
PL KN	SEN Operations Support	6.0	2,383	2,383
PL KP	Results DOC Performance Metrics		500	500
PL KQ	Host Intrusion Prevention System	0.5	209	209
PL KR	ISRB Staffing	2.0	416	416
PL KS	DOC Off Mainframe Final Efficiency		452	452
PL KT	Marine Vessel Replacement			
PL KU	WSP Programming Building Operations			
PL KW	Capital Budget Operating Impacts			
Subtotal - Performance Level Changes		23.5	9,082	9,082

2017-19 Total Proposed Budget	679.9	131,392		131,392
Percent Change from Current Biennium	4.5%	10.3%		10.3%
Program: 200 Institutional Services				
2015-17 Current Biennium Total	6,172.0	1,236,795	9,104	1,245,899
CL CL Carry Forward Level		15,501	(2,472)	13,029
Total Carry Forward Level	6,172.0	1,252,296	6,632	1,258,928
Percent Change from Current Biennium		1.3%	(27.2)%	1.0%
M1 A1 Prison: Male Offender Caseload		163		163
M1 A2 Prison: Female Offender Caseload		247		247
M1 A3 Community: Violator Caseload		(744)		(744)
M1 A4 Community: Supervision Caseload				
Carry Forward plus Workload Changes	6,172.0	1,251,962	6,632	1,258,594
Percent Change from Current Biennium		1.2%	(27.2)%	1.0%
M2 8D Budget Structure Changes	(844.1)	(243,185)		(243,185)
M2 8L Lease Rate Adjustments		(340)		(340)
M2 9M Medical Inflation				
M2 9Q Equip Maintenance/Software licenses		519		519
M2 9S Equipment Replacement Costs		6,025		6,025
M2 9T Transfers	(1.5)	(880)		(880)
M2 JA Technical Correction		1,008		1,008
M2 JB Facility Maintenance		5,764		5,764
M2 JC Longview Work Release Operations				
M2 JD Counselor Ratio Compliance	13.6	2,182		2,182
M2 JE WaTech E-Vault Charges				
M2 JF Hepatitis C Treatment Costs				
M2 JG Leased PC's				
M2 JH Leased Vehicles		28		28
M2 JI Prison: Custody Relief Staffing	25.1	6,684		6,684
M2 JJ CI Closed Loop Food Service		3,132		3,132
M2 JK New FLSA Costs	1.0	120		120
M2 JL Nursing Relief Staffing				
M2 JM McNeil Island Stewardship Shortfall				
M2 JN Telephone System Replacement		206		206
M2 JP Vendor Rate Increases		52		52
M2 JQ Law Library Revenue Shortfall	9.0	1,562		1,562
M2 JR Tenant Improvements				
M2 JS Relocation Costs				
M2 JT OMNI Operations Support				
M2 JU Regulatory Compliance		510		510
Total Maintenance Level	5,375.1	1,035,349	6,632	1,041,981
Percent Change from Current Biennium	(12.9)%	(16.3)%	(27.2)%	(16.4)%
PL KA Violator Caseload: Transport Staff				

PL KB	Violator Caseload: Nurses Desk				
PL KC	Work Release: Maximize Capacity		(406)		(406)
PL KD	Prison: Custody Staffing Compliance	50.5	7,379		7,379
PL KE	Work Release: Capacity Solutions				
PL KF	Enterprise Records Staffing	18.0	2,718		2,718
PL KG	Prison: Staffing Model Review		500		500
PL KH	Community: Staffing Model				
PL KI	Enterprise Classification Review		300		300
PL KJ	SAO: Prison Radio Shortage		8,812		8,812
PL KK	Community Corrections Radios				
PL KL	IT Business Solutions				
PL KM	SAO: Musters in Prison	158.3	17,026		17,026
PL KN	SEN Operations Support	4.0	732		732
PL KP	Results DOC Performance Metrics				
PL KQ	Host Intrusion Prevention System				
PL KR	ISRB Staffing				
PL KS	DOC Off Mainframe Final Efficiency				
PL KT	Marine Vessel Replacement				
PL KU	WSP Programming Building Operations				
PL KW	Capital Budget Operating Impacts				
Subtotal - Performance Level Changes		230.8	37,061		37,061
2017-19 Total Proposed Budget		5,605.9	1,072,410	6,632	1,079,042
Percent Change from Current Biennium		(9.2)%	(13.3)%	(27.2)%	(13.4)%
Program: 300 Community Corrections					
2015-17 Current Biennium Total		1,266.3	312,708	10,685	323,393
CL CL	Carry Forward Level	5.6	8,706	(4,827)	3,879
Total Carry Forward Level		1,271.9	321,414	5,858	327,272
Percent Change from Current Biennium		.4%	2.8%	(45.2)%	1.2%
M1 A1	Prison: Male Offender Caseload				
M1 A2	Prison: Female Offender Caseload				
M1 A3	Community: Violator Caseload		23,566		23,566
M1 A4	Community: Supervision Caseload	80.9	14,581		14,581
Carry Forward plus Workload Changes		1,352.8	359,561	5,858	365,419
Percent Change from Current Biennium		6.8%	15.0%	(45.2)%	13.0%
M2 8D	Budget Structure Changes	(4.5)	(3,134)		(3,134)
M2 8L	Lease Rate Adjustments		2,045		2,045
M2 9M	Medical Inflation				
M2 9Q	Equip Maintenance/Software licenses		288		288
M2 9S	Equipment Replacement Costs		442		442
M2 9T	Transfers	0.5	(808)		(808)
M2 JA	Technical Correction	7.3	1,690		1,690
M2 JB	Facility Maintenance		562		562
M2 JC	Longview Work Release Operations	17.3			

M2 JD	Counselor Ratio Compliance					
M2 JE	WaTech E-Vault Charges					
M2 JF	Hepatitis C Treatment Costs					
M2 JG	Leased PC's					
M2 JH	Leased Vehicles		1,089		1,089	
M2 JI	Prison: Custody Relief Staffing					
M2 JJ	CI Closed Loop Food Service					
M2 JK	New FLSA Costs	0.9	106		106	
M2 JL	Nursing Relief Staffing					
M2 JM	McNeil Island Stewardship Shortfall					
M2 JN	Telephone System Replacement		25		25	
M2 JP	Vendor Rate Increases		2,920		2,920	
M2 JQ	Law Library Revenue Shortfall					
M2 JR	Tenant Improvements					
M2 JS	Relocation Costs		2,631		2,631	
M2 JT	OMNI Operations Support					
M2 JU	Regulatory Compliance					
Total Maintenance Level			1,374.3	367,417	5,858	373,275
Percent Change from Current Biennium			8.5%	17.5%	(45.2)%	15.4%
PL KA	Violator Caseload: Transport Staff	16.0	2,601		2,601	
PL KB	Violator Caseload: Nurses Desk					
PL KC	Work Release: Maximize Capacity	3.7	3,913		3,913	
PL KD	Prison: Custody Staffing Compliance					
PL KE	Work Release: Capacity Solutions					
PL KF	Enterprise Records Staffing	3.0	419		419	
PL KG	Prison: Staffing Model Review					
PL KH	Community: Staffing Model		500		500	
PL KI	Enterprise Classification Review					
PL KJ	SAO: Prison Radio Shortage					
PL KK	Community Corrections Radios		100		100	
PL KL	IT Business Solutions					
PL KM	SAO: Musters in Prison					
PL KN	SEN Operations Support					
PL KP	Results DOC Performance Metrics					
PL KQ	Host Intrusion Prevention System					
PL KR	ISRB Staffing					
PL KS	DOC Off Mainframe Final Efficiency					
PL KT	Marine Vessel Replacement					
PL KU	WSP Programming Building Operations					
PL KW	Capital Budget Operating Impacts					
Subtotal - Performance Level Changes			22.7	7,533		7,533
2017-19 Total Proposed Budget			1,397.0	374,950	5,858	380,808
Percent Change from Current Biennium			10.3%	19.9%	(45.2)%	17.8%
Program: 400 CI - Appropriated						
2015-17 Current Biennium Total			46.0	13,065		13,065

CL CL	Carry Forward Level		(125)	(125)
Total Carry Forward Level		46.0	12,940	12,940
Percent Change from Current Biennium			(1.0)%	(1.0)%
M1 A1	Prison: Male Offender Caseload			
M1 A2	Prison: Female Offender Caseload			
M1 A3	Community: Violator Caseload			
M1 A4	Community: Supervision Caseload			
Carry Forward plus Workload Changes		46.0	12,940	12,940
Percent Change from Current Biennium			(1.0)%	(1.0)%
M2 8D	Budget Structure Changes			
M2 8L	Lease Rate Adjustments			
M2 9M	Medical Inflation			
M2 9Q	Equip Maintenance/Software licenses		2	2
M2 9S	Equipment Replacement Costs		876	876
M2 9T	Transfers		20	20
M2 JA	Technical Correction		4	4
M2 JB	Facility Maintenance			
M2 JC	Longview Work Release Operations			
M2 JD	Counselor Ratio Compliance			
M2 JE	WaTech E-Vault Charges			
M2 JF	Hepatitis C Treatment Costs			
M2 JG	Leased PC's			
M2 JH	Leased Vehicles			
M2 JI	Prison: Custody Relief Staffing			
M2 JJ	CI Closed Loop Food Service			
M2 JK	New FLSA Costs			
M2 JL	Nursing Relief Staffing			
M2 JM	McNeil Island Stewardship Shortfall		464	464
M2 JN	Telephone System Replacement			
M2 JP	Vendor Rate Increases			
M2 JQ	Law Library Revenue Shortfall			
M2 JR	Tenant Improvements			
M2 JS	Relocation Costs			
M2 JT	OMNI Operations Support			
M2 JU	Regulatory Compliance		90	90
Total Maintenance Level		46.0	14,396	14,396
Percent Change from Current Biennium			10.2%	10.2%
PL KA	Violator Caseload: Transport Staff			
PL KB	Violator Caseload: Nurses Desk			
PL KC	Work Release: Maximize Capacity			
PL KD	Prison: Custody Staffing Compliance			
PL KE	Work Release: Capacity Solutions			
PL KF	Enterprise Records Staffing			
PL KG	Prison: Staffing Model Review			

PL KH	Community: Staffing Model			
PL KI	Enterprise Classification Review			
PL KJ	SAO: Prison Radio Shortage			
PL KK	Community Corrections Radios			
PL KL	IT Business Solutions			
PL KM	SAO: Musters in Prison			
PL KN	SEN Operations Support			
PL KP	Results DOC Performance Metrics			
PL KQ	Host Intrusion Prevention System			
PL KR	ISRB Staffing			
PL KS	DOC Off Mainframe Final Efficiency			
PL KT	Marine Vessel Replacement		3,200	3,200
PL KU	WSP Programming Building Operations			
PL KW	Capital Budget Operating Impacts			
Subtotal - Performance Level Changes		0.0	3,200	3,200
2017-19 Total Proposed Budget		46.0	17,596	17,596
Percent Change from Current Biennium			34.7%	34.7%

Program: 500 Health Care Services

2015-17 Current Biennium Total

CL CL Carry Forward Level

Total Carry Forward Level

Percent Change from Current Biennium

M1 A1	Prison: Male Offender Caseload		106	106
M1 A2	Prison: Female Offender Caseload		230	230
M1 A3	Community: Violator Caseload		778	778
M1 A4	Community: Supervision Caseload			
Carry Forward plus Workload Changes			1,114	1,114
Percent Change from Current Biennium				
M2 8D	Budget Structure Changes	856.6	247,619	247,619
M2 8L	Lease Rate Adjustments		587	587
M2 9M	Medical Inflation		3,118	3,118
M2 9Q	Equip Maintenance/Software licenses		14	14
M2 9S	Equipment Replacement Costs		1,193	1,193
M2 9T	Transfers		214	214
M2 JA	Technical Correction			
M2 JB	Facility Maintenance			
M2 JC	Longview Work Release Operations			
M2 JD	Counselor Ratio Compliance			
M2 JE	WaTech E-Vault Charges			
M2 JF	Hepatitis C Treatment Costs		7,756	7,756
M2 JG	Leased PC's			
M2 JH	Leased Vehicles		12	12
M2 JI	Prison: Custody Relief Staffing			

M2 JJ	CI Closed Loop Food Service			
M2 JK	New FLSA Costs			
M2 JL	Nursing Relief Staffing	22.2	5,839	5,839
M2 JM	McNeil Island Stewardship Shortfall			
M2 JN	Telephone System Replacement			
M2 JP	Vendor Rate Increases		1,588	1,588
M2 JQ	Law Library Revenue Shortfall			
M2 JR	Tenant Improvements			
M2 JS	Relocation Costs			
M2 JT	OMNI Operations Support			
M2 JU	Regulatory Compliance			
Total Maintenance Level		878.8	269,054	269,054
Percent Change from Current Biennium				
PL KA	Violator Caseload: Transport Staff			
PL KB	Violator Caseload: Nurses Desk	1.0	305	305
PL KC	Work Release: Maximize Capacity		(230)	(230)
PL KD	Prison: Custody Staffing Compliance			
PL KE	Work Release: Capacity Solutions			
PL KF	Enterprise Records Staffing			
PL KG	Prison: Staffing Model Review			
PL KH	Community: Staffing Model			
PL KI	Enterprise Classification Review			
PL KJ	SAO: Prison Radio Shortage			
PL KK	Community Corrections Radios			
PL KL	IT Business Solutions			
PL KM	SAO: Musters in Prison			
PL KN	SEN Operations Support			
PL KP	Results DOC Performance Metrics			
PL KQ	Host Intrusion Prevention System			
PL KR	ISRB Staffing			
PL KS	DOC Off Mainframe Final Efficiency			
PL KT	Marine Vessel Replacement			
PL KU	WSP Programming Building Operations			
PL KW	Capital Budget Operating Impacts			
Subtotal - Performance Level Changes		1.0	75	75
2017-19 Total Proposed Budget		879.8	269,129	269,129
Percent Change from Current Biennium				
Program: 600 Interagency Services				
2015-17 Current Biennium Total			87,074	87,074
CL CL	Carry Forward Level		(795)	(795)
Total Carry Forward Level			86,279	86,279
Percent Change from Current Biennium				
			(.9)%	(.9)%

M1 A1 Prison: Male Offender Caseload
M1 A2 Prison: Female Offender Caseload
M1 A3 Community: Violator Caseload
M1 A4 Community: Supervision Caseload

Carry Forward plus Workload Changes	86,279	86,279
Percent Change from Current Biennium	(.9)%	(.9)%
M2 8D Budget Structure Changes		
M2 8L Lease Rate Adjustments	38	38
M2 9M Medical Inflation		
M2 9Q Equip Maintenance/Software licenses		
M2 9S Equipment Replacement Costs		
M2 9T Transfers	1,254	1,254
M2 JA Technical Correction		
M2 JB Facility Maintenance		
M2 JC Longview Work Release Operations		
M2 JD Counselor Ratio Compliance		
M2 JE WaTech E-Vault Charges	834	834
M2 JF Hepatitis C Treatment Costs		
M2 JG Leased PC's	86	86
M2 JH Leased Vehicles		
M2 JI Prison: Custody Relief Staffing		
M2 JJ CI Closed Loop Food Service		
M2 JK New FLSA Costs		
M2 JL Nursing Relief Staffing		
M2 JM McNeil Island Stewardship Shortfall		
M2 JN Telephone System Replacement	131	131
M2 JP Vendor Rate Increases		
M2 JQ Law Library Revenue Shortfall		
M2 JR Tenant Improvements		
M2 JS Relocation Costs		
M2 JT OMNI Operations Support		
M2 JU Regulatory Compliance		
Total Maintenance Level	88,622	88,622
Percent Change from Current Biennium	1.8%	1.8%
PL KA Violator Caseload: Transport Staff		
PL KB Violator Caseload: Nurses Desk		
PL KC Work Release: Maximize Capacity		
PL KD Prison: Custody Staffing Compliance		
PL KE Work Release: Capacity Solutions		
PL KF Enterprise Records Staffing	26	26
PL KG Prison: Staffing Model Review		
PL KH Community: Staffing Model		
PL KI Enterprise Classification Review		
PL KJ SAO: Prison Radio Shortage		
PL KK Community Corrections Radios		
PL KL IT Business Solutions	6	6
PL KM SAO: Musters in Prison		

PL KN	SEN Operations Support			
PL KP	Results DOC Performance Metrics			
PL KQ	Host Intrusion Prevention System			
PL KR	ISRB Staffing			
PL KS	DOC Off Mainframe Final Efficiency		(552)	(552)
PL KT	Marine Vessel Replacement			
PL KU	WSP Programming Building Operations			
PL KW	Capital Budget Operating Impacts			
Subtotal - Performance Level Changes		0.0	(520)	(520)
2017-19 Total Proposed Budget			88,102	88,102
Percent Change from Current Biennium			1.2%	1.2%
Program: 700 Offender Change				
2015-17 Current Biennium Total		197.7	107,908	107,908
CL CL	Carry Forward Level		(1,292)	(1,292)
Total Carry Forward Level		197.7	106,616	106,616
Percent Change from Current Biennium			(1.2)%	(1.2)%
M1 A1	Prison: Male Offender Caseload			
M1 A2	Prison: Female Offender Caseload			
M1 A3	Community: Violator Caseload			
M1 A4	Community: Supervision Caseload			
Carry Forward plus Workload Changes		197.7	106,616	106,616
Percent Change from Current Biennium			(1.2)%	(1.2)%
M2 8D	Budget Structure Changes			
M2 8L	Lease Rate Adjustments		(208)	(208)
M2 9M	Medical Inflation			
M2 9Q	Equip Maintenance/Software licenses		6	6
M2 9S	Equipment Replacement Costs			
M2 9T	Transfers	(0.3)	(46)	(46)
M2 JA	Technical Correction		568	568
M2 JB	Facility Maintenance			
M2 JC	Longview Work Release Operations			
M2 JD	Counselor Ratio Compliance			
M2 JE	WaTech E-Vault Charges			
M2 JF	Hepatitis C Treatment Costs			
M2 JG	Leased PC's			
M2 JH	Leased Vehicles		34	34
M2 JI	Prison: Custody Relief Staffing			
M2 JJ	CI Closed Loop Food Service			
M2 JK	New FLSA Costs	0.3	36	36
M2 JL	Nursing Relief Staffing			
M2 JM	McNeil Island Stewardship Shortfall			
M2 JN	Telephone System Replacement			

M2 JP	Vendor Rate Increases		12,156	12,156
M2 JQ	Law Library Revenue Shortfall			
M2 JR	Tenant Improvements			
M2 JS	Relocation Costs			
M2 JT	OMNI Operations Support			
M2 JU	Regulatory Compliance			
Total Maintenance Level		197.7	119,162	119,162
Percent Change from Current Biennium			10.4%	10.4%
PL KA	Violator Caseload: Transport Staff			
PL KB	Violator Caseload: Nurses Desk			
PL KC	Work Release: Maximize Capacity			
PL KD	Prison: Custody Staffing Compliance			
PL KE	Work Release: Capacity Solutions			
PL KF	Enterprise Records Staffing			
PL KG	Prison: Staffing Model Review			
PL KH	Community: Staffing Model			
PL KI	Enterprise Classification Review			
PL KJ	SAO: Prison Radio Shortage			
PL KK	Community Corrections Radios			
PL KL	IT Business Solutions			
PL KM	SAO: Musters in Prison			
PL KN	SEN Operations Support			
PL KP	Results DOC Performance Metrics			
PL KQ	Host Intrusion Prevention System			
PL KR	ISRB Staffing			
PL KS	DOC Off Mainframe Final Efficiency			
PL KT	Marine Vessel Replacement			
PL KU	WSP Programming Building Operations			
PL KW	Capital Budget Operating Impacts			
Subtotal - Performance Level Changes		0.0		
2017-19 Total Proposed Budget		197.7	119,162	119,162
Percent Change from Current Biennium			10.4%	10.4%

PL KV Grisby: Hearing Representation

The Department of Corrections (DOC) requests resources in the 2017-19 biennium to cover expenses related to attorney representation for offenders at violation hearings. The cost is necessary as it is constitutionally required per the October 2015 case *Grisby v. Herzog*, which mandates DOC to appoint attorneys for offenders at community custody violation hearings when the offender could be returned to prison.



TAB C



***Operating Budget Request
2017 – 2019 Biennium
September 16, 2016***

Agency Budget Request Decision Package Summary**(Lists only the agency Performance Level budget decision packages, in priority order)****Agency: 310 Department of Corrections**9/15/2016
3:59:56PM**Budget Period: 2017-19****Decision Package**

<u>Code</u>	<u>Decision Package Title</u>
PL-KA	Violator Caseload: Transport Staff
PL-KB	Violator Caseload: Nurses Desk
PL-KC	Work Release: Maximize Capacity
PL-KD	Prison: Custody Staffing Compliance
PL-KE	Work Release: Capacity Solutions
PL-KF	Enterprise Records Staffing
PL-KG	Prison: Staffing Model Review
PL-KH	Community: Staffing Model
PL-KI	Enterprise Classification Review
PL-KJ	SAO: Prison Radio Shortage
PL-KK	Community Corrections Radios
PL-KL	IT Business Solutions
PL-KM	SAO: Musters in Prison
PL-KN	SEN Operations Support
PL-KP	Results DOC Performance Metrics
PL-KQ	Host Intrusion Prevention System
PL-KR	ISRB Staffing
PL-KS	DOC Off Mainframe Final Efficiency
PL-KT	Marine Vessel Replacement
PL-KU	WSP Programming Building Operations
PL-KV	Grisby: Hearing Representation
PL-KW	Capital Budget Operating Impacts

ML – A3 Community: Violator Caseload

Point of Contact:

Alan Haskins (360) 725 - 8264

2017-19 BIENNIAL BUDGET

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$11,800,000	\$11,800,000	\$11,800,000	\$11,800,000
Total Cost	\$11,800,000	\$11,800,000	\$11,800,000	\$11,800,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$23,600,000 in the 2017-19 biennium to meet demands from forecasted changes in community violator offender caseload, which is anticipated to increase compared to our funded level. Resources needed will include costs associated with contractual agreements with local jurisdictions to detain community custody violators and related medical costs tied to offenders under the jurisdiction of DOC.

PROBLEM STATEMENT

The DOC will need funding in the 2017-19 biennium to cover the costs anticipated and associated with forecasted changes in community violator caseload.

Our funded Average Daily Population (ADP) in carry forward level is 1,041 for Fiscal Year (FY) 2018 and FY2019. Based on the ADP trend for February 2016 through June 2016, we anticipate an increase in ADP of 381, providing a need of \$11,800,000 each year for FY2018 and FY2019.

Workload History	FY2013	FY2014	FY2015	FY2016	Estimated		
					FY2017	FY2018	FY2019
Community Supervision Violators							
# Active Offenders	457	606	817	1,176	1,422	1,422	1,422
% Change from prior year	-45.5%	32.6%	34.8%	43.9%	20.9%	0.0%	0.0%
Funded cost per day per offender	\$83.63	\$83.63	\$84.62	\$84.62	\$84.62	\$84.62	\$84.62
Estimated cost at funded rate (in thousands)	\$ 13,950	\$ 18,498	\$ 25,234	\$ 36,322	\$ 43,920	\$ 43,920	\$ 43,920

The DOC will update/revise this budget request following the release and adoption of the November 2016 official community violator forecast by the Caseload Forecast Council (CFC).

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

This proposal will provide funding resources required due to changes to the forecasted population for community violator caseload to include, but not limited to, contractual agreements with local jurisdictions to detain community custody violators and related medical costs.

If this package is not funded, DOC will overspend our general fund state dollars given this request is the cost of doing business.

Community Violator Caseload Base Budget	FTE	Fund
FY2018	17.9	\$ 31,349,000
FY2019	17.9	\$ 31,349,000
Biennial Totals	17.9	\$ 62,698,000

Note: Base budget includes all jail bed contracts and staffing, medical and miscellaneous operational costs associated with the Monroe Corrections Complex housing Snohomish County violators.

PROPOSED SOLUTION

The DOC is funded based on the legislatively approved community violator rate per bed day and the forecasted violator population provided by the CFC.

EXPECTED RESULTS

This request is critical to realize the Results Washington’s Goal 4: Healthy and Safe Communities – Safe People by decreasing the rate of return to institutions for offenders from 27.8% to 25.0% by 2020. This package supports the priority of government related to public safety by the continued work that community supervision provides throughout the state to improve public safety and positively affect offender change through case management, training, treatment and employment.

This request ensures that DOC has the necessary resources. It is essential to providing Safer Operations, Engaged and Respected Employees, Innovative, Efficient, and Sustainable Business Practices, and Promoting Positive Change as identified in the agency’s strategic plan.

This request aligns with the following Results DOC Outcome Measures (OM):

- OM04 - Well Trained and Educated Employees
- OM05 - Staff Safety
- OM06 - Offender Safety
- OM09a - General Fund State (GFS) spending compliance
- OM11 - Case Plan Compliance.

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GOALS

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STAKEHOLDER IMPACT

Local Jurisdictions, jails and the Washington Federation of State Employees – General Government Coalition is impacted by funding or rejection of this decision package. For more information regarding other important connections or impacts related to this proposal, please see attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Stakeholder Impact Statement

ML - A3 Community: Violator Caseload

Point of Contact:
Alan Haskins (360) 725 - 8264

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Agency: 310 - Department of Corrections
 Decision Package Code/Title: A3_Community: Violator Caseload
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	11,800,000	11,800,000	11,800,000	11,800,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	(372,000)	(372,000)	(372,000)	(372,000)
300 - Community Supervision	11,783,000	11,783,000	11,783,000	11,783,000
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	389,000	389,000	389,000	389,000
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	11,800,000	11,800,000	11,800,000	11,800,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	-	-	-	-
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	11,800,000	11,800,000	11,800,000	11,800,000
Total	11,800,000	11,800,000	11,800,000	11,800,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	(372,000)	(372,000)	(372,000)	(372,000)
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	389,000	389,000	389,000	389,000
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	11,783,000	11,783,000	11,783,000	11,783,000
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	11,800,000	11,800,000	11,800,000	11,800,000

ML – A4 Community: Supervision Caseload

Point of Contact:

2017-19 BIENNIAL BUDGET

Alan Haskins (360) 725 - 8264

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	68.2	104.7	104.7	104.7
Fund 001-1	\$6,311,000	\$9,196,000	\$8,941,000	\$8,941,000
Total Cost	\$6,311,000	\$9,196,000	\$8,941,000	\$8,941,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 86.5 Full Time Equivalents (FTEs) and \$15,507,000 in the 2017-19 biennium to meet demands from the June 2016 forecasted changes in our community supervision offender caseload, which are anticipated to increase community supervision compared to our funded level. The resource need will be updated in the November 2016 and February 2017 caseload forecasts.

PROBLEM STATEMENT

The DOC will need funding in the 2017-19 biennium to cover the costs anticipated and associated with forecasted changes in community supervision offender caseloads. The community supervision offender population is forecasted to increase:

Workload History	FY2013	FY2014	FY2015	FY2016	Estimated		
					FY2017	FY2018	FY2019
Community Supervision Population							
# Active Offenders	15,395	15,913	16,730	17,236	17,726	18,312	18,898
% Change from prior year	-5.1%	3.4%	5.1%	3.0%	2.8%	3.3%	3.2%

An updated decision package will be provided once the Caseload Forecast Council (CFC) publishes the November 2016 and then the February 2017 forecasts.

This proposal will provide funding resources required due to changes to the forecasted population for community supervision workload to include, but not limited to, community supervision staff, warrant staff, records staff, hearings staff, less restrictive alternative staff, training staff and administrative staff.

If this package is not funded, DOC will overspend our general fund state dollars given this request is the cost of doing business.

MISSION To improve public safety | **VISION** Working together for safe communities



GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Community Supervision Caseload Base Budget	FTE	Fund
FY2018	1,031.0	\$ 96,768,748
FY2019	1,045.6	\$ 96,768,748
Biennial Totals	1,038.3	\$ 193,537,496

PROPOSED SOLUTION

The DOC is staffed based on the legislatively approved community supervision workload model. The workload model was established in 2004 and has had some minor adjustments since that time. It is driven from the forecasted population as submitted by the CFC and the trending offender risk level. In order to provide community supervision for offenders sentenced to the custody of DOC in a manner that is in the best interest of community safety and based on the offender’s risk level and supervision status, the staffing levels requested are required.

See attachment 2 for detailed information by object, program, and activity.

EXPECTED RESULTS

This request is critical to realize the Results Washington’s Goal 4: Healthy and Safe Communities – Safe People by decreasing the rate of return to institutions for offenders from 27.8% to 25.0% by 2020. This package supports the priority of government related to public safety by the continued work that community supervision provides throughout the state to improve public safety and positively affect offender change through case management, training, treatment and employment.

This request ensures that DOC has the necessary resources. It is essential to providing Safer Operations, Engaged and Respected Employees, Innovative, Efficient, and Sustainable Business Practices, and Promoting Positive Change as identified in the agency’s strategic plan.

This request aligns with the following Results DOC Outcome Measures (OM):

- OM04 - Well Trained and Educated Employees
- OM05 - Staff Safety
- OM06 - Offender Safety
- OM09a - General Fund State (GFS) spending compliance
- OM11 - Case Plan Compliance.

STAKEHOLDER IMPACT

The Washington Federation of State Employees – General Government Coalition is impacted by funding or rejection of this decision package.

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

For more information regarding other important connections or impacts related to this proposal, please see attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Stakeholder Impact Statement

ML - A4 Community: Supervision Caseload

Point of Contact:
Alan Haskins (360) 725 - 8264

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

MISSION To improve public safety | **VISION** Working together for safe communities



GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

ML – A1 Prison: Male Offender Caseload

Point of Contact:

2017-19 BIENNIAL BUDGET

Margaret Andreas (360) 725 - 8262

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$9,000	\$260,000	\$260,000	\$260,000
Total Cost	\$9,000	\$260,000	\$260,000	\$260,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$269,000 in the 2017-19 biennium to meet demands from the forecasted increase in the adult male prison population.

PROBLEM STATEMENT

The June 2016 Caseload Forecast Council (CFC) Forecast projects an increase in Average Daily Population (ADP) for male prison offenders. The DOC is funded for an ADP of 15,673 male prison offenders. The forecast projects an increase of two (2) male prison offenders in Fiscal Year (FY) 2018 to an ADP of 15,675 and an increase of 55 offenders in FY2019 to an ADP of 15,728. Please see table below.

Male Prison Offenders		
Funded ADP	FY2018	FY2019
Male Prison	15,649	15,649
Male Community Violators Housed in Prison Beds	24	24
Total	15,673	15,673
June 2016 Forecast	FY2018	FY2019
Male Prison	15,651	15,704
Male Community Violators Housed in Prison Beds	24	24
Total	15,675	15,728
2017-2019 Funded Workload v Forecast	FY2018	FY2019
Male Prison	(2)	(55)
Male Community Violators Housed in Prison Beds	-	-
Total	(2)	(55)

Key: negative variance = more caseload -- not less

MISSION To improve public safety | **VISION** Working together for safe communities



GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Additional Direct Variable Cost (DVC) funds for prisons and health services will be required to house the additional offenders.

DVC represents the marginal cost to add one (1) offender. Prison DVC includes food, food service supplies, offender clothing, personal hygiene supplies and bedding, laundry services, water, sewer and garbage, offender gratuity and gate release. The FY2015 prison DVC for male offenders was \$7.86, or \$2,868 annually per offender. Health services DVC includes prescription and non-prescription medications, health care and pharmacy supplies and payments to contracted medical providers. FY2015 health services DVC for male offenders was \$5.05 or \$1,842 annually per offender. The basic needs of our offender population must be met; if additional DVC funding is not received for the increased male offender population, DOC will overspend general fund dollars.

PROPOSED SOLUTION

The DOC requests resources to meet the increased offender population.

Prisons DVC, Male Offenders Base Budget	FTE	Fund
FY2018	-	\$ 51,863,178
FY2019	-	\$ 51,954,654
Biennial Totals	-	\$ 103,817,832

Health Care DVC, Male Offenders Base Budget	FTE	Fund
FY2018	-	\$ 26,506,230
FY2019	-	\$ 20,575,571
Biennial Totals	-	\$ 47,081,801

Cost estimates are based on FY2015 DVC rates. Please see Attachment 2 for detailed information by activity, program and expenditure object.

EXPECTED RESULTS

The DOC will be able to meet the basic needs of the additional offenders without overspending DVC funds.

This request aligns with the following Results DOC Outcome Measure (OM) and Operating Process (OP):

- OM09 – Budget Compliance
 - A. General Fund State (GFS) spending compliance

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

- OP03 – Providing Basic Needs
 - Feeding offenders
 - Clothing offenders
 - Providing health care

STAKEHOLDER IMPACT

For information on other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

MISSION To improve public safety | **VISION** Working together for safe communities



GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Stakeholder Impact Statement

Point of Contact:
Margaret Andreas (360) 725 - 8262

ML - A1 Prison Male Offender Caseload

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

MISSION To improve public safety | **VISION** Working together for safe communities



GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Agency: 310 - Department of Corrections
 Decision Package Code/Title: A1_Prison: Male Offender Caseload
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	9,000	260,000	260,000	260,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	5,000	158,000	158,000	158,000
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	4,000	102,000	102,000	102,000
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	9,000	260,000	260,000	260,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	8,000	217,000	217,000	217,000
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	1,000	43,000	43,000	43,000
Total	9,000	260,000	260,000	260,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	5,000	158,000	158,000	158,000
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	4,000	102,000	102,000	102,000
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	9,000	260,000	260,000	260,000

ML - A2 Prison: Female Offender Caseload

Point of Contact:

2017-19 BIENNIAL BUDGET

Margaret Andreas (360) 725 - 8262

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE				
Fund 001-1	\$230,000	\$247,000	\$247,000	\$247,000
Total Cost	\$230,000	\$247,000	\$247,000	\$247,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$477,000 in the 2017-19 biennium to meet demands from the forecasted increase in the adult female prison population.

PROBLEM STATEMENT

The June 2016 Caseload Forecast Council (CFC) Forecast projects an increase in Average Daily Population (ADP) for female prison offenders. The DOC is funded for an ADP of 1,249 female prison offenders. The forecast projects an increase of 39 female prison offenders in Fiscal Year (FY) 2018 to an ADP of 1,288 and an increase of 42 offenders in FY2019 to an ADP of 1,291. Please see table below.

Female Prison Offenders		
Funded ADP	FY2018	FY2019
Female Prison	1,247	1,247
Female Community Violators Housed in Prison Beds	2	2
Total	1,249	1,249
June 2016 Forecast	FY2018	FY2019
Female Prison	1,286	1,289
Female Community Violators Housed in Prison Beds	2	2
Total	1,288	1,291
2017-2019 Funded Workload v Forecast	FY18	FY19
Female Prison	(39)	(42)
Female Community Violators Housed in Prison Beds	-	-
Total	(39)	(42)

Additional Direct Variable Cost (DVC) funds for prisons and health services will be required to house the additional offenders.

MISSION To improve public safety | **VISION** Working together for safe communities



GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

DVC represents the marginal cost to add one (1) offender. Prison DVC includes food, food service supplies, offender clothing, personal hygiene supplies and bedding, laundry services, water, sewer and garbage, offender gratuity and gate release. The FY2015 prison DVC for female offenders was \$8.22, or \$3,000 annually per offender. Health services DVC includes prescription and non-prescription medications, health care and pharmacy supplies and payments to contracted medical providers. FY2015 health services DVC for female offenders was \$7.71 or \$2,815 annually per offender. The basic needs of our offender population must be met; if additional DVC funding is not received for the increased female offender population, DOC will overspend general fund dollars.

PROPOSED SOLUTION

The DOC requests resources to meet the increased offender population.

Prison DVC, Female Offenders Base Budget	FTE	Fund
FY2018	-	\$ 3,526,541
FY2019	-	\$ 3,407,426
Biennial Totals	-	\$ 6,933,967

Health Care DVC, Female Offenders Base Budget	FTE	Fund
FY2018	-	\$ 3,423,272
FY2019	-	\$ 2,604,051
Biennial Totals	-	\$ 6,027,323

Cost estimates are based on FY2015 DVC rates. Please see Attachment 2 for detailed information by activity, program and expenditure object.

EXPECTED RESULTS

The DOC will be able to meet the basic needs of the additional offenders without overspending DVC funds.

This request aligns with the following Results DOC Outcome Measure (OM) and Operating Process (OP):

- OM09 – Budget Compliance
 - A. General Fund State (GFS) spending compliance

- OP03 – Providing Basic Needs
 - Feeding offenders

MISSION To improve public safety | **VISION** Working together for safe communities



GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

- Clothing offenders
- Providing health care

STAKEHOLDER IMPACT

For information on other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

MISSION To improve public safety | **VISION** Working together for safe communities



GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Stakeholder Impact Statement

Point of Contact:
Margaret Andreas (360) 725 - 8262

ML - A2 Prison: Female Offender Caseload

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Agency: 310 - Department of Corrections
 Decision Package Code/Title: A2_Prison: Female Offender Caseload
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	230,000	247,000	247,000	247,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	119,000	128,000	128,000	128,000
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	111,000	119,000	119,000	119,000
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	230,000	247,000	247,000	247,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	187,000	201,000	201,000	201,000
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	43,000	46,000	46,000	46,000
Total	230,000	247,000	247,000	247,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	119,000	128,000	128,000	128,000
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	111,000	119,000	119,000	119,000
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	230,000	247,000	247,000	247,000

ML-8D Program Structure Change: Health Care Services

2017-19 BIENNIAL BUDGET

Point of Contact:
Sandra Leigh (360) 725 - 8372

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$0	\$0	\$0	\$0
Total Cost	\$0	\$0	\$0	\$0

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests a budget program structure change separating our Health Care Services resources from Program 200 – Institutional Services and Program 300 – Community Corrections to Program 500 – Health Care Services. This request was approved by the Legislative Evaluation and Accountability Program (LEAP) Committee.

PROBLEM STATEMENT

The DOC recognizes health care as a key element in serving our offender population. By creating a separate program, the health care resources and costs will be more visible.

We believe this change will improve the communication of budget information both internally and externally.

Health Care Services Base Budget	FTE	Fund
FY2018	856.6	\$ 123,983,745
FY2019	856.6	\$ 123,635,124
Biennial Totals	856.6	\$ 247,618,869

Source data is from the Expenditure Authority Schedule through Fiscal Year (FY) 2016 Supplemental and includes the 2017-19 Carry Forward Level (CFL).

PROPOSED SOLUTION

This proposal seeks to move resources previously embedded in three (3) programs and to consolidate them into their own program. This change will provide a clearer picture of the overall offender health care costs, and there will not be any loss of information or visibility.

The new program is tentatively numbered 500 and will be titled 'Health Care Services'.

MISSION To improve public safety | **VISION** Working together for safe communities



GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

The alternative is to remain with the status quo which would hinder DOC in clearly showing the costs of offender health care.

EXPECTED RESULTS

Adopting this package will allow DOC offender health care services to be more visible to decision makers both internally and externally.

This request provides essential support to Results Washington Goal 5: Efficient, Effective and Accountable Government.

This request aligns with the following Results DOC Outcome Measure (OM) and Operating Process (OP):

- OM09 – Budget Compliance
- OP03 – Providing Basic Needs

STAKEHOLDER IMPACT

No changes would be required to existing statutes, rules, or contracts, in order to implement this change. For more information regarding other important connects or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

MISSION To improve public safety | **VISION** Working together for safe communities



GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Stakeholder Impact Statement

Point of Contact:
Sandra Leigh (360) 725 - 8372

ML – 8D Program Structure Change: Health Care Services

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

MISSION To improve public safety | **VISION** Working together for safe communities



GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Agency: 310 - Department of Corrections
 Decision Package Code/Title: 8D_Program Structure Change: Health Care Services
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	-	-	-	-

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	(8.0)	(8.0)	(8.0)	(8.0)
200 - Correctional Operations	(844.1)	(844.1)	(844.1)	(844.1)
300 - Community Supervision	(4.5)	(4.5)	(4.5)	(4.5)
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	856.6	856.6	856.6	856.6
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	(651,000)	(649,000)	(651,000)	(649,000)
200 - Correctional Operations	(121,770,000)	(121,415,000)	(121,770,000)	(121,415,000)
300 - Community Supervision	(1,563,000)	(1,571,000)	(1,563,000)	(1,571,000)
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	123,984,000	123,635,000	123,984,000	123,635,000
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	-	-	-	-
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	-	-	-	-

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	-	-	-	-

**Comparison of Current 2015-17 Structure and Proposed 2017-19 Structure
2017-19 Estimated Expenditures and FTE Staff by Program**

Agency: 310 - Department of Corrections

	Before Structure Change*		
	FTEs	GF-State	Other Funds
Current Programs:			
100 Admin & Program Support	653.5	\$ 119,424,123	\$ -
200 Institutional Services	6,171.9	\$ 1,238,687,000	\$ 7,550,950
300 Community Corrections	1,275.0	\$ 315,989,877	\$ 10,028,948
400 CI - Appropriated	46.0	\$ 13,065,000	\$ -
600 Interagency Services	-	\$ 87,074,000	\$ 297,503
700 - Offender Change	197.7	\$ 108,008,000	\$ -
850 - NonBudgeted Funds	-	\$ -	\$ -
900 - Capital Program***	-	\$ -	\$ 60,070,330
	8,344.1	\$ 1,882,248,000	\$ 77,947,731

	After Structure Change**		
	FTEs	GF-State	Other Funds
Proposed Programs:			
100 Admin & Program Support	645.5	\$ 118,141,303	\$ -
200 Institutional Services	5,327.8	\$ 998,788,963	\$ 7,550,950
300 Community Corrections	1,270.5	\$ 312,877,745	\$ 10,028,948
400 CI - Appropriated	46.0	\$ 13,065,000	\$ -
500 - Health Care Services	856.6	\$ 244,292,989	\$ -
600 Interagency Services	-	\$ 87,074,000	\$ 297,503
700 - Offender Change	197.7	\$ 108,008,000	\$ -
850 - NonBudgeted Funds	-	\$ -	\$ -
900 - Capital Programs***	-		\$ 60,070,330
Totals	8,344.1	\$ 1,882,248,000	\$ 77,947,731

Notes:

* "Before Structure Change" (columns C, D, and E) data is based on the 2015-17 Expenditure Authority schedule through FY2016 Supplemental dated 4.26.16, session law budget ESHB-2376.

** "After Structure Change" (columns G, H, and I) data does not incorporate 2017-19 carry forward level, which as of 05-20-2016 has not been approved by the legislature.

*** "900 - Capital Program" is based on the 2015-17 EAS through the FY2016 Supplemental, Report 002 dated 5/19/16 and includes emergency repair funding.

System used: Enterprise Reports.

ML – JA Technical Correction

Point of Contact:
Sandra Leigh (360) 725 - 8372

2017-19 BIENNIAL BUDGET

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	14.6	0.0	0.0	0.0
Fund 001-1	\$1,731,000	\$1,731,000	\$1,731,000	\$1,731,000
Total Cost	\$1,731,000	\$1,731,000	\$1,731,000	\$1,731,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 7.3 Full Time Equivalents (FTE) and \$3,462,000 in the 2017-19 biennium as a technical correction to fund global increases not received in the 2015-17 enacted budget.

PROBLEM STATEMENT

This proposal will align our funding levels to accurately reflect our need based on FTE and program. In this proposal DOC is requesting technical corrections to multiple budget steps received in the 2013-15 Carry Forward Level (CFL), 2015-17 Enacted Budget, and the 2017-19 CFL.

This request ensures that DOC has the necessary resources in order to fund positions received in the budget that were not included in the compensation budget steps.

No other alternatives are available.

PROPOSED SOLUTION

The DOC requests \$1,731,000 in Fiscal Year (FY) 2018 and \$1,731,000 in FY2019 as a technical correction to fund global increases not received in the 2013-15 CFL and 2015-17 enacted budget for FTE. In addition we request a 14.6 FTE technical correction in FY2018 not received in 2017-19 CFL.

2013-15 CFL Version CF

GZB - Biennialize Health Insurance Rate

Rec Sum Language "Funding for employee insurance is adjusted from \$782 (FY2014) and from \$662 (FY2015) per month per employee to \$880 per month in each fiscal year."

DOC is underfunded by:

- FY2018 - \$433,000
- FY2019 - \$433,000

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2015-17 Enacted Budget Version 4P

9D - Pension and DRS Rate Changes

Rec Sum Language "Contribution rates for state pension systems for 2015-17 have been adopted by the Pension Funding Council and the Law Enforcement Officers' and Firefighters' Retirement System Plan 2 Board. This item reflects the new cost to agency budgets of employer contributions to the pension funds."

DOC is underfunded by:

- FY2018 - \$455,000
- FY2019 - \$455,000

91 - Workers Compensation Changes

Decreased the Labor and Industries (LNI) rate codes for:

- 4902-00 State Government clerical and administrative office personnel and 5300-00 State government - administrative field personnel annually by (\$3.00) per year Increased the LNI rate codes for:
- 5307-00 State Government Employees not otherwise classified by \$81.84 per year
- 7103-00 State Government - law enforcement office - guards or correctional officers by \$255 .60 per year
- 7201-00 State Government - patient, resident, or health care personnel by \$127.32 per year

DOC is underfunded by:

- FY2018 - \$18,000
- FY2019 - \$18,000

G09 - WSFE General Government

Rec Sum language "Funding is provided for the collective bargaining agreement with Washington Federation of State Employees, which includes a general wage increase of 3 percent, effective July 1, 2015; a general wage increase of 1.8 percent for all employees who earn \$2,500 a month or more, effective July 1, 2016; a general wage increase of 1 percent plus a \$20 per month increase for all employees who earn less than \$2,500 per month, effective July 1, 2016; salary adjustments for targeted classifications; hazard pay for designated night crews; and assignment pay in designated areas."

DOC is underfunded by:

- FY2018 - \$396,000
- FY2019 - \$396,000

G06 - State Public Employee Benefits Rate

Rec Sum language "Health insurance funding is provided for state employees employed by general government agencies and institutions of higher education. Insurance for employees covered by the health insurance coalition is included in funding for their respective collective bargaining agreements. Based on

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claims data from the quarter ending in March, 2015, and assuming that secular inflation meets or exceeds average growth rates projected for private health insurance (4.2 percent per year), the insurance funding rate is adjusted from the carry-forward level of \$880 to \$840 per employee per month for FY 2016 and \$894 per employee per month for FY2017. Surcharges for tobacco use and for spouses and domestic partners waiving other employer-offered coverage will continue during the 2015-17 biennium under the same terms as in FY2015."

G6A - State Represented Emp Benefits Rate

Rec Sum language "Health insurance funding is provided for state employees employed by general government agencies and institutions of higher education. Insurance for employees covered by the health insurance coalition is included in funding for their respective collective bargaining agreements. Based on claims data from the quarter ending in March, 2015, and assuming that secular inflation meets or exceeds average growth rates projected for private health insurance (4.2 percent per year), the insurance funding rate is adjusted from the carry-forward level of \$880 to \$840 per employee per month for FY 2016 and \$894 per employee per month for FY2017. Surcharges for tobacco use and for spouses and domestic partners waiving other employer-offered coverage will continue during the 2015-17 biennium under the same terms as in FY2015."

DOC is underfunded by:

- FY2018 - \$23,000
- FY2019 - \$23,000

GL3 - Teamsters 117 Arbitration Award

Rec Sum language "Funding is provided for the collective bargaining agreement with the International Brotherhood of Teamsters (Teamsters) Local 117, which includes a general wage increase of 5.5 percent, effective July 1, 2015; a general wage increase of 4.3 percent, effective July 1, 2016; seven targeted job classifications assigned to a higher salary range; supplemental shift premium for LPNs; payment for overtime exempt employees in specified classifications when on standby status; and elimination of geographic premium pay."

DOC is underfunded by:

- FY2018 - \$145,000
- FY2019 - \$145,000

GL9 - General Wage Incr-State Employees

Rec Sum language "Funding is provided for wage increases for state employees who are not represented by a union or who are covered by a bargaining agreement that is not subject to financial feasibility determination. It is sufficient for a general wage increase of 3 percent, effective July 1, 2015; a general wage increase of 1.8 percent for employees who earn \$2,500 per month or more, effective July 1, 2016; and a general wage

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increase of 1 percent plus a \$20 per month increase for employees who earn less than \$2,500 per month, effective July 1, 2016. This item includes general government workers."

DOC is underfunded by:

- FY2018 - \$19,000
- FY2019 - \$19,000

GGG - NonRep Job Specific

Rec Sum language "Funding is provided for classified state employees who are not represented by a union for pay increases in specific job classes in alignment with other employees."

DOC was underfunded by:

- FY2018 - \$242,000
- FY2019 - \$242,000

2017-19 CFL Version CF

G5 – Supervision of Offenders

In 2017-19 CFL, DOC was reduced by (29.2) FTE's and should have been reduced by only (14.6) FTE's. DOC is requesting a technical correction to align our funded level FTE's through CFL.

DOC is underfunded by:

- FY2018 – 14.6 FTE's

EXPECTED RESULTS

Fully funding this request will reduce the risk of DOC's overspend of General Funds State (GFS) dollars, given this request is the cost of doing business.

This request aligns with Results Washington; specifically, Goal 4: Healthy and Safe Communities - Safe People.

This request aligns with the following Results DOC Outcome Measure (OM):

- OM09 – Budget Compliance

STAKEHOLDER IMPACT

No changes would be required to existing statutes, rules, or contracts, in order to implement this change.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

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IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

ML - JA Technical Corrections

Point of Contact:
Sandra Leigh (360) 725 - 8372

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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Agency: 310 - Department of Corrections
Decision Package Code/Title: JA_Technical Correction
Budget Period: 2017-19
Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	14.6	-	-	-
Fund 001-1	1,731,000	1,731,000	1,731,000	1,731,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	14.6	-	-	-
400 - Correctional Industries	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	14.6	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	96,000	96,000	96,000	96,000
200 - Correctional Operations	504,000	504,000	504,000	504,000
300 - Community Supervision	845,000	845,000	845,000	845,000
400 - Correctional Industries	2,000	2,000	2,000	2,000
600 - Interagency Payments	-	-	-	-
700 - Offender Change	284,000	284,000	284,000	284,000
Total	1,731,000	1,731,000	1,731,000	1,731,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	865,500	865,500	865,500	865,500
B - Employee Benefits	865,500	865,500	865,500	865,500
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	-	-	-	-
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	1,731,000	1,731,000	1,731,000	1,731,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	601,000	601,000	601,000	601,000
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	845,000	845,000	845,000	845,000
A008 - Programs to Reduce Recidivism	285,000	285,000	285,000	285,000
Total	1,731,000	1,731,000	1,731,000	1,731,000

ML – 9T Transfers Across Programs

2017-19 BIENNIAL BUDGET

Point of Contact:
Sandra Leigh (360) 725 - 8372

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$0	\$0	\$0	\$0
Total Cost	\$0	\$0	\$0	\$0

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests a net zero program transfer in the 2017-19 biennium for Full Time Equivalents (FTE) and funding to realign resources between programs.

PROBLEM STATEMENT

This proposal will align our funding to ensure that DOC has the necessary resources in the appropriate program. The purpose of this request is to accommodate changes both internal and external to DOC's business requirements.

PROPOSED SOLUTION

This package aligns the expenditure authority with the correct program where the work and responsibilities occurs. The DOC requests to have the following elements transferred by program as specified:

Microsoft Enterprise Agreement

Microsoft Licensing Agreement funding to move out of Program 600 –Interagency Payments and distributed to the other programs based on the location of our leased personal computers. This agreement was previously paid to the Department of Enterprise Services (DES) and now is paid to a private vendor as per DES instruction. Program 600 is exclusively for payments to other state agencies and our payment is now directly to the vendor and not to DES.

Item	Unit	Amount
Microsoft Agreement	Interagency Payments	\$ (1,992,031)
Microsoft Agreement	Leased PC's (Program 100)	\$ 216,430
Microsoft Agreement	Leased PC's (Program 200)	\$ 1,124,066
Microsoft Agreement	Leased PC's (Program 300)	\$ 495,763
Microsoft Agreement	Leased PC's (Program 400)	\$ 9,736
Microsoft Agreement	Leased PC's (Program 500)	\$ 107,093
Microsoft Agreement	Leased PC's (Program 700)	\$ 38,943

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Leased PC Alignment

Leased PC funding moved out of Program 100 – Administration and Support Services, Program 200 – Correctional Operations, and Program 300 – Community Supervision and into Program 600 – Interagency Payments. This agreement is paid to DES and aligns with the purpose of Program 600 which is exclusively for payments made to other state agencies.

Item	Amount
Leased PC's (Program 100)	\$ (232,170)
Leased PC's (Program 200)	\$ (1,435,831)
Leased PC's (Program 300)	\$ (951,285)
Leased PC's (Program 600)	\$ 2,619,286

Contract Funding Adjustment

Washington State University (WSU) contract which currently resides in Program 700 – Offender Change to move to Program 100 – Administration and Support Services. This contract with WSU is to jointly fund a Ph.D. Graduate Research Assistant to assist with data management for the DOC – WSU Research Partnership.

Item	Unit	Amount
WSU (K9373)	Offender Change Administration (Program 700)	\$ (19,500)
WSU (K9373)	Planning, Partnerships, & Analytics (Program 100)	\$ 19,500

Staffing Alignment

In the request for the 2015-17 Program Structure change one (1) position was not identified at the time of this request to be moved to Offender Change. During the 2015-17 biennium position number WW17 a Corrections Specialist 2 was identified as an Offender Change position. The DOC is requesting to move this position from Program 200 – Correctional Operations to Program 700 – Offender Change.

Item	Unit	Amount
Position WW17	Prisons Division (Program 200)	\$ (76,660)
Position WW17	Offender Change (Program 700)	\$ 76,660

The DOC is requesting to move this position from Program 200 – Correctional Operations to Program 300 – Community Supervision.

Item	Unit	Amount
Position BF93	Records (Program 200)	\$ (51,192)
Position BF93	Records (Program 300)	\$ 51,192

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The DOC is requesting to move these position from Program 700 – Offender Change to Program 100 – Administration and Support Services.

Item	Unit	Amount
Positions BB08 & CV29	Records (Program 700)	\$ (137,065)
Positions BB08 & CV29	Records (Program 100)	\$ 137,065

EXPECTED RESULTS

This request aligns with the following Results DOC Outcome Measure (OM):

- OM09 – Budget Compliance

STAKEHOLDER IMPACT

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement

ML – 9T Transfers Across Programs

Point of Contact:
Sandra Leigh (360) 725 - 8372

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: 9T_Transfers Across Programs
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	-	-	-	-

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	1.3	1.3	1.3	1.3
200 - Correctional Operations	(1.5)	(1.5)	(1.5)	(1.5)
300 - Community Supervision	0.5	0.5	0.5	0.5
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	(0.3)	(0.3)	(0.3)	(0.3)
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	123,000	123,000	123,000	123,000
200 - Correctional Operations	(440,000)	(440,000)	(440,000)	(440,000)
300 - Community Supervision	(404,000)	(404,000)	(404,000)	(404,000)
400 - Correctional Industries	10,000	10,000	10,000	10,000
500 - Healthcare Services	107,000	107,000	107,000	107,000
600 - Interagency Payments	627,000	627,000	627,000	627,000
700 - Offender Change	(23,000)	(23,000)	(23,000)	(23,000)
Total	-	-	-	-

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	-	-	-	-
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	-	-	-	-

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	(352,340)	(352,340)	(352,340)	(352,340)
A002 - Core Administration	115,120	115,120	115,120	115,120
A003 - ISRB	-	-	-	-
A004 - Health Care Services	(17,180)	(17,180)	(17,180)	(17,180)
A006 - Payments to Other Agencies	627,000	627,000	627,000	627,000
A007 - Supervise Other Adults	(426,320)	(426,320)	(426,320)	(426,320)
A008 - Programs to Reduce Recidivism	53,720	53,720	53,720	53,720
Total	-	-	-	-

ML - 8L Lease Rate Adjustments

2017-19 BIENNIAL BUDGET

Point of Contact:
Sandra Leigh (360) 725 - 8372

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$551,000	\$1,150,000	\$1,501,000	\$1,658,000
Total Cost	\$551,000	\$1,150,000	\$1,501,000	\$1,658,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$1,701,000 in the 2017-19 biennium for contractual lease rate adjustments that will occur and impact DOC in the next two (2) Fiscal Years (FY) that exceed our carry forward level base funding.

PROBLEM STATEMENT

The DOC currently has over 85 building and land leases, including community field offices, our Tumwater headquarters office, regional training centers, work camps, and work release facilities. Targeted locations will have leases that expire in the next two (2) years that are scheduled for renewal in the upcoming 2017-19 biennium.

The DOC is dedicated to providing needs for the community and offenders. The DOC experienced and anticipate additional staff growth in the next biennium due to the increase of Community Supervision Caseloads. In order to have effective and efficient workspaces for all clients, DOC needs to ensure that we have a presence in the field where we currently lease facilities.

Recently, DOC was approved for a Program Structure Change that required a realignment of program funding for our Tumwater Office Building Headquarters (TOB) bond payment. With the implementation of Healthcare Services (HCS), DOC is requesting funding in Program 500 and reducing funding in Programs 100, 200, 300, and 700 due to the allocation of HCS staff located at the TOB.

If offices had to close, DOC will be unable to provide adequate facility locations, have space or resources to administer offender programming, resulting in a hardship to offenders to comply with their required conditions of supervision and case plans.

If this package is not funded, DOC will have to absorb these increases, possibly resulting in overspending of General Fund-State (GF-S) dollars and potential facility closures when contracts expire.

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Lease Base Budget	FTE	Fund
FY2018	-	\$ 13,532,430
FY2019	-	\$ 13,437,843
Biennial Totals	-	\$ 26,970,273

PROPOSED SOLUTION

The DOC is requesting \$551,000 in FY2018 and \$1,150,000 FY2019 for increased lease rate adjustments.

Funding will meet lease rate adjustments necessary to maintain core business and correctional operations. Offenders are required to report to field offices located in the community in which they reside. Funding for increased lease costs and additional programming space will allow DOC to maintain the current level of services to offenders in the communities while implementing Chapter 6, Laws of 2012, relating to Revised Code of Washington (RCW) rule 9.94A, providing for treatment-based interventions. In addition, funding will ensure that offenders are supervised in appropriate facilities, which results in safer communities.

EXPECTED RESULTS

This decision package reflects the facility infrastructure needed to support the Results Washington's Goal 4: Healthy and Safe Communities, the goal topic of Safe People. Specifically needed to realize the measures:

2.3 - Decrease rate of return to institutions for offenders.

2.3. a - Increase the percentage of adult offenders complying with their conditions of supervision or case plan.

2.3. d - Increase the percentage of adult offenders who are employed post-release.

The DOC is dedicated in providing adequate resources to improve the lives of offenders once they leave DOC custody that directly affects the safety in the community.

This request also aligns with the following Results DOC Outcome Measures (OM) and Operating Process (OP):

- OM11 - Case Plan Compliance
- OM12 - Successful Transition
- OM13 - Offender Accomplishments
- OP07 - Managing Offenders in the Community

STAKEHOLDER IMPACT

No changes would be required to existing statutes, rules, or contracts, in order to implement this change.

Stakeholders that may be impacted are law enforcement and communities where field offices are located.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

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IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

ML - 8L Lease Rate Adjustments

Point of Contact:
Sandra Leigh (360) 725 - 8372

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Agency: 310 - Department of Corrections
 Decision Package Code/Title: 8L_Lease Rate Adjustments
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	551,000	1,150,000	1,501,000	1,658,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	(260,000)	(161,000)	(27,000)	52,000
200 - Correctional Operations	(196,000)	(144,000)	(62,000)	(34,000)
300 - Community Supervision	809,000	1,236,000	1,346,000	1,372,000
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	288,000	299,000	312,000	325,000
600 - Interagency Payments	19,000	19,000	19,000	19,000
700 - Offender Change	(109,000)	(99,000)	(87,000)	(76,000)
Total	551,000	1,150,000	1,501,000	1,658,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	551,000	1,150,000	1,501,000	1,658,000
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	551,000	1,150,000	1,501,000	1,658,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	(365,510)	(251,190)	(86,120)	(6,880)
A002 - Core Administration	(25,950)	(16,070)	(2,710)	5,220
A003 - ISRB	-	-	-	-
A004 - Health Care Services	262,390	285,360	315,890	336,820
A006 - Payments to Other Agencies	19,000	19,000	19,000	19,000
A007 - Supervise Other Adults	775,260	1,215,120	1,342,480	1,378,790
A008 - Programs to Reduce Recidivism	(114,190)	(102,220)	(87,540)	(74,950)
Total	551,000	1,150,000	1,501,000	1,658,000

	Code	Title
AGENCY	310	DEPARTMENT OF CORRECTIONS

**CURRENT AND PROJECTED LEASED FACILITY COSTS
FOR FACILITY LEASE-RELATED DECISION PACKAGE**

DATE

ACTION	STREET ADDRESS	CITY	SPACE TYPE	SQUARE FEET	LEASE START DATE	LEASE END DATE	OPERATING COSTS PAID BY THE STATE	FY17 FUNDED LEVEL	RENEWAL INCREASE	PROJECTED COSTS FY18	PROJECTED COSTS FY19	FY18 NEED	FY19 NEED	REQUESTED ONE-TIME COSTS	NOTES/ ASSUMPTIONS
Renew	7345 LINDERSON WAY SW	TUMWATER	OFFICE	121,743	1/7/2008		\$ 3,400,116	\$ 3,612,849		\$ 3,618,909	\$ 3,764,405	\$ 6,060	\$ 151,556		
Renew	151 NE HAMPE RD STE 151	CHEHALIS	OFFICE	7,184	7/1/2008	6/30/2018	\$ 154,248	\$ 154,248	\$ 1,365	\$ 154,248	\$ 170,623	\$ -	\$ 16,375		
Renew	1953 7TH AVE	LONGVIEW	OFFICE	5,943	6/1/2013	5/31/2015	\$ 125,907	\$ 126,090	\$ 1,104	\$ 125,907	\$ 138,049	\$ (183)	\$ 11,959		
Renew	707 S 2ND AVE	MT. VERNON	OFFICE	2,721	8/1/2012	7/31/2017	\$ 52,484	\$ 48,300	\$ 380	\$ 52,484	\$ 52,864	\$ 4,184	\$ 4,564		
Renew	916 N 16TH AVE	YAKIMA	OFFICE	10,694			\$ 204,018	\$ 175,728	\$ 14,644	\$ 204,018	\$ 204,018	\$ 28,290	\$ 28,290		
Renew	912 6TH ST	CLARKSTON	OFFICE	3,648	10/1/2016	9/30/2021	\$ 62,580	\$ 41,039	\$ 21,541	\$ 62,580	\$ 62,580	\$ 21,541	\$ 21,541		
Cancel	1007 CENTER ST	TACOMA CJC	OFFICE	5,942	4/1/2013	3/31/2018		\$ 60,000	\$ (60,000)			\$ (60,000)	\$ (60,000)		
Cancel	203 MISSION AVE SUITE 104	CASHMERE	OUTSTATION	900	7/1/2011	5/31/2016	\$ 6,300	\$ 9,634	\$ (3,334)			\$ (9,634)	\$ (9,634)		
Renew	410 FOURTH AVE SW	SEATTLE	WORK RELEASE				\$ 460,598	\$ 426,872	\$ 33,726	\$ 638,983	\$ 655,644	\$ 212,111	\$ 228,772		Pending Negotiation Reynolds WR Location
Renew	165 N JEFFERSON ST	REPUBLIC	OUTSTATION	162	6/15/2016	MONTHLY	\$ 400	\$ -	\$ 400	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800		Monthly Interlocal Agreement K11235
Renew	CEDAR CREEK CORRECTIONS CENTER	LITTLEROCK	DNR CAMP			ANNUAL	\$ 29,864	\$ 29,076	\$ 788	\$ 29,864	\$ 29,864	\$ 788	\$ 788		
Renew	OLYMPIC CORRECTIONS CENTER	FORKS	DNR CAMP			ANNUAL	\$ 31,558	\$ 19,734	\$ 11,824	\$ 31,558	\$ 31,558	\$ 11,824	\$ 11,824		
Renew	325 NORTH CHELAN SUITE A	WENATCHEE	OFFICE	4,568	12/1/2016	11/30/2021	\$ 87,492	\$ 86,533	\$ 959	\$ 87,492	\$ 87,492	\$ 959	\$ 959		
Renew	405 WEST STEWART STREET SUITE B	PUYALLUP	OFFICE	5,436	9/1/2016	8/31/2026	\$ 130,464	\$ 94,320	\$ 36,144	\$ 130,464	\$ 130,464	\$ 36,144	\$ 36,144		
New	TBD	THURSTON CO.	OFFICE	11,396	TBD	TBD	\$ 269,629	\$ -	\$ 269,629	\$ 262,108	\$ 262,108	\$ 262,108	\$ 262,108		Headquarters Satellite Office Term 1-3 Years
Total lease renewal costs and cancellation credits							\$ 5,015,658	\$ 4,884,423	\$ 329,170	\$ 5,403,415	\$ 5,594,469	\$ 518,992	\$ 710,046		
Relocation	1801 GROVE ST	MARYSVILLE	OFFICE	6,000	7/1/2017		\$ 158,280	\$ 144,720	\$ 13,560	\$ 158,280	\$ 158,280	\$ 13,560	\$ 13,560		Adds 1,786 Sq. Ft.
Relocation	238 WEST OAK ST	OKANOGAN	OFFICE	2,450	7/1/2017		\$ 49,515	\$ 45,780	\$ 3,735	\$ 49,515	\$ 49,515	\$ 3,735	\$ 3,735		Adds 986 Sq. Ft.
Relocation	10918 BRIDGEPORT WAY	LAKEWOOD	OFFICE	7,200	6/1/2018		\$ 176,976	\$ 75,612	\$ 101,364	\$ 75,942	\$ 176,976	\$ 330	\$ 101,364		Adds 2,940 Sq. Ft.
Relocation	3700 MARTIN WAY E	OLYMPIA	OFFICE	12,000	7/1/2018		\$ 300,955	\$ 127,952	\$ 173,003	\$ 101,133	\$ 300,955	\$ (26,819)	\$ 173,003		Adds 6,100 Sq. Ft.
Relocation	4522 PACIFIC AVE	LACEY	EDUCATIONAL	25,497	2/1/2019		\$ 603,259	\$ 333,252	\$ 270,007	\$ 333,048	\$ 423,118.33	\$ (204)	\$ 89,866		Adds 6,681 Sq. Ft.
Total increased lease costs after relocation							\$ 1,288,985	\$ 727,316	\$ 561,669	\$ 717,918	\$ 1,108,844	\$ (9,398)	\$ 381,528		
Expansion	1415 WEST PINE ST	WALLA WALLA	EDUCATIONAL	7,500	7/1/2017		\$ 130,857	\$ 126,576	\$ 4,281	\$ 130,857	\$ 130,857	\$ 4,281	\$ 4,281		Adds 2,452 Sq Ft.
Expansion	229 1st AVE NW	EPHRATA	OFFICE	4,902	11/1/2017		\$ 84,780	\$ 22,525	\$ 62,255	\$ 63,496	\$ 84,780	\$ 40,971	\$ 62,255		Adds 1,155 Sq Ft.
Cancel	229 1st AVE NW	EPHRATA	OFFICE				\$ 6,318	\$ 6,318	\$ -	\$ 2,104		\$ (4,214)	\$ (6,318)		
Total increased lease costs after tenant improvements							\$ 221,955	\$ 155,419	\$ 66,536	\$ 196,457	\$ 215,637	\$ 41,038	\$ 60,218		
Grand total of all lease rate increases							\$ 6,526,598	\$ 5,767,158	\$ 957,375	\$ 6,317,790	\$ 6,918,950	\$ 550,632	\$ 1,151,792		

ML – 9Q Software Licenses & Maintenance

Point of Contact:

2017-19 BIENNIAL BUDGET

Tuekwe George (360) 725 - 8301

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
Fund 001-1	\$488,000	\$517,000	\$549,000	\$583,000
Total Cost	\$488,000	\$517,000	\$549,000	\$583,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$1,005,000 in the 2017-19 biennium for software and maintenance contract increases. This is necessary for efficient and effective operation of mission critical software and hardware to support operations across DOC.

PROBLEM STATEMENT

Software and Maintenance licenses and contracts are renewed annually. The DOC does not have a budget to support these increases.

The Offender Management Network Information (OMNI) is DOC's most critical system that manages offender data such as release dates, offender classification, and behavior risk logs. Not funding this decision package would greatly increase the risk of failure in our critical system and to the safety of those in the community.

Public safety depends on our software and hardware infrastructure. Where possible, DOC negotiates contracts and license agreements with an eye toward cost containment. Situations exist where maintenance increases are not negotiable and customer organizations, including DOC, are forced to pay the increase. In other cases, maintenance cost increases when growth of existing products are needed. Because of these cost increases we risk the possibility of overspending our general fund state dollars.

Additionally, DOC is requesting \$133,000 annually which represents a funding shortfall related to the Microsoft Enterprise Agreement, which was not included in the 2015-17 biennial budget request.

Base budget information is summarized in the table below:

Base Budget + Carry Forward Level	FTE	Fund
FY2018	-	\$ 2,456,365
FY2019	-	\$ 2,456,365
Biennial Totals	-	\$ 4,912,730

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

PROPOSED SOLUTION

Continuous maintenance is critical for efficient and effective operations of mission critical software and hardware to support operations across DOC. Systems must be robust, meet the high availability needs of the agency and its business partners, and have the necessary security. On average, unless specified by the vendor, software and hardware maintenance increases at an average of five (5) percent per year. Calculations for this decision package were taken from last fiscal year's actuals per contract. Funding from this decision package will ensure the continuous operations of agency systems. Cost estimates are based on the annual increases. See attachments 1 & 2 for detailed information by object, program, and activity.

EXPECTED RESULTS

As of March 31st 2016 DOC has 18,943 incarcerated offenders and approximately 18,000 supervised offenders in the community. Funding will ensure continuous operation of our agency systems and in turn keep our community safe from unreliable and unsupported systems.

This decision package aligns with Results Washington; specifically, Goal 4: Healthy and Safe Community – Safe People. This package also contributes to the state Information Technology strategies of Modernization and Accountability and Transparency. If this package is funded, it will allow DOC to sustain modernized systems and improve the accountability and availability of data.

This request aligns with the following Results DOC Supporting Processes (SP) and Operating Process (OP):

- SP02 – Mitigating Risk
- SP06 – Managing Information
- OP01 – Ensuring Safe Environments

STAKEHOLDER IMPACT

This decision package relates to the proper and continuous operation of agency systems. Agency operations depend heavily on applications and hardware infrastructure as few business processes are manual in nature. Supported software and hardware are vital components of operations within DOC and outside agencies such as Washington State Patrol and Department of Social and Health Services.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

Point of Contact:
Tuekwe George (360) 725 - 8301

ML - 9Q Software Licenses & Maintenance

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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2017-19 IT Addendum

Point of Contact:
Tuekwe George (360) 725 - 8301

ML – 9Q Software Licenses & Maintenance

Information Technology Items in this DP	FY2018	FY2019	FY2020	FY2021
Software Licenses	\$286,000	\$307,000	\$331,000	\$355,000
Equipment Maintenance	\$69,000	\$77,000	\$85,000	\$95,000
Microsoft Enterprise Agreement	\$133,000	\$133,000	\$133,000	\$133,000
Total Cost	\$488,000	\$517,000	\$549,000	\$583,000

IDENTIFYING IT PROJECTS

- Does this package fund the development or acquisition of a new or enhanced software or hardware system of service?
Yes No
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See OCIO Policy 184 for definition.)
Yes No
- Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See OCIO Policy 121.)
Yes No

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: 9Q_Software Licenses & Maintenance
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	488,000	517,000	549,000	583,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	85,000	91,000	98,000	105,000
200 - Correctional Operations	252,000	267,000	282,000	299,000
300 - Community Supervision	140,000	148,000	158,000	168,000
400 - Correctional Industries	1,000	1,000	1,000	1,000
500 - Healthcare Services	7,000	7,000	7,000	7,000
600 - Interagency Payments	-	-	-	-
700 - Offender Change	3,000	3,000	3,000	3,000
Total	488,000	517,000	549,000	583,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	488,000	517,000	549,000	583,000
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	488,000	517,000	549,000	583,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	317,240	336,040	356,910	378,780
A002 - Core Administration	48,800	51,720	54,900	58,360
A003 - ISRB	-	-	-	-
A004 - Health Care Services	48,800	51,720	54,900	58,360
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	63,410	67,190	71,330	75,850
A008 - Programs to Reduce Recidivism	9,750	10,330	10,960	11,650
Total	488,000	517,000	549,000	583,000

Contract Related Items					
Vendor	FY2018 Annual Increase	FY2019 Annual Increase	FY2020 Annual Increase	FY2201 Annual Increase	Note
SoftwareOne	\$ 151,948	\$ 162,129	\$ 172,992	\$ 184,582	Increase in licensing, Asking for funding shortfall for FY16, projected 6.7% increase in annual maintenance
Emerald City Software	\$ 10,078	\$ 10,380	\$ 10,692	\$ 11,013	3% per contract
Techline Communications	\$ 6,694	\$ 7,028	\$ 7,380	\$ 7,749	5% per contract
Syscon Justice Systems	\$ 1,163	\$ 1,176	\$ 1,189	\$ 1,202	1.1% per contract
Automon	\$ 13,797	\$ 14,487	\$ 15,211	\$ 15,972	5% per contract
Microsoft Corp	\$ 192	\$ 193	\$ 193	\$ 193	.2% increase per year
Total	\$ 183,873	\$ 195,394	\$ 207,657	\$ 220,711	
Non Contract Related Items					
Vendor	FY18 Annual Increase	FY19 Annual Increase	FY20 Annual Increase	FY21 Annual Increase	Note
IBM	\$ 51,502	\$ 57,116	\$ 63,342	\$ 70,246	10.9% increase per year
IBM	\$ 93	\$ 98	\$ 103	\$ 108	Decrease in licenses from FY15 to FY16, projected 5% increase in annual maintenance
Iron Mountain	\$ 229	\$ 240	\$ 252	\$ 265	Decrease in licenses from FY15 to FY16, projected 5% increase in annual maintenance
VMWare	\$ 1,500	\$ 1,575	\$ 1,653	\$ 1,736	New, projected 5% increase in annual maintenance
VEEAM	\$ 1,593	\$ 1,673	\$ 1,757	\$ 1,845	New, projected 5% increase in annual maintenance
Tivoli Assoc	\$ 1	\$ 1	\$ 1	\$ 1	.2% increase per year
McAfee	\$ 1,131	\$ 1,166	\$ 1,203	\$ 1,241	3.2% increase per year
Oracle	\$ 7,783	\$ 8,172	\$ 8,581	\$ 9,010	Renewed for only 2 months in FY16, additional \$110K in FY17 needed to cover the remaining 10 months
Presido	\$ 87,371	\$ 97,746	\$ 109,353	\$ 122,339	11.9% Increase per year
Veritas	\$ 548	\$ 575	\$ 604	\$ 634	New, projected 5% increase in annual maintenance
IBM	\$ 1,502	\$ 1,592	\$ 1,688	\$ 1,789	6% increase per year
ManageEngine	\$ 234	\$ 252	\$ 271	\$ 291	7.5% increase per year
Computer Associates	\$ 153	\$ 155	\$ 156	\$ 158	1.3% increase per year
AVC	\$ 10	\$ 10	\$ 10	\$ 10	.2% increase per year
ECS	\$ 93	\$ 101	\$ 110	\$ 120	8.7% increase per year
HP	\$ 1,446	\$ 1,518	\$ 1,594	\$ 1,674	Decrease in licenses from FY15 to FY16, projected 5% increase in annual maintenance
FileMaker	\$ 148	\$ 155	\$ 163	\$ 171	Decrease in licenses from FY15 to FY16, projected 5% increase in annual maintenance
SolarWinds	\$ 5,291	\$ 5,555	\$ 5,833	\$ 6,125	Increase in licenses from FY15 to FY16, projected 5% in annual maintenance
RightSystems	\$ 142	\$ 147	\$ 152	\$ 157	3.5% increase per year
Idera / BBS Technologies	\$ 1,139	\$ 1,196	\$ 1,256	\$ 1,319	Decrease in licenses from FY15 to FY16, projected 5% increase thereafter in annual maintenance
EasyVista	\$ 7,198	\$ 7,558	\$ 7,936	\$ 8,333	Increases in licenses from FY15 to FY16, projected 5% increase in annual maintenance
Lsoft Technologies	\$ 250	\$ 262	\$ 275	\$ 289	New, projected 5% increase in annual maintenance
Symantec	\$ 28	\$ 29	\$ 31	\$ 32	License decrease in FY16. Projected 5% increase in annual maintenance
Ensure Tech	\$ 32	\$ 33	\$ 35	\$ 36	Increase in licenses from FY15 to FY16, projected 5% increase in annual maintenance

Non Contract Related Items					
Vendor	FY18 Annual Increase	FY19 Annual Increase	FY20 Annual Increase	FY21 Annual Increase	Note
Tripwire	\$ 1,167	\$ 1,269	\$ 1,379	\$ 1,499	8.7% increase per year
VanKyke Software	\$ 39	\$ 41	\$ 43	\$ 45	Increase in licenses from FY15 to FY16, projected 5% in annual maintenance
MadCap	\$ 89	\$ 93	\$ 98	\$ 103	Decrease in licenses from FY15 to FY16, projected 5% in annual maintenance
ESRI	\$ 1	\$ 1	\$ 1	\$ 1	.2% increase per year
Hyena	\$ 63	\$ 66	\$ 69	\$ 72	5% increase per year
Metalogix Int.	\$ 96	\$ 101	\$ 106	\$ 111	5% increase per year
TechSmith	\$ 8	\$ 9	\$ 9	\$ 10	Increase in licenses from FY15 to FY16, projected 5% in annual maintenance
Total	\$ 170,878	\$ 188,506	\$ 208,064	\$ 229,770	
Grand Total	\$ 354,751	\$ 383,900	\$ 415,721	\$ 450,481	

ML – 9M Medical Inflation

2017-19 BIENNIAL BUDGET

Point of Contact:
Dawn Deck (360) 725 - 8266

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$1,559,000	\$1,559,000	\$1,559,000	\$1,559,000
Total Cost	\$1,559,000	\$1,559,000	\$1,559,000	\$1,559,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$3,118,000 in the 2017-19 biennium to cover increased costs associated with prescription drugs that exceed the base funded level. By funding this request DOC can manage medication costs without drawing resources designated for other purposes.

PROBLEM STATEMENT

Medical and mental health medication costs continue to increase each year for DOC. The increase in costs is associated with both prescription costs and increases in medical and mental health needs of DOC's offender population.

The DOC is required by the United States (US) Constitution to provide health care to offenders; the definition of what is medically necessary is not defined in a standard. However, to meet the constitutional level of care DOC cannot deny coverage of new drugs solely based on cost. Prescription drug prices vary considerably and impact our funded level. The DOC has seen incremental increases in costs year over year. While some drug prices go down, the increases are outweighing the decreases in costs.

The DOC has experienced a 9% growth/increase in drug prices between Fiscal Year (FY) 2015 to 2016. The DOC continues to make an effort to mitigate these increases by using generic medications and uses approximately 90% generic drugs. We have seen a marked rise in medication costs due to the inflation of drug prices despite our very high rate of using generic drugs and a decreasing number of prescriptions.

This request is currently the only mechanism for prescription funding of our base prison population. The caseload model only adjusts incremental Average Daily Population (ADP), not the base.

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GOALS

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Pharmaceutical Base Budget	FTE	Fund
FY2018	-	\$ 11,301,710
FY2019	-	\$ 11,301,710
Biennial Totals	-	\$ 22,603,420

Not funding this package will result in overspending DOC's funding and may limit the care DOC provides, exposing the state to litigation.

PROPOSED SOLUTION

This proposal requests \$3,118,000 for the 2017-19 biennium for prescriptions. Funding will allow DOC to meet the demands of providing medically necessary care to offenders as outlined in the law and upheld by federal and state courts. The DOC under RCW 70.14.050 participates through the Drug Consortium administered by the Health Care Authority (HCA) which is required to control costs without reducing the quality of care when reimbursing for or purchasing drugs through an evidence based prescription drug program. In addition, DOC has a multi-jurisdictional committee that created formulary and conducts quarterly reviews all new drugs on the market and actively identifies generic (least expensive) alternatives to name brand drugs. This requires DOC to increase its funding base to pay for statutorily mandated health care for offenders. DOC sees no other option available.

Costs estimates are based on the base budget and expenditures through Fiscal Month (FM) 12 Close. Year-end adjustments have not yet been finalized. See attachments 2 and 3 for detailed information by object, program, and activity.

Medical - Pharmaceutical Costs

EA 2022 and 2023	FY2012	FY2013	FY2014	FY2015	FY2016	*FY2017
Budget	\$ 9,256,787	\$ 9,030,050	\$ 8,911,115	\$ 10,816,230	\$ 12,200,710	\$ 11,301,710
Expenditures	\$ 9,139,393	\$ 9,013,019	\$ 10,589,479	\$ 11,714,743	\$ 12,860,453	\$ 12,860,453
Variance	\$ 117,394	\$ 17,031	\$ (1,678,364)	\$ (898,513)	\$ (659,743)	\$ (1,558,743)

9% Percent of change between FY2015 and FY2016

*Current projected expenditures

Data provided in this table was taken from the 2015-17 9M Medical Inflation decision package

EXPECTED RESULTS

This request aligns with Results Washington; specially, Goal 4: Healthy and Safe Communities – Healthy People by providing access to quality medical care to improve people's lives.

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Providing offenders and violators the constitutionally mandated health care they need is part of DOCs mission to improve public safety and work together for safer communities.

This request aligns with the following Results DOC Outcome Measures (OM) and Core Process (CP):

- OM05 - Staff Safety
- OM06 - Offender Safety
- OM09 - Budget Compliance
- OP03 - Providing Basic Needs

STAKEHOLDER IMPACT

Adequately funding offender medical and mental health medication needs without sacrificing other offender services is necessary. One (1) offender with significant injury, chronic illness or complex mental health needs can have a significant impact on the health services budget. The DOC is not in a position to forego funding medical and mental health medications, but being forced to divert funding from other areas may have a negative impact in the overall comprehensive care plan for offenders.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

ML – 9M Medical Inflation

Point of Contact:
Dawn Deck (360) 725 - 8266

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: 9M_Medical Inflation
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	1,559,000	1,559,000	1,559,000	1,559,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	1,559,000	1,559,000	1,559,000	1,559,000
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	1,559,000	1,559,000	1,559,000	1,559,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	1,559,000	1,559,000	1,559,000	1,559,000
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	1,559,000	1,559,000	1,559,000	1,559,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	1,559,000	1,559,000	1,559,000	1,559,000
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	1,559,000	1,559,000	1,559,000	1,559,000

	FY2018	FY2019	FY2020	FY2021
Base Budget	\$ 11,301,710	\$ 11,301,710	\$ 11,301,710	\$ 11,301,710
Expenditures	\$ 12,860,453	\$ 12,860,453	\$ 12,860,453	\$ 12,860,453
Variance/Need	\$ (1,558,743)	\$ (1,558,743)	\$ (1,558,743)	\$ (1,558,743)
<i>(Rounded)</i>	(1,559,000)	(1,559,000)	(1,559,000)	(1,559,000)
		(3,118,000)		(3,118,000)

Assumptions:

Estimated expenditures for Fiscal Year (FY) 2018 and 2019 are based on FY2016 expenditures. Estimated cost is based on the total prison offender population, not just the delta that is funded in caseload.

		Actuals per AFRS (through FY16 FM12)				
Organization Index Title	Program Index Title	FY2012	FY2013	FY2014	FY2015	FY2016 - 8.9.2016
[3765] WORK RELEASE/RAP/LINCOLN	[53301] Medical Services	\$ 45,694	\$ 31,053	\$ 81,918	\$ 39,811	\$ 27,638
	[53302] Mental Health Services	\$ 22,406	\$ 15,295	\$ 6,580	\$ 22,112	\$ 15,197
[5051] HEALTH SERVICES	[53201] Medical Services	\$ -	\$ -	\$ -	\$ -	\$ -
	[53202] Mental Health Services	\$ -	\$ -	\$ -	\$ -	\$ -
	[53203] Dental Services	\$ -	\$ -	\$ -	\$ -	\$ -
[5051] Health Services Director HQ P200	[53201] Medical Services	\$ -	\$ -	\$ -	\$ -	\$ -
	[53202] Mental Health Services	\$ -	\$ -	\$ -	\$ -	\$ -
	[53213] Pharmacy Services	\$ -	\$ -	\$ -	\$ -	\$ -
	[53214] Nursing Services	\$ -	\$ -	\$ -	\$ -	\$ -
[5080] CENTRALIZED PHARMACY MAPLE LANE	[53201] Medical Services	\$ -	\$ -	\$ -	\$ -	\$ -
	[53213] Pharmacy Services	\$ -	\$ -	\$ -	\$ -	\$ -
[5811] AHCC HEALTH SERVICES	[53201] Medical Services	\$ 1,084,701	\$ 1,355,850	\$ 1,187,006	\$ 1,095,711	\$ 1,238,947
	[53202] Mental Health Services	\$ 148,340	\$ 107,882	\$ 72,866	\$ 56,889	\$ 45,440
	[53203] Dental Services	\$ -	\$ -	\$ -	\$ -	\$ -
	[53213] Pharmacy Services	\$ -	\$ -	\$ (77)	\$ -	\$ -
[5821] WSP Health Services	[53201] Medical Services	\$ 733,647	\$ 1,107,699	\$ 1,351,053	\$ 1,751,451	\$ 1,882,304
	[53202] Mental Health Services	\$ 542,727	\$ 371,151	\$ 276,800	\$ 559,823	\$ 679,755
	[53203] Dental Services	\$ -	\$ -	\$ -	\$ -	\$ -
	[53213] Pharmacy Services	\$ -	\$ -	\$ -	\$ -	\$ -
[5831] CRCC HEALTH SERVICES	[53201] Medical Services	\$ 995,999	\$ 1,179,285	\$ 1,539,072	\$ 1,463,492	\$ 1,253,072
	[53202] Mental Health Services	\$ 442,947	\$ 555,547	\$ 148,535	\$ 125,498	\$ 129,918
	[53203] Dental Services	\$ -	\$ -	\$ -	\$ -	\$ -
[5841] WCC Health Services	[53201] Medical Services	\$ 773,444	\$ 906,700	\$ 125,983	\$ 796,346	\$ 928,463
	[53202] Mental Health Services	\$ (102,443)	\$ (332,108)	\$ 82,400	\$ 181,852	\$ 149,454
	[53203] Dental Services	\$ -	\$ -	\$ -	\$ -	\$ -
	[53213] Pharmacy Services	\$ -	\$ -	\$ -	\$ -	\$ -
[5851] SCCC HEALTH SERVICES	[53201] Medical Services	\$ 876,405	\$ 772,208	\$ 1,145,807	\$ 1,454,389	\$ 1,287,170
	[53202] Mental Health Services	\$ 409,921	\$ 366,826	\$ 104,214	\$ 98,840	\$ 85,949
	[53203] Dental Services	\$ -	\$ -	\$ -	\$ -	\$ -
[5871] WCCW HEALTH SERVICES	[53201] Medical Services	\$ 531,208	\$ 689,334	\$ 538,791	\$ 1,073,652	\$ 705,648
	[53202] Mental Health Services	\$ 195,603	\$ 230,743	\$ 404,306	\$ 557,094	\$ 335,662
	[53203] Dental Services	\$ -	\$ -	\$ -	\$ -	\$ -
	[53213] Pharmacy Services	\$ -	\$ -	\$ -	\$ -	\$ -
[5881] MCC Health Services	[53201] Medical Services	\$ 1,962,578	\$ 2,269,914	\$ 1,681,384	\$ 2,980,342	\$ 2,606,192
	[53202] Mental Health Services	\$ 868,329	\$ 605,661	\$ 771,961	\$ 1,030,388	\$ 708,177
	[53203] Dental Services	\$ -	\$ -	\$ -	\$ -	\$ -
	[53213] Pharmacy Services	\$ -	\$ -	\$ -	\$ -	\$ -
[5891] CBCC HEALTH SERVICES	[53201] Medical Services	\$ 231,484	\$ 170,965	\$ 423,408	\$ 39,883	\$ 202,221
	[53202] Mental Health Services	\$ 105,676	\$ 78,222	\$ 39,372	\$ 42,001	\$ 28,575
	[53203] Dental Services	\$ -	\$ 3,064	\$ 110	\$ -	\$ -

		Actuals per AFRS (through FY16 FM12)				
Organization Index Title	Program Index Title	FY2012	FY2013	FY2014	FY2015	FY2016 - 8.9.2016
[5931] LCC Health Services	[53201] Medical Services	\$ 62,194	\$ 71,156	\$ 39,180	\$ 39,777	\$ 109,394
	[53202] Mental Health Services	\$ -	\$ -	\$ -	\$ 156	\$ 91
[5941] CCCC HEALTH SERVICES	[53201] Medical Services	\$ 200,814	\$ 138,438	\$ 74,023	\$ 127,032	\$ 205,588
	[53202] Mental Health Services	\$ -	\$ -	\$ -	\$ 2,692	\$ 2,552
[5971] Mcccw Health Services	[53201] Medical Services	\$ 68,665	\$ 79,634	\$ 150,492	\$ 188,908	\$ 123,562
	[53202] Mental Health Services	\$ -	\$ -	\$ -	\$ 63,893	\$ 56,769
[5991] OCC HEALTH SERVICES	[53201] Medical Services	\$ 24,729	\$ 54,945	\$ 132,991	\$ 64,347	\$ 51,060
	[53202] Mental Health Services	\$ -	\$ -	\$ -	\$ 3,219	\$ 1,655
Grand Total		\$ 10,225,068	\$ 10,829,464	\$ 10,378,173	\$ 13,859,596	\$ 12,860,453
Percentage increase from previous year			5.9%	-4.2%	33.5%	-7.2%

ML - 9S Equipment Replacement Costs

2017-19 BIENNIAL BUDGET

Point of Contact:
Margaret Andreas (360) 725 - 8262

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$4,634,000	\$4,778,000	\$4,094,000	\$4,094,000
Total Cost	\$4,634,000	\$4,778,000	\$4,094,000	\$4,094,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$9,412,000 in the 2017-19 biennium to replace aged, worn equipment so DOC can operate with reliable equipment. This funding we are requesting is not in our base budget given standard equipment dollars are only funded one time, then removed from our budget.

PROBLEM STATEMENT

The DOC has aging, worn down, and past useful life equipment that is in need of maintenance or replacement. Obsolete equipment that is no longer serviceable and worn down equipment cause a safety and security risk to DOC. We have prioritized this budget request to include the most critical items that need replacement for which we do not have funding in our base operating budget. Total equipment requests received by category are as shown below.

2017-19 Biennial Totals Equipment Requests By Category			
Security/Safety	\$3,273,077	Maintenance	\$4,305,351
Heavy Equipment	\$1,229,406	Vehicles	\$3,314,048
Food Service	\$1,304,673	Miscellaneous	\$1,681,373
Sustainability	\$308,838	Computers	\$16,216
Biennial Total			\$15,432,982

Prisons Division

Currently Prisons has equipment replacement needs of \$9,348,171 over the next three (3) Fiscal Years (FY). In the 2017-19 biennium the total amount needed for equipment replacement will be \$7,628,626. Prisons has only \$2,597,926 equipment dollars in our biennial carry forward level base, which leaves a funding shortfall for equipment replacement. It is the shortfall of \$5,030,700 that we request to close the gap in the 2017-19 biennium and future biennia thereafter.

Requested equipment includes the following categories:

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1. Security and safety requests totaling: \$3,007,125
2. Vehicle requests totaling: \$2,842,170
3. Heavy equipment requests totaling: \$697,449
4. Food service requests totaling: \$1,202,693
5. Maintenance requests totaling: \$843,101
6. Sustainability requests totaling: \$304,006
7. Miscellaneous requests totaling: \$451,627

FY2018: \$2,515,350

FY2019: \$2,515,350

Ongoing Biennial Cost: \$5,030,700

Prisons Equipment Base Budget	FTE	Fund
FY2018	-	\$ 1,298,963
FY2019	-	\$ 1,298,963
Biennial Totals	-	\$ 2,597,926

Health Services Division (HSD)

The HSD is requesting \$936,512 for equipment replacement costs and \$255,834 for Personal Protection Equipment (PPE) in the 2017-19 biennium.

In the 2017-19 biennium HSD has an equipment replacement need of \$1,192,346. HSD has \$1,477,674 in base operating funds which are being used for maintenance and other equipment purchases. Additional funding is being requested to replace two (2) malfunctioning digital X-Ray machines at Stafford Creek Corrections Center (SCCC) and Coyote Ridge Corrections Center (CRCC), and two (2) malfunctioning panorex dental X-Ray machines at Washington Corrections Center (WCC) and CRCC. Without the ability to provide X-Rays to patients DOC is required to transport patients to local hospitals which will increase costs for travel, overtime, and payments to contractors. HSD replaces equipment based on a cycle of when the useful life expires.

The digital and panorex X-Ray machines will be one (1) time purchases, however there will be an ongoing annual maintenance cost of \$23,000 per machine.

The HSD is requesting \$255,834 for costs associated with a Department of Labor and Industries (L&I) finding which cited the Maple Lane centralized pharmacy for not having adequate PPE for staff working in the facility. Base funding does not include PPE items and therefore HSD is requesting funding to cover the increased costs. PPE protects staff from hazardous pharmaceutical residue and is a necessary safety requirement, therefore HSD is requesting an increase to base funding of \$255,834 for the 2017-19 biennium and future biennia thereafter.

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Requested equipment includes the following categories:

1. Digital X-Ray machines totaling: \$591,045
2. Dental X-Ray machines totaling: \$345,467
3. PPE requests totaling: \$255,834

FY2018: \$288,497

FY2019: \$903,849

Ongoing Biennial Cost: \$439,834

HSD Equipment Base Budget	FTE	Fund
FY2018	-	\$ 738,837
FY2019	-	\$ 738,837
Biennial Totals	-	\$ 1,477,674

Community Corrections Division (CCD)

CCD has a biennial equipment replacement need of \$129,592. CCD has only \$82,004 for the 17-19 biennium in base operating funds, which leaves an equipment replacement funding shortfall of \$47,588.

Staff shared during safety focus groups that security around field offices and parking for CCD fleet was unsafe. We are requesting cameras and additional lighting be installed at one location per section totaling seven (7) locations per year. The instances of vandalism to state vehicles and field offices would significantly decrease by having cameras surveilling parking areas. Staff safety would also increase with additional lighting being added around the perimeter of field offices.

CCD is requesting \$47,588 in the 2017-19 biennium and future biennia thereafter to install security cameras and additional lighting on the outside of field offices to increase safety and security.

FY2018: \$23,794

FY2019: \$23,794

Ongoing Biennial Cost: \$47,588

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CCD Equipment Base Budget	FTE	Fund
FY2018	-	\$ 41,002
FY2019	-	\$ 41,002
Biennial Totals	-	\$ 82,004

Reentry Division

Reentry has a biennial equipment replacement need of \$189,761 for Work Release facilities. Reentry has \$144,694 equipment dollars in their biennial carry forward level base, which leaves a funding shortfall for equipment replacement. It is the shortfall of \$45,067 that we request to close the gap in the 2017-19 biennium and future biennia thereafter.

Requested equipment includes the following categories:

1. Security/Safety requests totaling: \$22,120
2. Maintenance requests totaling: \$1,957
3. Heavy Equipment requests totaling: \$5,256
4. Food Service requests totaling: \$101,980
5. Miscellaneous requests totaling: \$37,400
6. Sustainability requests totaling: \$4,832
7. Computer requests totaling: \$16,216

FY2018: \$22,534

FY2019: \$22,534

Ongoing Biennial Cost: \$45,067

Reentry Equipment Base Budget	FTE	Fund
FY2018	-	\$ 67,592
FY2019	-	\$ 77,102
Biennial Totals	-	\$ 144,694

Offender Change Division (OCD)

In the 2017-19 biennium OCD has an equipment need of \$471,878 for offender transportation vehicles: a 30 to 36 passenger transport vehicle to place on an existing Freightliner chassis and 13 passenger transport vehicle to provide greater efficiency when making smaller transports.

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FY2018: \$471,878

FY2019: \$0

Ongoing Biennial Cost: \$0

OCD Equipment Base Budget	FTE	Fund
FY2018	-	\$ -
FY2019	-	\$ -
Biennial Totals	-	\$ -

Administrative Operations Division (AOD) - Information Technology (IT)

In the 2017-19 biennium IT has an equipment replacement need of \$3,180,632. IT has only \$1,434,602 for the 17-19 biennium in base operating funds, which leaves an equipment replacement funding shortfall of \$1,746,030.

IT is requesting additional equipment funding to institute infrastructure technology replacements to remain within vendor established lifecycle replacements in the 2017-19 biennium. Funding DOC has received for infrastructure technology purchases provided only one-time funding. No additional funds were provided for replacement costs, maintenance, or licensing. If equipment is not replaced within the vendor established lifecycle then parts and service to equipment are no longer available. This will leave DOC open to equipment failures which are a safety and security concern.

Addressing infrastructure technology replacements will reduce DOC's security risks by allowing equipment to be replaced within the recommended lifecycles; which will provide up to date security patches, reduction in equipment failures, along with functionality required for keeping pace with correction's initiatives and requirements. Currently IT is behind on their schedule to replace infrastructure technology equipment and is requesting an increase to base funding of \$3,125,141 for the 2017-19 biennium and future biennia thereafter.

Requested equipment includes the following categories:

1. Enterprise Compute & Storage totaling: \$835,912
2. Enterprise Backup totaling: \$135,552
3. Data Network (switches, routers, firewalls, components) totaling: \$1,897,740
5. Offender Data Network (switches, routers, firewalls, components): \$231,428
6. PPE requests totaling: \$80,000

FY2018: \$873,015

FY2019: \$873,015

Ongoing Biennial Cost: \$1,746,030

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AOD IT Equipment Base Budget	FTE	Fund
FY2018	-	\$ 717,301
FY2019	-	\$ 717,301
Biennial Totals	-	\$ 1,434,602

Correctional Industries (CI)

CI has a biennial equipment replacement need of \$920,602; \$638,375 for McNeil Island Stewardship (MIS) grounds and maintenance equipment, and \$282,227 for marine equipment in the 2017-19 biennium. CI has only \$44,290 equipment dollars in their biennial carry forward level base, which leaves a funding shortfall for equipment replacement. It is the shortfall of \$876,312 that we request to close the gap in the 2017-19 biennium and future biennia thereafter.

MIS grounds and maintenance department equipment is an aging fleet of tractors, auger truck, bulldozers, backhoes, mowing decks, and weed eaters. This equipment is in desperate need of replacement and repairs in order to keep up on road construction, forest fire control, underground electrical, sewer systems, and overall island maintenance.

MIS marine equipment is needed to maintain the fleet and to remain in compliance with the United States Coast Guard (USCG) regulations. To perform maintenance on marine vessels and save money on trips to the dry dock the marine department needs a new shipyard crane, plasma cutter, portable remote wire feed welder, and a steel shot blasting system. To remain in compliance with USCG standards the marine department needs to purchase an inflatable buoyant raft for all vessels to increase passenger safety, and defibrillators are required on all tugs.

Requested equipment includes the following categories:

1. Security and safety requests totaling: \$114,240
2. Heavy equipment requests totaling: \$526,701
3. Maintenance requests totaling: \$279,661

FY2018: \$438,156

FY2019: \$438,156

Ongoing Biennial Cost: \$876,312

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CI Equipment Base Budget	FTE	Fund
FY2018	-	\$ 22,145
FY2019	-	\$ 22,145
Biennial Totals	-	\$ 44,290

PROPOSED SOLUTION

The DOC needs adequate funding to replace aging equipment in order to ensure future equipment breakdowns will not impact safety and security. Having equipment maintained properly and replaced when the useful life expires will allow DOC to continue to support our mission to improve public safety.

Total requests by division are shown below.

2017-19 Biennial Totals Equipment Requests By Division			
Prisons	\$5,030,700	HSD	\$1,192,346
CCD	\$47,588	Reentry	\$45,068
OCD	\$471,878	AOD	\$1,746,030
CI	\$876,312	Biennial Total	\$9,409,922

EXPECTED RESULTS

This request aligns with Results Washington; specifically, Goal 4: Healthy and Safe Community – Safe People and Worker Safety. The agency needs to provide a safe place to work for our employees as well as a safe environment for our offenders.

This request aligns with the following Results DOC Outcome Measures (OM), and Operating Process (OP):

- OM05 – Staff Safety
- OM06 – Offender Safety
- OP03 – Providing Basic Needs

Replacing obsolete equipment is essential to staff and offender safety for the following specific strategies:

- Manage prison capacity within established principles for safety, mission, and operational efficiency; and
- Ensure personal protection equipment is functional, well maintained, and issue ready.
- Be a good stewards of state resources and the environment.
- Equipment that is beyond useful life is subject to breakdown and failure, jeopardizing staff, offender and public safety.

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STAKEHOLDER IMPACT

No changes would be required to existing statues, rules, or contract, in order to implement this change.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1-6.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

Point of Contact:
Margaret Andreas (360) 725 - 8262

ML - 9S Equipment Replacement Cost

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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2017-19 IT Addendum

Point of Contact:
Margaret Andreas (360) 725 - 8262

ML – 9S Equipment Replacement Costs

Information Technology Items in this DP	FY2018	FY2019	FY2020	FY2021
Enterprise Computer & Storage	\$417,956	\$417,956	\$417,956	\$417,956
Enterprise Backup	\$67,776	\$67,776	\$67,776	\$67,776
Data Network (Switches, Routers, Firewalls, Components)	\$948,870	\$948,870	\$948,870	\$948,870
Offender Data Network (Switches, Routers, Firewalls, Components)	\$115,714	\$115,714	\$115,714	\$115,714
Offender Equipment License	\$40,000	\$40,000	\$40,000	\$40,000
Security Cameras	\$378,830	\$378,830	\$378,830	\$378,830
Radios	\$396,123	\$396,123	\$396,123	\$396,123
Kiosk	\$10,386	\$10,386	\$10,386	\$10,386
Server	\$19,494	\$19,494	\$19,494	\$19,494
Smart Board	\$18,211	\$18,211	\$18,211	\$18,211
Live scan Finger system	\$28,876	\$28,876	\$28,876	\$28,876
Crisis Communications System	\$54,362	\$54,362	\$54,362	\$54,362
IT Drops, Pathways, and Viewing Stations for Security Electronics Network (SEN)	\$27,225	\$27,225	\$27,225	\$27,225
Total Cost	\$2,523,823	\$2,523,823	\$2,523,823	\$2,523,823

IDENTIFYING IT PROJECTS

- Does this package fund the development or acquisition of a new or enhanced software or hardware system of service?
Yes No
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See OCIO Policy 184 for definition.)
Yes No
- Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See OCIO Policy 121.)
Yes No

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: 9S_Equipment Replacement Costs
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	4,634,000	4,778,000	4,094,000	4,094,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	438,000	438,000	438,000	438,000
200 - Correctional Operations	3,248,000	2,777,000	2,777,000	2,777,000
300 - Community Supervision	221,000	221,000	221,000	221,000
400 - Correctional Industries	438,000	438,000	438,000	438,000
500 - Healthcare Services	289,000	904,000	220,000	220,000
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	4,634,000	4,778,000	4,094,000	4,094,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	128,000	153,000	153,000	153,000
G - Travel	-	-	-	-
J - Capital Outlays	4,506,000	4,625,000	3,941,000	3,941,000
N - Grants, Benefits, and Client Services	-	-	-	-
Total	4,634,000	4,778,000	4,094,000	4,094,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	3,879,000	3,408,000	3,408,000	3,408,000
A002 - Core Administration	70,000	70,000	70,000	70,000
A003 - ISRB	-	-	-	-
A004 - Health Care Services	359,000	974,000	290,000	290,000
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	312,000	312,000	312,000	312,000
A008 - Programs to Reduce Recidivism	14,000	14,000	14,000	14,000
Total	4,634,000	4,778,000	4,094,000	4,094,000

ML – JB Facility Maintenance

Point of Contact:
Margaret Andreas (360) 725 - 8262

2017-19 BIENNIAL BUDGET

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$3,163,000	\$3,163,000	\$3,163,000	\$3,163,000
Total Cost	\$3,163,000	\$3,163,000	\$3,163,000	\$3,163,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$6,326,000 in the 2017-19 biennium to fund necessary facility maintenance projects in our Prison and Work Release (WR) facilities to ensure safe, secure and effective operations, and to maintain and preserve the usefulness of our prisons and work release facilities.

PROBLEM STATEMENT

The projects included in this request are critical in order to maintain our aging facilities. Failure to complete projects could have a variety of serious, negative outcomes to include deterioration of aging facilities. The facility maintenance projects are projects beyond the scope of funded ongoing building, plant and grounds maintenance, and are smaller in scope than capital projects.

A capital project is differentiated from an operating project in that it makes significant long-term improvements to the facility and generally meets the following three (3) conditions: cost exceeds \$25,000; useful life is 13 years; and involvement of an architect or engineer is required. Operating projects can generally be completed by DOC staff.

Failure to maintain the facilities will result in deterioration of grounds and buildings, increased future need for capital funds, and potential safety, security, regulatory and environmental concerns. Each prison is like a small city, requiring continuing ongoing building, plant, grounds and road maintenance.

The projects included in this request are critical. Failure to complete projects could have a variety of serious, negative outcomes to include deterioration of facilities. Many of these projects are directly tied to facility security and safety.

This request includes the following:

1. Building repairs and maintenance to include, but not limited to roof repair and replacement; brick exterior resealed; interior/exterior door replacement; repairs to security locking systems; carpet and tile replacement and repairs; gym floor replacement; refinish concrete flooring; construction of wheel chair

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ramps; walkway covering repairs; light fixture replacement and led lighting installation; window replacement; gutter and downspout replacement; siding and trim replacement and repair; asbestos abatement in mechanical rooms; and tower repair.

2. Plant maintenance and repairs including replacing fire alarm system, air conditioning (AC) units; fire suppression system replacement; intercom system repair; replacement of door alarms; gate control system replacement; and Heating, Ventilation and Air Conditioning (HVAC) ductwork cleaning;

3. Grounds maintenance and repairs including walkway repair; security fencing replacement and repair; vehicle and pedestrian gate repair; road, parking lot and curbing repairs; evaluation, pruning and removal of hazardous trees and limbs; and compost and recycle area projects.

The DOC estimates a total cost for facility maintenance projects over the next three (3) years totaling \$6,839,000. Funding of \$1,075,000 was funded to Prison in Fiscal Year (FY) 2016 Supplemental for FY2017, however the funds do not carry forward into the 2017-19 biennium. Therefore, DOC is requesting \$6,326,000 (\$6,839,000 less FY17 funding of \$1,075,000) for facility maintenance projects.

Budget information is summarized in the tables below:

WR Facility Maintenance Base Budget	FTE	Fund
FY2018	-	\$ 95,000
FY2019	-	\$ 95,000
Biennial Totals	-	\$ 190,000

Prison Facility Maintenance Base Budget	FTE	Fund
FY2018	-	\$ -
FY2019	-	\$ -
Biennial Totals	-	\$ -

PROPOSED SOLUTION

The DOC requests funding for facility maintenance projects to adequately maintain the 12 prisons, Maple Lane and WR facilities. Funding this request will allow DOC to ensure safe, secure and effective operations. This request will also lessen the need for increased capital expenditures.

This decision package requests \$2,882,000 in FY2018 and \$2,882,000 in FY2019 for a total of \$5,764,000 for

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2017-19 biennium at prisons and Maple Lane. We assume estimated costs will be ongoing in the 2019-21 biennium.

This decision package also requests \$281,000 in FY2018 and \$281,000 in FY2019 for a total of \$562,000 at WR facilities. We assume estimated costs will be ongoing in the 2019-21 biennium.

If this package is not funded, DOC will overspend our general fund state dollars given this a necessary cost of doing business.

These costs are estimates based on the best information currently available, see Attachment 3 for detailed information by object, program, and activity.

EXPECTED RESULTS

This decision package provides essential support to the Governor's Results Washington. Goal 4: Healthy & Safe Communities – Safe People

This request aligns with the following Results DOC Outcome Measure (OM):

- OM09 – Budget Compliance - A. General Fund State (GFS) spending compliance.

This request aligns with the DOC key goal of Innovative, Efficient, and Sustainable Business Practices. Facility maintenance and maintenance projects are essential to implement the following strategies identified in DOC's strategic plan:

- Monitor capacity needs within established principles for safety, health, mission, and operational efficiency.
- Support operations with secure and sustainable technology.
- Increase use of sustainable practices

STAKEHOLDER IMPACT

No changes would be required to existing statutes, rules, or contracts, in order to implement this decision package.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement

ML – JB Facility Maintenance

Point of Contact:

Margaret Andreas (360) 725 - 8262

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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2017-19 IT Addendum

ML – JB Facility Maintenance

Point of Contact:
Margaret Andreas (360) 725 - 8262

Information Technology Items in this DP	FY2018	FY2019	FY2020	FY2021
Citect Computer Program	\$251,523	\$251,523	\$251,523	\$251,523
Offender Phones	\$81,675	\$81,675	\$81,675	\$81,675
Cameras and External Video Security	\$56,707	\$56,707	\$56,707	\$56,707
48 Port Switch	\$4,856	\$4,856	\$4,856	\$4,856
Intercom Repairs	\$35,068	\$35,068	\$35,068	\$35,068
Total Cost	\$429,559	\$429,559	\$429,559	\$429,559

IDENTIFYING IT PROJECTS

- Does this package fund the development or acquisition of a new or enhanced software or hardware system of service?
Yes No
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See OCIO Policy 184 for definition.)
Yes No
- Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See OCIO Policy 121.)
Yes No

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: JB_Facility Maintenance
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	3,163,000	3,163,000	3,163,000	3,163,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	2,882,000	2,882,000	2,882,000	2,882,000
300 - Community Supervision	281,000	281,000	281,000	281,000
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	3,163,000	3,163,000	3,163,000	3,163,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	3,163,000	3,163,000	3,163,000	3,163,000
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	3,163,000	3,163,000	3,163,000	3,163,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	2,882,000	2,882,000	2,882,000	2,882,000
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	281,000	281,000	281,000	281,000
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	3,163,000	3,163,000	3,163,000	3,163,000

2017-19 Biennial Budget Requests - ML-Facility Maintenance Costs

Division	Facility/WR	Priority	Safety/ Security Concern	Description	Quantity	Unit Cost	Total Unit Cost	Supply/ Material Cost	Labor Cost	Misc. Costs	Tax	Total Cost	Justification
Prisons	OCC	18	No	Parking lot asphalt sealing - preventative maintenance	1		\$0	\$25,000	\$0	\$0	\$2,250	\$27,250	Industry standards are to have asphalt reseal every 3 years; and the current parking lot is now 5 years old. Resealing will extend the life of this asphalt and avoid an emergency request repair. Parking lot is also the main thoroughfare and subject to heavy vehicular, truck and equipment traffic.
Prisons	SCCC	19	No	Replace water heaters in the intensive management unit and recreation.	1	\$23,000	\$23,000	\$0	\$0	\$0	\$1,955	\$24,955	This project would replace water heaters in IMU and recreation with newer more efficient and reliable units.
Prisons	WCC	20	Yes	Lockers, 15 MINI56-SP, 1 MINI54-SP, 7 MINI56-SP COSTOM AND 1 MINI52-SP	1	\$24,220	\$24,220	\$0	\$1,500	\$6,000	\$2,696	\$34,416	These are new lockers to replace existing visit lockers that are broken and missing keys, also to add lockers for staff use like the ones at Stafford Creek Correction Center. 6-7 Week lead time.
Prisons	WCCW	21	Yes	Replace B-building compressor	1	\$30,000	\$30,000	\$0	\$0	\$0	\$2,370	\$32,370	B-Building chiller unit requires compressor replacement which provides building cooling.
Prisons	AHCC	22	Yes	Curb repairs	1		\$0	\$22,000	\$0	\$0	\$1,958	\$23,958	Due to frost heave, ground settling, and pavement cracks, curbs have cracked and broken apart.
Prisons	CBCC	23	No	Medium Security Capacity (MSC) dog run - concrete	1		\$0	\$7,500	\$0	\$0	\$630	\$8,130	The dog run is currently grass and during the year it becomes wet and muddy and the dogs have to be washed after being sent out to exercise and relieve themselves.
Prisons	CCCC	24	Yes	Replace fire alarm panel - Timberline building (T-line)	1	\$17,825	\$17,825	\$0	\$0	\$0	\$1,408	\$19,233	The Fire alarm panel in Timberline (T-Line) building has begun the same errors as previous Cascade and Olympic fire alarms before they failed. Expecting this panel to fail anytime. This wood building includes IT, maintenance, offender property, training center and Department of Natural Resource office space.
Prisons	CRCC	25		Re-pipe and booster heater for MSC kitchen	1	\$20,000	\$20,000	\$0	\$0	\$0	\$1,600	\$21,600	Currently there is not enough hot water to run MSC dish pit and the kitchen areas and maintain water temperatures. If we give the dish pit it's own dedicated supply, we will eliminate this issue.
Prisons	LCC	26	No	Enclose, weather proof with ventilation exhaust the outside hobby shop.	1	\$0	\$0	\$50,000	\$0	\$0	\$3,850	\$53,850	The outside hobby shop is open with mostly netting/webbing for sidewalls. The power tools and equipment are exposed to the weather: freezing, warmer weather, rain, and wind all contributing to moisture, expanding, contracting and rusting of equipment. The equipment needs to be better protected.
Prisons	Maple Lane	27	No	Install new hot water boilers to provide heat to Cascade and Columbia living units	1	\$200,000	\$200,000	\$0	\$0	\$0	\$15,800	\$215,800	Abandon west side direct buried steam & condensate lines and install new hot water boilers for Cascade & Columbia at MLCC. Installing new gas fired hot water high efficiency boiler to supply heat to Cascade and Columbia, would be more cost effective than replacing 1200 feet of steam & condensate lines at over \$800,000
Prisons	MCC	28	No	Correctional program manager window replacement(s) - Twin Rivers unit	6	\$10,000	\$60,000	\$0	\$0	\$0	\$5,340	\$65,340	Each office has multiple window panes that face the inside of the facility and are security glass. The panes are cracked, damaged, and in some cases the windows are leaking and have mold/moss growing in between the window pane. Lead time 90 days.
Prisons	OCC	29	Yes	Clearwater bathroom floor - safety and repair	1		\$0	\$25,000	\$0	\$0	\$2,250	\$27,250	Existing Floor covering has failed, left with bare concrete. This is a health and sanitation issue that needs corrected.
Prisons	SCCC	30	Yes	Repair rust damage on U building roof.	1	\$25,000	\$25,000	\$0	\$0	\$0	\$2,125	\$27,125	Repair rust damage on U building roof. Roof paint has failed causing roofing metal to rust approximately 10,000 sq. ft. (100 X 95) @ \$2.40 per sq. ft. = \$25,000 to treat rust and coat roof with 15 year warrantee.
Prisons	WCC	31	No	Washington Correction Center carpeting, tables and chairs	1	\$63,000	\$63,000	\$0	\$0	\$0	\$5,355	\$68,355	Washington Correction Center has three main areas in which we host the public (which includes dignitaries, legislative staff, and visitors). The areas are the training/assembly room, A building, and CORE house. These areas are currently covered with old carpets which have bumps, ripples, stains, and are dirty, and staff have stumbled and almost fallen due to the bumps and ripples. The tables and chairs are falling apart.
Prisons	WCCW	32	Yes	External video & security	1	\$85,000	\$85,000	\$0	\$0	\$0	\$6,715	\$91,715	Needed to reduce contraband introduction into the institution. It is intended to increase the ability to monitor the main access road (Bujacich Road) past the institution and document, monitor and reduce contraband introduction to the campus.
Prisons	WSP	33	No	Pole building by spud shed	0	\$0	\$0	\$22,800	\$0	\$0	\$2,029	\$24,829	Build a pole building by the outside Engineers area for use by the Maintenance Department which has limited shop space for the equipment the department currently has on inventory. Lead Time 4-6 weeks after bid is awarded.
Prisons	CBCC	34	Yes	Gym flooring	1	\$0	\$0	\$30,000	\$0	\$0	\$2,520	\$32,520	There have been repairs through the years on the existing floor. This purchase is for a tempotile flooring that would overlay the existing floor. This would reduce injuries and create a safer program area.
Prisons	CCCC	35	Yes	Active shooter secure storage building	1	\$40,000	\$40,000	\$0	\$0	\$0	\$3,160	\$43,160	Policy requirement to have secured location for active shooter kits outside of the perimeter, that is readily accessible by staff for response. Requires secure storage for weapons and ammunition and accessories. 800 square feet building with power, communications, ventilation.
Prisons	CRCC	36	Yes	Interior wall panels for medium security unit gymnasium	1	\$23,000	\$23,000	\$0	\$0	\$0	\$1,840	\$24,840	MSU Gymnasium's interior walls are currently lined with a hard back surface that is deteriorating beyond repair from 20 plus years of use. They need to be replaced as it now is a safety and security issue.
Prisons	Maple Lane	37	No	Replace direct buried steam & condensate lines.	1	\$841,000	\$841,000	\$0	\$0	\$0	\$66,439	\$907,439	July of 2016 will be the 5th year that Maple Lane has been operating under a warm closure scenario; during those 5 years we have had more leaks develop on the direct buried steam and condensate lines, since the system was first installed in 1987. This is due to the fact that the direct buried lines are past their normal expected operating life of about 25 years, and operating under a warm closure scenario is extremely hard on the systems. Shutting these systems down for 4-6 months a year would begin to take its toll on even a newer system let alone on one that has been in the ground for 29 years.
Prisons	MCC	38	No	Captain's office window replacement(s) Twin Rivers unit	9	\$10,000	\$90,000	\$0	\$0	\$0	\$8,010	\$98,010	Each office has multiple window panes that face the inside of the facility and are security glass. The panes are cracked, damaged, and in some cases the windows are leaking.
Prisons	OCC	39	Yes	LED lighting for WWTP and Replacement of Fluorescent Lighting in Admin, Living Units and Program Areas- Safety and Sustainability	1	\$0	\$0	\$15,000	\$0	\$0	\$1,350	\$16,350	This project would replace existing HPS lighting located at the WWTP with LED and replace fluorescent lighting with LED lighting in the following areas; Administration, Living Units and Program Areas. This project would be eligible for rebates from local utilities provider.
Prisons	SCCC	40	Yes	Repaint support base of water tower.	1	\$17,000	\$17,000	\$0	\$0	\$0	\$1,445	\$18,445	Water tower support base bolt pattern is showing significant signs of corrosion. Needs repainting.
Prisons	WCC	41	Yes	Sidewalk replacement	1	\$23,000	\$23,000	\$0	\$0	\$0	\$1,955	\$24,955	Repair safety hazards in the walk ways throughout the facility as identified in L & I consultation visit report completed February 2007. The report states that the condition of our walkways is such that we are in violation of WAC 296-800-27010 and that this is a serious violation. This project will entail repair and/or replacement of cracked, broken, and uneven walkways throughout facility. The needed funding is in excess of \$25,000 so we are requesting the maximum funding available so that we can accomplish as much of the needed work as possibly with the limited funding. 4 Week Lead Time
Prisons	WCCW	42	No	Paint MSC	1	\$60,000	\$60,000	\$0	\$0	\$0	\$4,740	\$64,740	Condition of paint deteriorated. New paint to protect building structure. Labor only. WCCW has too many vacancies & projects for WCCW to complete.
Prisons	WSP	43	Yes	Annex A HVAC roof top unit	4	\$11,250	\$45,000	\$3,900	\$0	\$0	\$4,352	\$53,252	Replacement HVAC Roof Top Units (RTU's). The existing units are 20+ years old and the gas heat exchangers are rusting out. Staff and inmates have periodically complained of smelling gas. Also replacing the furnace and air conditioning unit located in the mechanical room. Four weeks lead time if in stock.
Prisons	CCCC	44	Yes	HVAC system cleaning all buildings	1	\$20,000	\$20,000	\$20,000	\$0	\$0	\$3,160	\$43,160	The HVAC system needs to be cleaned and sanitized for the health of all staff and offender well being.
Prisons	CRCC	45		Exhaust fans for MSC boiler	1	\$11,000	\$11,000	\$0	\$0	\$0	\$880	\$11,880	Gets to temperatures upward of 120 degrees F. and installing exhaust fans would make the area more tolerable to work in as it is occupied for maintenance quite often.
Prisons	Maple Lane	46	Yes	Replace gutters & down spouts at school building	1	\$5,000	\$5,000	\$0	\$0	\$0	\$395	\$5,395	Gutters & Down spouts are rusted through and during heavy rain will water to build up next to the building and has leaked back into the building.

2017-19 Biennial Budget Requests - ML-Facility Maintenance Costs

Division	Facility/WR	Priority	Safety/ Security Concern	Description	Quantity	Unit Cost	Total Unit Cost	Supply/ Material Cost	Labor Cost	Misc. Costs	Tax	Total Cost	Justification
Prisons	MCC	47	No	Associate Superintendent's office window replacement(s) Twin Rivers unit	9	\$10,000	\$90,000	\$0	\$0	\$0	\$8,010	\$98,010	Each office has multiple window panes that face the inside of the facility and are security glass. The panes are cracked, damaged, and in some cases the windows are leaking. Lead time 90 days.
Prisons	OCC	48	Yes	Education / Medical floor coverings replacement - Safety and Repair	1	\$0	\$0	\$16,000	\$0	\$0	\$1,440	\$17,440	Existing floor covering in the education/medical area is carpet and vinyl composition tile. This covering is over 15 years old and has numerous stains and damaged areas that create a health hazard due to trip hazards. Cost are for materials only.
Prisons	SCCC	49	Yes	Repaint recreation observation building support structure	1	\$25,000	\$25,000	\$0	\$0	\$0	\$2,125	\$27,125	Recreation observation building support structure is showing signs of corrosion. Needs repainting.
Prisons	WCCW	50	Yes	Repair intercom system for MSC Campus	1	\$65,000	\$65,000	\$0	\$0	\$0	\$5,135	\$70,135	MSC Campus, Units JKL are in desperate need of replacement intercom systems, the equipment hardware in most units have missing buttons, listening capacity is diminished and announcements are unclear. Replacement equipment is requested as these intercoms have been in use since the units were opened (1995).
Prisons	CCCC	51	Yes	Gym complete re-roof	1	\$35,000	\$35,000	\$35,000	\$0	\$2,000	\$5,688	\$77,688	Roof is 20+ years old and is beyond life expectancy, is in need of replacement. It leaks during heavy rain and snow pack.
Prisons	CRCC	52		Sidewalks additions to fire exits MSC for ADA	1	\$25,000	\$25,000	\$0	\$0	\$0	\$2,000	\$27,000	Coyote Ridge Correction Center currently has gravel for fire exit routes proving to be difficult for ADA offenders in wheel chairs when evacuating.
Prisons	MCC	53	No	Secretary senior window replacement(s) Twin Rivers unit	6	\$10,000	\$60,000	\$0	\$0	\$0	\$5,340	\$65,340	Each office has multiple window panes that face the inside of the facility and are security glass. The panes are cracked, damaged, and in some cases the windows are leaking.
Prisons	OCC	54	Yes	Visit area flooring replacement - safety and repair	1	\$0	\$0	\$15,000	\$0	\$0	\$1,350	\$16,350	Existing flooring in this area is vinyl composition tile, and is 20+ years old. This flooring has deteriorated and is damaged in many areas. This has created health and safety concerns due to potential slips, trips and falls. This is an area that the public have access to when visiting offenders.
Prisons	SCCC	55	Yes	Repaint all building entrance awnings	1	\$10,000	\$10,000	\$0	\$0	\$0	\$850	\$10,850	Existing coating on the structural steel has failed exposing it to the elements resulting in corrosion.
Prisons	WCCW	56	Yes	COA modifications	1	\$110,000	\$110,000	\$0	\$0	\$0	\$8,690	\$118,690	Needed because of the recent "Suicide-Resistance Design of Correctional Facilities Checklist" on May 16, 2016. Per the consult report, completed on July 17, 2015 by Lindsay Hayes, a nationally recognized expert in the field of suicide prevention within prisons the modifications being requested to our COA are necessary to assist with the prevention of suicide within our facility. Making these adjustments could prevent future litigation.
Prisons	CCCC	57	Yes	Replace Fire Alarm Panel - Gym	1	\$25,380	\$25,380	\$0	\$0	\$0	\$2,005	\$27,385	The fire alarm panel in the Gym building has begun the same errors as previous Cascade and Olympic fire alarms before they failed. We are expecting this panel to fail. This building includes a full basketball court, all weight lifting equipment and the hobby shop.
Prisons	CRCC	58		Chair rail install of marine board in Education Classrooms	1	\$16,000	\$16,000	\$0	\$0	\$0	\$1,280	\$17,280	We are constantly patching, repairing, and painting these classrooms due to the abuse the drywall takes from the classroom chairs and tables. Installation of a marine board chair rail would prevent this damage.
Prisons	MCC	59	No	Security specialist window replacement(s) Twin Rivers unit	6	\$10,000	\$60,000	\$0	\$0	\$0	\$5,340	\$65,340	Each office has multiple window panes that face the inside of the facility and are security glass. The panes are cracked, damaged, and in some cases the windows are leaking.
Prisons	OCC	60	Yes	Walkway covering repairs - safety and repair	1	\$0	\$0	\$25,000	\$0	\$0	\$2,250	\$27,250	Replace Roof over walk-ways at Ozette Unit, Administration Building and Clearwater Units. Current roofing is metal, rusting and inadequate to sustain wind, over 200 inches of rain and snow loads on occasion. Existing walkway covering is 30+ years old; many areas have corrosion that has caused leaks that create a safety hazard due to slips.
Prisons	SCCC	61	Yes	Fence replacement/realignment	1	\$14,750	\$14,750	\$0	\$0	\$0	\$1,254	\$16,004	We have approximately 500 feet of "construction fence remaining at Stafford Creek Correction Center, this fence is not properly installed per DOC specs. These fences are not secured into the ground and with enough effort could be pushed over. This project would replace / realign 500 feet of 12' high #9 chain link fence.
Prisons	WCCW	62	Yes	LED lighting	1	\$118,900	\$118,900	\$0	\$10,450	\$4,500	\$10,574	\$144,424	Replace current exterior lighting with LED halothane fixtures. Utility rebate of \$41,206 available. Cost of waiting (not replacing the fixtures) per month is \$1,337.
Prisons	CCCC	63	Yes	Replace fire alarm panel - Administration	1	\$33,715	\$33,715	\$0	\$0	\$0	\$2,663	\$36,378	The Fire Alarm Panel in Administration building has begun the same errors as previous Cascade and Olympic fire alarms before they failed. We are expecting this panel to fail. This wood building includes the Superintendent's office, support staff, business office, human resources, records and the only two conference rooms. This building also includes archives for the facility and the IT Servers.
Prisons	CRCC	64		Epoxy Grout Material for re-grouting showing in MSC Living Units	1	\$20,000	\$20,000	\$0	\$0	\$0	\$1,600	\$21,600	This material is needed to replace the failing mortar of the showers at MSC. This will prevent and cure already occurring leaks through to the drywall.
Prisons	MCC	65		Washington State Reformatory Tower 1, 2, 5, 6 computers and PLC	4	\$16,000	\$64,000	\$0	\$0	\$0	\$5,696	\$69,696	Proprietary Magellus touch screen gate control computer units are obsolete, no longer supported and failing. Must be replaced with windows based process control system along with current software and system and PLC programming.
Prisons	OCC	66	Yes	Road repair leading to recycle area - safety and repair	1	\$0	\$0	\$12,000	\$0	\$0	\$1,080	\$13,080	Roadway leading from the facility to recycle has deteriorated to the point that if not repaired the road will become impassable.
Prisons	WCCW	67	No	Irrigation system for pit project garden	1	\$8,000	\$8,000	\$0	\$0	\$0	\$632	\$8,632	To support sustainable gardens
Prisons	CCCC	68	Yes	Renovate and expand gym bathrooms	2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	The current state of the bathroom facilities for staff and visitors do not meet ADA standards, the bathroom facilities available for staff and visitors is limited to two, one stall each. Honey buckets are used for large events but also do not meet ADA standards. Average facility events are attended by 200+ participants with the current bathrooms. We have average 3+ ADA participants at each event, and host 21 events per year of this size.
Prisons	CRCC	69		Hymacs material for MSU showers	1	\$23,000	\$23,000	\$0	\$0	\$0	\$1,840	\$24,840	This material is needed for repair of deteriorating showers of MSU. This is a solid surface material that has proved to be very effective in our showers.
Prisons	MCC	70		Twin Rivers unit - replace cores in locks in cell	1	\$20,000	\$20,000	\$0	\$0	\$0	\$1,780	\$21,780	4 Units (A, B, C, & D) *\$5000.00
Prisons	OCC	71	Yes	Security/Staff Training Gun Range	1	\$0	\$0	\$25,000	\$0	\$0	\$2,250	\$27,250	Upgrading the existing OCC firing range; remodel the building and covered stands; redevelop the containment backstop (earther berm) enhancing the appearance of a property, to balance between aesthetics and functionality, and accessibility while maintaining environmental integrity.
Prisons	WCCW	72	No	Pit project garden	1	\$10,000	\$10,000	\$0	\$0	\$0	\$790	\$10,790	To support sustainable gardens
Prisons	CCCC	73	No	Leak Detection for water distribution system	1	\$9,500	\$9,500	\$0	\$0	\$0	\$751	\$10,251	Contractor to determine all water leaks with in the facility, operating will prioritize repairs and improve water conservation.
Prisons	CRCC	74	Yes	UPS batteries for all UPS units	1	\$16,000	\$16,000	\$0	\$0	\$0	\$1,280	\$17,280	All UPS batteries are to be replaced every 4-5 years, we are going on to 5 years, and batteries are bulging and showing signs of wear.
Prisons	MCC	75		Carpet special offender unit Admin	1	\$113,000	\$113,000	\$0	\$0	\$0	\$10,057	\$123,057	Carpet is original to the building, is heavily trafficked and is past expected lifecycle. Can no longer be cleaned and needs to be replaced. All administrative offices and front lobby.
Prisons	OCC	76	No	Facility painting	1	\$0	\$0	\$25,000	\$0	\$0	\$2,250	\$27,250	Many of the existing building are ready for paint renewal, repainting the entire facility to a new color scheme to allow for a fresh, more modern look.
Prisons	WCCW	77	No	Upgrade TV cabling to digital	1	\$25,000	\$25,000	\$0	\$0	\$0	\$1,975	\$26,975	This is to move from analog to a digital to eliminate failures in the system. Digital will provide a clearer more consistent service
Prisons	CCCC	78	No	Interior painting of both Olympic and Cascade unit	400	\$50	\$20,000	\$20,000	\$0	\$0	\$3,160	\$43,160	The interior walls of both units need to be repainted with cosmetic repairs to the walls (estimated 400 gallons).
Prisons	CRCC	79		Media replacement of "P" building MAU-1	1	\$8,000	\$8,000	\$0	\$0	\$0	\$640	\$8,640	This media is a must to be replaced in the swamp tryp cooling unit on P building

2017-19 Biennial Budget Requests - ML-Facility Maintenance Costs

Division	Facility/WR	Priority	Safety/ Security Concern	Description	Quantity	Unit Cost	Total Unit Cost	Supply/ Material Cost	Labor Cost	Misc. Costs	Tax	Total Cost	Justification
Prisons	MCC	80		Twin Rivers unit - replace vehicle gate operators and chain link gate	1	\$225,000	\$225,000	\$0	\$0	\$0	\$20,025	\$245,025	Existing vehicle gate is damaged (struck repeatedly) and needs to be replaced. Gate mechanical equipment (operators) are well past expected life span and worn out. Temporary (third) replacement gate will need to be installed to permit normal operations during reinstallation.
Prisons	WCCW	81	No	Gravel for perimeter	1	\$10,000	\$10,000	\$0	\$0	\$0	\$790	\$10,790	Reduce the amount of repairs to the perimeter vehicles.
Prisons	CCCC	82	No	Asphalt surfacing surrounding maintenance and recycling buildings	1	\$75,000	\$75,000	\$0	\$0	\$0	\$5,925	\$80,925	To effectively reduce potential soil contaminates and runoff.
Prisons	MCC	83		Replace Twin Rivers unit front Administrative building carpet	1	\$65,000	\$65,000	\$0	\$0	\$0	\$5,785	\$70,785	Twin Rivers unit front admin public access and office areas carpet is original to the facility. It is worn to the point cleaning is not effective. Needs replacement.
Prisons	WCCW	84	No	Central air for R building	1	\$90,000	\$90,000	\$0	\$0	\$0	\$7,110	\$97,110	This is to provide consistent climate control for the entire building. Currently the building has no cooling , and or air circulation abilities
Prisons	CCCC	85	Yes	Remove old property building	1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Building is condemned due to being unsafe to occupy from age and weathering. May require demolition permit and container tipping fees. Safety hazard. Power and IT infrastructure would need to be rerouted.
Prisons	MCC	86		Intensive monitoring unit double bunk 16 violator cells	1	\$7,000	\$7,000	\$0	\$0	\$0	\$623	\$7,623	Fabricate and install second bunk to 16 violator cells in the segregation unit of IMU/Seg.
Prisons	WCCW	87	Yes	Provide & test 1 GE circuit breaker	1	\$9,900	\$9,900	\$0	\$0	\$0	\$782	\$10,682	Needed to provide a backup Breaker for the generators. Currently if the Breaker fails we are reduced to no backup generator if one of the two generator fail.
Prisons	MCC	88		Twin Rivers unit replace roster Office's 7.5 ton packaged HVAC rooftop heat pump unit	1	\$29,000	\$29,000	\$0	\$0	\$0	\$2,581	\$31,581	Existing unit is original to the facility and is past end of life and has completely rusted through the casing and refrigeration mechanism has failed.
Prisons	WCCW	89	No	Carpet replacement - Human Resource & Business offices	1	\$10,553	\$10,553	\$0	\$0	\$0	\$834	\$11,387	Replace existing carpet that is 20+ years old; has stains, frayed edges, and noticeably worn in common pathways
Prisons	MCC	90	Yes	Special offender unit C & D booth computers	2	\$75,000	\$150,000	\$0	\$0	\$0	\$13,350	\$163,350	The current system crashes continually and is a safety issue for staff and offenders. This system would need to be installed.
Prisons	WCCW	91	No	Carpet replacement - R Bldg. IIU, switchboard & training rooms, recreation office	1	\$11,011	\$11,011	\$0	\$0	\$0	\$870	\$11,881	Replace existing carpet that is 20+ years old; has stains, frayed edges, and noticeably worn in common pathways
Prisons	MCC	92	Yes	Special offender unit Main Control Remodel	1	\$250,000	\$250,000	\$0	\$0	\$0	\$22,250	\$272,250	To remodel and update the special offender unit main control.
Prisons	WCCW	93	No	Ceiling tiles	1	\$5,000	\$5,000	\$0	\$0	\$0	\$395	\$5,395	Replace ceiling tiles throughout R Building due to leakage stains, etc. Tiles are 25+ years old.
Prisons	MCC	94		Twin Rivers unit replace IK heating and ventilation units HV18, 19, 20	1	\$65,000	\$65,000	\$0	\$0	\$0	\$5,785	\$70,785	Existing units are original to the facility and are past end of life and are currently inoperable.
Prisons	WCCW	95	Yes	Replace R building door knobs/locks	39	\$300	\$11,700	\$0	\$0	\$0	\$924	\$12,624	Replaces 39 door knob/lock combinations. Locks are 20+ years old, are beginning to fail, and no longer comply with fire regulations dealing with stringing hoses down hallways. Most door handles reflect weak springs and other signs of extended wear.
Prisons	MCC	96		Complete work identified on Prison Rape and Elimination Act - Corrective Action items	1	\$750,000	\$750,000	\$0	\$0	\$0	\$66,750	\$816,750	Prison Rape Elimination Act audit identified windows in fire doors, remodeling of spaces, moving walls, addition of cameras, adding windows, install locking gates, new restroom dividers, lighting, door locks, mirrors..
Prisons	WCCW	97	Yes	LED canopy lights	35	\$166	\$5,810	\$0	\$0	\$0	\$459	\$6,269	Increase energy efficiency
Prisons	MCC	98		TRU repair and upgrade of shower room exhaust	1	\$50,000	\$50,000	\$0	\$0	\$0	\$4,450	\$54,450	Shower areas in Twin Rivers unit living units need exhaust systems modified to better remove humidity and prevent further damage to the structure. Current system plugs with lint and does not have code required airflow.
Prisons	MCC	99		WSR Replace deteriorated water supply lines from 3A basement to 3A showers	1	\$20,000	\$20,000	\$0	\$0	\$0	\$1,780	\$21,780	Currently there is no water to 3A showers. Supply line repair/replacement needs to be made. Will need to contract out due scope of work.
Prisons	WCCW	100	No	Refinish wooden doors in R Building.	49	\$500	\$24,500	\$0	\$0	\$0	\$1,936	\$26,436	Refinishes both sides of 49 doors. Finishes are 20+ years old; some are showing bare wood & other decay due to worn/no finish. Also includes replacement of one door.
Prisons	MCC	101	No	Shower Inserts at special offender unit E & F units 32 showers total for both units	1	\$160,000	\$160,000	\$0	\$0	\$0	\$14,240	\$174,240	Current showers have chipped paint, present mold and are unsanitary for offenders.
Prisons	WCCW	102	Yes	R building administrative wing - hardening entry door	1	\$0	\$0	\$24,000	\$0	\$0	\$1,896	\$25,896	Main door to R building administrative wing. Door closures are worn out. Door needs to be secured for staff safety. Anyone can enter the Wing, be it visitor or disgruntled employee.
Prisons	MCC	103	No	C & D Remodel of the staff breakroom, bathrooms and repair ceiling damage	1	\$25,000	\$25,000	\$0	\$0	\$0	\$2,225	\$27,225	Remodel of the staff breakroom, bathrooms and repair ceiling damage
Prisons	MCC	104	Yes	Concrete pad for special offender unit COA posts	1	\$15,000	\$15,000	\$0	\$0	\$0	\$1,335	\$16,335	This falls under the Metzger report that tell us we must provide yard for COA.
Prisons	MCC	105		Upgrade WSR's 3A basement Air Handling Units with electronic actuators on AHU's #1 & #2 as was previously done on AHU #3 last year.	2	\$12,000	\$24,000	\$0	\$0	\$500	\$2,181	\$26,681	Continue upgrade of 3A basement AHU's with electronic actuators on AHU's #1 & #2 as was previously done on AHU #3 last year.
Prisons	MCC	106	No	Special offender unit A, B, C, AND D OFFENDER PHONES	4	\$12,500	\$50,000	\$0	\$0	\$0	\$4,450	\$54,450	To add an offender phone to each of the core unit dayrooms. Would be contracted out
Prisons	MCC	107	No	Offender phones for special offender unit yard	1	\$100,000	\$100,000	\$0	\$0	\$0	\$8,900	\$108,900	There are currently no phones in the yard for offenders to call their families while in yard time. Would be contracted out.
Reentry	Longview WR	1	Yes	Repair showers in 2 wings, 10 stalls	0	\$0	\$20,000	\$0	\$0	\$0	\$1,900	\$21,900	Past useful life. Needs replacement
Reentry	Peninsula WR	2	Yes	New HVAC system	1	\$50,000	\$50,000	\$0	\$0	\$0	\$4,700	\$54,700	Past useful life. Needs replacement
Reentry	Peninsula WR	3	No	Male Dorm Bathrooms remodeled	2	\$25,000	\$50,000	\$0	\$0	\$0	\$4,700	\$54,700	Past useful life. Needs remodel
Reentry	Eleanor Chase W	4	Yes	Stucco Exterior is cracked, broken, no longer water tight.	0	\$0	\$30,000	\$0	\$0	\$0	\$2,820	\$32,820	Aged and deteriorating. Needs replacement
Reentry	Brownstone WR	5	Yes	Exterior Tile/Siding deteriorating	0	\$0	\$25,000	\$0	\$0	\$0	\$2,100	\$27,100	Building preservation prevent moisture from entering building and exterior from deteriorating
Reentry	Brownstone WR	6	Yes	Brick exterior needs to be sealed	0	\$0	\$25,000	\$0	\$0	\$0	\$2,100	\$27,100	Building preservation prevent moisture from entering building and exterior from deteriorating
Reentry	Olympia WR	7	No	Male dorm bathroom remodel/update	1	\$10,000	\$10,000	\$0	\$0	\$0	\$870	\$10,870	Past useful life. Needs remodel
Reentry	Olympia WR	8	No	Paint the outside of the building and out buildings	1	\$12,000	\$12,000	\$0	\$0	\$0	\$1,044	\$13,044	Past useful life. Needs repainting
Reentry	Brownstone WR	9	Yes	Wire facility for gas generator	0	\$0	\$10,000	\$0	\$0	\$0	\$840	\$10,840	There is no emergency power to heat the facility during a power outage, need to be set up for a natural gas powered generator
Reentry	Longview WR	10	No	Replace at a minimum 3 levels of siding on entire building	0	\$0	\$10,000	\$0	\$0	\$0	\$950	\$10,950	Past useful life. Needs replacement
Reentry	Peninsula WR	11	No	Install New Carpet	1	\$35,000	\$35,000	\$0	\$0	\$0	\$3,290	\$38,290	Past useful life. Needs replacement

2017-19 Biennial Budget Requests - ML-Facility Maintenance Costs

Division	Facility/WR	Priority	Safety/ Security Concern	Description	Quantity	Unit Cost	Total Unit Cost	Supply/ Material Cost	Labor Cost	Misc. Costs	Tax	Total Cost	Justification
Reentry	Ahtanum view W	12	No	Vinyl floor overlay for first and second floor	1	\$0	\$24,980	\$0	\$0	\$0	\$2,173	\$27,153	Recover existing flooring with new product. Old flooring is worn and beyond repair. New floor is maintenance free.
Reentry	Peninsula WR	13	No	Inside of the building painted	1	\$20,000	\$20,000	\$0	\$0	\$0	\$1,880	\$21,880	Past useful life. Needs repainting
Reentry	Ahtanum view W	14	No	Parking lot overlay	1	\$0	\$23,313	\$0	\$0	\$0	\$2,028	\$25,341	Repair existing damage and decay to parking lot
Reentry	Reynolds WR	15	No	Re-carpet Offender hallways	4	\$4,698	\$18,793	\$0	\$0	\$0	\$1,710	\$20,504	Past useful life. Needs replacement

2017-19 Biennial Budget Requests - ML-Facility Maintenance Costs

Division	Facility/WR	Priority	Safety/ Security Concern	Description	Quantity	Unit Cost	Total Unit Cost	Supply/ Material Cost	Labor Cost	Misc. Costs	Tax	Total Cost	Justification
Reentry	Reynolds WR	16	Yes	Re-carpet & Subflooring Offender Rooms on 3rd floor	1	\$16,255	\$16,255	\$0	\$0	\$0	\$1,479	\$17,734	Past useful life. Needs replacement
Reentry	Reynolds WR	17	Yes	Re-carpet & Subflooring Offender Rooms on 4th floor	1	\$16,255	\$16,255	\$0	\$0	\$0	\$1,479	\$17,734	Past useful life. Needs replacement
Reentry	Reynolds WR	18	Yes	Re-carpet & subflooring Offender Rooms on 5th floor	1	\$16,255	\$16,255	\$0	\$0	\$0	\$1,479	\$17,734	Past useful life. Needs replacement
Reentry	Reynolds WR	19	Yes	Re-carpet & subflooring offender rooms on 6th floor	1	\$16,255	\$16,255	\$0	\$0	\$0	\$1,479	\$17,734	Past useful life. Needs replacement
Reentry	Peninsula WR	20	No	Duty staff area remodel and update	1	\$20,000	\$20,000	\$0	\$0	\$0	\$1,880	\$21,880	Past useful life. Needs remodel and update
Reentry	Tri-cities WR	21		Computer station for officer	1	\$1,199	\$1,199	\$0	\$0	\$0	\$103	\$1,302	Needs computer new work station for officer
Reentry	Longview WR	22		Replace counter & cupboards at duty station	1	\$10,000	\$10,000	\$0	\$0	\$0	\$800	\$10,800	Replace worn and aged counters & cupboards.
Reentry	Reynolds WR	23	Yes	Renovate control area/Correction Officer desk system	1	\$15,600	\$15,600	\$0	\$0	\$0	\$1,420	\$17,020	Past useful life. Needs renovation
Reentry	Bellingham WR	24	No	Upgrade laundry room plumbing/electrical			\$1,975	\$0	\$0	\$0	\$172	\$2,147	Past useful life. Needs upgrade
Reentry	Bellingham WR	25	No	Replace cooler compressor	1	\$1,800	\$1,800	\$0	\$0	\$0	\$157	\$1,957	Past useful life. Needs replacement
Reentry	Bishop Lewis WR	26	No	Dining room chairs, TV room furniture, residents room furniture, Resident mattresses, bedding, pillows, continual replacement as necessary			\$10,000	\$0	\$1,800	\$0	\$956	\$12,756	New dining room chairs, TV room furniture and resident room furniture. Needs replacement
Reentry	Bellingham WR	27	Yes	Repair variance to entryways for ADA compliance	2	\$1,000	\$2,000	Estimate	\$0	\$0	\$174	\$2,174	Past useful life. Needs repair. Current doesn't have a quote estimate only.
Reentry	Longview WR	28	Yes	New locking mechanisms for the entire building - preferably not keyed, either numbered or card scan	75	\$205	\$15,375	\$0	\$1,800	\$0	\$1,632	\$18,807	Past useful life. Needs upgrade
Reentry	Tri-cities WR	29	Yes	New flooring throughout the facility	0	\$0	\$77,880	\$0	\$0	\$0	\$0	\$77,880	Carpet is now 17 years old and is worn and stained. - Great Floors will be on-site tomorrow 7/13 to give me an estimate
Reentry	Tri-cities WR	30	Yes	Re-finish of concrete flooring	0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000	Kitchen flooring has shifted due to water leak, worn and needs replacing. Hoping to remove linoleum and re-finish concrete subfloor.
Reentry	Longview WR	31	No	paint inside of entire building	0	\$0	\$15,000	\$0	\$0	\$0	\$1,425	\$16,425	Past useful life. Needs to be refinished
Reentry	Eleanor Chase W	32	Yes	All interior areas need repairing, walls chipped, cracked, surface no longer sealed.	0	\$0	\$25,000	\$0	\$0	\$0	\$2,350	\$27,350	Past useful life. Needs repair
Reentry	Brownstone WR	33	Yes	Paint interior of all areas of building	0	\$0	\$25,000	\$0	\$0	\$0	\$2,100	\$27,100	Interior of building all areas need to be repainted, walls are chipped, damaged, surfaces no longer sealed
Reentry	Reynolds WR	34	Yes	Renovate Dish Pit Room	1	\$19,000	\$19,000	\$0	\$0	\$0	\$1,729	\$20,729	Past useful life. Needs renovation
Reentry	Olympia WR	35	No	Replace exercise/weight room structure with a 3 sided steel structure	1	\$10,000	\$10,000	\$0	\$0	\$0	\$870	\$10,870	Past useful life. Needs replacement

Total **\$7,591,094**

IT Costs	859,118
Prison Costs (Without IT)	5,979,651
Reentry Work Release Costs	752,325
Less FY2016 Supplemental Funding for FY2017	(1,075,000)
Less 2015-17 Reentry Work Release Base Budget	(190,000)
2017- 19 Biennial Total Request	6,326,094
Annual Request	3,163,047

ML – JC Longview Work Release Operations

Point of Contact:

2017-19 BIENNIAL BUDGET

Alan Haskins (360) 725 – 8264

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	17.3	17.3	17.3	17.3
Fund 001-1	\$0	\$0	\$0	\$0
Total Cost	\$0	\$0	\$0	\$0

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 17.3 Full Time Equivalent (FTEs) in the 2017-19 biennium to operate Longview Work Release (WR) as a state operated facility, after our contracted vendor canceled their contract. The Washington State Institute of Public Policy benefit-cost analysis as of June 2016 reports there is positive net return on investment of \$5,757 per WR participant.

PROBLEM STATEMENT

In June 2016 Pioneer Human Services (PHS), the non-profit agency holding the contract to run the daily operations of nine (9) WR facilities for DOC, determined they could not fiscally continue to manage all nine (9) facilities they currently have under contract with DOC. As a result, PHS chose to end the Longview WR contract effective October 31, 2016 and the Madison Inn WR contract effective December 31, 2016. This action caused DOC to begin emergency planning to assume the day to day operations of the Longview facility on November 1, 2016 and to close the Madison Inn WR.

The DOC operates 15 WR facilities as of July 1, 2017, as a form of partial confinement in which offenders are permitted to live in residential facilities. During this time the offenders are expected to secure employment and be assisted in establishing positive support networks with family, friends, and the community. WR facilities serve as a bridge between life in prison and life in the community. WR focuses offenders on finding gainful employment, treatment, family reunification, and life skill development.

Offenders at WR focus on transition, to include finding and retaining employment, reconnecting with family members, and becoming productive members of the community. They also learn and refine social and living skills such as riding the bus, going to the grocery store, and managing their personal finances - all while under community supervision. WR is an opportunity for self-improvement, while assisting offenders in creating a safe and productive lifestyle that can be sustained upon release.

Not approving this request will require increasing Prison population challenging an already difficult prison capacity problem.

MISSION To improve public safety | **VISION** Working together for safe communities



GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Longview WR Base Budget	FTE	Fund
FY2018	3.3	\$ 1,591,354
FY2019	3.3	\$ 1,591,354
Biennial Totals	3.3	\$ 3,182,708

PROPOSED SOLUTION

The DOC will hire staff to operate Longview WR, effective 11/01/2016.

Longview WR is a 54 bed (49 male and five (5) female) facility owned by DOC and is located in Longview Washington, supporting offenders released to Cowlitz County.

In order for the agency to run Longview WR it will need 17.3 FTEs in Fiscal Year (FY) 2018 and 17.3 FTEs in FY2019 and ongoing. No dollar funding is requested as contract dollars are repurposed to maintain/operate the facility. This will fund the same FTE count as the contractor had in place and shift previous offender costs experienced by the contractor to DOC.

The 17.3 FTEs for this request include:

- 10.0 Correctional Officers
- 2.0 Correctional Sergeants
- 1.0 Food Service Manager
- 2.5 Cooks
- 1.0 Maintenance and Construction Supervisor
- 0.8 for Custody and Food Service relief and holiday overtime

See attachment 2 for detailed information by object, program, and activity.

EXPECTED RESULTS

This request is critical to realize the Results Washington's Goal 4: Healthy and Safe Communities – Safe People by decreasing the rate of return to institutions for offenders from 27.8% to 25.0% by 2020. This package supports the priority of government related to public safety by the continued work that work release facilities provides throughout the state to improve public safety and positively affect offender change through case management, training, treatment and employment.

This request ensures that DOC has the necessary resources. It is essential to providing Safer Operations, Engaged and respected employees, safer operation, innovative, efficient, and sustainable business practices, supporting successful transition, and promoting positive change as identified in the agency's strategic plan. This request aligns with the following Results DOC Outcome Measures (OM):

- OM04 - Well Trained and Educated Staff
- OM05 - Staff Safety

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

- OM06 - Offender Safety
- OM09a - General Fund State (GFS) spending compliance
- OM12 - Successful Transition
- OM15 – Recidivism

STAKEHOLDER IMPACT

The Washington Federation of State Employees – General Government Coalition will be impacted by funding or rejection of this decision package. For more information regarding other important connections or impacts related to this proposal, please see attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Stakeholder Impact Statement

ML - JC Longview Work Release Operations

Point of Contact:
Alan Haskins (360) 725 - 8264

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Agency: 310 - Department of Corrections
 Decision Package Code/Title: JC_Longview Work Release Operations
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	17.3	17.3	17.3	17.3
Fund 001-1	-	-	-	-

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	17.3	17.3	17.3	17.3
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	17.3	17.3	17.3	17.3

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	-	-	-	-
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	-	-	-	-

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	-	-	-	-

ML-JD Classification Counselor Ratio Compliance in Prison

2017-19 BIENNIAL BUDGET

Point of Contact:
Margaret Andreas (360) 725 - 8262

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	12.7	14.5	14.5	14.5
Fund 001-1	\$1,057,000	\$1,125,000	\$1,112,000	\$1,112,000
Total Cost	\$1,057,000	\$1,125,000	\$1,112,000	\$1,112,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 13.6 Full Time Equivalents (FTEs) and \$2,182,000 in the 2017-19 biennium to bring prison classification counselor staffing to the levels prescribed by DOC's non-custody staffing workload model standards.

PROBLEM STATEMENT

The non-custody staffing model workload standards prescribe an offender caseload based on unit security level and offender custody level. Ratios range from 40 offenders per counselor in a reception unit to 80 offenders per counselor at close custody. The DOC has received Direct Variable Cost (DVC) funding for past increases in the offender population but the caseload has not adjusted for counselor resources.

The DOC is currently out of compliance with the workload standard for counselors and will fall further out of compliance as the population of prison offenders increases in the 2017-19 biennium. Inadequate counselor resources can result in delayed releases, inappropriate housing assignments and offenders not being matched to the correct programming as they prepare for reentry to society.

Counselors play a critical role in the offenders' treatment, education, vocation, and reentry planning. Leaving offenders on their own to coordinate access to specific resources/services needed upon transition back to the community with community stakeholders creates additional challenges and barriers given that the offenders are in prison. Counselors also develop offender reentry plans which are investigated by community corrections officers to ensure the appropriate placements and services are identified, investigated, and approved. This is hampered when counselors are carrying caseloads beyond what is reasonable to do a safe, thorough and comprehensive reentry plan.

PROPOSED SOLUTION

The DOC requests 12.7 FTEs and \$1,057,000 in Fiscal Year (FY) 2018 and 14.5 FTEs and \$1,125,000 in FY2019 to comply with the classification workload standards.

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Prisons Classification Counselor Staffing	FTE	Fund
Base Budget		
FY2018	285.0	\$ 19,122,298
FY2019	285.0	\$ 20,000,124
Biennial Totals	285.0	\$ 39,122,422

Cost estimates are based on FY2017 salary and benefits rates. Please see Attachments 2 and 3 for detailed information by activity, program and expenditure object.

EXPECTED RESULTS

The DOC will comply with the non-custody staffing model workload standards for classification staff. Adequate staffing will allow for timely and accurate classification and release of offenders.

There will be increased morale and better retention of classification staff as the workload becomes more manageable and staff are more able to produce timely and quality work. There will also be a positive impact on other unit staff.

This request aligns with Results Washington, Goal 4: Healthy and Safe Communities.

This request aligns with the following Results DOC Outcome Measure (OM):

- OM01.d – Staff Engagement
- OM12 – Successful Transition

This request supports the key goal of Safer Operations in the DOC Strategic Plan, specifically the following strategies:

- Maintain safe and secure environments through sound correctional policy, practice and training; and
- Ensure compassionate delivery of services
- Engaged and Respected Employees
-

This request supports the key goal of Promoting Positive Change in the DOC Strategic Plan, specifically the following strategies:

- Provide interventions that are gender-responsive, culturally relevant and based on individual needs; and
- Prepare individuals for success by providing educational, vocational and employment pathways.

This request supports the key goal of Supporting Successful Transition in the DOC Strategic Plan, specifically the following strategies:

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

- Support successful transition by engaging stakeholders, families and communities; and
- Utilize a case management approach throughout transition.

STAKEHOLDER IMPACT

Offenders, offender families and the public will benefit as DOC will be better able to assist the offenders prepare for a successful return to society.

The DOC classification counselors are represented by Teamsters Local 117.

For more information on other important connections and impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Stakeholder Impact Statement

Point of Contact:
Margaret Andreas (360) 725 - 8262

ML - JD Classification Counselor Ratio Compliance in Prison

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Agency: 310 - Department of Corrections
Decision Package Code/Title: JD Classification Counselor Ratio Compliance in Prison
Budget Period: 2017-19
Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	12.7	14.5	14.5	14.5
Fund 001-1	1,057,000	1,125,000	1,112,000	1,112,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	12.7	14.5	14.5	14.5
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	12.7	14.5	14.5	14.5

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	1,057,000	1,125,000	1,112,000	1,112,000
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	1,057,000	1,125,000	1,112,000	1,112,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	624,000	714,000	714,000	714,000
B - Employee Benefits	261,000	298,000	298,000	298,000
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	162,000	101,000	88,000	88,000
G - Travel	10,000	12,000	12,000	12,000
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	1,057,000	1,125,000	1,112,000	1,112,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	1,057,000	1,125,000	1,112,000	1,112,000
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	1,057,000	1,125,000	1,112,000	1,112,000

ML - JD Classification Counselor Ratio Compliance in Prison

Male Facilities	FY2018						
	FTEs	Salaries	Benefits	start-up	G & S	Travel	Total
Classification Counselor 3	2.0	102,192	41,800	15,000	10,488	1,600	171,080
Classification Counselor 2	9.3	451,645	189,937	69,750	48,769	7,440	767,541
Total	11.3	553,837	231,737	84,750	59,257	9,040	938,621
Projected Population, Male Prison Offenders							16,291

Male Facilities	FY2019						
	FTEs	Salaries	Benefits	start-up	G & S	Travel	Total
Classification Counselor 3	3.0	153,288	62,700	7,500	18,132	2,400	244,020
Classification Counselor 2	10.0	485,640	204,233	5,250	60,440	8,000	763,563
Total	13.0	638,928	266,933	12,750	78,572	10,400	1,007,583
Projected Population, Male Prison Offenders							16,391

Male Facilities	2017-2019 Total						
	FTEs	Salaries	Benefits	start-up	G & S	Travel	Total
Classification Counselor 3	2.5	255,480	104,501	22,500	28,620	4,000	415,101
Classification Counselor 2	9.7	937,285	394,169	75,000	109,209	15,440	1,531,104
Total	12.2	1,192,765	498,670	97,500	137,829	19,440	1,946,205
Projected Population, Male Prison Offenders							16,341

Female Facilities	FY2018						
	FTEs	Salaries	Benefits	start-up	G & S	Travel	Total
Classification Counselor 3	1.0	51,096	20,900	7,500	5,244	800	85,540
Classification Counselor 2	0.4	19,426	8,169	3,000	2,098	320	33,013
Total	1.4	70,522	29,069	10,500	7,342	1,120	118,553
Projected Population, Female Prison Offenders							1,331

Female Facilities	FY2019						
	FTEs	Salaries	Benefits	start-up	G & S	Travel	Total
Classification Counselor 3	1.0	51,096	20,900	-	6,044	800	78,840
Classification Counselor 2	0.5	24,282	10,212	750	3,022	400	38,666
Total	1.5	75,378	31,112	750	9,066	1,200	117,506
Projected Population, Female Prison Offenders							1,337

Female Facilities	2017-2019 Total						
	FTEs	Salaries	Benefits	start-up	G & S	Travel	Total
Classification Counselor 3	1.0	102,192	41,800	7,500	11,288	1,600	164,380
Classification Counselor 2	0.5	43,708	18,381	3,750	5,120	720	71,678
Total	1.5	145,900	60,181	11,250	16,408	2,320	236,058
Projected Population, Female Prison Offenders							1,334

All Facilities	FY2018						
	FTEs	Salaries	Benefits	start-up	G & S	Travel	Total
Classification Counselor 3	3.0	153,288	62,700	22,500	15,732	2,400	256,620
Classification Counselor 2	9.7	471,071	198,106	72,750	50,867	7,760	800,553
Total	12.7	624,359	260,806	95,250	66,599	10,160	1,057,174
Projected Population, All Prison Offenders							17,622

All Facilities	FY2019						
	FTEs	Salaries	Benefits	start-up	G & S	Travel	Total
Classification Counselor 3	4.0	204,384	83,601	7,500	24,176	3,200	322,861
Classification Counselor 2	10.5	509,922	214,444	6,000	63,462	8,400	802,228
Total	14.5	714,306	298,045	13,500	87,638	11,600	1,125,089
Projected Population, All Prison Offenders							17,727

All Facilities	2017-2019 Total						
	FTEs	Salaries	Benefits	start-up	G & S	Travel	Total
Classification Counselor 3	3.5	357,672	146,301	30,000	39,908	5,600	579,481
Classification Counselor 2	10.1	980,993	412,550	78,750	114,329	16,160	1,602,782
Total	13.6	1,338,665	558,851	108,750	154,237	21,760	2,182,263
Projected Population, All Prison Offenders							17,675

Notes:

Projected Population per the Caseload Forecast Council (CFC) June 2016 Adult Confinement Forecast

Classification Counselor 3 compensation is assumed to be Range 49, step G

Classification Counselor 2 compensation is assumed to be Range 47, step G

Start-up costs of \$7,500 per FTE include workstation and chair

Ongoing costs of \$6,044 per FTE include leased pc costs, travel, training, interagency payments and miscellaneous supplies

ML-JE WaTech E-Vault Charges

2017-19 BIENNIAL BUDGET

Point of Contact:
Peter Campbell (360) 725 - 8838

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$346,000	\$488,000	\$688,000	\$970,000
Total Cost	\$346,000	\$488,000	\$688,000	\$970,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$834,000 in the 2017-19 biennium to pay Washington Technology Solutions (WaTech) for the Washington State Electronic Records Vault Services (WaSERV) e-mail archiving service this is not funded in our 2017-19 carry forward level base budget.

PROBLEM STATEMENT

Email retention and archiving is a business critical service that does not have a base budget. Funding in 2015-17 was one-time and provided through the Information Technology Investment Revolving Account (IT Tech Pool). If not funded, DOC will not have a secure email repository that allows staff to search for email data essential for organizational operations and would have to cut staff to cover the cost.

Employees who work at DOC use email to process large amounts of information on a daily basis. This email must be handled in a manner that complies with specific legal and financial requirements so that employees have the capability to retain and retrieve all required information through an easily accessible archiving service.

With the need to respond to public disclosure requests, the exclusive use of email as the agency's only electronic form of communication, the WaSERV storage continues to expand to store all of our communication; DOC expects growth to continue into the upcoming 2017-19 Biennium.

PROPOSED SOLUTION

The DOC requests \$346,000 in Fiscal Year (FY) 2018 and \$488,000 in FY2019 for the WaSERV email and archiving service billings that are not appropriated to DOC in the 2017-19 biennium.

The WaTech froze the billing rate for DOC's email archiving services in FY2016. The billing freeze implemented is still in place due to a workaround that was put into effect for DOC that involved exporting a copy of all emails with attachments during a targeted period when items were not converted and indexed correctly. This additional export resulted in duplication of email storage for DOC.

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

This additional exported data set is a copy and added about 3.5 Terabyte of storage. Due to this increased storage, WaTech made the decision to freeze our account until the amount of archived data is a true depiction of our storage capacity excluding the duplicated unindexed data.

Prior to WaTech’s decision to freeze the billing in February 2016, DOC’s bill increased monthly based on our usage increase.

The cost assumption for the 2017-19 biennium trends the first six (6) months of historical normal expenses prior to the billing freeze.

There is no base budget for WaSERV; DOC was funded in the 2015-17 biennium through the IT Tech Pool.

Using WaSERV allows DOC Staff to respond to public disclosure requests as efficiently and effectively as possible. There are no other options available to DOC to allow responding quickly and ensuring a thorough search was completed on requested information.

E-Vault Base Budget	FTE	Fund
FY2018	-	\$ -
FY2019	-	\$ -
Biennial Totals	-	\$ -

EXPECTED RESULTS

This request aligns with Results Washington, specifically, Goal 5: Efficient, effective & accountable government – Service Reliability. By using WaSERV, the agency saves staff hours that would otherwise be used for research on information requests.

The funding requested in this package is essential to DOC’s strategic plan to have Innovative, Efficient, and Sustainable Business Practices by using Lean principals and tools to promote process efficiency, quality, value, and performance.

This request also aligns with the following Results DOC Supporting Process (SP):

- SP07 - Improving Performance: Managing external data share agreements

STAKEHOLDER IMPACT

No changes would be required to existing statutes, rules, or contracts, in order to implement this change. The WaSERV billing is paid directly to WaTech, the funding for this request will have an impact on the revenue received by WaTech.

For more information, regarding other important connections or impacts related to this proposal, please see Attachment 1.

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Stakeholder Impact Statement

ML - JE WaTech E-Vault Charges

Point of Contact:
Peter Campbell (360) 725 - 8838

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

MISSION To improve public safety | **VISION** Working together for safe communities



GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

2017-19 IT Addendum

Point of Contact:
Peter Campbell (360) 725 - 8838

ML – JE WaTech E-Vault Charges

Information Technology Items in this DP	FY2018	FY2019	FY2020	FY2021
WaSERV Storage	\$346,000	\$488,000	\$488,000	\$488,000
Total Cost	\$346,000	\$488,000	\$488,000	\$488,000

IDENTIFYING IT PROJECTS

- Does this package fund the development or acquisition of a new or enhanced software or hardware system of service?
Yes No
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See OCIO Policy 184 for definition.)
Yes No
- Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See OCIO Policy 121.)
Yes No

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Agency: 310 - Department of Corrections
 Decision Package Code/Title: JE_WaTech E-Vault Charges
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	346,000	488,000	688,000	970,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	346,000	488,000	688,000	970,000
700 - Offender Change	-	-	-	-
Total	346,000	488,000	688,000	970,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	346,000	488,000	688,000	970,000
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	346,000	488,000	688,000	970,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	346,000	488,000	688,000	970,000
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	346,000	488,000	688,000	970,000

Vendor Charges - Washington State Electronic Records Vault Services

Actual FY2016 Expenses									
Program	Subobject	Sub Subobject	Jul FM01	Aug FM02	Sep FM03	Oct FM04	Nov FM05	Dec FM06	Jan FM07
600	EL	2656-Waserv Storage	\$ 14,305	\$ 14,305	\$ 15,606	\$ 15,606	\$ 15,606	\$ 16,906	\$ 16,906

5 month average		1.03		1.00	1.09	1.00	1.00	1.08	1.00
Dec FY2016									
Multiplier	Charge	Jul FM01	Aug FM02	Sep FM03	Oct FM04	Nov FM05	Dec FM06	Jan FM07	
FY2017	1.03	\$ 16,906	\$ 17,397	\$ 17,902	\$ 18,422	\$ 18,957	\$ 19,508	\$ 20,075	\$ 20,658
FY2018	1.03		\$ 24,529	\$ 25,241	\$ 25,974	\$ 26,728	\$ 27,504	\$ 28,303	\$ 29,125
FY2019	1.03		\$ 34,583	\$ 35,587	\$ 36,620	\$ 37,683	\$ 38,777	\$ 39,903	\$ 41,062
FY2020	1.03		\$ 48,756	\$ 50,172	\$ 51,629	\$ 53,128	\$ 54,671	\$ 56,259	\$ 57,893
FY2021	1.03		\$ 68,741	\$ 70,737	\$ 72,791	\$ 74,905	\$ 77,080	\$ 79,318	\$ 81,621
FY2022	1.03		\$ 96,916	\$ 99,730	\$ 102,626	\$ 105,606	\$ 108,673	\$ 111,829	\$ 115,077

5 month average		Dec FY2016								
Multiplier	Charge	Feb FM08	Mar FM09	Apr FM10	May FM11	Jun FM12	Total			
FY2017	1.03	\$ 16,906	\$ 21,258	\$ 21,875	\$ 22,510	\$ 23,164	\$ 23,837	\$ 246,000		
FY2018	1.03		\$ 29,971	\$ 30,841	\$ 31,737	\$ 32,659	\$ 33,607	\$ 346,000		
FY2019	1.03		\$ 42,254	\$ 43,481	\$ 44,744	\$ 46,043	\$ 47,380	\$ 488,000		
FY2020	1.03		\$ 59,574	\$ 61,304	\$ 63,084	\$ 64,916	\$ 66,801	\$ 688,000		
FY2021	1.03		\$ 83,991	\$ 86,430	\$ 88,940	\$ 91,523	\$ 94,181	\$ 970,000		
FY2022	1.03		\$ 118,419	\$ 121,858	\$ 125,397	\$ 129,039	\$ 132,786	\$ 1,368,000		
							Total Lifecycle Cost	\$	4,106,000	

ML – JF Hepatitis C Treatment Costs

Point of Contact:

Dawn Deck (360) 725 - 8266

2017-19 BIENNIAL BUDGET

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$3,878,000	\$3,878,000	\$3,878,000	\$3,878,000
Total Cost	\$3,878,000	\$3,878,000	\$3,878,000	\$3,878,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$7,756,000 in the 2017-19 biennium to cover Hepatitis C treatment costs due to the rising number of treatable offenders. This will help ensure that DOC has the resources required to provide medically necessary care for the offender population.

PROBLEM STATEMENT

As a result of contracting with an on-site provider to screen more patients, DOC has been able to identify an average of 14 patients per month requiring treatment. This results in approximately 168 patients per year that would be eligible for treatment. The DOC is currently funded to treat 92 patients. Due to cost reduction in some treatments, DOC anticipates an additional 10 patients to be treated under current funding levels, bringing the currently funded patients to 102. In order to treat the additional increased number of patients identified by new fibroid scanning methods, DOC will need an additional \$7,756,000 for the 2017-19 biennium above the current base funding to potentially treat all 168 identified per year.

Hepatitis C is a pervasive disease among the prison population. The DOC is required by the US Constitution to provide medically necessary health care to offenders; the definition of what is medically necessary is not defined in standard. To meet the constitutional level of care, DOC cannot deny coverage of drugs solely because of cost. Hepatitis C drugs are accepted therapy. Private insurance plans, Medicaid, and other state DOC's cover drug therapies, which makes their use the norm with respect to this treatment.

Hepatitis C is a disease of the liver and if left untreated can cause severe liver damage, lead to liver cancer, and even death. Hepatitis C is divided into six (6) distinct genotypes with multiple subtypes in each genotype class. A genotype is a classification of a virus based on the genetic material in the Ribonucleic acid (RNA) strands of the virus. Generally, patients are only infected with one (1) genotype. The genotype dictates the type of treatment that will be most effective for a patient.

Genotype 1 is the most common genotype in the United States followed by genotypes 2 and 3. Genotypes 4, 5 and 6 are relatively uncommon in the United States.

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

As of April 2016, DOC began contracting with a provider who comes on-site to scan the offenders liver in a non-evasive procedure, which limits the number of off-site trips and biopsies while increasing the number of offenders that can be assessed to determine if they need treatment. The DOC anticipates an increase in the number of offenders who are eligible for treatment as a result of newer medications and a more streamlined screening process.

Not funding this package would limit DOC's ability to provide the constitutional level of care to incarcerated offenders.

Hep C Base Budget	FTE	Fund	Treatment Potential*
FY2018	-	\$ 6,062,569	102
FY2019	-	\$ 6,062,569	102
Biennial Totals	-	\$ 12,125,138	204

*The DOC is able to treat an additional 10 patients per year due to the cost savings of the Hepatitis C drugs.

PROPOSED SOLUTION

By funding this request, it will ensure that DOC has the resources required to provide medically necessary care for the offender population.

The DOC has been able to identify an average of 14 patients per month requiring treatment, as a result of contracting with an on-site provider to screen more patients, resulting in approximately 168 patients per year that would be eligible for treatment, which with proposed additional funding DOC could treat.

Additionally, if funded, would help ensure potential lifesaving treatments, better quality of life for offenders, and potential cost savings to other state and community entities.

Cost estimates are based on current levels of patients, multiplied by the costs and length of required treatments, see Attachments 2-4 for detailed information by object, program, and activity.

EXPECTED RESULTS

The DOC is constitutionally mandated to provide adequate health care treatment to offenders, as defined in the Offender Health Plan. This request aligns with Results Washington; Goal 4: Healthy and Safe Communities - Healthy People by ensuring offenders receive necessary health care services.

Giving offenders the constitutionally mandated health care they need is part of DOC's mission to improve public safety and work together for safer communities.

This request aligns with the following Results DOC Outcome Measures (OM):

- OM05 - Staff Safety

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GOALS

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- OM06 - Offender Safety
- OM09 - Budget Compliance

STAKEHOLDER IMPACT

The DOC has a constitutional mandate to provide medically necessary treatment to this group and can incur sanctions and fines if we are not vigilant in doing so.

Hepatitis C, if gone untreated, can result in serious health conditions to include death. If offenders are not treated and released into the community, treatment costs would be pushed out into the community which could result in the following:

- Greater costs to the community, private medical insurance companies, Medicaid, the Consortium and other vendors to include other state agencies.
- Additional people in the community infected with Hepatitis C, requiring further treatments and incurred treatment cost.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Agency: 310 - Department of Corrections
 Decision Package Code/Title: JF_Hepatitis C Treatment Costs
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	3,878,000	3,878,000	3,878,000	3,878,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	3,878,000	3,878,000	3,878,000	3,878,000
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	3,878,000	3,878,000	3,878,000	3,878,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	3,878,000	3,878,000	3,878,000	3,878,000
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	3,878,000	3,878,000	3,878,000	3,878,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	3,878,000	3,878,000	3,878,000	3,878,000
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	3,878,000	3,878,000	3,878,000	3,878,000

Fiscal Year	FY16	FY17	FY18	FY19	FY20	FY21
Budget	6,415,345	6,062,569	6,062,569	6,062,569	6,062,569	6,062,569
Expenditures	6,502,466					
Number Treated	90	168	168	168	168	168
Average Cost	72,250	59,171	59,171	59,171	59,171	59,171
Total Estimated Need		9,940,728	9,940,728	9,940,728	9,940,728	9,940,728
Estimated Need	(87,121)	(3,878,159)	(3,878,159)	(3,878,159)	(3,878,159)	(3,878,159)
Total Possible Need	(87,121)	(3,878,159)	(3,878,159)	(3,878,159)	(3,878,159)	(3,878,159)

***150 is the total amount able to treat feasibly without adding additional staff**

**** 168= F3's and F4's currently pulled with scan annualized**

ML – JG Leased PCs

2017-19 BIENNIAL BUDGET

Point of Contact:
Peter Campbell (360) 725 - 8838

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$43,000	\$43,000	\$43,000	\$43,000
Total Cost	\$43,000	\$43,000	\$43,000	\$43,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$86,000 in the 2017-19 biennium to cover increased costs for leased personal computers (PCs) that will be billed to DOC by Department of Enterprise Services (DES).

PROBLEM STATEMENT

Personal computers are an everyday tool for DOC staff and critical for conducting business. Increased business requirements, frequent technology changes, technology support cost, and fluctuating lease rates drive the need for additional funding for PC replacements. Moving from owned obsolete PCs to leased is an efficiency, since the cost to maintain outdated owned PCs is typically more than the cost of a new machine.

The DOC currently has base funding for PC Leasing of \$2,612,218 per Fiscal Year (FY) and is underfunded by \$43,000 per FY.

Leased PC Base Budget	FTE	Fund
FY2018	-	\$ 2,612,218
FY2019	-	\$ 2,612,218
Biennial Totals	-	\$ 5,224,436

To meet workload demands, DOC needs additional funding to pay DES for leased PCs. If funding is not received, DOC will not be able to pay DES or overspend general fund state dollars.

PROPOSED SOLUTION

The DOC needs \$86,000 for the 2017-19 biennium due to increased costs. Costs are calculated based on FY2016 actuals, see attachments 1-3 for detailed information by object, program, and activity.

The DOC actively pursues reducing leased PC costs. Redeployment of PCs (ex: when an employee leaves) continues to take place to ensure all leased PCs are in use. Even with these activities, the need outweighs the funding.

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

EXPECTED RESULTS

Funding will ensure continuous operation of agency systems. This decision package aligns with the following Results Washington goals:

- Goal 4: Healthy and Safe Community – Safe People;
- Goal 5: Effective, Efficient and Accountable Government.

This request is essential to the agency strategic plan objectives to improve safety, focus on the workforce, and improve core business practices. Having a PC for employees is essential to the following specific strategies:

- Support operations with secure and sustainable technology;
- Create and manage an enterprise system to monitor workplace need, trends, and system failures;
- Ensure workplace safety by providing resources for employees and monitoring of safe practices.

This request aligns with the following Results DOC Outcome Measures (OM), Supporting Processes (SP), and Operating Process (OP):

- OM05 – Staff Safety;
- OM06 – Offender Safety;
- SP06 – Managing Information;
- SP07 – Improving Performance;
- OP01 – Ensuring Safe Environments.

Correctional staff equipped with the appropriate PC technology can perform their designated duties to maintain public safety and efficiently perform the tasks at hand located on computing systems.

STAKEHOLDER IMPACT

Funding this package allows DOC staff to have the necessary PC technology to accomplish DOC's mission within our prisons, work releases, and community corrections offices.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

ML – JG Leased PCs

Point of Contact:
Peter Campbell (360) 725 - 8838

IMPACT(S) TO:	
Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

2017-19 IT Addendum

Point of Contact:
Peter Campbell (360) 725 - 8838

ML – JG Leased PCs

Information Technology Items in this DP	FY2018	FY2019	FY2020	FY2021
Leased PCs	\$43,000	\$43,000	\$43,000	\$43,000
Total Cost	\$43,000	\$43,000	\$43,000	\$43,000

IDENTIFYING IT PROJECTS

- Does this package fund the development or acquisition of a new or enhanced software or hardware system of service?
Yes No
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See OCIO Policy 184 for definition.)
Yes No
- Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See OCIO Policy 121.)
Yes No

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: JG_Leased PCs
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	43,000	43,000	43,000	43,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	43,000	43,000	43,000	43,000
700 - Offender Change	-	-	-	-
Total	43,000	43,000	43,000	43,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	43,000	43,000	43,000	43,000
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	43,000	43,000	43,000	43,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	43,000	43,000	43,000	43,000
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	43,000	43,000	43,000	43,000

Information Technology - Leased PCs							
Biennium 2015-17							
Program	Budget vs Actuals	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
P600 Payments To Other Agencies	Budget	\$2,612,218	\$2,612,218	\$2,612,218	\$2,612,218	\$2,612,218	\$2,612,218
	Actuals	\$2,655,218	\$2,655,218	\$2,655,218	\$2,655,218	\$2,655,218	\$2,655,218
	Variance	(\$43,000)	(\$43,000)	(\$43,000)	(\$43,000)	(\$43,000)	(\$43,000)

***Note:**

FY2017-21 assume FY2016 spending

ML-JH Leased Vehicles 2017-19 BIENNIAL BUDGET

Point of Contact:
Peter Campbell (360) 725 - 8838

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$585,000	\$632,000	\$632,000	\$632,000
Total Cost	\$585,000	\$632,000	\$632,000	\$632,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$1,217,000 in the 2017-19 biennium to cover the costs associated with vehicle leasing, which is not part of DOC base budget. Ongoing vehicle leasing dollars are necessary to cover Department of Enterprise Services (DES) billings as a result of DOC leasing to acquire and replace aged fleet vehicles that are necessary for DOC operations.

PROBLEM STATEMENT

The DOC must replace vehicles that exceed the DES recommended usage given their age, condition, and high mileage. These vehicles have the added cost of additional vehicle maintenance, inefficient fuel economy, and inconsistent reliability. This request will allow DOC to maintain current recommended fleet levels based on caseload and convert DOC owned vehicles. The DOC owned vehicles that need to be converted to leased vehicles average 13 years old and far exceed the mileage recommendation by DES.

These vehicles are used for the transportation of offenders to work, jail, medical appointments and treatment facilities. These vehicles are necessary in day-to-day business operations including program oversight, facility audits, community outreach, and statewide meetings with agency stakeholders. Vehicles are essential for staff that travel statewide for workload tied to safety and risk management, recruitment, and infrastructure maintenance.

Funding this request would allow DOC to order vehicles through DES in June of 2017 with the expected received date of non-caged vehicles in July 2017 and caged vehicles in August 2017.

Transportation needs have increased significantly since the implementation of Senate Bill 6204 (Swift and Certain), which passed in legislation and became effective June 1, 2012. Applying the Swift and Certain sanctions directly affected Revised Code of Washington (RCW) 9.94A Community Supervision, substantially increasing the need to transport offenders and violators that serve lesser sentences. The requirement for Community Supervision Staff to move an offender to violator status and transport to a local law enforcement facility increases the need for available vehicles outside of DOC's dedicated transportation units. This workload directly supports DOC policy 460.130 per RCW 9A, RCW 9.68A and RCW 9.94A.

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GOALS

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Not funding this package will limit access to functional, well-maintained and reliable vehicles for DOC staff. It would expose DOC staff to unsafe situations and limit their ability to meet the agency's strategic objectives.

Leased Vehicles Base Budget	FTE	Fund
FY2018	-	\$ 1,832,725
FY2019	-	\$ 2,152,601
Biennial Totals	-	\$ 3,985,326

PROPOSED SOLUTION

The DOC requests \$585,000 in Fiscal Year (FY) 2018 and \$632,000 in FY2019 to pay for vehicle leasing. There are no alternatives to reliable vehicle transportation to accomplish day-to-day operations. Current DES long-term leasing rates were used with information from DOC fleet inventory to create the estimate including the average number of miles driven and the additional cost that will incur. These amounts include \$357,000 in savings from the reduction in gasoline and vehicle maintenance incurred by the aged fleet.

See attachments 2-6 for detailed information by object, program, and activity.

EXPECTED RESULTS

Results WA:

This request aligns with Results Washington.

- Goal 4: Healthy and Safe Communities – Safe People

Funding this decision package would ensure community corrections staff have access to reliable transportation to ensure the safety of offenders, employees and the public.

Results DOC:

This request aligns with the following Results DOC Outcome Measures (OM), Supporting Process (SP), and Operating Process (OP):

- OM01.A – Employer of Choice – Employee Satisfaction
- OM01.B – Employer of Choice – Employees respect and feedback
- OM05 – Staff Safety
- OM08 – Sustainable Facilities
- OM09 – Budget Compliance
- OP01 – Ensuring Safe Environments

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GOALS

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- SP02 – Mitigating Risk: Identifying and monitoring enterprise risks and hazards; Developing risk mitigation; Managing industrial safety

Newer vehicles supply our front line staff in the field with confidence and trust in the tools they are expected to use to make Washington communities safer. Reliable transportation increases safety for DOC staff and riders and our reputation while amongst the communities. Leasing vehicles from DES allows consistent costs and maintenance as well as limits the liability of unexpected breakdowns and the costs associated with them.

STAKEHOLDER IMPACT

Not funding this package will limit access to functional, well maintained and reliable vehicles for DOC staff. It would additionally limit staff's ability to meet DOC's strategic objectives.

The leased vehicle billings are paid directly to DES, therefore the funding will have an impact on the revenue received by DES.

No changes would be required to existing statutes, rules, or contracts, in order to implement this change.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Stakeholder Impact Statement

ML – JH Leased Vehicles

Point of Contact:
Peter Campbell (360) 725 - 8838

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Agency: 310 - Department of Corrections
 Decision Package Code/Title: JH_Leased Vehicles
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	585,000	632,000	632,000	632,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	27,000	27,000	27,000	27,000
200 - Correctional Operations	14,000	14,000	14,000	14,000
300 - Community Supervision	521,000	568,000	568,000	568,000
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	6,000	6,000	6,000	6,000
600 - Interagency Payments	-	-	-	-
700 - Offender Change	17,000	17,000	17,000	17,000
Total	585,000	632,000	632,000	632,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	(171,000)	(185,000)	(185,000)	(185,000)
G - Travel	756,000	817,000	817,000	817,000
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	585,000	632,000	632,000	632,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	31,000	31,000	31,000	31,000
A002 - Core Administration	3,000	3,000	3,000	3,000
A003 - ISRB	-	-	-	-
A004 - Health Care Services	9,000	9,000	9,000	9,000
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	524,000	571,000	571,000	571,000
A008 - Programs to Reduce Recidivism	18,000	18,000	18,000	18,000
Total	585,000	632,000	632,000	632,000

ML - JI Prison Custody Relief Staffing

2017-19 BIENNIAL BUDGET

Point of Contact:

Margaret Andreas (360) 725 - 8262

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	25.1	25.1	25.1	25.1
Fund 001-1	\$3,342,000	\$3,342,000	\$3,342,000	\$3,342,000
Total Cost	\$3,342,000	\$3,342,000	\$3,342,000	\$3,342,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 25.1 Full Time Equivalent (FTEs) and \$6,684,000 in the 2017-19 biennium to fund a revision to the legislatively approved Custody Staffing Model's authorized leave and training relief factors to meet current requirements and mitigate overtime costs.

PROBLEM STATEMENT

The DOC is not fully funded by the legislature to cover the required custody cost of running our prisons. The Custody Staffing Model's relief factors for authorized leave and training do not provide adequate FTEs necessary to meet the demands created by mandatory leave and training requirements of staff. As a result, DOC routinely incurs overtime costs to fill mandatory posts.

The DOC Custody Staffing Model was developed over 25 years ago in response to concerns and questions about prisons staffing from the Legislature and Office of Financial Management (OFM) staff. The model defines the security staffing needs within DOC's 12 prisons.

Key elements of the model include:

- Facility and Housing Unit Security Level Designation;
- Post and Supervision Requirements by Custody Level; and
- Relief Factors.

It is important to note that no significant changes have been made to the model since it was created. The most recent update was published in 1998. Funding in enacted budgets has not changed except for the 2013-15 Improving Safety FTE resources which did not include changes to relief factors. Funding for prisons custody staff, including overtime, is determined by the model. Numerous changes have occurred in recent years, resulting in greater relief requirements than authorized by the model. Given current custody staffing requirements are not fully funded by the model, prisons significantly overspends custody salaries and benefits each Fiscal Year (FY).

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Affecting DOC's ability to manage relief as currently funded is the high volume of unscheduled leave that can fall under vacation or compensatory leave categories. Additionally, DOC is unable to deny scheduled leave for any of the following reasons:

- Family Care;
- Family Medical Leave (FML);
- Labor and Industries Time Loss;
- Military Leave;
- Personal Holiday; and
- Sick Leave.

Since inception of the Custody Staffing Model, changes to the Collective Bargaining Agreement (CBA) and subsequent arbitration rulings have dramatically affected DOC's ability to manage the relief factor as currently funded. Regardless of the relief factor, time off must be provided for employees, for the following reasons:

- Two (2) CBA days (days each year/each employee);
- Personal holidays (the model assumes approval based on relief factor)
- Eight (8) hours off-duty time between the end of a training shift and the start of the employee's next scheduled shift;
- Managing the requirement of two (2) consecutive days off each work week, when implementing an employee schedule change; and
- Preapproved vacation time when an employee changes positions or is promoted/demoted.

It should also be noted that the high volume of unscheduled absences also affects the ability to manage relief as currently funded.

When staff in mandatory posts attend training, and all available relief staff have been utilized, on-call employees are used to fill the remaining vacancies. If on-call staff are not available, the use of full-time staff in overtime status is required. Additionally, a large majority of training is delivered by custody staff instructors who require relief.

PROPOSED SOLUTION

Our recommendation is to add 25.1 FTEs and \$3,342,000 each Fiscal Year (FY) to fund these critical positions. By funding the requested 25.1 FTEs needed to increase the authorized leave and training relief factors in the legislatively approved Custody Staffing Model, DOC will be positioned to reduce overtime costs related to backfilling posts when employees are on mandatory leave – leave we are unable to manage within current relief factors – or attending mandatory training.

We request an increase to the Custody Staffing Model's authorized leave relief factor to reflect actual usage.

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The model funds an average of 22 days of authorized leave per year (.08 relief factor) for each position requiring relief. Actual usage averages 30 days per year (.011 relief factor). Authorized leave includes vacation time, compensatory time, personal holiday and military leave.

We also request an increase to the model’s training relief factor to fully fund mandatory training. The model assumes an average of eight (8) training days per year (.03 relief factor) for each custody staff; however, mandatory training now averages 11.9 days per year (.05 relief factor). Examples of 2015-17 biennial mandatory training include Correctional Worker Core (CWC) for new employees, annual in-service training, and training for special teams including Emergency Response Teams, Inmate Recovery Teams and Crisis Negotiation Teams.

Funding relief positions creates permanent jobs in Washington State and reduces the need for mandatory overtime – when staff are mandated to remain at work past their regular shift. Excessive mandatory overtime can jeopardize staff safety and security and decrease morale, potentially leading to increased turnover.

The 2015 Legislature directed DOC to review its policies and procedures for overtime usage to identify efficiencies and best practices that would control costs. Our request to increase the Custody Staffing Model’s authorized leave and training relief factors is in line with recommendations made in DOC’s response – “Prison Overtime Usage” – to the 2015 Legislature in December 2015. (See attached report)

Custody Staffing Base Budget	FTE	Fund
FY2018	3,706.2	\$ 261,901,264
FY2019	3,701.8	\$ 272,713,084
Biennial Totals	3,704.0	\$ 534,614,348

Please see Attachment 2 for detailed information by activity, program and object.

EXPECTED RESULTS

With augmented relief staffing, DOC expects:

- Cost avoidance associated with paying staff at straight time rather than overtime; and
- Reduction in mandatory overtime needs resulting in increased staff safety and morale and decreased employee stress.

This request aligns with the following Results DOC Outcome Measures (OM):

- OM01 - Employer of Choice

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- OM05 - Staff Safety
- OM06 - Offender Safety

This request aligns with Results Washington, specifically, Goal 4: Healthy and Safe Communities, the goal topic of Safe People and the sub topics of public and worker safety:

- Adequate staffing levels provide greater offender supervision, thereby reducing the rate of violent infractions in prisons.
- If mandatory posts cannot be filled due to inadequate funding, required staffing standards are not met and staff, offenders and public safety are jeopardized.

STAKEHOLDER IMPACT

The DOC custody staff are represented by Teamsters Local 117. No changes would be required to existing statutes, rules or contracts in order to implement this change.

The DOC anticipates an increase in staff morale due to fewer mandatory overtimes, resulting in DOC's ability to retain experienced, well-trained employees.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement ML - JI Prison Custody Relief Staffing

Point of Contact:
Margaret Andreas (360) 725 - 8262

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: JI_Prison Custody Relief Staffing
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	25.1	25.1	25.1	25.1
Fund 001-1	3,342,000	3,342,000	3,342,000	3,342,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	25.1	25.1	25.1	25.1
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	25.1	25.1	25.1	25.1

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	3,342,000	3,342,000	3,342,000	3,342,000
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	3,342,000	3,342,000	3,342,000	3,342,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	200,000	200,000	200,000	200,000
B - Employee Benefits	2,274,000	2,274,000	2,274,000	2,274,000
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	736,000	736,000	736,000	736,000
G - Travel	132,000	132,000	132,000	132,000
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	3,342,000	3,342,000	3,342,000	3,342,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	3,342,000	3,342,000	3,342,000	3,342,000
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	3,342,000	3,342,000	3,342,000	3,342,000

Custody Staffing relief Factor Adjustment

Increase authorized leave relief factor from 0.08 to 0.011

Increase training relief factor from 0.03 to 0.050

AHCC CPA Summary									
	Current			Revised			Increase		
	Audit Level	Hol/NonH ol	Total	Audit Level	Hol/NonHol	Total	Audit Level	Hol/Non Holiday	Total
Corr Captain	1.0	-	1.0	1.0	-	1.0	-	-	-
Corr Lieutenant	7.0	-	7.0	7.0	0.4	7.4	-	0.4	0.4
Corr Sergeant	38.0	3.0	41.0	40.0	2.8	42.8	2.0	(0.2)	1.8
Corr Officer	273.0	12.8	285.8	287.0	13.0	300.0	14.0	0.2	14.2
Total	319.0	15.8	334.8	335.0	16.2	351.2	16.0	0.4	16.4

CBCC CPA Summary									
	Current			Revised			Increase		
	Audit Level	Hol/NonH ol	Total	Audit Level	Hol/NonHol	Total	Audit Level	Hol/Non Holiday	Total
Corr Captain	1.0	-	1.0	1.0	-	1.0	-	-	-
Corr Lieutenant	6.0	0.4	6.4	7.0	(0.1)	6.9	1.0	(0.5)	0.5
Corr Sergeant	29.0	2.1	31.1	30.0	2.4	32.4	1.0	0.3	1.3
Corr Officer	220.0	11.4	231.4	231.0	11.3	242.3	11.0	(0.1)	10.9
Total	256.0	13.9	269.9	269.0	13.6	282.6	13.0	(0.3)	12.7

CCCC CPA Summary									
	Current			Revised			Increase		
	Audit Level	Hol/NonH ol	Total	Audit Level	Hol/NonHol	Total	Audit Level	Hol/Non Holiday	Total
Corr Captain	-	-	-	-	-	-	-	-	-
Corr Lieutenant	1.0	0.1	1.1	1.0	0.1	1.1	-	-	-
Corr Sergeant	10.0	0.4	10.4	10.3	0.7	11.0	0.3	0.3	0.6
Corr Officer	56.0	2.6	58.6	58.8	2.5	61.3	2.8	(0.1)	2.7
Total	67.0	3.1	70.1	70.1	3.3	73.4	3.1	0.2	3.3

CRCC CPA Summary									
	Current			Revised			Increase		
	Audit Level	Hol/NonH ol	Total	Audit Level	Hol/NonHol	Total	Audit Level	Hol/Non Holiday	Total
Corr Captain	2.0	-	2.0	2.0	-	2.0	-	-	-
Corr Lieutenant	7.0	-	7.0	7.0	0.4	7.4	0.0	0.4	0.4
Corr Sergeant	45.0	3.7	48.7	47.8	3.3	51.1	2.8	(0.4)	2.4
Corr Officer	314.0	15.8	329.8	326.1	16.3	342.4	12.1	0.5	12.6
Total	368.0	19.5	387.5	382.9	20.0	402.9	14.9	0.5	15.4

LCC CPA Summary									
	Current			Revised			Increase		
	Audit Level	Hol/NonH ol	Total	Audit Level	Hol/NonHol	Total	Audit Level	Hol/Non Holiday	Total
Corr Captain	-	-	-	-	-	-	-	-	-
Corr Lieutenant	1.0	0.1	1.1	1.0	0.1	1.1	-	-	-
Corr Sergeant	10.0	0.2	10.2	10.0	0.6	10.6	-	0.4	0.4
Corr Officer	52.0	1.8	53.8	55.0	1.4	56.4	3.0	(0.4)	2.6
Total	63.0	2.1	65.1	66.0	2.1	68.1	3.0	(0.0)	3.0

MCC CPA Summary									
	Current			Revised			Increase		
	Audit Level	Hol/NonH ol	Total	Audit Level	Hol/NonHol	Total	Audit Level	Hol/Non Holiday	Total
Corr Captain	3.0	-	3.0	3.0	-	3.0	-	-	-
Corr Lieutenant	17.0	0.1	17.1	18.0	0.0	18.0	1.0	(0.1)	0.9
Corr Sergeant	68.0	5.0	73.0	72.0	4.4	76.4	4.0	(0.6)	3.4
Corr Officer	592.0	30.0	622.0	621.0	30.7	651.7	29.0	0.7	29.7
Total	680.0	35.1	715.1	714.0	35.1	749.1	34.0	0.0	34.0

MCCCW CPA Summary									
Current			Revised			Increase			
	Audit Level	Hol/NonH ol	Total	Audit Level	Hol/NonHol	Total	Audit Level	Hol/Non Holiday	Total
Corr Captain	-	-	-	-	-	-	-	-	-
Corr Lieutenant	1.0	0.1	1.1	1.0	0.1	1.1	-	-	-
Corr Sergeant	10.0	0.5	10.5	10.0	0.7	10.7	-	0.2	0.2
Corr Officer	50.0	2.5	52.5	53.0	2.5	55.5	3.0	-	3.0
Total	61.0	3.1	64.1	64.0	3.3	67.3	3.0	0.2	3.2

OCC CPA Summary									
Current			Revised			Increase			
	Audit Level	Hol/NonH ol	Total	Audit Level	Hol/NonHol	Total	Audit Level	Hol/Non Holiday	Total
Corr Captain	-	-	-	-	-	-	-	-	-
Corr Lieutenant	1.0	0.1	1.1	1.0	0.1	1.1	-	-	-
Corr Sergeant	10.0	0.6	10.6	10.5	0.6	11.1	0.5	-	0.5
Corr Officer	47.0	2.0	49.0	49.0	1.5	50.5	2.0	(0.5)	1.5
Total	58.0	2.7	60.7	60.5	2.2	62.7	2.5	(0.5)	2.0

SCCC CPA Summary									
Current			Revised			Increase			
	Audit Level	Hol/NonH ol	Total	Audit Level	Hol/NonHol	Total	Audit Level	Hol/Non Holiday	Total
Corr Captain	1.0	-	1.0	1.0	-	1.0	-	-	-
Corr Lieutenant	6.0	0.4	6.4	7.0	0.4	7.4	1.0	-	1.0
Corr Sergeant	31.0	2.3	33.3	33.0	2.3	35.3	2.0	-	2.0
Corr Officer	233.0	11.9	244.9	244.0	12.5	256.5	11.0	0.6	11.6
Total	271.0	14.6	285.6	285.0	15.2	300.2	14.0	0.6	14.6

WCC CPA Summary									
Current			Revised			Increase			
	Audit Level	Hol/NonH ol	Total	Audit Level	Hol/NonHol	Total	Audit Level	Hol/Non Holiday	Total
Corr Captain	1.0	-	1.0	1.0	-	1.0	-	-	-
Corr Lieutenant	8.0	0.2	8.2	8.0	0.8	8.8	-	0.6	0.6
Corr Sergeant	48.0	3.3	51.3	50.0	3.7	53.7	2.0	0.4	2.4
Corr Officer	311.0	16.5	327.5	327.0	16.1	343.1	16.0	(0.4)	15.6
Total	368.0	20.0	388.0	386.0	20.6	406.6	18.0	0.6	18.6

WCCW CPA Summary -- August 1, 2013									
Current			Revised			Increase			
	Audit Level	Hol/NonH ol	Total	Audit Level	Hol/NonHol	Total	Audit Level	Hol/Non Holiday	Total
Corr Captain	1.0	-	1.0	1.0	-	1.0	-	-	-
Corr Lieutenant	6.0	0.4	6.4	7.0	-	7.0	1.0	(0.4)	0.6
Corr Sergeant	29.0	2.1	31.1	31.0	2.0	33.0	2.0	(0.1)	1.9
Corr Officer	186.0	9.4	195.4	195.0	9.6	204.6	9.0	0.2	9.2
Total	222.0	11.9	233.9	234.0	11.6	245.6	12.0	(0.3)	11.7

WSP CPA Summary									
Current			Revised			Increase			
	Audit Level	Hol/NonH ol	Total	Audit Level	Hol/NonHol	Total	Audit Level	Hol/Non Holiday	Total
Corr Captain	2.0	-	2.0	2.0	-	2.0	-	-	-
Corr Lieutenant	14.0	0.6	14.6	14.0	1.2	15.2	-	0.6	0.6
Corr Sergeant	64.0	4.9	68.9	68.0	4.2	72.2	4.0	(0.7)	3.3
Corr Officer	574.0	31.7	605.7	603.0	31.6	634.6	29.0	(0.1)	28.9
Total	654.0	37.2	691.2	687.0	36.9	723.9	33.0	(0.3)	32.7

STATEWIDE CPA Summary									
	Current			Revised			Increase		
	Audit Level	Hol/NonHol	Total	Audit Level	Hol/NonHol	Total	Audit Level	Hol/Non Holiday	Total
Corr Captain	12.0	-	12.0	12.0	-	12.0	-	-	-
Corr Lieutenant	75.0	2.5	77.5	79.0	3.5	82.5	4.0	1.0	5.0
Corr Sergeant	392.0	28.1	420.1	412.6	27.6	440.2	20.0	(0.5)	19.5
Corr Officer	2,908.0	148.4	3,056.4	3,049.9	149.0	3,199.0	140.0	0.6	140.6
Total	3,387.0	179.0	3,566.0	3,553.5	180.1	3,733.7	164.0	1.1	165.1

FY2018										
	FTEs			Salaries			Benefits	Other		Total
	AA	AU	Total	AA	AU	Total	B	E	G	Total
Corr Lieutenant	4.0	1.0	5.0	255,482	62,876	318,357	106,217	22,241	3,994	450,809
Corr Sergeant	20.0	(0.5)	19.5	996,720	(23,306)	973,414	457,600	87,017	15,626	1,533,656
Corr Officer	140.0	0.6	140.6	6,162,240	27,171	6,189,411	3,107,894	626,450	112,494	10,036,249
Total	164.0	1.1	165.1	7,414,442	66,740	7,481,182	3,671,711	735,708	132,114	12,020,714
Less OT Adjustment										
		(140.0)	(140.0)		(7,281,405)	(7,281,405)	(1,397,499)			(8,678,904)
FY2018 Request										
			FTEs			A	B	E	G	Total
			25.1			199,777	2,274,212	735,708	132,114	3,341,810

FY2019										
	FTEs			Salaries			Benefits	Other		Total
	AA	AU	Total	AA	AU	Total	B	E	G	Total
Corr Lieutenant	4.0	1.0	5.0	255,482	62,876	318,357	106,217	22,241	3,994	450,809
Corr Sergeant	20.0	(0.5)	19.5	996,720	(23,306)	973,414	457,600	87,017	15,626	1,533,656
Corr Officer	140.0	0.6	140.6	6,162,240	27,171	6,189,411	3,107,894	626,450	112,494	10,036,249
Total	164.0	1.1	165.1	7,414,442	66,740	7,481,182	3,671,711	735,708	132,114	12,020,714
Less OT Adjustment										
		(140.0)	(140.0)		(7,281,405)	(7,281,405)	(1,397,499)			(8,678,904)
FY2019 Request										
			FTEs			A	B	E	G	Total
			25.1			199,777	2,274,212	735,708	132,114	3,341,810
2017-19 Request										
			FTEs			A	B	E	G	Total
			25.1			399,554	4,548,424	1,471,416	264,227	6,683,620

ML – JJ CI Closed Loop Food Service

Point of Contact:

Eric Johnson (360) 725-8268

2017-19 BIENNIAL BUDGET

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$1,566,000	\$1,566,000	\$1,566,000	\$1,566,000
Total Cost	\$1,566,000	\$1,566,000	\$1,566,000	\$1,566,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$3,132,000 in the 2017-19 biennium to support increased cost per meal rates for the Correctional Industries (CI) Closed Loop Food service program. The Washington State Institute for Public Policy (WSIPP) benefit-cost analysis from 2012 reports there is a positive net return on investment of \$5,625 per CI program participant.

PROBLEM STATEMENT

Increased offender gratuity rates and CI administrative costs were not assumed in the prisons traditional food service budget base and the current cost per meal rate paid by prisons to CI does not cover the actual costs to run the closed loop food program.

CI is a unique blend of business and government, using private industry tools and techniques to operate work programs in prisons and provide offenders with marketable job skills. CI's work training programs support and enhance prison safety by reducing idleness and increase public safety by providing offenders with much needed job skills. Research conducted by the Reentry Policy Council reports reduced idleness leads to reduced tension, which results in reduced violence within correctional facilities.

Beginning in the 2013-15 biennium, CI assumed all food service operations at the Washington Corrections Center (WCC) and called the program "Closed Loop Food." The program has since expanded to a total of five (5) DOC prison facilities and employs approximately 775 offender workers.

As DOC began to transition from traditional food services to closed loop food, it was assumed that CI could provide the service at the same or slightly reduced cost. The cost per meal rates paid to CI were initially established based on what the actual prison funded rate was at that time, and adjusted to what the new CI staffing model called for. As outlined in Revised Code of Washington (RCW) 72.09.100, offender gratuity rates are based on the class of work program offenders are employed in. Class III offender jobs are for institutional support industries and were the basis of traditional food service programs. A Class III worker cannot make more than \$55 per month and if working full-time, earns a salary of approximately \$0.34 per hour. Class II

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jobs are for tax reduction industries and are state owned enterprises designed to reduce the costs for goods and services for tax-supported agencies and non-profit organizations. Class II workers receive a higher gratuity rate and the employer pays Labor & Industry taxes. The pay scale for Class II workers ranges from a probationary rate of \$0.65 per hour, up to a maximum rate of \$2.70 per hour.

With actual production data available now, it has been shown that the funded level for per meal service fees collected for CI managed food service operations do not meet the actual expenses. Prisons funded food service items include staffing, food and Class III offender gratuities but does not include CI administrative costs or the higher offender gratuity costs associated with Class II workers. Although CI employs fewer Class II workers for closed loop food service compared to the number of Class III workers used in traditional food service programs, offender gratuity costs are higher because Class II workers are paid Labor and Industries benefits on top of significantly higher salaries compared to Class III workers. The following chart summarizes closed loop food rates paid compared to the actual costs to CI at each facility.

Facility	Cost per Meal Rate Paid		Expenditures (through May 2016)	Operation Start Date
	FY2016	FY2017	FY2016	
WCC	\$2.30	\$2.33	\$2.21	January 2014
CRCC	\$2.13	\$2.15	\$2.19	August 2014
AHCC	\$2.28	\$2.31	\$2.34	January 2015
WSP	\$2.43	\$2.46	\$2.65	May 2015
MCC	\$2.62	\$2.67	Insufficient data to date	April 2016

(FY2017 service fee adjustment accounts for staff salary increases only)

Base funding for food service at WCC, CRCC, WSP, AHCC and MCC as follows:

Prison Division Food Service Base Budget	FTE	Fund
FY2018	-	\$ 29,980,750
FY2019	-	\$ 29,980,750
Biennial Totals	-	\$ 59,961,500

PROPOSED SOLUTION

The DOC requests \$3,132,000 in the 2017-19 biennium so that we can fully compensate CI for the full cost of operating the closed loop food program, which is paid as a service by prisons to CI.

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The proposed solution is to cover actual full service cost per meal rates for the CI closed loop food program. The rate increase would cover the increased offender gratuity costs that are higher for Class II workers than for Class III jobs, and the CI administrative overhead costs. The following chart summarizes the proposed cost per meal rate increases.

Proposed Cost per Meal Rate Increase

Facility	Offender Gratuity	Admin Overhead	Total	Proposed Rate for FY2018
AHCC	\$.027	\$0.08	\$.107	\$2.42
CRCC	\$.064	\$0.08	\$.144	\$2.29
WCC	\$.043	\$0.08	\$.123	\$2.46
WSP	\$.044	\$0.08	\$.124	\$2.58
MCC	\$.045	\$0.08	\$.125	\$2.79

- See attachment 3 for offender gratuity rate calculations
- Administrative overhead increase adjusted to account for increased meals with addition of MCC

See attachments 2 and 3 for detailed information by object, program and activity.

EXPECTED RESULTS

CI production and training programs support and enhance prison safety by reducing idleness and increases public safety by providing offenders with much needed job skills. Research conducted by the Reentry Policy Council (a national project coordinated by the Council of State Government, a non-profit organization) reports that reduced idleness leads to reduced tension which results in reduced violence within correctional facilities.

Participation in CI programming gives offenders an incentive for good behavior and to remain free of violent infractions and actively engage in other programming opportunities. Research by the Council also states that participants in work programs are more likely to both be employed following release and to have higher earnings than nonparticipants. Offenders working for CI have a better chance to find meaningful real-world employment, and if they are working, they are less likely to commit new crimes after release than those without CI experience. Ultimately, this will make our communities safer.

Investing in CI has also proven to reduce criminal justice costs for the Washington taxpayer. In 2012, the Washington State Institute for Public Policy (WSIPP) released an update on a 2009 study examining evidence-based public policy options to reduce crime and criminal justice costs. The update concludes that correctional industries programs for adult offenders in prison generates about \$4.97 in benefits per dollar of cost. And the money offenders earn while working for CI serves many purposes. Deductions from wages go toward crime

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victims' compensation, mandatory savings, reimbursing the cost of incarceration, child support, court-ordered financial obligations and debts owed to the DOC.

Participation in CI programming gives offenders an incentive for good behavior and to remain free of violent infractions. In addition, research shows participants in work programs are more likely to both be employed following release and have higher earnings than nonparticipants. Offenders working for CI are four (4) times more likely to find and keep meaningful work upon release. Offenders who participated in CI programs are 14% less likely to return to prison after three (3) years verses those counterparts who did not participate in CI programs. Ultimately, CI work training programs make our communities safer.

The proposed rate increase adds approximately \$1,566,000 in service fees to CI per FY to cover the costs of the Closed Loop Food program. The estimate is based on the assumption that the number of meals served at the five (5) prison facilities would be 12,710,124 per year and the average rate increase would be \$0.125 per meal.

The request also supports Results Washington strategic goals of:

- Goal 4: Healthy and Safe Communities, and
- Goal 5: Effective, Efficient and Accountable Government.

This request aligns with the following Results DOC Outcome Measures (OM) and Operating Process (OP):

- OP04 Providing Programming Pathways for Improvement
- OM14 Offender Employment
- OM09 Budget Compliance

STAKEHOLDER IMPACT

Prisons division is impacted as they pay CI to provide Closed Loop Food services at the five (5) prison facilities.

CI provides Class II employment to a large number of DOC offenders. This leads to reduced violence in the correctional facilities and higher rates of employment post-incarceration which also results in lower incidents of recidivism.

For more information on other important connections and impacts related to this proposal, please see Attachment 2.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement

ML - JJ Closed Loop Food Service

Point of Contact:
Eric Johnson (360) 725-8268

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Capital Budget impacts? Possibly	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: JJ_CI Closed Loop Food Service
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	1,566,000	1,566,000	1,566,000	1,566,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	1,566,000	1,566,000	1,566,000	1,566,000
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	1,566,000	1,566,000	1,566,000	1,566,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	1,566,000	1,566,000	1,566,000	1,566,000
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	1,566,000	1,566,000	1,566,000	1,566,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	1,566,000	1,566,000	1,566,000	1,566,000
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	1,566,000	1,566,000	1,566,000	1,566,000

ML – JK New FLSA Costs

2017-19 BIENNIAL BUDGET

Point of Contact:
Sandra Leigh (360) 725 – 8372

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	4.8	4.8	4.8	4.8
Fund 001-1	\$273,000	\$273,000	\$273,000	\$273,000
Total Cost	\$273,000	\$273,000	\$273,000	\$273,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 4.8 Full Time Equivalents (FTE) and \$546,000 in the 2017-19 biennium to fund the new overtime regulations from the United States Department of Labor that became effective December 1, 2016.

PROBLEM STATEMENT

The Fair Labor Standards Act (FLSA) increased the minimum annual salary overtime requirement from \$23,660 to \$47,476. This will increase the number of employees who are currently eligible for overtime. Based on data from July 1, 2016 we estimate 49 employees will be impacted in 39 different job classes. The DOC does not have funding in their base to cover these increases.

The new requirement increases the base salary for overtime exemption to a level equal to the 40th percentile of earnings for full-time salaried workers in the lowest-wage census region (currently the south). Starting January 1, 2020 and every three (3) years thereafter, this minimum salary level will be automatically readjusted to the 40th percentile.

PROPOSED SOLUTION

The DOC requests \$273,000 and 4.8 FTE's in Fiscal Year (FY) 2018 and \$273,000 and 4.8 FTE's in FY2019 to fund the new overtime requirements required by FLSA.

For illustration purposes, DOC assumes 49 employees will be now be eligible for overtime and will work an average of 156 hours of overtime annually. Please see attachments 2-3 for detailed information by object, program, and activity.

EXPECTED RESULTS

Fully funding this request will reduce the risk of DOC overspend of General Funds State (GFS) dollars, given this request is the cost of doing business.

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This request aligns with Results Washington; specifically, Goal 4: Healthy and Safe Communities - Safe People.

This request aligns with the following Results DOC Outcome Measures (OM):

- OM01 – Employer of Choice
- OM09 – Budget Compliance

STAKEHOLDER IMPACT

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement

ML – JK New FLSA Costs

Point of Contact:
Sandra Leigh (360) 725 – 8372

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: JK_New FLSA Costs
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	4.8	4.8	4.8	4.8
Fund 001-1	273,000	273,000	273,000	273,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	2.6	2.6	2.6	2.6
200 - Correctional Operations	1.0	1.0	1.0	1.0
300 - Community Supervision	0.9	0.9	0.9	0.9
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	0.3	0.3	0.3	0.3
Total	4.8	4.8	4.8	4.8

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	142,000	142,000	142,000	142,000
200 - Correctional Operations	60,000	60,000	60,000	60,000
300 - Community Supervision	53,000	53,000	53,000	53,000
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	18,000	18,000	18,000	18,000
Total	273,000	273,000	273,000	273,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	231,270	231,270	231,270	231,270
B - Employee Benefits	41,730	41,730	41,730	41,730
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	-	-	-	-
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	273,000	273,000	273,000	273,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	134,440	134,440	134,440	134,440
A002 - Core Administration	35,610	35,610	35,610	35,610
A003 - ISRB	-	-	-	-
A004 - Health Care Services	13,000	13,000	13,000	13,000
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	75,340	75,340	75,340	75,340
A008 - Programs to Reduce Recidivism	14,610	14,610	14,610	14,610
Total	273,000	273,000	273,000	273,000

Program Index	Org Index	JobClassCode	WorkingTitle	Number of Employee's Impacted	Overtime FTE	A - Salaries	B- Benefits
15001	1119	119G	HR CNSLT 3	3.00	0.30	\$ 15,270	\$ 2,750
15001	1129	119G	HR CNSLT 3	1.00	0.10	\$ 5,010	\$ 900
15008	1012	115G	SUPPLY SUPPT SPEC 3	1.00	0.10	\$ 3,890	\$ 700
15008	1116	115G	SUPPLY SUPPT SPEC 3	10.00	1.00	\$ 45,250	\$ 8,140
15008	1136	115G	SUPPLY SUPPT SPEC 3	6.00	0.60	\$ 26,590	\$ 4,790
15015	1006	105H	ADM ASST 4	1.00	0.10	\$ 5,010	\$ 900
15015	1006	197K	COMM CNSLT 3	1.00	0.10	\$ 5,120	\$ 920
15023	2027	102D	CUST SVS SPEC 4	1.00	0.10	\$ 5,010	\$ 900
15023	2027	197K	COMM CNSLT 3	1.00	0.10	\$ 5,120	\$ 920
15023	2027	200F	ELEC MEDIA SPEC	1.00	0.10	\$ 4,420	\$ 800
21002	2401	100M	OFF SUPPT SUPV 2	1.00	0.10	\$ 5,190	\$ 930
22001	2101	350B	CORR SPEC 1	1.00	0.10	\$ 5,120	\$ 920
22005	2307	100M	OFF SUPPT SUPV 2	1.00	0.10	\$ 5,190	\$ 930
22018	2401	350C	CORR SPEC 2	1.00	0.10	\$ 5,120	\$ 920
22018	2512	350C	CORR SPEC 2	1.00	0.10	\$ 5,120	\$ 920
24007	2205	677I	FOOD SVC MGR 5	1.00	0.10	\$ 5,250	\$ 950
25003	1017	119G	HR CNSLT 3	1.00	0.10	\$ 5,010	\$ 900
25010	1011	501G	RESEARCH ANALYST 3	1.00	0.10	\$ 5,010	\$ 900
25013	2101	105H	ADM ASST 4	1.00	0.10	\$ 5,250	\$ 950
25013	2306	105H	ADM ASST 4	1.00	0.10	\$ 4,420	\$ 800
31006	3620	100M	OFF SUPPT SUPV 2	1.00	0.10	\$ 5,010	\$ 900
31006	3630	100M	OFF SUPPT SUPV 2	1.00	0.10	\$ 5,010	\$ 900
31006	3640	100M	OFF SUPPT SUPV 2	3.00	0.30	\$ 14,770	\$ 2,660
31006	3650	100M	OFF SUPPT SUPV 2	1.00	0.10	\$ 5,010	\$ 900
34001	1003	105H	ADM ASST 4	1.00	0.10	\$ 5,120	\$ 920
35013	3660	105H	ADM ASST 4	1.00	0.10	\$ 5,250	\$ 950
35013	3670	105H	ADM ASST 4	1.00	0.10	\$ 4,640	\$ 840
72210	2312	350C	CORR SPEC 2	1.00	0.10	\$ 5,320	\$ 960
72210	2512	350C	CORR SPEC 2	1.00	0.10	\$ 5,190	\$ 930
75018	1013	147C	BUDGET ANALYST 3	1.00	0.10	\$ 5,010	\$ 900
Grand Total				49.00	4.80	\$ 231,700	\$ 41,700

Assumptions:

*Assumed for illustration purposes three (3) hrs of overtime per month at time and a half
631B, B6890, B6900 are not included in calculation because they are not funded through GFS.
Program Index 12G05 is not included as it is funded by a federal grant.*

ML – JL Nursing Relief Staffing

2017-19 BIENNIAL BUDGET

Point of Contact:
Dawn Deck (360) 725 - 8266

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	22.2	22.2	22.2	22.2
Fund 001-1	\$2,932,000	\$2,907,000	\$2,907,000	\$2,907,000
Total Cost	\$2,932,000	\$2,907,000	\$2,907,000	\$2,907,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 22.2 Full Time Equivalents (FTEs) and \$5,839,000 in the 2017-19 biennium to fund nursing relief and nursing overtime costs. Funding these positions is anticipated to result in more effective use of staff benefits as well as increase staff and patient safety through a more stabilized nurse staff.

PROBLEM STATEMENT

Currently, DOC operates with a high vacancy rate of funded nursing positions. As of September 5, 2016 there were 17 total Registered Nurse 2 (RN2) vacancies across the state. On average 24% of funded nursing positions were vacant the past six (6) months. These positions have been increasingly hard to fill as a result of implementing the Affordable Care Act (ACA), less than competitive salaries and a lack of qualified applicants.

The DOC uses on-call staffing, overtime and contract staffing to handle mandatory nursing needs due to the persistent vacancy rate of funded nursing positions; but these strategies are not providing the needed nursing staff. Our on-call nursing strategy has been minimally successful. On-call positions have unpredictable schedules, limited available hours and are often the second or third jobs for the individual nurses, therefore, positions are difficult to fill and have frequent turnover. Contract staff are sought when funded and on-call positions are not available but it has also proven difficult to obtain adequate contract staff for some facilities and contracted nursing is typically more costly than funded or on-call positions.

As DOC continues to experience increased difficulty filling vacant nursing positions, on-call and overtime costs continue to exceed the funded base level and a solution is necessary in order for DOC to meet the mandatory need in nursing services. State law restricts the use of mandatory overtime for nursing staff and with nursing shortages the operational capacity and safety of staff and patients are at risk.

Currently DOC is overspent in overtime costs and continues to pursue hiring permanent staff. If this package is not funded, DOC will have to absorb these costs, resulting in continued overspending of general fund state dollars.

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Funded Registered Nurse 2 Nursing Staff per Facility – FY16

	Base Nursing Staff		Nursing On-Call		Nursing Overtime	
	FTE	Budget	FTE	Budget	FTE	Budget
Airway Heights Corrections Center	15.0	\$ 1,783,012	4.3	\$ 457,584	1.0	\$ 81,624
Washington State Penitentiary	40.0	\$ 4,754,698	5.1	\$ 540,348	2.2	\$ 182,832
Coyote Ridge Corrections Center	14.0	\$ 1,664,144	3.0	\$ 319,236	2.1	\$ 171,408
Washington Corrections Center	13.0	\$ 1,545,277	4.2	\$ 444,576	0.6	\$ 51,420
Stafford Creek Corrections Center	15.0	\$ 1,783,012	5.8	\$ 614,832	2.5	\$ 200,796
Washington Corrections Center for Women	16.0	\$ 1,901,879	4.1	\$ 433,932	1.0	\$ 82,440
Monroe Correctional Complex	44.0	\$ 5,230,167	9.0	\$ 957,720	4.1	\$ 337,920
Clallam Bay Corrections Center	8.0	\$ 950,940	0.8	\$ -	0.7	\$ 53,052
Larch Corrections Center	1.0	\$ 118,867	0.0	\$ 85,128	0.0	\$ -
Cedar Creek Corrections Center	1.0	\$ 118,867	0.0	\$ -	0.0	\$ -
Mission Creek Corrections Center for Women	3.0	\$ 356,602	0.0	\$ -	0.3	\$ 22,044
Olympic Corrections Center	1.0	\$ 118,867	0.0	\$ -	0.1	\$ 8,160
TOTAL	171.0	\$ 20,326,332	36.3	\$ 3,853,356	14.6	\$ 1,191,696

Nursing OT and On-Call Base Budget	FTE	Fund
FY2016	50.9	\$ 4,885,198
FY2017	50.9	\$ 5,250,720
Biennial Totals	50.9	\$ 10,135,918

PROPOSED SOLUTION

This request funds a new system of providing medically necessary and adequate nursing staff for offender healthcare needs. A pool of relief nurses would be created at each facility across the state. Relief nurses would be hired in full and part time positions and given predictable schedules that would come from scheduled in-service training, Correctional Worker CORE Academy, nurse clinical training and onboarding.

Several float relief positions would be created for unscheduled and scheduled sick and vacation leave. This consistency in scheduling will give DOC a better chance at hiring reliable nurses.

On-call staffing and overtime would be reduced. This provides a cost savings and would off-set the cost of establishing and maintaining the nurse relief pool. In addition, contracted staffing would be reduced. Cost estimates are based on the estimated need for the new nursing relief pool after backing out the existing on-call budget for Fiscal Year

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(FY) 2017 and a reduction of overtime need based on FY2016 actual. The FTE request amount is for the relief FTEs minus the already budgeted amount of on-call FTEs and a reduction of overtime FTEs, as well as costs associated with the remaining 22.2 FTEs.

Assumptions:

- RN2 Teamsters are range 54N.
- One-time costs of \$25,000 is requested in Fiscal Year (FY) 2018 for nursing supplies.
- On-going costs total \$5,814,000 and 22.2 FTEs per biennia (\$2,907,000 and 22.2 FTEs each FY). Total on-going costs include salary & wages, employee benefits, staff training, office supplies/durable goods, and travel.

See attachments 2 and 3 for detailed information by object, program, and activity.

EXPECTED RESULTS

This request ensures that DOC has sufficient available resources to maintain the required level of nursing services. Staffing will be more transparent by eliminating on-call staffing and implementing a relief pool, as the FTE count will reflect actual hired nurses.

This request aligns with Results Washington; specifically, Goal 4: Healthy and Safe Communities – Healthy People by ensuring offenders receive necessary health care services.

This request also aligns with the following Results DOC Outcome Measures (OM):

- OM03 – Employee Retention
- OM05 – Staff Safety
- OM06 – Offender Safety
- OM09 – Budget Compliance

STAKEHOLDER IMPACT

This request ensures offenders receive the constitutionally mandated health care they need, as described by the Offender Health Plan. In addition, nurses are safer and better able to provide care when adequate staff is available. The removal of on-call positions and establishing several “float” positions to support two (2) facilities would require bargaining with Teamsters 117.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

ML – JL Nursing Relief Staffing

Point of Contact:
Dawn Deck (360)725-8266

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to a specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: JL_Nursing Relief Staffing
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	22.2	22.2	22.2	22.2
Fund 001-1	2,932,000	2,907,000	2,907,000	2,907,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	22.2	22.2	22.2	22.2
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	22.2	22.2	22.2	22.2

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	2,932,000	2,907,000	2,907,000	2,907,000
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	2,932,000	2,907,000	2,907,000	2,907,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	1,821,000	1,821,000	1,821,000	1,821,000
B - Employee Benefits	983,000	983,000	983,000	983,000
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	89,000	64,000	64,000	64,000
G - Travel	39,000	39,000	39,000	39,000
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	2,932,000	2,907,000	2,907,000	2,907,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	2,932,000	2,907,000	2,907,000	2,907,000
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	2,932,000	2,907,000	2,907,000	2,907,000

Nursing Relief and Overtime Need - less on-call funding

	FY2018				
	FTEs	Object A	Object B	Object E&G	Total Cost
RN2 Standard Assumption Cost for new RN2s	1.0	\$ 85,128	\$ 33,811	\$ 2,550	\$ 121,489
Total Relief Need	50.4	\$ 4,290,451	\$ 1,704,097	\$ 128,520	\$ 6,123,068
Existing On-Call (Based on FY17 Budget)	36.3	\$ 3,157,584	\$ 850,632	\$ -	\$ 4,008,216
Total Relief Need less Existing On-Call Funding	14.1	\$ 1,132,867	\$ 853,465	\$ 128,520	\$ 2,114,852
Total OT Need (FY16 actual - budgeted)	8.1	\$ 688,047	\$ 129,559	\$ -	\$ 817,606
Total OT and Relief Need	22.2	\$ 1,820,914	\$ 983,024	\$ 128,520	\$ 2,932,000

	FY2019				
	FTEs	Object A	Object B	Object E&G	Total Cost
RN2 Standard Assumption Cost for new RN2s	1.0	\$ 85,128	\$ 33,811	\$ 2,050	\$ 120,989
Total Relief Need	50.4	\$ 4,290,451	\$ 1,704,097	\$ 103,320	\$ 6,098,000
Existing On-Call (Based on FY17 Budget)	36.3	\$ 3,157,584	\$ 850,632	\$ -	\$ 4,008,216
Total Relief Need less Existing On-Call Funding	14.1	\$ 1,132,867	\$ 853,465	\$ 103,320	\$ 2,089,784
Total OT Need (FY16 actual - budgeted)	8.1	\$ 688,047	\$ 129,559	\$ -	\$ 817,606
Total OT and Relief Need	22.2	\$ 1,820,914	\$ 983,024	\$ 103,320	\$ 2,907,000

2017-2019 Biennium Total \$ 5,839,000

	FY2020				
	FTEs	Object A	Object B	Object E&G	Total Cost
RN2 Standard Assumption Cost for new RN2s	1.0	\$ 85,128	\$ 33,811	\$ 2,050	\$ 120,989
Total Relief Need	50.4	\$ 4,290,451	\$ 1,704,097	\$ 103,320	\$ 6,097,867.78
Existing On-Call (Based on FY17 Budget)	36.3	\$ 3,157,584	\$ 850,632	\$ -	\$ 4,008,216
Total Relief Need less Existing On-Call Funding	14.1	\$ 1,132,867	\$ 853,465	\$ 103,320	\$ 2,089,652
Total OT Need (FY16 actual - budgeted)	8.1	\$ 688,047	\$ 129,559	\$ -	\$ 817,606
Total OT and Relief Need	22.2	\$ 1,820,914	\$ 983,024	\$ 103,320	\$ 2,907,000

	FY2021				
	FTEs	Object A	Object B	Object E&G	Total Cost
RN2 Standard Assumption Cost for new RN2s	1.0	\$ 85,128	\$ 33,811	\$ 2,050	\$ 120,989
Total Relief Need	50.4	\$ 4,290,451	\$ 1,704,097	\$ 103,320	\$ 6,097,867.78
Existing On-Call (Based on FY17 Budget)	36.3	\$ 3,157,584	\$ 850,632	\$ -	\$ 4,008,216
Total Relief Need less Existing On-Call Funding	14.1	\$ 1,132,867	\$ 853,465	\$ 103,320	\$ 2,089,652
Total OT Need (FY16 actual - budgeted)	8.1	\$ 688,047	\$ 129,559	\$ -	\$ 817,606
Total OT and Relief Need	22.2	\$ 1,820,914	\$ 983,024	\$ 103,320	\$ 2,907,000

2019-2021 Biennium Total \$ 5,814,000

*Object E&G are calculated at total relief need of 50.4 although the ultimate ask is for 22.2 FTE due to on-call offset.

RN2 Staffing Cost Analysis

Position Type	Job Class	Range	Step	Number of FTEs	Salary Cost	Benefit Cost	Total S&B	Startup Costs	Ongoing Costs	First Year (FY18) Cost ^①	Second Year (FY19) Cost ^②
General Salary Positions											
REGISTERED NURSE 2	285F	54N	T	1.0	85,128	33,811	118,939	500	2,050	121,489	120,989
REGISTERED NURSE 2 - Overtime	285F	54N	T	-	85,128	16,030	101,158	-	-	101,158	101,158
Total				1.0	170,256	49,841	220,097	500	2,050	222,647	222,147

① First Year Costs include Salary, benefits, startup costs and ongoing costs

② Second Year Costs includes salary, benefits, and ongoing costs

ML – JM McNeil Island Stewardship Shortfall

2017-19 BIENNIAL BUDGET

Point of Contact:
Eric Johnson (360) 725 - 8268

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$232,000	\$232,000	\$232,000	\$232,000
Total Cost	\$232,000	\$232,000	\$232,000	\$232,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$464,000 in the 2017-19 biennium to fund unanticipated, non-budgeted costs that arise as DOC provides stewardship of McNeil Island for the State of Washington. The additional funding will help ensure effective and efficient stewardship of McNeil Island and is based on the non-budgeted costs (does not include one-time costs) paid for in Fiscal Year (FY) 2016.

PROBLEM STATEMENT

Unanticipated expenditures have a direct effect on DOC. With limited funds and resources, projects that are essential may be delayed due to these expenses.

In the 2013 legislative session, the DOC Correctional Industries (CI) was charged with taking on the stewardship of McNeil Island to support the operations of the Department of Social & Health Services (DSHS) Special Commitment Center (SCC). The DOC assumed the role of island steward in September 2013, and since that time has been responsible for maintaining all systems and operations outside the fence of the SCC on McNeil Island, with the exception of the fire department, island security and bus transportation from the ferry docks to SCC, which are carried out by the DSHS. The DSHS is also responsible for lease payments for the Steilacoom and Pierce County docks. An Interagency Agreement (IAA) between the DOC and DSHS provides detail on how the two (2) agencies work together for McNeil Island. The DOC activities on McNeil Island include marine transportation, maintenance of the marine vessel fleet, boatyards and docks, operating the water treatment, storage and distribution systems on the island, operating the waste water treatment systems, maintaining all high voltage electrical systems, maintaining the road networks on the island and all general grounds maintenance. All of these activities are carried out by the DOC offender work crews under the supervision of CI staff.

In FY2016, the DOC responded to numerous non-budgeted incidents and had \$232,000 of unanticipated expenditures related to the stewardship of McNeil Island (see attachment 3). These costs included, but are not limited to, major marine vessel repairs, high voltage electrical system repairs, and the replacement of failed equipment at the water distribution and waste water treatment plants. Without these repairs, the DOC would

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not be in full compliance with our charge of being the stewards of McNeil Island and could receive heavy fines from the Department of Health (DOH), Department of Ecology (DOE), and the Federal Government.

McNeil Island Stewardship Base Budget	FTE	Fund
FY2018	-	\$ 3,921,626
FY2019	-	\$ 4,014,194
Biennial Totals	-	\$ 7,935,820

PROPOSED SOLUTION

The DOC is seeking an additional \$464,000 in the 2017-19 biennium to cover the costs that are anticipated to exceed our funded level. Adopting this package ensures that the agency will have adequate funds to maintain the McNeil Island infrastructure that supports the DSHS SCC operations.

The DOC does not have funding for and cannot absorb the costs identified in this package. Lack of funding would have a negative impact on the DSHS operations. Cost estimates are based on non-one (1) time expenses that occurred in FY2016. See attachment 2 & 3 for detailed information by object, program, and activity.

McNeil Island Stewardship	FY2014	FY2015	FY2016
Budget	\$3,293,000	\$3,707,000	\$4,146,626
Expenditures	\$3,677,916	\$4,064,393	\$4,495,985
Variance	\$(394,916)	\$(357,393)	\$(348,359)

EXPECTED RESULTS

This request aligns with Results Washington; specifically, Goal 4: Healthy and Safe Community – Safe People and Worker Safety.

This request aligns with the following Results DOC Outcome Measures (OM), and Operating Process (OP):

- OM05 – Staff Safety
- OM06 – Offender Safety
- OM09 – Budget Compliance
- OP03 – Providing Basic Needs

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STAKEHOLDER IMPACT

The DOC and the DSHS are working together to identify the capital preservation needs related to the maintenance of McNeil Island. The DSHS is responsible for submitting all capital projects as the only operational facilities on the island belong to the DSHS. Other stakeholders include: The Federal Government, DOE, and DOH are also stakeholders.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement

ML - JM McNeil Island Stewardship Shortfall

Point of Contact:
Eric Johnson (360) 725 - 8268

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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ML-JM McNeil Island Stewardship Attachment 1

Agency: 310 - Department of Corrections
Decision Package Code/Title: JM_McNeil Island Stewardship Shortfall
Budget Period: 2017-19
Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	232,000	232,000	232,000	232,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	232,000	232,000	232,000	232,000
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	232,000	232,000	232,000	232,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	232,000	232,000	232,000	232,000
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	232,000	232,000	232,000	232,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	232,000	232,000	232,000	232,000
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	232,000	232,000	232,000	232,000

McNeil Island Stewardship Shortfall

FY2016 Non-Budgeted Expenditures
Stewardship Non-Budgeted Costs

Fund	Appn Index	Program Index	Org Index	Sub-Object	Sub Sub Obj	Processing Date	FY2016 Expenditures	Repairs and/or Maintenance of;	Vendor Name
001	473	47021	4700	EB	2120	8/28/2015	\$ 4,171.67	Provide and install (1) 6 strand OSP SM Fiber between Guard Tower and Office on Ferry Dock. Terminate with LC connectors at each end. Provide (1) 1m LC/LC patch cord at each end. Test and label new cable.	Cochran Inc
001	473	47026	4700	EE	2425	9/16/2015	\$ 9,801.47	Rebuilding of Lower H-30 Drive clarifier	EWT Holdings III Corp
001	473	47030	4700	EE	2430	8/28/2015	\$ 6,661.35	McNeil Island Boatyard NPDES Compliance; Equip rental, CCS ater Filtration Equipment Rental	Gray & Osborne, Inc.
001	473	47030	4700	EE	2430	9/22/2015	\$ 8,613.84	McNeil Island Boatyard NPDES Compliance; Equip rental, CCS ater Filtration Equipment Rental	
001	473	47030	4700	EE	2430	10/26/2015	\$ 7,908.86	McNeil Island Boatyard NPDES Compliance; Equip rental, CCS ater Filtration Equipment Rental	
001	473	47027	4700	EA	2031	8/7/2015	\$ 295.59	These chemicals are used to test and calibrate the drinking water equipment and keep McNeil Island in compliance with the Department of Healths Drinking water	Hatch Company
001	473	47027	4700	EA	2031	8/7/2015	\$ 226.46		
001	473	47025	4700	EE	2430	9/1/2015	\$ 1,299.12	10' Line Extention, Changed 3 cut out doors, Replaced 2 flash Guard Cut outs.	Potelco, Inc.
001	473	47025	4700	EE	2430	10/2/2015	\$ 5,086.42	Repair Primary & Insert Bird Guards. Closed 3 cut outs.	Potelco, Inc.
001	473	47025	4700	EE	2430	10/16/2015	\$ 2,291.80	Patrol Line and Re-Fuse Cut Out.	
001	473	47025	4700	EE	2430	1/7/2016	\$ 1,491.18	Refuse Cut Out. Troubleshoot & replace lighting arrester & service pole.	
001	473	47025	4700	EE	2430	1/7/2016	\$ 3,597.38	Replace Pole. Refused cut out.	
001	473	47025	4700	EE	2430	1/7/2016	\$ 3,288.79	Replace Pole and transfer wire to new pole.	
001	473	47025	4700	EE	2430	9/8/2015	\$ 1,250.04	Complete work for repairs to fire supression system in warehouse to alter building status to operable. Add Accelerator- if needed	Simplex Grinnell LP
001	473	47025	4700	EE	2430	11/5/2015	\$ 2,089.14		
001	473	47024	4700	EZ	2930	8/10/2015	\$ 700.00	Cert #o178489 6/11/15 Gas Free Inspection. USCG regulations for M/V McNeil to ensure safety of workers in confined spaces.	US Bank Purchasing Card Program
001	473	47024	4700	EA	2031	8/11/2015	\$ 587.66	The following materials are needed to replace broken windows and seals on M/V McNeil while in dry dock.	
001	473	47024	4700	EZ	2920	8/14/2015	\$ 150.00	WDFW Hydraulic Permits. The McNeil Island boatyard requires a Hydraulics Permit to repair the marine railway.	
001	473	47024	4700	EE	2425	7/22/2015	\$ 2,751.85	Material needed to pipe the 30 year old M/V McNeil to meet USCG regulations.	W & O Supply Inc
001	473	47024	4700	EE	2425	7/23/2015	\$ 1,492.32		
							\$ 63,754.94	FM01 - FM06 Expenditures	

McNeil Island Stewardship Shortfall

FY2016 Non-Budgeted Expenditures
Stewardship Non-Budgeted Costs

Fund	Appn Index	Program Index	Org Index	Sub-Object	Sub Sub Obj	Processing Date	FY2016 Expenditures	Repairs and/or Maintenance of;	Vendor Name
001	473	47024	4700	EA	2031	3/15/2016	\$ 6,716.37	Equipment listed above, along with training that has been completed, should bring all Marine scaffolding work up to regulatory standards per the safety visit and L&I requirements. Replacement and additions to shipyard scaffolding to allow for full set-up when vessels are dry-docked and to bring full scaffolding set up to L&I standards. Items in line number 10-13 are to make one narrow rolling scaffold set up for building work. ALL MATERIALS SHOULD BE PURCHASED "USED"	Berg Equipment
001	473	47024	4700	EE	2425	2/10/2016	\$ 10,727.93	Services required to clean out tank of vessel which has not been done in many years to assess possible hull damage and implement service program for fuel to minimize the effects of microbial growth within fuel.	Clean Harbors Environmental Svcs
001	473	47024	4700	CF	1000	2/16/2016	\$ 12,591.95	Crandal Dry Dock Engineer's Inc inspection is to provide an overall assessment of McNeil Island Marine railway's current condition. Quote includes assessment only and travel expenses are to be absorbed by McNeil Island. Inspection will help determine safety of railway structure to haul out vessels for maintenance and repair as required by USCG and to assess the possibility of changing from wire to chain to alleviate the issue of constant replacement of wire which proves to be expensive.	Crandall Dry Dock Engineers, Inc.
001	473	47024	4700	EE	2430	5/25/2016	\$ 2,355.00	Electrical room repair due to water leakage. Device is also out of compliance.	JW Electric, Inc.
001	473	47024	4700	ER	2799	2/26/2016	\$ 2,500.00	Work performed is to determine if there is a replacement gearbox and motor assembly to fit existing winch. This is EVALUATION only and no guarantee that that one will be identified or be what is required to fix the issue. Study will determine and initiate search for current design gearbox/motor/brake that can replace existing discontinued components. Replacing the components is a less costly alternative to designing a new specific winch. Evaluation is vital as winch hauls vessels in and out for repair- failure of device due to mechanical issues could result in safety incident with staff on vessels at the time.	Ingersoll Rand Co.
001	473	47024	4700	EE	2425	6/17/2016	\$ 33,652.83	Gear box is essential to propelling and controlling the vessel. Damaged gear box was identified during haul out and found to have shavings inside. Repair is required in order to ensure the safety and durability of the vessel for usage. Images were provide along with the quote information.	Mill Log Marine, Inc.

McNeil Island Stewardship Shortfall

FY2016 Non-Budgeted Expenditures
Stewardship Non-Budgeted Costs

Fund	Appn Index	Program Index	Org Index	Sub-Object	Sub Sub Obj	Processing Date	FY2016 Expenditures	Repairs and/or Maintenance of;	Vendor Name
001	473	47024	4700	EE	2425	6/16/2016	\$ 25,041.66	Misalignment between the strut and shaft tube is causing unacceptable wear on cutlass bearings and shafts which are the primary form of vessel propulsion. This has the potential to cause a catastrophic failure while the vessel is in operation.	Stabbert Yacht and Ship, Inc.
001	473	47024	4700	EE	2430	6/21/2016	\$ 221.37	Use Tax for PO 310PO1604610: Electrical room repair due to water leakage. Device is also out of compliance.	DOR excise tax
001	473	47025	4700	EZ	2920	2/18/2016	\$ 40.75	Licensing for purchase of tilt deck trailers for McNeil Island	DOL Vehicle Licensing
001	473	47025	4700	EZ	2920	2/18/2016	\$ 40.75	Licensing for purchase of tilt deck trailers for McNeil Island	DOL Vehicle Licensing
001	473	47025	4700	EE	2425	3/24/2016	\$ 8,510.23	Needed to replace old failed unit and be compliant with Pierce County Fire Marshal. Also brings building into compliance with DOH, Cross Sectional Piping Program.	Knight Fire Protections, Inc.
001	473	47025	4700	JC	4055	5/17/2016	\$ 10,950.00	Truck is needed to replace our existing tanker with a failing engine, and will be used to deliver fuel to SCC and remote emergency generators as one of the requirements of the McNeil Island Stewardship Interagency Agreement. An island tanker truck is critical to DSHS and DOC for weekly island fuel resupply needs. This tanker truck was viewed and inspected by MIS diesel technician who indicates that the vehicle is in excellent condition with well maintained maintenance records and is a cost effective replacement suitable to the island needs.	Petrocard, Inc.
001	473	47025	4700	EE	2430	3/31/2016	\$ 13,653.12	Emergency repair to electrical line work that was damaged in two wind storms.	Potelco, Inc.
001	473	47025	4700	JA	4530	2/9/2016	\$ 8,000.00	Purchase of two tilt deck trailers for McNeil Island	DES State surplus
001	473	47026	4700	EE	2425	3/8/2016	\$ 8,544.66	Need pump rebuilt for the SCTF Lift Station to move raw sewage to Waste Water Treatment Plant.	Center Electric, Inc.
001	473	47027	4700	JB	1000	6/20/2016	\$ 9,775.74	Required for Water Filtration Plant. L2 Systems will provide and install the newest version of Factory Talk View Station. A new application will be created from the ground up. The following software will be provided, installed and configured: A) Factory Talk View Station. B)Kepware EX5-SM505. Price does not include tax. Installation is included.	L2 Systems, Inc.
001	473	47027	4700	EE	2425	5/9/2016	\$ 5,551.24	Emergency repair to plant flocculator. EMERGENCY WORK HAS BEEN COMPLETED	Streich Bros, Inc.
001	473	47027	4700	EZ	2920	12/18/2015	\$ 5,012.00	Prepare technical memorandum discussing the present condition of MICC water system. Outline strategy to address the issues noted, and identify recommended future tasks.	Gray & Osborne, Inc.

McNeil Island Stewardship Shortfall

FY2016 Non-Budgeted Expenditures
Stewardship Non-Budgeted Costs

Fund	Appn Index	Program Index	Org Index	Sub-Object	Sub Sub Obj	Processing Date	FY2016 Expenditures	Repairs and/or Maintenance of;	Vendor Name	
001	473	47029	4700	JK	5580	2/8/2016	\$ 900.00	Compliance study for the Butterworth Dam	Sprectra Laboratories, Inc.	
001	473	47029	4700	JK	5580	5/6/2016	\$ 3,173.31	Provide engineering services to address the ongoing issues with the Butterworth Dam water system.	Gray & Osborne, Inc.	
001	473	47029	4700	JK	5580	5/25/2016	\$ 14,469.54			
001	473	47029	4700	JK	5580	7/1/2016	\$ 9,023.35			
001	473	47030	4700	EE	2430	2/5/2016	\$ 25,152.34	McNeil Island Boatyard NPDES Compliance; Equip rental, CCS ater Filtration Equipment Rental	Gray & Osborne, Inc.	
001	473	47030	4700	EE	2430	3/4/2016	\$ 7,250.85			
001	473	47030	4700	EE	2430	4/12/2016	\$ 10,035.03			
001	473	47030	4700	EE	2430	5/6/2016	\$ 7,112.32			
001	473	47030	4700	EE	2430	7/1/2016	\$ 6,661.35			
							\$ 247,663.69			
FY2016 Total							\$ 311,418.63			

FM07 - FM12	Vendor Name
\$ 6,716.37	Berg Equipment
\$ 10,727.93	Clean Harbors Enviromental Svcs
\$ 12,591.95	Crandall Dry Dock Engineers Inc
\$ 2,355.00	Elsholz Joseph Charles Jr
\$ 2,500.00	Ingersoll Rand Company
\$ 33,652.83	Mill Log Marine Inc
\$ 25,041.66	Stabbert Yacht and Ship LLC
\$ 221.37	DOR Excise Tax
\$ 81.50	DOL Vehicle licensing
\$ 8,510.23	Knight Fire Protection Inc
\$ 10,950.00	Petrocard Inc
\$ 13,653.12	Potelco Inc
\$ 8,000.00	Des State Surplus
\$ 8,544.66	Center Electric Inc
\$ 9,775.74	L2 Systems Llc
\$ 5,551.24	Streich Bros Inc
\$ 87,890.09	Gray & Osborne Inc
\$ 900.00	Spectra Laboratories Llc
\$ 247,663.69	

FM01 - FM06	Vendor Name
4,171.67	Cochran
9,801.47	EWT Holdings III Corp
23,184.05	Gray & Osborne, Inc.
522.05	Hatch Company
17,054.69	Potelco, Inc.
3,339.18	Simplex Grinnell LP
1,437.66	US Bank Purchasing Card Program
4,244.17	W & O Supply Inc
\$ 63,754.94	

TRUE

Total FY2016	
(Without PI 47030 Clean Water Litigation as project is complete)	
\$ 4,171.67	47021 Stewardship Admin
\$ 99,488.94	47024 Marine
\$ 61,588.72	47025 Grounds & Maintenance
\$ 18,346.13	47026 Waste Water Treatment
\$ 20,861.03	47027 Water Distribution
\$ 27,566.20	47029 Stewardship EYC Reg Compliance
\$ 232,022.69	

ML – JN Telephone System Replacements

Point of Contact:

Tuekwe George (360) 725 - 8301

2017-19 BIENNIAL BUDGET

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	1.0	1.0	1.0	1.0
Fund 001-1	\$192,000	\$373,000	\$578,000	\$569,000
Total Cost	\$192,000	\$373,000	\$578,000	\$569,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 1.0 Full Time Equivalent (FTE) and \$565,000 in the 2017-19 biennium to continue strategic enterprise replacement of telephone systems at three (3) community field offices and to cover the new leases and ongoing costs to the Washington Technology Services (WaTech) for the Private Branching Exchange (PBX) and a centralized Voice over IP (VoIP) solution at the State Data Center for field offices and Community Justice Centers (CJC).

PROBLEM STATEMENT

The telephone systems being replaced are at least 10 years old and impact the safety and security of staff and offenders. Due to their age, they are no longer supported by the manufacturers under contract and only one (1) vendor provides any support – making repairs and locating parts almost impossible. The systems are experiencing voicemail outages and are at maximum capacity, frequently dropping incoming and outgoing calls.

The systems are subject to increasing failures which interrupt communications and impact staff safety. New features that enhance staff safety such as call recording, call logging, etc. are not available in the older unsustainable systems.

The DOC has reallocated costs paid for Non-Consolidated Technology Services (Non-CTS) PBX systems to fund CTS Shared/Managed Systems.

Telephone System Replacement Base Budget	FTE	Fund
FY2018	-	\$ 501,000
FY2019	-	\$ 501,000
Biennial Totals	-	\$ 1,002,000

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PROPOSED SOLUTION

The solution is to migrate systems to WaTech Shared/Managed Services. The DOC will move to a sustainable service by replacing the outdated technology with a Shared Services offering. The costs are paid on a monthly basis for the service. The Shared Services Vendor provides support and replacement of failed or failing equipment per the contract.

This is the best option as it provides a sustainable replacement lifecycle while supporting DOC partner, WaTech, in developing and providing telephone services as a shared service offering that meet the business requirements of DOC.

An additional ongoing 1.0 Information Technology Specialist 5 (ITS5) is needed to support these projects and due to increased workload for our community field offices.

The DOC attempted to provide a sustainable replacement lifecycle by using purchased telephone system equipment and was unsuccessful due to funding and resource constraints. Contracting for this service with a private vendor does not offer the same benefits of the WaTech Shared Services.

The 2017-19 biennium will be focused on implementing the WaTech Centralized PBX solution at 10 site locations to provide services to multiple field offices and CJC locations. Cost estimates are based on assumptions derived from recent upgrades. See Attachment 2 for detailed information by object, program, and activity.

FY2018:

- State Data Center
- Vancouver CJC

FY2019:

- Spokane Broadway
- Seattle CJC

FY2020:

- Coyote Ridge Corrections Center (CRCC)
- Tri-Cities Work Release (WR)

FY2021:

- Peninsula WR
- Ratcliff House WR
- RAP Lincoln WR
- Bishop Lewis WR

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EXPECTED RESULTS

This decision package aligns with Results Washington; specifically, Goal 4: Healthy and Safe Community – Safe People.

This request aligns with the following Results DOC Outcome Measure (OM), Supporting Processes (SP), and Operating Process (OP):

- OM08 - Sustainable Facilities
- SP07 – Improving Performance
- SP05 - Managing Finances
- OP01 - Ensuring Safe Environments

STAKEHOLDER IMPACT

The DOC has seen vast improvements in features which increase both staff and offender safety. One recently upgraded site had been experiencing bomb threats and the new features and support of WaTech were instrumental while working with Local Law Enforcement.

Stakeholders would include Teamsters, Federation, Law Enforcement and Community. For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement

ML – JN Telephone System Replacements

Point of Contact:
Tuekwe George (360) 725 - 8301

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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2017-19 IT Addendum

Point of Contact:
Tuekwe George (360) 725 - 8301

PL – JN Telephone System Replacements

Information Technology Items in this DP	FY2018	FY2019	FY2020	FY2021
1.0 - ITS5 & Start-up	\$103,000	\$98,000	\$98,000	\$98,000
Annual Recurring Costs	\$27,000	\$122,000	\$206,000	\$306,000
One-Time Costs	\$62,000	\$153,000	\$274,000	\$165,000
Total Cost	\$192,000	\$373,000	\$578,000	\$569,000

IDENTIFYING IT PROJECTS

- Does this package fund the development or acquisition of a new or enhanced software or hardware system of service?
Yes No
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See OCIO Policy 184 for definition.)
Yes No
- Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See OCIO Policy 121.)
Yes No

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: JN_Telephone System Replacements
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	1.0	1.0	1.0	1.0
Fund 001-1	192,000	373,000	578,000	569,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	1.0	1.0	1.0	1.0
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	1.0	1.0	1.0	1.0

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	104,000	99,000	99,000	99,000
200 - Correctional Operations	60,000	146,000	256,000	163,000
300 - Community Supervision	7,000	18,000	33,000	20,000
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	21,000	110,000	190,000	287,000
700 - Offender Change	-	-	-	-
Total	192,000	373,000	578,000	569,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	72,830	73,050	73,050	73,050
B - Employee Benefits	25,040	25,040	25,040	25,040
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	25,500	117,790	201,280	301,790
G - Travel	1,510	3,510	4,000	4,000
J - Capital Outlays	67,120	153,610	274,630	165,120
N - Grants, Benefits, and Client Services	-	-	-	-
Total	192,000	373,000	578,000	569,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	106,660	159,440	230,710	170,270
A002 - Core Administration	16,380	24,440	35,510	26,200
A003 - ISRB	-	-	-	-
A004 - Health Care Services	16,380	24,440	35,510	26,200
A006 - Payments to Other Agencies	21,000	110,000	190,000	287,000
A007 - Supervise Other Adults	28,310	49,790	79,170	54,090
A008 - Programs to Reduce Recidivism	3,270	4,890	7,100	5,240
Total	192,000	373,000	578,000	569,000

Decision Package (DP) Consultation Summary from WaTech
Agency Contact: Polly Reuther
Based on information included in your DP and gathered during the consultation and/or document review: The proposed project identifies PBX and site related services. An estimate for both is attached. Hosting the site services in WaTech’s existing shared PBX platform in the State Data Center (SDC Oly3) would bring DOC into compliance with RCW 43.105.375, maximize the use of the SDC, and leverage disaster recovery capability. If some technicality precluded this approach, an alternative estimate is also included. WaTech would be very pleased to earn DOC’s business, and to promote DOC’s operational success with a reliable and cost effective solution.
Planning ahead: WaTech anticipates IPv6 will become the state standard within two years. Agencies may wish to identify IPv6 support as a requirement for all IT projects including application development as well as acquisitions of IT equipment, software, and cloud services.

ONE TIME COSTS

Item	unit cost	Quantity	Total cost	responsibility	Notes
New PBX/ Voice Mail supporting 2400 users	\$ 160,000.00	1	\$ 160,000.00	WaTech	If Oly 3 cannot be employed as central platform (worst case scenario)
Telephones	\$ 350.00	2300	\$ 805,000.00	DOC	Generous estimate would include headset and installation cost
POE switches	\$ 8,000.00	84	\$ 672,000.00	DOC	May not be universally necessary
UPS supplied by the customer			Site dependent	DOC	May not be universally necessary
Circuits sharing	Site dependent		\$ 75,000.00	DOC	SWAG to cover NRC or TLAs required to convert Ethernet circuits

Estimated one time cost (DOC) \$ 1,552,000.00

**RECURRING
COSTS**

Item	unit cost	Quantity	Total cost	responsibility	Notes
Number of stations	\$ 40.00	2300	\$ 92,000.00	DOC	Local Dial Tone for only sites above 60 people, everyone else uses centralized dial tone with mobility
Voice Mail (90% of stations)	\$ 2.00	2070	\$ 4,140.00	DOC	May be closer to 80%, but erroring on high side
Estimated Monthly total			\$ 96,140.00		
Estimated Yearly Cost (12 Months)			\$ 1,153,680.00		

Year 1 (NRC plus 12 x Monthly)			\$ 2,705,680.00
Year 2 (12 x Monthly)	\$2,026,080		\$ 1,153,680.00
Total two year cost			\$ 3,859,360.00

ML – JP Vendor Rate Increases

2017-19 BIENNIAL BUDGET

Point of Contact:
Peter Campbell (360) 725 - 8838

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$8,358,000	\$8,358,000	\$8,358,000	\$8,358,000
Total Cost	\$8,358,000	\$8,358,000	\$8,358,000	\$8,358,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$16,716,000 in the 2017-19 biennium to increase vendor rates for: Chemical Dependency (CD) treatment services, contractor operated Work Release (WR) locations, Prisons' fire protection contracts, and Health Services (HS) nurse and medical staff contracts. Many of these rates have remained unchanged since 2007/2008 and DOC is at risk of losing contracts if funding is not received.

PROBLEM STATEMENT

The DOC uses a contract model to provide services for offenders including CD Treatment, WR operations, prisons' fire protection, and HS medical staff. While contracting saves on Full Time Equivalent (FTE) costs and utilizes program specialists in specific fields, DOC has no funding for contract increases.

The DOC follows the State contract bid process to select a provider at a competitive rate, and in most areas, DOC has maintained mutually beneficial relationships with the same vendor for many years. Over the past decade the State has faced increased costs of doing business due to economic trends and inflation, and as a byproduct, provided Cost of Living Increases (COLAs) and covered increased medical, dental, disability and Labor & Industries (L&I) rates for FTEs. The DOC vendors have faced the same obstacles but have had to absorb these costs within existing rates. While every business has a threshold of costs they can absorb, these vendors are unable to continue to provide a high quality of when DOC is paying rates that are nearly a decade old.

Community CD Drug Offender Sentencing Alternative (DOSA) & Inpatient Services

Since 2007 there have been no rate increases for vendors providing CD services to DOC involved offenders who are on supervision despite the growing costs for providing treatment to this vulnerable population. In addition, the integration of CD treatment as a Medicaid covered service became effective in April of 2016 and is offered through Behavioral Health Organizations (BHOs) who have established reimbursable rates by areas of the State. For illustration purpose, the comparison of DOC reimbursed rates to average reimbursed rates by BHOs are:

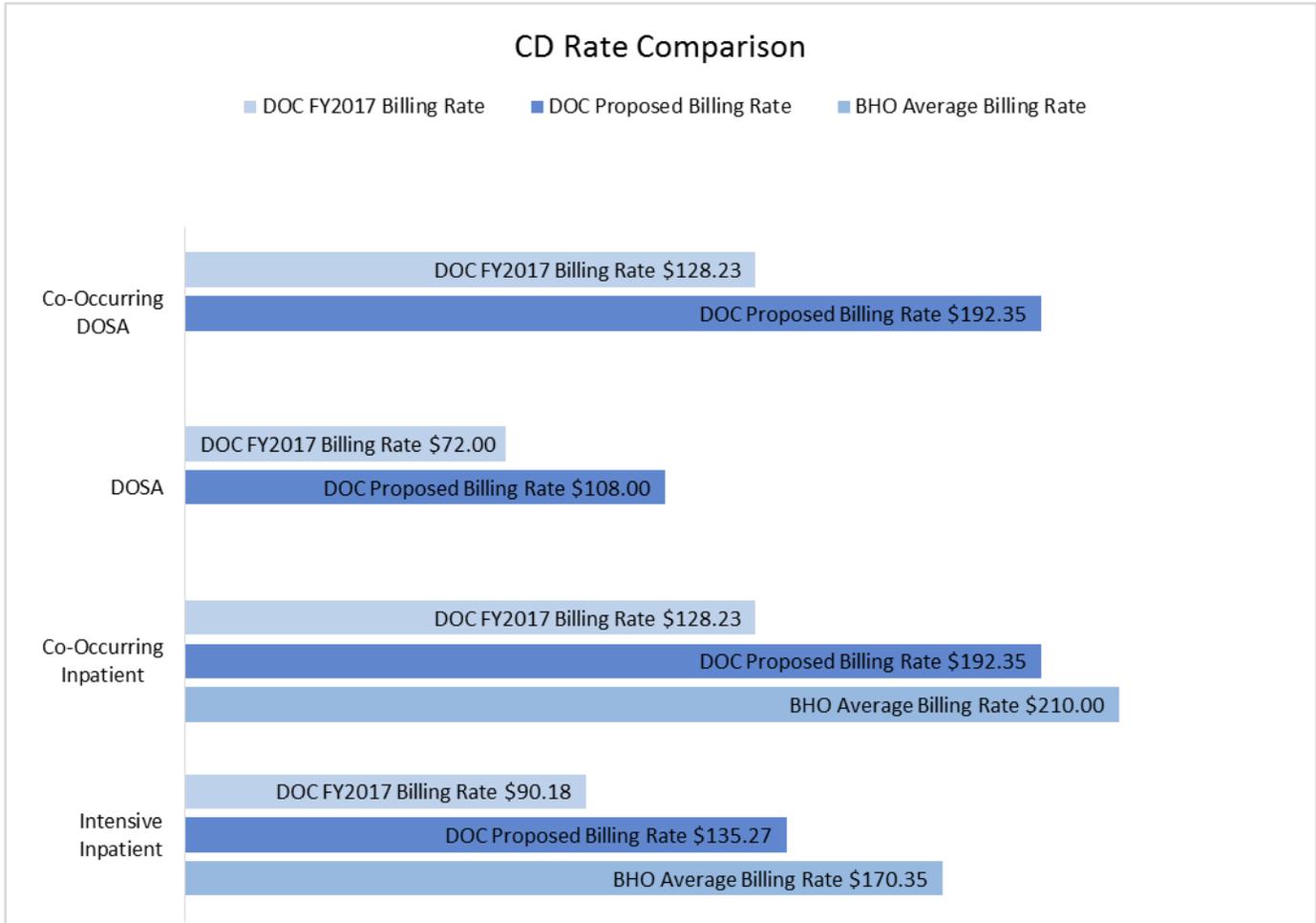
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- Inpatient Services: DOC reimburses \$90.18, BHOs reimburses \$170.35 (89% higher),
- Co-Occurring inpatient services: DOC reimburses \$128.23, BHOs reimburses \$210.00 (64% higher).



The reimbursable rate divide continues to expand and DOC’s existing vendors are expected to provide the exact same service to non-Medicaid eligible offenders, but for a fraction of the cost. The DOC is responsible to provide treatment to offenders regardless of Medicaid eligibility; it is critical DOC be able to pay vendors competitive rates to ensure the all offenders receive the quality and quantity of treatment they need.

Washington State is also experiencing a shortage of qualified CD Professionals (CDPs) to deliver care. These historically low reimbursement rates have contributed to grossly inadequate salaries resulting in the loss of CDP’s to other providers offering better salaries and benefits. The DOC’s ability to contract with professional vendors ensures high risk offenders are placed promptly in treatment, which subsequently decreases the utilization of jail and prison bed days. A rate increase will assist in continuing to apply proven and evidence based strategies to deal with the ongoing opioid crisis which leads to an increase in offenders who have co-occurring issues, criminal thinking errors and pose a threat to community safety.

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The DOC has maintained a contract with a community vendor since 2007 to provide services for offenders sentenced to the residential DOSA, Inpatient, and Co-Occurring Substance Use Disorders (SUD) treatment. Over the past decade, SUD's have progressed and resulted in an overdose crisis in Washington State and across the nation. More people died from drug overdoses in 2014 than in any year on record, and the majority of these deaths (more than six (6) out of ten) involved an opioid. This has quadrupled since 1999. Untreated SUD's directly affect the safety of our communities by leading to homelessness, joblessness, a disruption to the educational and developmental lives of children, family problems, mental health problems and death.

The DOC has a biennial base budget of \$24,241,410 for DOSA & Inpatient service contracts.

CD, DOSA & IIP Base Budget	FTE	Fund
FY2018	-	\$ 12,120,705
FY2019	-	\$ 12,120,705
Biennial Totals	-	\$ 24,241,410

WR Vendor Operated Facilities

The DOC maintains contractual relationships to operate 12 of 15 WR facilities. The DOC has long withstanding relationships with these vendors, some since 1979, but WR rates have mostly remained the same since 2008. Since the economy has changed drastically in the past eight (8) years, vendors have petitioned DOC for higher rates to give to their staff. The Washington residents who keep DOC WR facilities operating smoothly are dedicated employees, many of which who have an average length of employment with the vendor ranging from 13-20 years. However, they are not full time equivalents who automatically receive annual increases and COLAs instead, each year the vendor must stretch their contracted dollars to cover increase contributions for medical, dental, disability and L&I rates. In order to achieve the joint goal of serving the offender population of Washington State, vendors must be paid a rate that they can hire and retain dedicated members of the community without sacrificing the benefits of basic insurance for themselves and their families.

The DOC has a biennial base budget of \$19,458,814 for contract operated WRs.

Work Release Vendor Operated Facilities Base Budget	FTE	Fund
FY2018	-	\$ 9,729,407
FY2019	-	\$ 9,729,407
Biennial Totals	-	\$ 19,458,814

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Prisons Fire Protection Contracts

Pursuant to state and local laws (Revised Code of Washington 52.36.020, 52.08.030, 39.34, 72.09), DOC has multiple contracts with local districts to provide fire protection services. These are mandated services necessary to provide protection and safety to staff, offenders and state owned property. Due to annual property assessments and changing levy rates, nearly every DOC prison has seen an increase in these mandated contracts that has exceeded funded amounts.

The DOC has a biennial base budget of \$1,846,676 for fire protection contracts.

Prisons Fire Protection Base Budget	FTE	Fund
FY2018	-	\$ 923,338
FY2019	-	\$ 923,338
Biennial Totals	-	\$ 1,846,676

HS: Nurses and Medical Staff Contracts

In response to the national nursing shortage crisis, DOC has been forced to raise rates with vendors to keep qualified nursing professionals in facilities. As the crisis prolongs, vendors demand higher rates. In an effort to be a responsible stewards of state resources, the agency goes through the process of requests for proposals (RFPs) to receive competitive offers from multiple vendors. However, vendors continue to request higher rates across the board.

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HS Contracted Staff Rate Comparison

■ FY2016 Rate ■ FY2017 Rate

K10905	LPN	FY2016 Rate \$39.00 FY2017 Rate, \$49.35
K10905	RN	FY2016 Rate \$50.00 FY2017 Rate, \$62.06
K10904	LPN	FY2016 Rate \$35.00 FY2017 Rate, \$47.00
K10904	RN	FY2016 Rate \$47.00 FY2017 Rate, \$58.00
K10134	Psychiatrist	FY2016 Rate \$148.38 FY2017 Rate, \$210.00
K8155	Psychiatrist	FY2016 Rate \$160.00 FY2017 Rate, \$185.00
K10567	ARNP	FY2016 Rate \$100.00 FY2017 Rate, \$105.00

The DOC has a biennial base budget of \$11,032,088 for all HS clinical contracts, and has already seen raises in psychiatric, dental & nursing contracts during Fiscal Year (FY) 2016.

HSD Contractor Base Budget	FTE	Fund
FY2018	-	\$ 5,516,044
FY2019	-	\$ 5,516,044
Biennial Totals	-	\$ 11,032,088

PROPOSED SOLUTION

The DOC proposes to raise vendor rates for CD DOSA and Inpatient services, WR operations, fire protection and HS contract staffing. Many of these rates have remained unchanged since 2007/2008 and increased rates would enable DOC to pay rates that are competitive with the market so vendors can pay their employees fair

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wages, cover increased insurance costs, keep up with inflation and continue to provide quality services to offenders.

Proposed CD Solution

The DOC requests \$12,156,000 in the 2017-19 Biennium to increase Inpatient and DOSA community contract rates. The DOC is requesting to raise Inpatient, Co-Occurring Inpatient, DOSA and Co-Occurring DOSA rates.

Type of Treatment	DOC FY2017 Billing Rate	DOC Proposed Billing Rate	BHO Average Billing Rate
Intensive Inpatient	\$90.18	\$135.27	\$170.35
Co-Occurring Inpatient	\$128.23	\$192.35	\$210.00
DOSA	\$72.00	\$108.00	N/A
Co-Occurring DOSA	\$128.23	\$192.35	N/A

The increased reimbursement rate for services will ensure the providers of these services are able to offer comprehensive salaries and benefits to current and future employees. This will help the vendor retain qualified personnel including prescribing physicians, nurse practitioners, and psychiatrists to deliver services to this population and it will ensure non-Medicaid eligible offenders receive the same priority and level of treatment as Medicaid eligible offenders.

Costs were calculated based on increases to FY2016 rates as defined above, see Attachment 2 for detail by object, program and activity.

Proposed WR Solution

In order to maintain effective relationships with WR vendors and not take away service to the offender population they assist, DOC requests a 15% increase, or an additional \$2,920,000 in the 2017-19 Biennium. This increase will enable DOC WR vendors to help cover ever increasing medical and dental coverages, general liability insurance, maintenance, client services, and direct raises for their staff. The DOC relies on vendors to help operate 12 of 15 WR facilities. The vendors and their staff show dedication to DOC programs and offenders, and Washington State must be willing to return the investment if the same quality of service is expected year after year.

Costs were calculated as a 15% increase of the biennial base budget funding \$19,458,814, due to requests received from multiple WR vendors for rate increases. See Attachment 2 for detail by object, program and activity.

Proposed Prisons' Fire Protection Solution

The DOC requests \$52,000 in the 2017-19 Biennium for fire protection contracts. This will enable DOC to pay local counties to remain compliant in these mandatory obligations, and receive the protection necessary keep staff, offenders and state property safe.

The biennial base budget was built on FY2015 expenditures, but each DOC fire protection contract is negotiated annually based on levy rate and property assessed value. Costs were calculated by researching the increase to each contract amount since June of 2015, see Attachment 2 for detailed information by object, program and activity.

Proposed HS Solution

The DOC requests \$1,558,000 in the 2017-19 Biennium for HS staffing contracts. This will give DOC the ability to keep qualified nursing and medical staff in facilities and provide adequate medical attention to offenders in the State's custody.

Costs were calculated by comparing contract rates versus funding level. The biennial base budget was built on FY2015 expenditures, but vendors have demanded higher rates in FY2016. Due to the national nursing crisis, the DOC has been forced to comply in order to keep nurses in prisons. See Attachment 2 for detail for detailed information by object, program and activity.

EXPECTED RESULTS

Results Washington

This request aligns with Results Washington Goal 4: Healthy and Safe Community – Safe People and Worker Safety. Increasing CD and HS rates directly affect the wellbeing of offenders in DOC's care. Increasing fire protection contract amounts allows DOC to maintain compliance with state and local laws, and sustain worker safety.

Results DOC

This request supports DOC's key goals: Safer operations, positively changes offenders and effective partnerships. HS medical staff, CD treatment, fire protection and WR facilities are each unique areas reliant upon the relationships with vendors. Increasing rates would enable each area to continue their piece towards DOC's overall mission of improved public safety and vision of working together for safe communities.

This request aligns with the following Results DOC Outcome Measures (OM), and Operating Processes (OP):

- OM05 - Staff Safety
- OM06 - Offender Safety
- OM09 - Budget Compliance

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- OM12 - Successful Transition
- OM14 - Offender Employment
- OM15 - Recidivism
- OP01 - Ensuring Safe Environments
- OP03 - Providing Basic Needs
- OP06 - Release of Offenders

STAKEHOLDER IMPACT

The DOC involved offenders accessing CD services are located across Washington State and are referred by Washington State Superior Courts, DOC Community Corrections Officers, and Defense and Prosecuting Attorneys. Courts are utilizing DOSA more frequently thus reducing the need for increased prison beds because the individuals sentenced to DOSA are receiving more comprehensive and reentry services.

Funding the increases in fire protection contracts allows DOC to remain compliant in contracts with local governments' fire districts.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Stakeholder Impact Statement

ML – JP Vendor Rate Increases

Point of Contact:
Peter Campbell (360) 725 - 8838

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Agency: 310 - Department of Corrections
 Decision Package Code/Title: JP_Vendor Rate Increase
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	8,358,000	8,358,000	8,358,000	8,358,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	26,000	26,000	26,000	26,000
300 - Community Supervision	1,460,000	1,460,000	1,460,000	1,460,000
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	794,000	794,000	794,000	794,000
600 - Interagency Payments	-	-	-	-
700 - Offender Change	6,078,000	6,078,000	6,078,000	6,078,000
Total	8,358,000	8,358,000	8,358,000	8,358,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	26,000	26,000	26,000	26,000
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	8,332,000	8,332,000	8,332,000	8,332,000
Total	8,358,000	8,358,000	8,358,000	8,358,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	26,000	26,000	26,000	26,000
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	794,000	794,000	794,000	794,000
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	1,460,000	1,460,000	1,460,000	1,460,000
A008 - Programs to Reduce Recidivism	6,078,000	6,078,000	6,078,000	6,078,000
Total	8,358,000	8,358,000	8,358,000	8,358,000

ML – JQ Law Library Revenue Shortfall

2017-19 BIENNIAL BUDGET

Point of Contact:

Margaret Andreas (360) 725 - 8262

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	9.0	9.0	9.0	9.0
Fund 001-1	\$781,000	\$781,000	\$781,000	\$781,000
Total Cost	\$781,000	\$781,000	\$781,000	\$781,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 9.0 Full Time Equivalents (FTE) and \$1,562,000 in the 2017-19 biennium for funding to cover the cost of library staffing and law library operational costs so that offenders can have constitutional access to legal materials in our prisons.

PROBLEM STATEMENT

The Offender Betterment Fund (OBF) has insufficient funding due to a Federal Communication Commission (FCC) ruling, which has reduced the net phone commission and due to increased salary costs from the legislatively approved salary increases that aren't funded to OBF. If DOC uses the OBF to fund the law library operational costs there will be insufficient funds for other OBF purchases, including; family friendly events, special projects, general facility requests, and offender television systems/cable fees.

The DOC requests \$781,000 and 9.0 FTEs in Fiscal Year (FY) 2018 and \$781,000 and 9.0 FTEs in FY2019 to fund and meet constitutional access to legal materials by offenders that is not funded in our base General Fund State (GFS) budget. Currently DOC facility law libraries are funded out of the OBF. The net annual phone commission revenue has decreased significantly since the initial contract guaranteed DOC \$5,100,000 in Calendar Year (CY) 2006. In FY2014, the phone commission revenue decreased to \$4,778,500, and in FY2015, the revenue was reduced to \$4,028,400. In FY2016 the FCC reduced the rate cap from 0.14 to 0.11 per minute, this reduction left DOC with a projected net annual phone commission revenue of \$2,747,730. With a projected annual reduction of \$1,280,670 in phone commission revenue, DOC is asking for GFS dollars so offenders will continue to have access to law library materials.

The law libraries and library staff afford offenders the constitutional requirement of accessing the courts per the U.S. Supreme Court's decision (Bound v. Smith, 97 S. Ct. 1491, 52 L. Ed.2d 72) and DOC policy 590.500, Legal Access for Offenders. Due to the reduction to inter and intra state phone revenues, less funding is available. All branch library collections include general and specialized reference materials to assist offenders with legal research. Staff provide offenders with photocopies of library materials or printed pages from the Internet to fill reference and informational requests to assist offenders with legal research.

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GOALS

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PROPOSED SOLUTION

Due to the FCC ruling which will reduce the projected net annual phone commission by \$1,280,670, DOC is requesting GFS dollars to cover the law libraries at our prison facilities. Per DOC policy 590.500, all major facilities will have at least one (1) law library. This allows the offender access to a law library and/or the resources of a law library, providing assistance from staff trained in the law and access to legal service contractors. The law library contains relevant and up-to-date constitutional, statutory, and case materials, applicable state and federal court rules, and practices.

Costs are based on a projected reduction in the net annual commission paid to DOC. See Attachment 2-4 for detailed information by object, program, and activity.

Currently DOC has no GFS funding for offender law libraries.

OBF Base Budget	FTE	Fund
FY2018	-	\$ -
FY2019	-	\$ -
	▼	▼
Biennial Totals	-	\$ -

EXPECTED RESULTS

This request aligns with Results Washington; specifically, Goal 4: Healthy and Safe Community – Safe People and Worker Safety.

This request aligns with the following Results DOC Outcome Measures (OM) and Operating Process (OP):

- OM05 – Staff Safety
- OM06 – Offender Safety
- OP03 – Providing Basic Needs

STAKEHOLDER IMPACT

No changes would be required to existing statues, rules, or contracts, in order to implement this change. For more information regarding other important connections or impacts related to this proposal please see attachments 1-5.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

ML - JQ Law Library Revenue Shortfall

Point of Contact:
Margaret Andreas (360) 725 - 8262

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: JQ_Law Library Revenue Shortfall
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	9.0	9.0	9.0	9.0
Fund 001-1	781,000	781,000	781,000	781,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	9.0	9.0	9.0	9.0
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	9.0	9.0	9.0	9.0

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	781,000	781,000	781,000	781,000
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	781,000	781,000	781,000	781,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	421,000	421,000	421,000	421,000
B - Employee Benefits	181,000	181,000	181,000	181,000
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	179,000	179,000	179,000	179,000
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	781,000	781,000	781,000	781,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	781,000	781,000	781,000	781,000
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	781,000	781,000	781,000	781,000

Estimated Annual Law Library Costs by Facility

	AHCC	CBCC	CRCC	SCCC	MCC	WCC	WCCW	WSP	Total
FTEs	1.0	1.0	1.0	-	2.0	1.0	1.0	2.0	9.0
Salaries and Benefits	56,639	56,639	78,256	-	130,816	78,256	76,659	124,571	601,835
Electronic Subscriptions	19,573	19,573	19,573	19,573	19,573	19,573	19,573	19,573	156,582
PC Lease Costs	1,850	1,110	1,850	1,850	2,222	740	1,110	2,961	13,693
WA Practice Series Publications	1,006	1,006	1,006	1,006	1,006	1,006	1,006	1,006	8,051
Server Back-up									
WA State Yearbook	62	62	62	62	62	62	62	62	494
Attorney Red Book									
Addl Sets									
Black's Law Dictionaries									
Nutshell Sets									
Total	79,130	78,390	100,747	22,491	153,679	99,637	98,410	148,173	780,656

TRUE

Average Annual Facility Cost \$ 97,582

Notes:

37 Leased PC's are funded by OBF, the rest are covered from operating.

There are three (3) separate legal libraries at MCC and two (2) at WSP.

A Library & Archival Professional position is shared between WCC and SCCC.

Law library expenditures are centralized in the HQ OBF.

Staff costs per facility are based on statewide average.

DOC owned PCs are replaced with leased PCs as they reach the end of their useful life. This projected cost is prorated.

17-19- OBF Revenue Shortfall - Law Library

List of Recurring (annually) Expenses Associated with Department of Correction Law Library Program:

ITEM	FY2016	FY2017	FY2018	FY2019	2017-19
Nine (9.0) FTE for Law Libraries	\$601,835	\$601,835	\$601,835	\$601,835	\$1,203,671
Electronic Subscriptions (Premise Drives, updates, & Behind the Desk)	\$156,582	\$156,582	\$156,582	\$156,582	\$313,164
PC Lease Costs - currently 37 PC's (\$30.84 Per PC)	\$13,693	\$13,693	\$13,693	\$13,693	\$27,386
Server Back Up (8 facilities)	\$0	\$0	\$0	\$0	\$0
Hard Copy Materials:					
WA State Yearbook	\$0	\$494	\$495	\$495	\$990
Attorney Red Book	\$0	\$0	\$0	\$0	\$0
3 Add'l Sets of Books (WSP & MCC), the Westlaw contract has an annual increase of 5% beginning next year - January 2015	\$0	\$0	\$0	\$0	\$0
Black Law Dictionaries	\$0	\$0	\$0	\$0	\$0
3 Add'l Sets of Nutshell Books (WSP & MCC)	\$0	\$0	\$0	\$0	\$0
Law Library JAWS License ADA -One time PO	\$13,108				
Washington Practice Series Publications	\$8,052	\$8,052	\$8,052	\$8,052	\$16,104
TOTAL	\$793,270	\$780,656	\$780,657	\$780,657	\$1,561,315
		\$781,000	\$781,000	\$781,000	\$1,561,000

Object Rollup	
Object A	421,044
Object B	180,791
Object E	178,821
Total	780,656

ML - JR Tenant Improvements

2017-19 BIENNIAL BUDGET

Point of Contact:
Sandra Leigh (360) 725 - 8372

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$91,000	\$0	\$0	\$0
Total Cost	\$91,000	\$0	\$0	\$0

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$91,000 in the 2017-19 biennium for one-time tenant improvement costs that will occur and impact DOC in the next two (2) Fiscal Years (FY) that exceed our carry forward level base funding.

PROBLEM STATEMENT

The DOC is dedicated to providing needs for the community and offenders. Due to caseload changes we have experienced and anticipate additional staff growth demand in the next biennium that is directly related to the need for increased community supervision. The DOC needs to ensure that we have a presence in the field where we currently lease facilities with adequate office space to not only provide confidentiality but also guarantee security for our staff and offenders.

In order to have effective and efficient workspace for all clients, DOC needs to make essential tenant improvements at the Ephrata office.

Please see the State of Washington Office of Financial Management 2017-23 Six Year Facilities Plan for further details on DOC's Six Year Facility Plan.

If this package is not funded, DOC will have to absorb these increases, possibly resulting in overspending of General Fund-State (GF-S) dollars and potential facility closures when contracts expire.

There is no base budget for the one-time tenant improvement costs and subsequent lease rate increases that will occur once the expansion of lease space is complete.

PROPOSED SOLUTION

The DOC is requesting \$92,000 in FY2018 for the Ephrata field office for one-time tenant improvement costs. Funding will meet the projected caseload and staff growth in this area to maintain core business and correctional operations. Funding for the increased expansion lease costs will provide essential programming

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GOALS

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space resulting in DOC's ability to maintain the current level of services to offenders in the communities while implementing Chapter 6, Laws of 2012, relating to Revised Code of Washington (RCW) rule 9.94A, providing for treatment-based interventions.

EXPECTED RESULTS

This decision package reflects the facility infrastructure needed to support the Results Washington's Goal 4: Healthy and Safe Communities, the goal topic of Safe People. Specifically needed to realize the measures:

2.3 - Decrease rate of return to institutions for offenders.

2.3. a - Increase the percentage of adult offenders complying with their conditions of supervision or case plan.

2.3. d - Increase the percentage of adult offenders who are employed post-release.

The DOC is dedicated in providing adequate resources to improve the lives of offenders once they leave DOC custody which directly affects safety in the community.

This request aligns with the following Results DOC Outcome Measures (OM), and Operating Process (OP):

- OM11 - Case Plan Compliance
- OM12 - Successful Transition
- OM13 - Offender Accomplishments
- OP07 – Managing Offenders in the Community

In addition, funding will ensure that offenders are supervised in appropriate facilities which results in safer communities.

STAKEHOLDER IMPACT

No changes would be required to existing statutes, rules, or contracts, in order to implement this change.

Stakeholders that may be impacted are the law enforcement and communities where we have field office locations.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Stakeholder Impact Statement

ML - JR Tenant Improvements

Point of Contact:
Sandra Leigh (360) 725 - 8372

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: JR_Tenant Improvements
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	91,000	-	-	-

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	91,000	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	91,000	-	-	-

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	91,000	-	-	-
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	91,000	-	-	-

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	91,000	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	91,000	-	-	-

Department of Corrections Tenant Improvement Costs for Community Leased Facilities

ACTION	LEASE #	STREET ADDRESS	CITY	SPACE TYPE	ESTIMATED SQUARE FEET AFTER IMPROVEMENTS	SERVICES INCLUDED IN THE LEASE	DATE OF OCCUPANCY	REQUESTED ONE-TIME COSTS IN FY2018	NOTES/ ASSUMPTIONS
Expansion	SRL 12-0035 & DEL 15-0058	229 1st Ave NW	Ephrata	Office	4,902	Full Service	11/1/2017	\$91,000	Adds 1,155 Sq Ft.
Total Expansion Funding Request								\$91,000	

ML - JS Relocation Costs

2017-19 BIENNIAL BUDGET

Point of Contact:
Sandra Leigh (360) 725 - 8372

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$532,000	\$2,099,000	\$1,090,000	\$1,090,000
Total Cost	\$532,000	\$2,099,000	\$1,090,000	\$1,090,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$2,631,000 in the 2017-19 biennium for one-time relocation costs and contractual lease rate adjustments that will occur and impact DOC in the next two (2) Fiscal Years (FY) that exceed our carry forward level base funding.

PROBLEM STATEMENT

The DOC is dedicated to providing needs for the community and offenders. Due to caseload changes DOC is experiencing and are expected to experience staff growth in the next biennium due to the need for increased community supervision. In order to have effective and efficient workspaces for all clients, DOC needs to ensure that we have a presence in the areas where we anticipate caseload growth.

In order to improve service delivery for clients, DOC needs to acquire adequate space for both group meeting rooms and programming space.

Please see the State of Washington Office of Financial Management 2018-23 Six Year Facilities Plan for further details on DOC's Six Year Facility Plan.

If this package is not funded, DOC will have to absorb these increases, possibly resulting in overspending of General Fund-State (GF-S) dollars and potential facility closures when contracts expire.

There is no base budget for the one-time relocation costs and subsequent lease rate increases that will occur once the new offices are occupied.

PROPOSED SOLUTION

The DOC is requesting \$532,000 in FY2018 and \$2,099,000 FY2019 for five (5) facility relocations which are the Marysville, Okanogan, Lakewood, Olympia, and Headquarters Satellite field offices and four (4) new site occupancies in the Wenatchee, Federal Way/SeaTac, Richland, and Headquarters Satellite offices for one-time relocation costs and lease rate increases that will occur once the offices are occupied.

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Funding will meet the projected caseload and staff growth in these areas to maintain core business and correctional operations. Funding for the increased expansion lease costs and additional programming space will allow DOC to maintain the current level of services to offenders in the communities while implementing Chapter 6, Laws of 2012, relating to Revised Code of Washington (RCW) rule 9.94A, providing for treatment-based interventions.

In addition, funding will ensure that offenders are supervised in adequate facilities for our business needs, which results in safer communities.

EXPECTED RESULTS

This decision package reflects the facility infrastructure needed to support the Results Washington's Goal 4: Healthy and Safe Communities, the goal topic of Safe People. Specifically needed to realize the measures:

2.3 - Decrease rate of return to institutions for offenders.

2.3. a - Increase the percentage of adult offenders complying with their conditions of supervision or case plan.

2.3. d - Increase the percentage of adult offenders who are employed post-release.

The DOC is dedicated to providing adequate resources to improve the lives of offenders once they leave DOC custody that directly affects the safety in the community.

This request aligns with the following Results DOC Outcome Measures (OM), and Operating Process (OP):

- OM11 - Case Plan Compliance
- OM12 - Successful Transition
- OM13 - Offender Accomplishments
- OP07 – Managing Offenders in the Community

STAKEHOLDER IMPACT

No changes would be required to existing statutes, rules, or contracts, in order to implement this change.

Stakeholders that may be impacted are the law enforcement and communities where we have field office locations.

For more information, regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Stakeholder Impact Statement

ML - JS Relocation Costs

Point of Contact:
Sandra Leigh (360) 725 - 8372

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Agency: 310 - Department of Corrections
 Decision Package Code/Title: JS_Relocation Costs
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	532,000	2,099,000	-	-

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	532,000	2,099,000	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	532,000	2,099,000	-	-

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	532,000	2,099,000	-	-
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	532,000	2,099,000	-	-

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	532,000	2,099,000	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	532,000	2,099,000	-	-

Department of Corrections Relocation Costs for Community Leased Facilities

ACTION	LEASE #	STREET ADDRESS	CITY	SPACE TYPE	ESTIMATED SQUARE FEET AFTER IMPROVEMENTS	SERVICES INCLUDED IN THE LEASE	DATE OF OCCUPANCY	REQUESTED ONE-TIME COSTS FY2018	REQUESTED ONE-TIME COSTS FY2019	TOTAL ONE-TIME COSTS	NOTES/ ASSUMPTIONS
Relocation	SRL 13-0162	1801 Grove St.	Marysville	Office	6,000	Full-Service	7/1/2017	\$219,853		\$219,853	Adds 1,786 Sq. Ft.
Relocation	SRL 14-0108	238 West Oak St.	Okanogan	Office	2,450	Full-Service	7/1/2017	\$72,889		\$72,889	Adds 986 Sq. Ft.
Relocation	SRL 13-0044	10918 Bridgeport Way	Lakewood	Office	7,200	Full-Service	6/1/2018	\$239,022		\$239,022	Adds 2,940 Sq. Ft.
Relocation	SRL 16-0049	3700 Martin Way E.	Olympia	Office	12,000	Full-Service	7/1/2018		\$410,419	\$410,419	Adds 6,100 Sq. Ft.
Relocation	SRL 09-0068	4522 Pacific Ave.	Lacey	Office	25,497	Full-Service	2/1/2019		\$497,807	\$497,807	Adds 6,681 Sq. Ft.
New Site	N/A	N/A	Wenatchee	Office	4,550	Full-Service	7/1/2018		\$135,350	\$135,350	Adds 4,550 Sq Ft.
New Site	N/A	N/A	Federal Way/Seatac	Office	6,000	Full-Service	9/1/2018		\$218,525	\$218,525	Adds 6,000 Sq Ft.
New Site	N/A	N/A	Richland	Office	6,000	Full-Service	9/30/2018		\$216,980	\$216,980	Adds 6,000 Sq Ft.
New Site	N/A	N/A	Thurston Co.	Office	11,396	Full-Service	9/1/2018		\$619,804	\$619,804	Request for permanent lease space adding 11,396 Sq. Ft.
Total Expansion Funding Request								\$532,000	\$2,099,000	\$2,631,000	

ML - JT OMNI Operations Support

2017-19 BIENNIAL BUDGET

Point of Contact:
Sandra Leigh (360) 725 - 8372

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	1.0	1.0	1.0	1.0
Fund 001-1	\$118,000	\$112,000	\$112,000	\$112,000
Total Cost	\$118,000	\$112,000	\$112,000	\$112,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 1.0 Full Time Equivalent (FTE) and \$230,000 in the 2017-19 biennium to support the ongoing maintenance and operations of the new software developments from our Advance Corrections Initiative (ACI) project that is underway.

PROBLEM STATEMENT

The number of Offender Management Network Information (OMNI) System applications will increase when the ACI project is completed. The increase in applications due to ACI requires Information Technology (IT) support and maintenance to keep operations running efficiently.

The DOC is mandated by the legislature to utilize a risk/needs responsivity model that is based on scientific research that proves as best practice to reduce recidivism. The DOC's current model and tools do not allow measurement of positive offender change over time leading to inefficient and ineffective allocation of interventions and resources.

During the 2015-17 biennium, the ACI project received \$1.9 million through the Information Technology Investment Revolving Account (IT Tech Pool) to develop a Fourth Generation dynamic tool; capable of updating case plans by integrating the unique changes, activities and progress each offender may have while under DOC supervision.

The ACI project encompasses the development of an Offender Case Plan (OCP), which will allow easy interface with all safety, behavioral, accountability and programmatic information to each individual case. The current tools scheduled for upgrade include:

- ✓ Static Risk Assessment
- ✓ Offender Needs Assessment
- ✓ Criminal Conviction Record
- ✓ Offender Case Plan

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PROPOSED SOLUTION

In order to support the advanced OMNI applications, DOC is requesting 1.0 It Specialist 5 (ITS) and \$118,000 in Fiscal Year (FY) 2018 and 1.0 ITS5 and \$112,000 and in FY2019.

Currently the projected scheduled date for completion of the ACI project is June of 2017. At that time, DOC is requesting 1.0 ITS5 to adequately support the ongoing maintenance of the new applications that will be deployed.

Cost estimates are based on the following:

- ITS5 job class are range 66. One-time funding of \$5,000 for startup costs (i.e. desk, chair) is requested in FY2018.
- Ongoing costs total \$112,000 and 1.0 FTE each FY.

See attachments 2 and 3 for detailed information on object, program, and activity.

EXPECTED RESULTS

The ACI applications will enable DOC to apply evidence-based offender management practices with a dynamic and more robust assessment tool, thus impacting offender recidivism and improving public safety. Funding for the 1.0 ITS5 will provide timely and quality support to the ACI applications when required.

This package is essential to DOC's strategic plan by Improving Safety, Changing Offender Behavior, Improving Core Business Practices, and Focusing on the Workforce.

This request also aligns with Result's Washington Goals 4: Healthy and Safe Community-Safe People by increasing safety for DOC staff and citizens in the community.

This request is essential to the following Results DOC Key Goal "Promoting Positive Change."

This request aligns with the following Results DOC Outcome Measure (OM), Supporting Process (SP), and Operating Process (OP):

- OM15 - Recidivism
- SP06 - Managing Information
- OP02 - Assessing Offenders

STAKEHOLDER IMPACT

No changes would be required to existing statutes, rules, or contracts, in order to implement this change.

For more information, regarding other important connections or impacts related to this proposal, please see Attachment 1.

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IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement

ML - JT OMNI Operations Support

Point of Contact:
Sandra Leigh (360) 725 - 8372

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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2017-19 IT Addendum

Point of Contact:
Sarian Leigh (360) 725 - 8372

ML – JT OMNI Operations Support

Information Technology Items in this DP	FY2018	FY2019	FY2020	FY2021
1.0 - ITS5	\$118,000	\$112,000	\$112,000	\$112,000
Total Cost	\$118,000	\$112,000	\$112,000	\$112,000

IDENTIFYING IT PROJECTS

- Does this package fund the development or acquisition of a new or enhanced software or hardware system of service?
Yes No
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See OCIO Policy 184 for definition.)
Yes No
- Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See OCIO Policy 121.)
Yes No

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GOALS

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Agency: 310 - Department of Corrections
Decision Package Code/Title: JT_OMNI Operations Support
Budget Period: 2017-19
Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	1.0	1.0	1.0	1.0
Fund 001-1	118,000	112,000	112,000	112,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	1.0	1.0	1.0	1.0
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	1.0	1.0	1.0	1.0

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	118,000	112,000	112,000	112,000
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	118,000	112,000	112,000	112,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	82,800	82,800	82,800	82,800
B - Employee Benefits	26,800	26,800	26,800	26,800
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	2,250	1,530	1,530	1,530
G - Travel	1,000	770	770	770
J - Capital Outlays	5,150	100	100	100
N - Grants, Benefits, and Client Services	-	-	-	-
Total	118,000	112,000	112,000	112,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	118,000	112,000	112,000	112,000
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	118,000	112,000	112,000	112,000

ML-JS: OMNI Operations Support

Fiscal Year	Job Class Code	Working Title	Range	Step	Program	Annual Salary	Annual Benefits	Total Annual Salaries & Benefits	Goods and Services Ongoing Costs	Goods and Services One-Time Costs	Travel Ongoing Costs	Capital Outlays Ongoing Costs	Capital Outlays One-Time Costs	Grand Total
2018	479M	IT Specialist 5	66	L	100	\$ 82,728	\$ 26,784	\$ 109,512	\$ 1,955	\$ 272	\$ 770	\$ 126	\$ 5,000	\$ 117,635
2019	479M	IT Specialist 5	66	L	100	\$ 82,728	\$ 26,784	\$ 109,512	\$ 1,955		\$ 770	\$ 126		\$ 112,363
Total 2017-19 Funding Need						\$ 165,456	\$ 53,569	\$ 219,025	\$ 3,910		\$ 1,540	\$ 252		\$ 229,999

1. Salary calculations pulled from the Salary Projection System.

ML – JU Regulatory Compliance

2017-19 BIENNIAL BUDGET

Point of Contact:
Eric Johnson (360) 725-8268

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$430,000	\$170,000	\$0	\$0
Total Cost	\$430,000	\$170,000	\$0	\$0

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$600,000 in the 2017-19 biennium to comply with regulatory requirements governed by other state agencies, local municipalities, and the federal government.

PROBLEM STATEMENT

The DOC requires funding in the 2017-19 biennium to complete a hazardous waste site cleanup project and to hire consultants to draft plans and procedures necessary to be in compliance with state and federal regulatory requirements. The individual projects are outlined below.

Washington State Penitentiary (WSP) Groundwater Cleanup Action: \$300,000 in FY2018

This groundwater cleanup project is required by the Department of Ecology (DOE) to protect the environment and comply with the statutory requirements of Revised Code of Washington (RCW) 70.105D which deals with remedial actions and cleanup efforts for toxic waste sites.

Due to contaminated soils caused by historical waste dumping practices, WSP is on a list of Hazardous Waste sites managed by DOE. The Model Toxics Control Act (MTCA) requires that persons responsible for toxic wastes in the soil and groundwater take steps to contain and remove the contamination.

The DOC has been working with DOE over the last seven (7) years to define the extent of the contamination and identify steps to address the problems. The DOC received funding in the 2009-11 and 2011-13 biennia to perform a Remedial Action /Feasibility Study (RIFS). The RIFS was completed and submitted to DOE in December, 2012.

In January 2016, as required under the Agreed Order No. 6200 between DOE and DOC, DOE issued the Draft Cleanup Action Plan (CAP) for the WSP Groundwater Cleanup Site. This plan identifies four (4) cleanup alternatives for WSP, and Alternative 4 is the option which Ecology is requiring DOC to meet (attachment 2A). According to the CAP, Alternative 4 meets the threshold requirements which Ecology is requiring. The total cost to complete this alternative was estimated by Ecology to be \$974,000 (attachment 2B).

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The DOC received \$400,000 for this project under Regulatory Compliance in the 2015-17 biennium (\$100,000 in Fiscal Year (FY) 2016 and \$300,000 in FY2017). The 2015-17 funds are being used to begin the required cleanup activities including constructing a cap over the hazardous waste site. The 2017-19 request is for the additional funds needed to complete the project as now prescribed by DOE in the January 2016 CAP. The work will include finishing the cap and removing all the monitoring wells that were installed as part of the RIFS. The DOC is using some WSP maintenance staff in order to reduce a portion of the project costs.

According to RCW 70.105D, willful violations of Hazardous Waste requirements can result in penalties up to \$25,000 for each day the party refuses to comply. Additionally, if DOE steps in and takes over the cleanup they can recover their costs up to three (3) times the amount they paid. Enforcement actions are outlined in RCW 70.105D.050 and specifically state:

“(1) Any liable person, or prospective purchaser who has entered into an agreed order under RCW 70.105D.040 (6), who refuses, without sufficient cause, to comply with an order or agreed order of the director is liable in an action brought by the attorney general for:

(a) Up to three times the amount of any costs incurred by the state as a result of the party's refusal to comply; and

(b) A civil penalty of up to twenty-five thousand dollars for each day the party refuses to comply.

The treble damages and civil penalty under this subsection apply to all recovery actions filed on or after March 1, 1989.”

McNeil Island Water System - \$90,000 in FY2018

The water system on McNeil Island and Butterworth Dam have been suffering from lack of adequate maintenance. The DOC and the Department of Social and Health Services (DSHS) are facing a failure of the water system and a potential catastrophic failure of the dam at Butterworth Reservoir if adequate funding is not received to repair and retrofit this infrastructure. This request is for funds to perform the actions required by the DOE and the Department of Health (DOH), including:

- a water system Failure Response Plan for McNeil Island
- an engineering and hydrogeological study to identify new water source of drinking water
- a Butterworth Dam Investigation and stability and engineering analysis
- a water distribution system evaluation

DSHS is responsible for submitting requests for Capital projects on McNeil Island, and long term fixes will be requested in a future DSHS Capital budget request.

In October 2014, the DOH, Office of Drinking Water conducted a sanitary survey of the drinking water facility on McNeil Island, which provides potable water to all the residents and staff at the Special Commitment Center (SCC) as well as all other staff working on McNeil Island. The survey resulted in several violations for non-compliance with the water quality standards in the public water system regulations (WAC 246-290-025, -310 and Title 40 CFR 141.64 and -620). The DOH issued a Notice of Violation (NOV) on January 2, 2015 requiring DOC and DSHS to take specific actions to bring the water treatment plant back into compliance.

In March 2015, DOH visited McNeil Island's water system and made the observation that the water treatment plant at McNeil Island is at the end of its useful life and is vulnerable to treatment and equipment failures, which could result in water shortages and water quality violations. They suggested that DSHS and DOC begin to consider an alternative source of water for the island. On October 7th, 2015, DOH issued an Agreed Notice of Correction (ANOC) for the compliance violations with the Drinking Water Regulations on McNeil Island, which included identifying future alternatives for the water supply on McNeil Island.

One-time funding is needed to hire consultants to perform the analysis and planning required by DOE and DOH. The work would include the following:

- a water system Failure Response Plan for McNeil Island - \$10,000
- an engineering and hydrogeological study to identify a new water source – \$30,000
- a Butterworth Dam investigation - \$40,000
- a water distribution system evaluation - \$10,000

If these problems are not addressed and funding is not provided to either locate an alternate source of water or make the necessary repairs to the water system infrastructure, then DOC, DSHS and the State of Washington would be in violation of its own state laws and regulations. Eventually the water system would fail beyond the means of repairs under its current funding and maintenance levels, and clean potable water would not be available to the island residents and staff. McNeil Island would then be facing the more costly solution of providing emergency bottled drinking water to island residents and staff until the water system is repaired to meet current drinking water standards.

Water System Plan Updates - \$80,000 in FY2019

The DOC has been operating public water systems without a current Water System Plan since 2012. According to Washington State DOH regulations under Washington Administrative Code (WAC) 246-290 (Group A public Water Supplies) DOC must develop and maintain a Statewide Water System Plan and Statewide Water System Operations and Maintenance Plan. The DOC owns and/or operates eight (8) Group A Community Public Water Systems and are subject to the associated water system planning regulations. In addition, consistency and coordination with local city and county planning efforts is expected as outlined in WAC 246-290-100 (4)(a)(iii)

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and the Municipal Water Law – Efficiency Requirements Act (2E2SH1338 Chapter 5 Laws of 2003). This Coordination is mandatory for three (3) DOC systems located in counties where Critical Water Supply Service areas have been defined. Failure to meet these regulations could result in non-compliance penalties. The DOC does not have the staff resources to complete this work and funding is required to hire a consultant to develop the water system plan.

Pollution Prevention Plan for Washington Corrections Center (WCC) and Monroe Correctional Complex (MCC) - \$40,000 in FY2018

In January 2016, WCC in Shelton, Washington was designated as a large quantity generator and MCC has always been a medium quantity generator based on the amount of hazardous waste each facility produced and disposed in FY2016. Based upon the annual disposal rates of hazardous wastes, these facilities are required to meet many additional dangerous waste regulations that are not required of small quantity generators. WAC 173-303-200 & WAC 173-307 requires medium and large quantity generators of dangerous waste to prepare a written plan and develop a program to minimize hazardous waste volume and toxicity and submit this plan to the DOE. Non-compliance of these regulations could result in fines up to \$10,000 per day. RCW 90.48.140 describes the penalty for non-compliance as follows:

“Any person found guilty of willfully violating any of the provisions of this chapter or chapter 90.56 RCW, or any final written orders or directive of the department or a court in pursuance thereof is guilty of a gross misdemeanor, and upon conviction thereof shall be punished by a fine of up to ten thousand dollars and costs of prosecution, or by imprisonment in the county jail for up to three hundred sixty-four days, or by both such fine and imprisonment in the discretion of the court. Each day upon which a willful violation of the provisions of this chapter or chapter 90.56 RCW occurs may be deemed a separate and additional violation.”

The DOC does not have the staff resources to complete this work and funding is required to hire a consultant to draft the plan and develop the hazardous waste reduction program.

Storm Water and Wastewater map facility maps - \$90,000 in FY2019:

The DOC is regulated under the National Pollutant Discharge Elimination System (NPDES) General Permit and State Waste Discharge General Permit for storm-water discharges from Small Municipal Separate Storm Sewers. The laws requiring these permits are the Federal Water Pollution Control Act (Clean Water Act of 1970) and the Washington Water Pollution Control Law RCW 90 .48. Section S6.D3c of the NPDES Phase II Municipal Storm-water Permit requires DOC to "Maintain a storm sewer system map showing the location of all known storm drain outfalls and discharge points, labeling the receiving water and delineating the areas contributing runoff to each outfall and discharge point." (See attachment 3)

The DOC's current maps, which were drawn in 2004, are out of date and inaccurate and should be updated every six (6) years. Failure to maintain accurate and up-to-date storm-water maps of our facilities is a permit

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violation and is enforceable by the DOE. Failure to comply with these regulations may result in fines up to \$10,000 per day. RCW 90.48.140 describes the penalty for non-compliance as follows:

“Any person found guilty of willfully violating any of the provisions of this chapter or chapter 90.56 RCW, or any final written orders or directive of the department or a court in pursuance thereof is guilty of a gross misdemeanor, and upon conviction thereof shall be punished by a fine of up to ten thousand dollars and costs of prosecution, or by imprisonment in the county jail for up to three hundred sixty-four days, or by both such fine and imprisonment in the discretion of the court. Each day upon which a willful violation of the provisions of this chapter or chapter 90.56 RCW occurs may be deemed a separate and additional violation.”

The DOC does not have the staff resources to complete this work and funding is required to hire a consultant to prepare the maps showing storm sewer systems with location of water source and discharge points.

PROPOSED SOLUTION

The proposed solution is to provide funding for DOC to complete the WSP clean-up project and to hire consultants to carry out the mandatory studies required to comply with state and federal regulations.

WSP Groundwater Cleanup Action - \$300,000 in FY2018:

The original project was to remove the test wells on the site, install a soil gas removal and treatment system, install a drainage system and cap for the landfill, operate the systems including electrical costs, filter costs and staff time. Funding in the 2015-17 biennium is being used to accomplish much of this project and the new funds requested will complete the project to include finishing the cap installation, drainage system and removal of the test wells.

The total cost to complete the cleanup is now estimated at \$700,000 (\$400,000 of this amount was received in the 2015-17 biennial budget). This request is for the balance of \$300,000.

McNeil Island Water System - \$90,000 in FY2018:

The proposed solution is to hire a consultant to perform the assessments and develop the water system plans that are required by DOE and DOH. The result of this work will be information needed to develop a Capital budget request that will provide a long term solution to the water problems on McNeil Island.

Water System Plan updates - \$80,000 in FY2019:

The proposed solution is to hire a consultant to complete the water system plan updates. Given the scope and complexity of the plans, it is necessary for DOC to enlist the services of a professional engineer well versed in water system plan development to work in conjunction with department planning staff to update the existing plan which is currently several years out of date.

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Pollution Prevention Plan for WCC and MCC - \$40,000 in FY2018:

The proposed solution is to hire a consultant to draft pollution prevention plans for WCC and MCC. The plan is required to be updated every five (5) years. The MCC plan is many years past compliance and WCC has never had a plan developed. In addition to the pollution prevention plan, the WAC also requires large quantity generators to submit a written contingency plan and emergency procedures, and submit a written plan on personnel training with proper hazardous waste handling and emergency procedures.

Funding is required to hire a consultant to assess DOC facilities storm-water systems and develop maps for the systems.

EXPECTED RESULTS

Funding each of these projects in the 2017-19 biennium will allow DOC to carry out these legal obligations and remain in compliance with regulatory requirements governed by other state agencies, local municipalities, and the federal government.

It also supports the Results Washington goals, and specifically:

Goal 4: Healthy and Safe Communities, and

Goal 5: Effective, Efficient and Accountable Government

This request aligns with the following Results DOC Supporting Process (SP), and Operating Process (OP):

- OP01 – Ensuring Safe Environments
- SP02 – Mitigating Risk

STAKEHOLDER IMPACT

Funding this request will provide DOC with the necessary resources to comply with mandated regulatory requirements and avoid non-compliance penalties assessed by other jurisdictions. Stakeholders include the regulatory agencies DOE, DOH, USEPA. The DOC is at risk of being non-compliant if this request is not funded and DSHS is at risk of losing potable water for residents and staff at the SCC.

No changes would be required to existing statutes, rules or contracts to carry out this work.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

ML – JU Regulatory Compliance

Point of Contact:
Eric Johnson (360) 725-8268

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Capital Budget impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: JU_Regulatory Compliance
 Budget Period: 2017-19
 Budget Level: Maintenance Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	430,000	170,000	-	-

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	340,000	170,000	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	90,000	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	430,000	170,000	-	-

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	205,000	170,000	-	-
G - Travel	-	-	-	-
J - Capital Outlays	225,000	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	430,000	170,000	-	-

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	430,000	170,000	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	430,000	170,000	-	-

PL – KA Violator Caseload: Supervision Transport Staff

2017-19 BIENNIAL BUDGET

Point of Contact:
Alan Haskins (360) 725 - 8264

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	16.0	16.0	16.0	16.0
Fund 001-1	\$1,370,000	\$1,231,000	\$1,231,000	\$1,231,000
Total Cost	\$1,370,000	\$1,231,000	\$1,231,000	\$1,231,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 16.0 Full Time Equivalents (FTE) and \$2,566,000 in the 2017-19 biennium for regional areas experiencing significant community violator transport issues. This would allow for Community Corrections Officers (CCO) to dedicate more time to perform case management, rather than conducting long transports.

PROBLEM STATEMENT

The DOC community violator population, offenders arrested or detained due to violation of their conditions of supervision, has been increasing significantly since Fiscal Year (FY) 2013. With this increase, specialized duties are required to transport violators to and from local jails. There are a variety of reasons why DOC's violator population has increased, but at this time it is not showing any signs of stabilizing out or decreasing at this time.

Workload History	FY2013	FY2014	FY2015	FY2016	Estimated		
					FY2017	FY2018	FY2019
Community Supervision Violators							
# Active Offenders	457	606	817	1,176	1,422	1,422	1,422
% Change from prior year	-45.5%	32.6%	34.8%	43.9%	20.9%	0.0%	0.0%
Funded cost per day per offender	\$83.63	\$83.63	\$84.62	\$84.62	\$84.62	\$84.62	\$84.62
Estimated cost at funded rate (in thousands)	\$ 13,950	\$ 18,498	\$ 25,234	\$ 36,322	\$ 43,920	\$ 43,920	\$ 43,920

Utilizing the Swift and Certain sanctions of Second Engrossed Second Substitute Senate Bill 6204 passed in legislature and effective June 1, 2012, and affecting Revised Code of Washington (RCW) 9.94A Community Supervision, the need to transport offenders and violators to serve DOC lesser sentences has increased

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substantially. The policy and practice of holding offenders accountable has changed significantly in the Community Corrections Division (CCD) over the last four (4) years. The population, the housing, and the responsiveness of CCD towards the violator population has changed as well. The additional transport needs increases exposure to higher risk offender transports and creates an increased workload on CCOs to transport offenders to secure facilities. It is crucial to expand violator transport services statewide, in order to ensure that CCOs have necessary time to perform case management. Relieving CCOs of transport duties will allow them to address recidivism reduction strategies that directly relate to reduction in recidivism and public safety.

In order to ensure that CCOs have necessary time to perform case management and task recidivism reduction strategies that directly relate to reduction in recidivism and public safety, it is crucial to expand violator transport services statewide.

With the unique logistical challenges associated with the implementation of law and policy changes, for the safety of CCOs, and to assist with offender reentry, DOC secured violator bed capacity near community field offices. However, jails are now refusing to hold our offenders and canceling contracts, presenting new challenges for transporting violators.

If this request is not funded, CCD will continue to experience increased overtime costs and have CCOs deployed to transporting persons under jurisdiction, when their specialized skillset should be used to productively perform case management. Funding provided would result in improved safety tied to the direct transport of violators to and from areas of supervision.

The DOC currently has 10 transport staff assigned to Pierce and southeast counties (CCD Sections 2 and 4). See attachment 4 – Community Corrections Map for assigned regions.

Transportation Staff Base Budget	FTE	Fund
FY2018	10.0	\$ 740,845
FY2019	10.0	\$ 740,845
Biennial Totals	10.0	\$ 1,481,690

PROPOSED SOLUTION

With the intent of expanding services statewide, DOC requests funding to establish 16.0 Correctional Officer (CO) FTEs for the regional areas that do not currently have identified transport units. The deployment of COs to these areas experiencing significant violator transport issues will reduce CCO workload associated with violator transports, and would assist CCOs in creating more opportunities for engagement with the offenders.

The specialization of transport duties carried out by COs will increase the safety of staff and violators. A developed transportation plan would include return plans for the offenders back to the areas of supervision,

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ultimately alleviating risk to surrounding communities and increasing the effectiveness of the transportation units.

The alternative solution would be to continue to utilize CCOs for frequent and long transports, which means that critical work of CCD does not get done, ultimately having a negative impact on the goals of reentry.

Assumptions:

- Salary and benefit costs based on CO2 job classification (Range 43; Washington Federation of State Employees (WFSE))
- One-time funding of \$107,000 for startup costs is requested in Fiscal Year (FY) 2018.
- On-going costs total \$2,460,000 and 16.0 FTEs per biennia (\$1,230,000 and 16.0 each FY).

Total on-going costs include staff training, office supplies/durable goods, leased personal computer (including one (1) monitor), travel, IT equipment and software. Total one-time costs include workstation and chair.

The DOC recognizes that this request will necessitate additional leased building space. Reference DOC's 2017-2013 Six-Year Facilities Plan for additional details.

See attachments 2-3 for detailed information by object, program, and activity.

EXPECTED RESULTS

Results WA:

This request aligns with Results Washington; specifically, Goal 4: Healthy and Safe Communities – Safe People by decreasing the rate of return to institutions for offenders from 27.8% to 25.0% by 2020. Funding this decision package would ensure appropriate staffing to ensure the safety of offenders, employees and the public.

Results DOC:

This request ensures the violations process aligns with DOC's key goals of providing Safer Operations, Engaged and Respected Employees, Innovative, Efficient, and Sustainable Business Practices, and Promoting Positive Change. This request aligns with the following Results DOC Outcome Measures (OM) and Operating Process (OP):

- OM05 – Staff Safety
- OM06 – Offender Safety
- OP07 – Managing Offenders in the Community.

Funding this package will allow for an increase of staff and offender safety when specialization of transport duties occur. We can more readily assure and track that offenders are held accountable. Moreover, the

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developed transportation plan would include return plans back to the area of supervision for the violators. The plan could be much more dynamic and responsive to the changing landscape of local jails across the state.

STAKEHOLDER IMPACT

The Washington Federation of State Employees – General Government Coalition is impacted by funding or rejection of this decision package. For more information regarding other important connections or impacts related to this proposal, please see attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement

Point of Contact:
Alan Haskins (360) 725 - 8264

PL – KA Violator Caseload: Supervision Transport Staff

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: KA_Violator Caseload: Supervision Transport Staff
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	16.0	16.0	16.0	16.0
Fund 001-1	1,370,000	1,231,000	1,231,000	1,231,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	16.0	16.0	16.0	16.0
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	16.0	16.0	16.0	16.0

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	1,370,000	1,231,000	1,231,000	1,231,000
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	1,370,000	1,231,000	1,231,000	1,231,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	705,760	705,480	705,480	705,480
B - Employee Benefits	354,810	354,810	354,810	354,810
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	165,490	106,770	106,770	106,770
G - Travel	61,920	61,920	61,920	61,920
J - Capital Outlays	82,020	2,020	2,020	2,020
N - Grants, Benefits, and Client Services	-	-	-	-
Total	1,370,000	1,231,000	1,231,000	1,231,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	1,370,000	1,231,000	1,231,000	1,231,000
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	1,370,000	1,231,000	1,231,000	1,231,000

**Community Supervision
PL-KA_Violator Caseload: Supervision Transport Staff**

Date Prepared - 05-31-16 / Rev 08-10-16

Fiscal Year 1 Staffing	Avg. Annual Salary	FTEs	A Salary	B Benefits	E Ongoing	E One-Time	G Travel	J One-Time	N	Total
Supervisors	\$74,808	-	-	-	-	-	-	-	-	-
Correctional Officer 2	\$44,088	16.0	705,408	354,810	106,768	58,720	61,920	82,016	-	1,369,642
Administrative Assistant 3	\$39,444	-	-	-	-	-	-	-	-	-
Total		16.0	705,408	354,810	106,768	58,720	61,920	82,016	-	1,369,642

Fiscal Year 2 Staffing	Avg. Annual Salary	FTEs	A Salary	B Benefits	E Ongoing	E One-Time	G Travel	J Ongoing	N	Total
Supervisors	\$74,808	-	-	-	-	-	-	-	-	-
Correctional Officer 2	\$44,088	16.0	705,408	354,810	106,768	-	61,920	2,016	-	1,230,922
Administrative Assistant 3	\$39,444	-	-	-	-	-	-	-	-	-
Total		16.0	705,408	354,810	106,768	-	61,920	2,016	-	1,230,922

Biennial Total 2,600,565

Assumptions:

Correctional Officer 2, Range 43, Step I

One-time funding of \$106,704 for startup costs requested in FY2018.

PL – KB Violator Caseload: Nurses Desk

Point of Contact:
Dawn Deck (360) 725 - 8266

2017-19 BIENNIAL BUDGET

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	1.0	1.0	1.0	1.0
Fund 001-1	\$155,000	\$150,000	\$150,000	\$150,000
Total Cost	\$155,000	\$150,000	\$150,000	\$150,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 1.0 Full Time Equivalent (FTE) and \$305,000 in the 2017-19 biennium for 1.0 Registered Nurse 3 (RN3) to support the increased workload for the Nurse Desk that responds to community supervision needs. A steady increase in the DOC community violator population in the past two (2) years has led to a workload increase for the Nurse Desk, which supports constitutionally-mandated health care management for the violator population.

PROBLEM STATEMENT

The DOC violator population, offenders arrested or detained due to violation of their conditions of supervision, has increased from June 2015 to June 2016. With this increase, more assistance is needed by DOC's Community Corrections staff from the DOC Nurse Desk. As of June 2016, there were 1,498 violators in jail beds on a daily basis, compared to 1,058 at that time last year. There are a variety of reasons why DOC's violator population has increased, but it is not showing any signs of stabling out or decreasing at this time.

The DOC has 3.0 RN3s that manage calls 24/7 to the Nurse Desk. The nurses' desk serves as the organization-wide liaison between DOC and hospitals, clinics, jails, out of state facilities, county designated mental health professionals, and the community. There are a variety of calls that the nurse desk handles, but the majority are from Community Correction Officers (CCO), jails, and law enforcement seeking to obtain authorization and determination of health care placement for community violators. Violator related calls coming into the Nurse's Desk have increased 45% from 2015 to 2016 (based on a January-June six (6) month average; see table).

Nurse Desk Call Volume and Violator Average Daily Population

	2015	2016	% Change
Nurse Desk Call Volume	288*	417*	45%
Violator Population	1,058	1,498	42%

*Monthly average of January - June data

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The follow up for each initial violator call is labor intensive. Most calls require at least several follow up calls, detailed research and coordination to ensure the violator is receiving the care mandated by DOC's Offender Health Plan.

To respond to this increased violator-related call volume, other daily tasks have been reduced or delayed. Other duties of the Nurse Desk include but are not limited to: authorizing bill payments to jails and out of state facilities, conducting reviews of community provider and hospital utilization to facilitate changes in policy or practice when necessary, assisting in developing, maintaining and evaluating the DOC nursing department, and helping to develop, review and revise health services policies and procedures. If this request is not funded, we will be unable to provide these critical duties to the DOC health services program and will put unnecessary strain on staff.

RN3's at the Nurse Desk are represented by the Teamster's Local 117.

Nurse Desk Base Budget	FTE	Fund
FY2018	3.0	\$ 388,089
FY2019	3.0	\$ 388,089
Biennial Totals	3.0	\$ 776,179

PROPOSED SOLUTION

With the increased volume of calls due to the increased violator population, an additional 1.0 RN3 is needed. With 4.0 RN3s covering, DOC will be positioned to better answer calls, assist our community partners, and provide timely health care to DOC's violators.

The alternative to funding this request is to pay overtime for the currently funded FTEs, an unfunded cost, or continue to reduce other workload, putting the agency at risk of losing valuable work the Nurse Desk performs.

Cost estimates are based on the following assumptions:

- Salary and benefit costs based on an RN3 job classification (Range 58N).
- One-time costs of \$5,000 is requested in Fiscal Year (FY) 2018. Total one-time costs include workstation, chair, an additional monitor not included with lease and other equipment.
- Ongoing costs total \$300,000 and 1.0 FTE per biennia (\$150,000 and 1.0 FTEs each FY). Total on-going costs include salary & wages, employee benefits, staff training, office supplies/durable goods, leased laptop, travel, IT equipment and software.

See attachments 2 and 3 for detailed information by object, program, and activity.

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EXPECTED RESULTS

The DOC is constitutionally mandated to provide adequate health care treatment to offenders, including violators, as defined in the Offender Health Plan. Jails, local law enforcement, and CCOs are required to contact DOC if a violator in their care has any healthcare needs. The nurse desk must be adequately staffed in order to provide the needed support for our contracted jails and local law enforcement.

Giving offenders and violators the constitutionally mandated health care they need is part of DOCs mission to improve public safety and work together for safer communities.

This request aligns with Results Washington; specifically, Goal 4: Healthy and Safe Communities – Healthy People by ensuring offenders receive necessary health care services.

This request aligns with the following Results DOC Outcome Measures (OM):

- OM05 - Staff Safety
- OM06 - Offender Safety
- OM07 - Cost Containment
- OM09 - Budget Compliance

STAKEHOLDER IMPACT

Contracted jails, CCOs, and law enforcement who have custody of a violator who needs health care treatment are required to contact the Nurse Desk to determine appropriate health care options and methodology. Without proper staffing for the Nurse Desk, the stakeholder jails and law enforcement would potentially provide inadequate care for a violator.

RN3 are represented by the Teamsters local 117.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

PL – KB Violator Caseload: Nurses Desk

Point of Contact:
Dawn Deck (360) 725 - 8266

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to a specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: KB_Violator Caseload: Nurses Desk
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	1.0	1.0	1.0	1.0
Fund 001-1	155,000	150,000	150,000	150,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	1.0	1.0	1.0	1.0
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	1.0	1.0	1.0	1.0

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	155,000	150,000	150,000	150,000
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	155,000	150,000	150,000	150,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	106,000	106,000	106,000	106,000
B - Employee Benefits	40,000	40,000	40,000	40,000
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	3,000	2,000	2,000	2,000
G - Travel	1,000	1,000	1,000	1,000
J - Capital Outlays	5,000	1,000	1,000	1,000
N - Grants, Benefits, and Client Services	-	-	-	-
Total	155,000	150,000	150,000	150,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	155,000	150,000	150,000	150,000
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	155,000	150,000	150,000	150,000

Nurse Desk RN3 Cost Estimation

Position Type	Job Class	Range	Step	Number of FTEs	Salary Cost	Benefit Cost	Total S&B	Startup Costs	Ongoing Costs	First Year (FY2018) Cost ^①	Second Year (FY2019) Cost ^②
General Salary Positions											
REGISTERED NURSE 3	285G	58N	T	1.0	93,900	35,463	129,363	5,272	3,621	138,256	132,984
REGISTERED NURSE 3 - Overtime	285G	58N	T	0.04	6,139	2,318	8,457	-	-	8,457	8,457
REGISTERED NURSE 3 - Standby					5,979	2,258	8,237			8,237	8,237
							-				
Total				1.0	106,017	40,039	146,057	5,272	3,621	154,950	149,678

① First Year Costs include Salary, benefits, startup costs and ongoing costs

155,000

150,000

② Second Year Costs includes salary, benefits, and ongoing costs

305,000

Assumptions

Assumes seven (7) hours of overtime pay per week

Assumes each nursing position works 13 weeks of overtime per year

91 Total annual overtime hours (seven (7) hours x 13 weeks = 91 annual OT hours)

0.04 Annual Overtime FTE (91 hours/2088 annual hours)

Assumes 146 hours of standby pay per week

Assumes each nursing position works 13 weeks of standby per year

153 Total standby hours per week (5pm-8am M-F and 24 hrs per day Sat and Sun)

146 Hours of standby per week minus assumed overtime hours worked each week

PL – KC Work Release: Maximize Available Capacity

2017-19 BIENNIAL BUDGET

Point of Contact:
Alan Haskins (360) 725 - 8264

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	3.7	3.7	3.7	3.7
Fund 001-1	\$1,671,000	\$1,606,000	\$1,606,000	\$1,606,000
Total Cost	\$1,671,000	\$1,606,000	\$1,606,000	\$1,606,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 3.7 Full Time Equivalents (FTE) and \$3,277,000 in the 2017-19 biennium to meet capacity challenges by maximizing physical space at our work release (WR) facilities. This request is to fund 90 more WR beds so that we have an additional 70 male and 20 female beds. Focusing on overall prison capacity, WR expansion is part of an overall strategy in increasing bed capacity and reentry focus. The Washington State Institute of Public Policy benefit-cost analysis as of June 2016 reports there is a positive net return on investment of \$5,757 per WR participant.

PROBLEM STATEMENT

Due to limited bed space, not all offenders who are eligible for WR are able to be placed in a WR facility. In turn, this creates a capacity problem in the prison system. As of July 1, 2017, DOC operates 15 WR facilities at a total funded capacity of 679. On July 31, 2016 there were 1,378 offenders in minimum (MI1) custody, which is the first screen for work release eligibility.

MI1 custody is assigned to offenders who score minimum and are within six (6) months of release, and meet other criteria as noted in DOC 300.380 Classification and Custody Facility Plan Review. The actual number of offenders approved for WR placement could be less due to several eligibility factors including ability to seek employment, health status, and offense (DOC 300.500 Work Release Screening).

In addition to limited bed capacity, WR staffing has continued to challenge DOC for a decade. Due to budget reductions in 2002, Community Corrections Officers (CCO) and support staff positions were eliminated. At the aggregate level, the reductions took place and statewide caseload was increased from 20 to 30 offenders per CCO. The impact to multiple sites is not sustainable. As offenders are released, the organization structure and supervisory span of control have led to a staffing imbalance in operations. The DOC has started the development of a workload model to determine necessary staffing and funding levels for WR operations. In the interim, DOC requests additional resources to address immediate needs until a workload model is formally adopted.

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GOALS

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General WR Capacity

This request is to fund WR expansions at 14 locations to include an increase in capacity by 53 male and 17 female beds. An offset to the increased costs associated with the expansion is achieved through a savings in Prisons and Health Services for Direct Variable Costs (DVC) which are those costs directly related to offenders.

Bellingham WR Capacity

The Bellingham WR currently houses 19 male and four (4) female offenders. The owner of the property is completing construction of a four (4) story building on the same property as the existing facility and has expressed interest in a long term contract with DOC to expand current capacity. Without a DOC commitment to expand and occupy the new building, the owner plans to shift the use of the existing building and the new building to house college students.

This request is to fund the increase in capacity of the Bellingham WR facility by 17 male and three (3) female beds. The increase at the facility creates a total capacity of 43 beds, with consideration given for separate living quarters for the male and female population, thereby reducing the potential for Prison Rape Elimination Act behaviors between offenders of the opposite sex.

The DOC currently contracts with Community Work Training Association (CWTA) to provide security and personnel to supervise the existing 23 offenders. CWTA has agreed to expand services for the 20 bed increase.

Total WR Capacity Expansion			
Facility	Male	Female	Total
Ahtanum View	5	1	6
Bishop Lewis	6	0	6
Brownstone	6	0	6
Clark County	2	1	3
Eleanor Chase	0	6	6
Helen B. Ratcliff	0	2	2
Longview	5	1	6
Olympia	2	0	2
Peninsula	5	1	6
Progress House	7	0	7
Rap Lincoln	4	1	5
Reynolds	9	0	9
Snohomish County	0	3	3
Tri-Cities	2	1	3
Bellingham WR	17	3	20
Total Bed Expansion	70	20	90

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It is essential to address capacity and staffing challenges within our WR facilities to ensure the safety and security of staff, offenders, and the community. If this request is not funded, DOC will continue to experience overcrowding and capacity concerns at the prison/camp level.

Work Release Base Budget	FTE	Fund
FY2018	97.3	\$ 18,896,823
FY2019	97.3	\$ 18,896,823
Biennial Totals	97.3	\$ 37,793,646

PROPOSED SOLUTION

Focusing on prison capacity, WR expansion is part of an overall strategy in increasing bed capacity and reentry focus. WR facilities enable certain offenders under the jurisdiction of DOC to serve up to the last (6) months of their prison sentence in a residential facility while employed in the community.

This request is to fund a WR expansion plan at a total of 15 locations and to increase total capacity by 90 beds (70 male and 20 female). An offset to the increased costs associated with the expansion is achieved through a savings in Prison and Health Services for DVC which are those costs directly related to offenders.

General WR Capacity Expansion

The DOC requests \$1,055,000 and 2.2 FTEs in Fiscal Year (FY) 2018 and \$999,000 and 2.2 FTEs in FY2019 to fund a WR expansion plan that includes an increase in capacity of 14 WR facilities by 53 male beds and 17 female beds.

These beds will add the needed capacity statewide. This request provides additional per bed funding required by the contract provider and one-time costs for durable goods per offender for a total of \$2,230,000. Additional staff would be required for Brownstone WR, Eleanor Chase WR, and Tri-Cities WR totaling 2.2 FTEs and \$358,000. The combined total is offset by DVC savings of **\$(634,000)** for a net 2017-19 biennium total funding request of \$2,054,000.

Bellingham WR Capacity Expansion

The DOC requests \$616,000 and 1.5 FTEs in FY2018 and 1.5 FTEs \$607,000 in FY2019 to fund an expansion plan of 17 male beds and three (3) female beds.

This request for funding will pay for 20 new beds, and 1.0 FTE for a CCO and 0.5 FTE for additional clerical support, for a 2017-19 biennium total of \$1,223,000. We do not assume DVC savings in this scenario, due to the closure of Madison Inn WR. It is expected that the beds impacted by this closure will be absorbed by the Bellingham bed expansion.

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Total Expansion Costs	FY2018	FY2019	2017-19
New contract/durable goods cost	\$ 1,681,000	\$ 1,647,000	\$ 3,328,000
Additional DOC Staffing (3.7 FTEs)	\$ 307,000	\$ 276,000	\$ 583,000
Prison/Health Services DVC savings	\$ (317,000)	\$ (317,000)	\$ (634,000)
Total	\$ 1,671,000	\$ 1,606,000	\$ 3,277,000

See attachments 2-3 for detailed information by object, program, and activity.

EXPECTED RESULTS

Results WA:

This request is critical to realize the Results Washington's Goal 4: Healthy and Safe Communities – Safe People by decreasing the rate of return to institutions for offenders from 27.8% to 25.0% by 2020. This package supports the priority of government related to public safety by the continued work that work release facilities provides throughout the state to improve public safety and positively affect offender change through case management, training, treatment, and employment.

Results DOC:

This request ensures that DOC has the necessary resources. It is essential to providing Safer Operations, Engaged and Respected Staff, Innovative, Efficient, and Sustainable Business Practices, and Positively Changed Offenders as identified in the agency's strategic plan.

This request aligns with the following Results DOC Outcome Measures (OM):

- OM04 – Well Trained and Educated Employees
- OM05 – Staff Safety
- OM06 – Offender Safety
- OM09a – General Fund State (GFS) spending compliance
- OM12 – Successful Transition
- OM15 – Recidivism

STAKEHOLDER IMPACT

Current WR contract providers and potential providers will be impacted by funding or rejection of this decision package as well as the Washington Federation of State Employees – General Government Coalition.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

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GOALS

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IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement

Point of Contact:
Alan Haskins (360) 725 - 8264

PL – KC Work Release: Maximize Available Capacity

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: KC_Work Release: Maximize Available Capacity
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	3.7	3.7	3.7	3.7
Fund 001-1	1,671,000	1,606,000	1,606,000	1,606,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	3.7	3.7	3.7	3.7
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	3.7	3.7	3.7	3.7

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	(203,000)	(203,000)	(203,000)	(203,000)
300 - Community Supervision	1,989,000	1,924,000	1,924,000	1,924,000
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	(115,000)	(115,000)	(115,000)	(115,000)
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	1,671,000	1,606,000	1,606,000	1,606,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	170,240	170,240	170,240	170,240
B - Employee Benefits	82,150	82,150	82,150	82,150
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	(38,400)	(83,550)	(83,550)	(83,550)
G - Travel	2,460	2,460	2,460	2,460
J - Capital Outlays	20,000	-	-	-
N - Grants, Benefits, and Client Services	1,434,550	1,434,700	1,434,700	1,434,700
Total	1,671,000	1,606,000	1,606,000	1,606,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	(203,000)	(203,000)	(203,000)	(203,000)
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	(115,000)	(115,000)	(115,000)	(115,000)
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	1,989,000	1,924,000	1,924,000	1,924,000
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	1,671,000	1,606,000	1,606,000	1,606,000

Facility	# of Beds Expanded		FY2018									
	MALE	FEMALE	FTE	Obj A	Obj B	Obj C	Obj E	Obj E One-Time	Obj G	Obj N	Obj J	Total
Ahtanum View	5	1	-	-	-	-	5,280	3,132	-	67,014	-	75,426
Bishop Lewis	6	0	-	-	-	-	5,280	3,132	-	126,845	-	135,257
Brownstone	6	0	0.5	25,248	11,703	-	8,137	4,967	385	77,570	5,000	133,010
Clark County	2	1	-	-	-	-	2,640	-	-	76,979	-	79,619
Eleanor Chase House	0	6	0.5	25,248	11,703	-	8,137	4,967	385	136,262	5,000	191,702
Helen B. Ratcliff	0	2	-	-	-	-	1,760	1,044	-	76,037	-	78,841
Longview	5	1	-	-	-	-	38,130	3,132	-	-	-	41,262
Olympia	2	0	-	-	-	-	1,760	1,044	-	44,924	-	47,728
Peninsula	5	1	-	-	-	-	5,280	3,132	-	87,491	-	95,903
Progress House	7	0	-	-	-	-	6,160	3,654	-	109,226	-	119,040
Rap Lincoln	4	1	-	-	-	-	4,400	2,610	-	122,750	-	129,760
Reynolds	9	0	-	-	-	-	57,195	4,698	-	-	-	61,893
Snohomish County	0	3	-	-	-	-	2,640	-	-	64,058	-	66,698
Tri-Cities	2	1	1.2	52,906	26,611	-	25,922	5,970	924	-	5,000	117,333
Bellingham	17	3	1.5	66,840	32,129	-	26,171	3,670	770	480,997	5,000	615,577
General Expansion	53	17	2.2	103,402	50,017	-	172,721	41,482	1,694	989,156	15,000	1,373,472
Bellingham Expansion	17	3	1.5	66,840	32,129	-	26,171	3,670	770	480,997	5,000	615,577
Total Expansion	70	20	3.7	170,242	82,146	-	198,892	45,152	2,464	1,470,153	20,000	1,989,049
<i>Health Care DVC Savings (P500)</i>							<i>(79,155)</i>			<i>(35,562)</i>		<i>(114,717)</i>
<i>Prison DVC Savings (P200)</i>							<i>(202,629)</i>					<i>(202,629)</i>
Total DVC Savings							(281,784)			(35,562)		(317,346)
Net Costs			3.7	170,242	82,146	-	(82,892)	45,152	2,464	1,434,591	20,000	1,671,703

Facility	# of Beds Expanded		FY2019									
	MALE	FEMALE	FTE	Obj A	Obj B	Obj C	Obj E	Obj E One-Time	Obj G	Obj N	Obj J	Total
Ahtanum View	5	1	-	-	-	-	5,280	-	-	67,014	-	72,294
Bishop Lewis	6	0	-	-	-	-	5,280	-	-	126,845	-	132,125
Brownstone	6	0	0.5	25,248	11,703	-	8,137	-	385	77,570	-	123,043
Clark County	2	1	-	-	-	-	2,640	-	-	76,979	-	79,619
Eleanor Chase House	0	6	0.5	25,248	11,703	-	8,137	-	385	136,262	-	181,735
Helen B. Ratcliff	0	2	-	-	-	-	1,760	-	-	76,037	-	77,797
Longview	5	1	-	-	-	-	38,130	-	-	-	-	38,130
Olympia	2	0	-	-	-	-	1,760	-	-	44,924	-	46,684
Peninsula	5	1	-	-	-	-	5,280	-	-	87,491	-	92,771
Progress House	7	0	-	-	-	-	6,160	-	-	109,226	-	115,386
Rap Lincoln	4	1	-	-	-	-	4,400	-	-	122,750	-	127,150
Reynolds	9	0	-	-	-	-	57,195	-	-	-	-	57,195
Snohomish County	0	3	-	-	-	-	2,640	-	-	64,058	-	66,698
Tri-Cities	2	1	1.2	52,906	26,611	-	25,922	-	924	-	-	106,363
Bellingham	17	3	1.5	66,840	32,129	-	26,171	-	770	480,997	-	606,907
General Expansion	53	17	2.2	103,402	50,017	-	172,721	-	1,694	989,156	-	1,316,990
Bellingham Expansion	17	3	1.5	66,840	32,129	-	26,171	-	770	480,997	-	606,907
Total Expansion	70	20	3.7	170,242	82,146	-	198,892	-	2,464	1,470,153	-	1,923,897
<i>Health Care DVC Savings (P500)</i>							<i>(79,155)</i>			<i>(35,562)</i>		<i>(114,717)</i>
<i>Prison DVC Savings (P200)</i>							<i>(202,629)</i>					<i>(202,629)</i>
Total DVC Savings							(281,784)			(35,562)		(317,346)
Net Costs			3.7	170,242	82,146	-	(82,892)	-	2,464	1,434,591	-	1,606,551

Facility	# of Beds Expanded		2017-19 Biennial Total									
	MALE	FEMALE	FTE	Obj A	Obj B	Obj C	Obj E	Obj E One-Time	Obj G	Obj N	Obj J	Total
Ahtanum View	5	1	-	-	-	-	10,560	3,132	-	134,028	-	147,720
Bishop Lewis	6	0	-	-	-	-	10,560	3,132	-	253,690	-	267,382
Brownstone	6	0	0.5	50,496	23,406	-	16,274	4,967	770	155,140	5,000	256,053
Clark County	2	1	-	-	-	-	5,280	-	-	153,958	-	159,238
Eleanor Chase House	0	6	0.5	50,496	23,406	-	16,274	4,967	770	272,524	5,000	373,437
Helen B. Ratcliff	0	2	-	-	-	-	3,520	1,044	-	152,074	-	156,638
Longview	5	1	-	-	-	-	76,260	3,132	-	-	-	79,392
Olympia	2	0	-	-	-	-	3,520	1,044	-	89,848	-	94,412
Peninsula	5	1	-	-	-	-	10,560	3,132	-	174,982	-	188,674
Progress House	7	0	-	-	-	-	12,320	3,654	-	218,452	-	234,426
Rap Lincoln	4	1	-	-	-	-	8,800	2,610	-	245,500	-	256,910
Reynolds	9	0	-	-	-	-	114,390	4,698	-	-	-	119,088
Snohomish County	0	3	-	-	-	-	5,280	-	-	128,116	-	133,396
Tri-Cities	2	1	1.2	105,812	53,222	-	51,844	5,970	1,848	-	5,000	223,696
Bellingham	17	3	1.5	133,680	64,258	-	52,342	3,670	1,540	961,994	5,000	1,222,484
General Expansion	53	17	2.2	206,804	100,034	-	345,442	41,482	3,388	1,978,312	15,000	2,690,462
Bellingham Expansion	17	3	1.5	133,680	64,258	-	52,342	3,670	1,540	961,994	5,000	1,222,484
Total Expansion	70	20	3.7	340,484	164,292	-	397,784	45,152	4,928	2,940,306	20,000	3,912,946
<i>Health Care DVC Savings (P500)</i>							<i>(158,310)</i>			<i>(71,125)</i>		<i>(229,434)</i>
<i>Prison DVC Savings (P200)</i>							<i>(405,258)</i>					<i>(405,258)</i>
Total DVC Savings							(563,568)			(71,125)		(634,692)
Net Costs			3.7	340,484	164,292	-	(165,784)	45,152	4,928	2,869,181	20,000	3,278,254

PL – KD Prison: Custody Staffing Compliance

2017-19 BIENNIAL BUDGET

Point of Contact:
Margaret Andreas (360) 725 - 8372

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	50.5	50.5	50.5	50.5
Fund 001-1	\$3,849,000	\$3,530,000	\$3,530,000	\$3,530,000
Total Cost	\$3,849,000	\$3,530,000	\$3,530,000	\$3,530,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 50.5 Full Time Equivalents (FTEs) and \$7,379,000 in the 2017-19 biennium to be compliant with the Custody Staffing Model and meet staffing needs related to justifying factors which include safety, security, and supervision requirements and facility design. Staffing is directly related to DOC’s mission to Improve Public Safety.

PROBLEM STATEMENT

The DOC requires funding for critical security positions to be compliant with the legislatively approved Custody Staffing Model and meet staffing needs justified by safety, security and supervision requirements and facility design.

Various DOC prisons’ custody staffing levels do not meet model standards or staffing necessary due to justifying factors such as safety and security workload demands, supervision requirements, and facility design. Some of the staffing shortfalls are historical in nature – original staffing levels no longer meet today’s requirements or needs. Others can be attributed to renewed focus on safety initiatives developed and implemented following the murder of a correctional officer by an offender in 2011 while she was performing her duties, as well as concerns raised by local and statewide security advisory committees.

The Washington State Auditor’s Office’s (SAO) Performance Audit - “Improving Staff Safety in Washington’s Prisons” – dated March 22, 2016 included the following concerns:

- Staff search policy is absent, and practices are inconsistent;
- The Custody Staffing Model had not been updated to account for the additional demands put on staff;
- Visibility is poor in some areas;
- Search policies for people entering facilities are lacking; and
- Monitoring and auditing activities could be more focused.

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The SAO surveyed staff and also conducted focus groups, asking staff for improvements that would make them feel safer. Hiring more staff was among the top three (3) staff suggestions.

The DOC requires resources for safer operations and to address concerns raised by the SAO.

PROPOSED SOLUTION

We recommend 50.5 FTE's and \$7,379,000 be added to our budget to fund critical security positions within our prison facilities to be compliant with the Custody Staffing Model and allow DOC to meet, enhance, and implement safety and security requirements necessary for safer operations of our facilities.

The SAO's Performance Audit states, "According to our experts, no other state has developed such an advanced and comprehensive group of initiatives focused on improving staff safety. They believe the safety initiatives are all based on good correctional practices, have likely improved the safety and security of prison staff, and – if fully and consistently implemented – will continue to reduce the risk of harm to staff."

This decision packages requests FTEs that will allow DOC to continue its focus on improving staff, offender and public safety.

- Public Access Security Posts - 11.8 FTEs and \$1,708,000 biennially
- Recreation Security Posts - 14.4 FTEs and \$2,169,000 biennially
- Living Unit Security Posts - 17.8 FTEs and \$2,567,000 biennially
- Miscellaneous Security Posts - 6.5 FTEs and \$935,000 biennially

See attachment 3 for a summary of security posts.

If funding for these critical security positions is not received, DOC cannot be compliant with Custody Staffing Model workload standards; successfully maintain or implement policy and procedure changes necessary for safe operations of our prisons; nor adequately address the SAO's concerns.

Custody Staffing Base Budget	FTE	Fund
FY2018	3,706.2	\$ 261,901,264
FY2019	3,701.8	\$ 272,713,084
Biennial Totals	3,704.0	\$ 534,614,348

See attachment 2 for detailed information by object, program, and activity.

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GOALS

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EXPECTED RESULTS

Expected results include compliance with the Custody Staffing Model's workload standards, increased staff, offender and public safety, and increased staff morale as a result of listening and responding to safety concerns.

This request aligns with Results Washington, specifically, Goal 4: Healthy and Safe Communities, the goal topic of Safe People, and the sub topics of public and worker safety:

- Adequate staffing levels provide greater offender supervision, thereby reducing the rate of violent infractions in prisons.
- If mandatory posts cannot be filled due to inadequate funding, required staffing standards are not met and staff, offenders and public safety are jeopardized.

This request aligns with the following Results DOC Outcome Measures (OM) and Operating Process (OP):

- OM01 - Employer of Choice
- OM05 - Staff Safety
- OM06 - Offender Safety
- OP01 - Ensuring Safe Environments

STAKEHOLDER IMPACT

Increased staffing will enhance staff, offender and public safety.

The DOC custody staff are represented by Teamsters Local 117. No changes would be required to existing statutes, rules, or contracts in order to implement this change.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Stakeholder Impact Statement

Point of Contact:
Margaret Andreas (360) 725 - 8372

PL – KD Prison: Custody Staffing Compliance

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: KD_Prison: Custody Staffing Compliance
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	50.5	50.5	50.5	50.5
Fund 001-1	3,849,000	3,530,000	3,530,000	3,530,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	50.5	50.5	50.5	50.5
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	50.5	50.5	50.5	50.5

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	3,849,000	3,530,000	3,530,000	3,530,000
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	3,849,000	3,530,000	3,530,000	3,530,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	2,256,000	2,256,000	2,256,000	2,256,000
B - Employee Benefits	1,016,000	1,016,000	1,016,000	1,016,000
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	543,000	224,000	224,000	224,000
G - Travel	34,000	34,000	34,000	34,000
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	3,849,000	3,530,000	3,530,000	3,530,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	3,849,000	3,530,000	3,530,000	3,530,000
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	3,849,000	3,530,000	3,530,000	3,530,000

PRISONS CUSTODY STAFFING SHORTFALL - 2017-19
COST SUMMARY

FACILITY	POST	CURRENT POST TYPE	REQUESTED POST TYPE	POSITION FTEs	OVERTIME FTEs	TOTAL FTEs	SALARIES	BENEFITS	ANNUAL SAL/BEN	Start Up Costs	Ongoing Costs	Travel
MCC-SOU	Public Access Officers	-	16/7	3.0	0.6	3.6	158,458	71,559	230,017	22,500	15,732	2,400
MCC-TRU	Public Access Officers	-	16/7	3.0	0.6	3.6	158,458	71,559	230,017	22,500	15,732	2,400
MCC-WSR*	Public Access Officers	8/5	16/7	2.0	0.3	2.3	101,237	46,861	148,098	15,000	10,488	1,600
WCC*	Public Access Officers	8/5	16/7	2.0	0.3	2.3	101,237	46,861	148,098	15,000	10,488	1,600
MCC-TRU	Recreation Officers	3-8/7	5-8/7	9.0	0.0	9.0	396,144	199,458	595,602	67,500	47,196	7,200
WCC	Recreation Officers	5-8/7	3-8/7	5.0	0.4	5.4	237,686	114,192	351,879	37,500	26,220	4,000
CBCC	Medium Unit Officers	16-8/7	16/7	3.0	0.6	3.6	158,458	71,559	230,017	22,500	15,732	2,400
MCC-SOU	A/B Sergeant	8/7	8/7	1.0	0.8	1.8	89,705	30,606	120,311	7,500	5,244	800
MCC-SOU	C/D Sergeant	8/7	16/5	0.6	0.2	0.8	39,869	15,736	55,605	4,500	3,146	480
MCC-TRU	1st Shift M13 Unit Officers	2-8/7	2-8/7	3.0	0.6	3.6	158,458	71,559	230,017	22,500	15,732	2,400
WCC	IMU Escort Officers	-	2-8/5	2.0	0.6	2.6	114,442	49,398	163,839	15,000	10,488	1,600
WCCW	MSC Unit Sergeant	24/7	8/7	1.0	0.8	1.8	89,705	30,606	120,311	7,500	5,244	800
WCCW	Reception/Diagnostic Center	24/7	16/7	3.0	0.6	3.6	158,458	71,559	230,017	22,500	15,732	2,400
AHCC	MSU Industries Officer	-	8/5	1.0	0.3	1.3	57,221	24,699	81,920	7,500	5,244	800
OCC	P&A, Shuttle Officer	-	8/5	1.0	0.3	1.3	57,221	24,699	81,920	7,500	5,244	800
WCC	Drug Testing Officer	-	8/5	1.0	0.3	1.3	57,221	24,699	81,920	7,500	5,244	800
WCC	Key Control Sergeant	-	8/5	1.0	0.3	1.3	64,787	25,914	90,701	7,500	5,244	800
WCCW	Hearings Escort Officer	-	8/5	1.0	0.3	1.3	57,221	24,699	81,920	7,500	5,244	800
TOTALS:				42.6	7.9	50.5	\$ 2,255,982	\$ 1,016,223	\$ 3,272,205	\$ 319,500	\$ 223,394	\$ 34,080

*Change existing 8/5 post to a 16/7 post

2017-19 COST SUMMARY	FIRST YEAR COST (FY18)	SECOND YEAR COST (FY19)	TOTAL
Salaries/Benefits	3,272,205	3,272,205	6,544,411
Start Up	319,500	-	319,500
Ongoing	257,474	257,474	514,949
FY TOTALS	\$ 3,849,180	\$ 3,529,680	\$ 7,378,860

Summary

POSTS	FTEs	Salaries	Benefits	Start Up	Ongoing	Travel	2018	2019	Biennial
Public Access	11.8	\$ 519,389	\$ 236,840	\$ 75,000	\$ 52,440	\$ 8,000	\$ 891,669	\$ 816,669	\$ 1,708,338
Recreation	14.4	\$ 633,830	\$ 313,650	\$ 105,000	\$ 73,416	\$ 11,200	\$ 1,137,096	\$ 1,032,096	\$ 2,169,192
Living Units	17.8	\$ 809,093	\$ 341,024	\$ 102,000	\$ 71,318	\$ 10,880	\$ 1,334,315	\$ 1,232,315	\$ 2,566,630
Miscellaneous	6.5	\$ 293,670	\$ 124,709	\$ 37,500	\$ 26,220	\$ 4,000	\$ 486,099	\$ 448,599	\$ 934,699
TOTALS	50.5	\$ 2,255,982	\$ 1,016,223	\$ 319,500	\$ 223,394	\$ 34,080	\$ 3,849,180	\$ 3,529,680	\$ 7,378,860

PL – KE Work Release: Capacity Solutions

Point of Contact:

Alan Haskins (360) 725 - 8264

2017-19 BIENNIAL BUDGET

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	TBD	TBD	TBD	TBD
Fund 001-1	\$TBD	\$TBD	\$TBD	\$TBD
Total Cost	\$TBD	\$TBD	\$TBD	\$TBD

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests resources in the 2017-19 biennium to continue Work Release (WR) operations for 15 facilities, as of July 1, 2017 and 679 minimum security offender population beds through a formal contract bid process. The DOC will update/revise this budget request following the completion of the formal contract bid. Resources needed may include increased contractor costs and/or DOC staffing and operational costs. The Washington State Institute of Public Policy benefit-cost analysis as of June 2016 reports there is positive net return on investment of \$5,757 per WR participant.

PROBLEM STATEMENT

The DOC needs additional capacity to meet caseload demands. Pioneer Human Services (PHS), a non-profit agency holding contracts to run the daily operations of seven (7) WR facilities for DOC as of July 1, 2017, has determined they cannot fiscally continue to manage the WR facilities at the current contract rate with DOC. The DOC as of January 1, 2017 will have 12 contracts with WR management providers. All of these contracts end on June 30, 2017 and are in jeopardy of not being renewed. The DOC is in need of a long-term viable and efficient WR solution to continue the program and to maintain capacity at the current state so as to not increase the capacity burden in the Prison system.

The DOC is intent on learning more about potential innovative cost saving solutions for the management of the state's community work/training release programs as an integral part of DOC's correctional system. Through a formal Request for Information (RFI) contracting process, DOC requested information about work/training release as it is the agency's primary community release program.

The DOC requested information about short and long-term cost saving methods for the delivery of services for Washington State's adult male and female minimum security resident populations, including housing, and security, programming and meal preparation and service. Only two (2) vendors responded to the RFI.

The DOC seeks information concerning the potential restructuring of housing services provided by its correctional system that would allow for the reduction in use of institutional beds by increasing work/training

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release beds, through the expansion of existing programs, replacing existing programs, and/or the renovation or construction of one (1) or more new facilities. The DOC also invites the submission of information on the availability and costs associated with the placement of adult male and female residents in a private facility.

The DOC currently has 15 work/training release facilities as of July 1, 2017 in conjunction with community partnerships as allowed by Revised Code of Washington (RCW) 72.65 and in alignment with the Governor’s Executive Order 16-05, Building Safe and Strong Communities through Successful Reentry. Work/training release provides an opportunity for residents to successfully transition back to the community with employment and an approved residence through placement in work/training release facilities. By providing research-validated education and intervention, close supervision and monitoring, on-going assessment and work experience, work/training release programs promote positive behavior change, fiscal responsibility, reduce future criminal activity and enhance community safety.

Through institutional programming, many residents have the opportunity to learn behaviors that will help them change criminal thinking and beliefs, begin to make positive choices and develop more effective social skills. Community work/training release programs offer residents the freedom to test these newly acquired behaviors under the close guidance and supervision of trained staff. By utilizing trained and professional staff, work/training release programs can work collaboratively with the resident and the community to develop individualized successful transition plans.

Not approving the request for funding would result in the state remaining in a tenuous relationship with contractors whose services are critical to community safety, critical to facility security and crucial to population/caseload control within the greater prison system. Instability in this program can negatively affect DOC’s budget and ability to function effectively far beyond the scope of the work release program.

Work Release Base Budget	FTE	Fund
FY2018	97.3	\$ 18,896,823
FY2019	97.3	\$ 18,896,823
Biennial Totals	97.3	\$ 37,793,646

PROPOSED SOLUTION

Additional resources are needed to ensure we improve public safety. The DOC has a continuing desire to identify efficient, cost effective methods to manage its correctional system through the use of community work/training release programs. It is important to ensure public safety and respond to budget challenges which is why DOC completed a formal RFI and, will possibly, pursue a formal bid process.

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The DOC anticipates a need for FTEs and dollars in the 2017-19 biennium to cover the increased costs anticipated and associated with maintaining WR facilities.

An updated decision package will be provided once the formal bid process is complete.

EXPECTED RESULTS

This request is critical to realize the Results Washington's Goal 4: Healthy and Safe Communities – Safe People by decreasing the rate of return to institutions for offenders from 27.8% to 25.0% by 2020. This package supports the priority of government related to public safety by the continued work that work release facilities provides throughout the state to improve public safety and positively affect offender change through case management, training, treatment and employment.

This request ensures that DOC has the necessary resources. It is essential to providing Safer Operations, Engaged and Respected Employees, Innovative, Efficient, and Sustainable Business Practices, and Promoting Positive Change as identified in the agency's strategic plan.

This request aligns with the following Results DOC Outcome Measures (OM):

- OM04 - Well Trained and Educated Staff
- OM05 - Staff Safety
- OM06 - Offender Safety
- OM09a - General Fund State (GFS) spending compliance
- OM12 - Successful Transition
- OM15 - Recidivism

STAKEHOLDER IMPACT

Current WR contract providers and potential providers will be impacted by funding or rejection of this decision package as well as the Washington Federation of State Employees – General Government Coalition. For more information regarding other important connections or impacts related to this proposal, please see attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement

PL – KE Work Release: Capacity Solutions

Point of Contact:
Alan Haskins (360) 725 - 8264

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: KE_Work Release: Capacity Solutions
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	-	-	-	-

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	-	-	-	-
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	-	-	-	-

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	-	-	-	-

PL – KF Enterprise Records Staffing

2017-19 BIENNIAL BUDGET

Point of Contact:
Tuekwe George (360) 725 - 8301

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	30.0	30.0	30.0	30.0
Fund 001-1	\$2,330,000	\$2,177,000	\$2,177,000	\$2,177,000
Total Cost	\$2,330,000	\$2,177,000	\$2,177,000	\$2,177,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 30.0 Full Time Equivalent (FTEs) and \$4,507,000 in the 2017-19 biennium to ensure that offenders are confined and released as ordered by the court, to screen offenders for supervision, to ensure that offenders are supervised for the correct period of jurisdiction, to maintain, preserve, destroy agency records, and to train staff on offender and agency records management.

PROBLEM STATEMENT

In December of 2015, the Governor was informed of a sentencing calculation error that resulted in releasing offenders earlier than their sentences allowed. One (1) of DOC's key functions is the accurate release of offenders from confinement and supervision. In order to more accurately complete this work, additional training and staffing are requested in order to reduce the agency's risk of releasing the offender too early or holding the offender too long. Another key function is the management of offender records. It is imperative that we retain and destroy documents per the retention schedule to know the status of documents related to public records requests, subpoena requests, and potential litigation.

Offender Records Management:

The management of offender records is the foundation to the custody and supervision of the offender as ordered by the court. This work has become increasingly complex and complicated due to the variety of sentencing schemes resulting from frequent legislation and court decisions which impact the calculation of offender release dates, screening for supervision, and supervision time in the community postponed or suspended (tolled) whenever the offender escapes or absconds from supervision. The high rate of change is a challenge for staff to be proficient and effective in respect to their job duties.

If this request is not funded, the impacts will decrease staff confidence and staff morale in their abilities to accurately interpret court orders, which are complex and at times unclear. This type of work is very detail oriented and requires frequent training and feedback to ensure understanding of the principles of sentencing and calculations. The balance of the workload and meeting training needs has historically been an issue. With

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the lack of continuous training, staff errors will continue to occur and this may impact DOC's mission to improve public safety. This proposal is a major revision and enhancement of current records services.

Job Class	Position Title	Total Base	Total Need
100I	Office Asst 2	3.0	7.0
100J	Office Asst 3	26.5	27.5
100T	Secretary Senior	1.0	1.0
105H	Administrative Asst 4	2.0	2.0
112E	Correctional Records Tech 1	123.5	128.5
112G	Correctional Records Tech 2/Supervisor	34.0	42.0
112L	Forms Records Analysts 3/Supervisor	2.0	6.0
112M	Records Management Supervisor	7.0	11.0
350D	Correctional Specialist 3	2.0	5.0
B6281	Director - Statewide Records	1.0	1.0
B6340	Correctional Records Administrator	2.0	2.0
109L	Management Analyst 4	0.0	1.0
Total		204.0	234.0

Agency Records Management:

Records are critical to the operation of DOC providing the legal basis for confinement and supervision. Records include both paper and electronic records. The majority of DOC staff do not appropriately manage their electronic and paper records. This results in an excessive amount of retained documents, which has a direct impact when DOC receives a public disclosure/media request or destruction of records prior to the records retention schedule. On the flip side, proper management of records allows for easy access by staff to respond to public records requests, media requests, subpoenas, tort claims and completing daily tasks.

If this request is not funded, the impact may be an increase of monetary fines for the improper destruction of records when the records should have been maintained. In addition, this may increase costs associated with searching/locating, reviewing, and redacting records that could have been destroyed per the records retention schedules. This proposal is an expansion of the current Archive Retention Unit.

Base Budget by Operational Leader:

Administrative Operations Division (AOD): 93.0 FTEs and \$12,889,174

Prisons: 111.0 FTEs and 15,542,022

Total: 204.0 and \$28,431,196

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Records Base Budget	FTE	Fund
FY2016	204.0	\$ 14,215,598
FY2017	204.0	\$ 14,215,598
Biennial Totals	204.0	\$ 28,431,196

Base Budget includes AOD, Prisons, and Community

PROPOSED SOLUTION

The proposed solutions for offender records management will streamline and centralize statewide processes to reduce errors in whom DOC will supervise and when DOC will release the offender both from confinement and supervision. In addition, the solutions for agency records management will bring the agency into compliance with the records inventories, statewide consistency in the retention/destruction of records, and a reduction of errors.

Criminal Conviction Record (CCR) Unit: This unit currently completes the calculations for the Static Risk Assessment which is completed by researching the offender’s criminal history and other static factors. The proposed solution is to expand this unit so that the felony and misdemeanor screening tools are completed to identify the offenders who meet and who do not meet the criteria for DOC supervision (which is related to the crimes for which the offender was convicted). Accurately identifying offenders who will be supervised assists both Community Corrections Officers (CCOs) and Classification Counselors (CCs) in knowing which offenders meet the criteria for supervision. CCOs and CCs will carry out their core duties in providing direct offender services and offender case management, while eliminating the duty to screen the offender for supervision eligibility. By shifting this work to the CCR unit, the expertise and specialized knowledge will be created for screening offenders for supervision eligibility. By shifting this work to the CCR unit, the expertise and specialized knowledge will be created for screening offenders off of supervision. This brings an efficiency in training staff when legislation is implemented as it is a smaller number of staff who will need to be trained and will lessen the impact of errors. In addition, by shifting this work to the CCR Unit, a second review of the criteria would be added to the screening process which is not currently completed statewide. This will increase the consistency of messaging to the offenders, community and court systems on who meets the criteria for DOC supervision. The proposed solution includes the documentation of the screening tools in the Offender Management Network Information (OMNI). Currently, the screening tools are available in the offender’s file which fails to create a historical tracking of this information in one (1) location as to the criteria for supervision or why the criteria was not met for supervision by DOC. Staffing required for the shift in this workload from CCOs and CCs is **4.0 FTEs (1.0 Correctional Records Lead (CRT2), 2.0 Correctional Records Technicians (CRT), and 1.0 Office Assistant 3 (OA3))**.

Prison Records Structure: Increase and align the Prison Records Structure so that staff have time to train at least multiple times a year, complete and review central file audits, and for succession planning. The

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succession planning is to create an increasing level of responsibility in the records unit so that staff develop the supervisor skills needed to provide records unit coverage when the Records Management Supervisor (RMS) for major facilities and Correctional Records Specialist (CRS) for camp facilities are unavailable due to training/leave and to seek promotional opportunities. The proposed structure will support the training/education that is delivered to staff at the unit level, so that complex sentence schemes are better understood and applied to the calculation of offender release dates. Staffing required is **18.0 FTE** at the following prisons.

Additional FTEs support the higher volume of inmates transferring to these facilities and releasing from these facilities due to increased audit responsibilities at time of transfer and release.

- **Monroe Correctional Complex (MCC):** 1.0 CRS position and 2.0 CRT positions
- **Cedar Creek Corrections Center (CRCC):** 1.0 RMS position and 2.0 OA3 positions
- **Washington State Penitentiary (WSP):** 2.0 CRS positions and 1.0 CRT position
- **Airway Heights Corrections Center (AHCC):** 1.0 RMS position

To align the records structure for all major facilities:

- **Stafford Creek Corrections Center (SCCC):** 1.0 RMS position and 1.0 CRT2 position
- **Clallam Bay Corrections Center (CBCC):** 1.0 RMS position

To align the records structure for all camp facilities to assist with scanning, archiving, filing records and conducting background checks for staff and visitors:

- **Mission Creek Corrections Center for Women (MCCCW):** 1.0 OA3 position
- **Olympic Corrections Center (OCC):** 1.0 OA3 position

To align the records structure for reception centers for the added functions that are completed at the time of admission (creation of the central file, fingerprint cards, control cards and ordering/tracking of central files).

- **Washington Corrections Center (WCC):** 1.0 CRS position
- **Washington Corrections Center for Women (WCCW):** 1.0 CRS position and 1.0 CRT2 position

Community Corrections Records Management: Improve OMNI practices to ensure that DOC numbers are assigned accurately, cases are assigned appropriately and tolling is completed accurately it is a significant amount of input per offender in managing their supervision. To ensure that offender records are managed appropriately and stored in OnBase. The DOC requests **3.0 Corrections Specialist 2 (CS2)**.

These positions will be responsible to ensure that each field office has identified staff who are responsible and trained to complete the above tasks. These FTEs will train staff in the processes to ensure statewide consistency and application of policy and statute to ensure that DOC retains the appropriate period of jurisdiction for offenders. In addition, these FTEs will become the region's expert and specialist for

consultation on complex issues related to assignments and tolling of the community custody periods and will have quality assurance oversight to these tasks. This is the best option as it designates a region expert (a go to person) so that these complex issues are appropriately resolved. By narrowing the number of experts, it improve statewide consistency and the ability for DOC to adjust to legislative implementation, court decisions or other changes

Archive Retention Unit: Expand the unit to include **4.0 FTEs** to ensure that the agency is managing records (retaining/archiving/destroying) so that the agency can respond to public records requests and litigation holds. These positions will work to improve the process of agency records management and to complete the required biennium inventories at each location statewide as required by RCW 40.14.040 and by agency policy. This type of work requires a high level of expertise and knowledge in order to ensure that records are being managed. The current staffing cannot support the work that is required by policy, RCW, and WAC in regards to records management. In order for the agency to move forward dedicated staffing is required. The DOC requests **4.0 Forms and Records Analyst 3.**

Records Division: Create **1.0 Management Analyst 4** to manage the systems and processes for maintaining offender and agency records in electronic format to include OnBase. The agency has started this work; however, a dedicated resource is needed to fully implement all aspects of records management in order to reach the agency's goals of electronic offender files, electronic agency records, and records workflows. The benefits of electronic records are that it allows easy access by agency staff to records when responding to public disclosure/media requests, subpoenas, tort claims and completing daily task by a variety of agency staff (such as Victim Services Unit and the End of Sentence Review Unit).

OnBase functionality is more than just a document storage program. Aspects of the program have not been deployed to users as there has not been the resources to do this work. This work requires meeting with the business (engagement) and demonstrating how the program can assist them in their work such as auto redaction. In addition, OnBase has capabilities that have not been explored further such as enterprise integration which allows OMNI and OnBase to talk to each other so that certain events (such as an offender death or offender release) trigger and set the retention schedules for documents in OnBase. This functionality brings business improvements and lean principles to the agency's management of records.

See Attachment 2 for detailed information by object, program, and activity.

Note: If DOC were to integrate screening tables into OMNI to replace the current felony/misdemeanor screening tools, the estimated IT cost would be \$180,000. However, at this time no IT costs are built into this decision package as we work on staff analysis.

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

EXPECTED RESULTS

The expected outcomes are staff who are confident in the management of offender and agency records resulting from improved systems, processes and staff training so that offenders under DOC jurisdiction are released accurately, screened appropriately for supervision and supervised for the period of community custody. The result is to improve public safety. In addition, DOC will improve the current system of our records management which will retain, archive, and destroy records per the Secretary of State's retention schedule and to DOC's unique retention schedule. The result will be a reduction of electronic and paper records maintained by DOC as well as compliance with the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) regarding the management of agency records.

This decision package aligns with Results Washington; specifically, Goal 4: Healthy and Safe Community – Safe People. Additionally, when staff receive training and have confidence in the skills, knowledge, and abilities this will increase their job satisfaction which is connected to Results Washington Goal 5: Efficient, effective & accountable government - Employer of Choice.

Sentence and Time Calculations are the foundation to determining when to transition the offender from prison to the community based on the offender's Earned Release Date and the offender's Prison Maximum Date, and DOC's jurisdiction to supervise in the community.

This request aligns with the following Results DOC Outcome Measure (OM), Supporting Process (SP), and Operating Processes (OP):

- OM04 – Well Trained and Educated Employees
- OM05 – Staff Safety
- SP01 – Developing the Workforce. This will be impacted by creating records positions with increasing level of responsibility to build succession planning within the Records Division.
- OP06 – Release of the Offender
- OP07 – Managing Offenders in the Community

Other results are:

- OMNI as the system of record for screening for supervision.
- Second review of the screening for supervision to ensure accuracy of the result.
- Reduction in duplicate DOC numbers being issued.
- Increased collaboration with Statewide Records for the identification of problematic Judgment and Sentences.
- Accurate sentence end dates resulting from improved tolling practices and oversight.

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- Increase availability of offender file material available in OnBase for others in the agency to review (such as the End of Sentence Unit and the Victim Services Unit).
- Addition and automation of document retention schedules for OnBase documents.
- Reduction of DOC's records maintained when the retention schedules are followed which will reduce the number of records to produce for public disclosure and media requests. This is a reduction of staff time to search and locate the records, review the records, and redact the records for release.
- Reduction in paper documents retained when fully utilizing OnBase.

STAKEHOLDER IMPACT

Washington State Senate Law and Justice Committee Report dated May 24, 2016, which includes a recommendation to review staffing structure of records.

The Governor's External Investigators Recommendations for policy language requiring notifications of system-wide errors that affect sentencing, release, or supervision of offenders and for hand calculations of release dates when problems are detected.

Lean principles for creating improved systems and work processes for staff and DOC's efficiencies in processing records as directed in RCW 40.14.040.

Key stakeholders include Secretary of State, Law Enforcement, Prosecutors, Administrative Office of Courts, and Caseload Forecast Council. For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

PL – KF Enterprise Records Staffing

Point of Contact:
Tuekwe George (360) 725 - 8301

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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2017-19 IT Addendum

Point of Contact:
Tuekwe George (360) 725 - 8301

PL – KF Enterprise Records Staffing

Information Technology Items in this DP	FY2018	FY2019	FY2020	FY2021
Leased PCs (Program 600)	\$13,000	\$13,000	\$13,000	\$13,000
Total Cost	\$13,000	\$13,000	\$13,000	\$13,000

IDENTIFYING IT PROJECTS

- Does this package fund the development or acquisition of a new or enhanced software or hardware system of service?
Yes No
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See OCIO Policy 184 for definition.)
Yes No
- Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See OCIO Policy 121.)
Yes No

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: KF_Enterprise Records Staffing
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	30.0	30.0	30.0	30.0
Fund 001-1	2,330,000	2,177,000	2,177,000	2,177,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	9.0	9.0	9.0	9.0
200 - Correctional Operations	18.0	18.0	18.0	18.0
300 - Community Supervision	3.0	3.0	3.0	3.0
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	30.0	30.0	30.0	30.0

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	695,000	649,000	649,000	649,000
200 - Correctional Operations	1,405,000	1,313,000	1,313,000	1,313,000
300 - Community Supervision	217,000	202,000	202,000	202,000
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	13,000	13,000	13,000	13,000
700 - Offender Change	-	-	-	-
Total	2,330,000	2,177,000	2,177,000	2,177,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	1,492,330	1,493,110	1,493,110	1,493,110
B - Employee Benefits	617,420	617,420	617,420	617,420
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	43,370	43,370	43,370	43,370
G - Travel	23,100	23,100	23,100	23,100
J - Capital Outlays	153,780	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	2,330,000	2,177,000	2,177,000	2,177,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	1,405,000	1,313,000	1,313,000	1,313,000
A002 - Core Administration	695,000	649,000	649,000	649,000
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	13,000	13,000	13,000	13,000
A007 - Supervise Other Adults	217,000	202,000	202,000	202,000
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	2,330,000	2,177,000	2,177,000	2,177,000

Records All FY2018

Title	Estimated Annual Cost	Total Positions / FTEs	Obejct A	Obejct B	Total	Object E Standard Assumptions	Object E Program 600	Object G Standard Assumptions	Object J Startup	Grand Total
Office Assistant 3	\$ 48,310	5.0	\$ 156,120	\$ 85,430	\$ 241,550	5,060	2,225	\$ 3,850	\$ 25,630	\$ 278,315
Correctional Records Tech 1	\$ 68,316	5.0	\$ 240,300	\$ 101,280	\$ 341,580	5,060	2,225	\$ 3,850	\$ 25,630	\$ 378,345
Corr Records Tech 2 - Lead	\$ 74,206	3.0	\$ 159,048	\$ 63,570	\$ 222,618	3,036	1,335	\$ 2,310	\$ 15,378	\$ 244,677
Mgmt Analyst 4	\$ 82,519	1.0	\$ 60,012	\$ 22,507	\$ 82,519	1,012	445	\$ 770	\$ 5,126	\$ 89,872
Records Mgmt Sup	\$ 82,519	4.0	\$ 240,048	\$ 90,028	\$ 330,076	4,048	1,780	\$ 3,080	\$ 20,504	\$ 359,488
Corr Records Sup	\$ 80,779	5.0	\$ 292,740	\$ 111,155	\$ 403,895	5,060	2,225	\$ 3,850	\$ 25,630	\$ 440,660
Forms & Recs Analyst 3 (listed in DP as a 2)	\$ 72,708	4.0	\$ 207,024	\$ 83,808	\$ 290,832	4,048	1,780	\$ 3,080	\$ 20,504	\$ 320,244
Correctional Spec 2	\$ 65,565	3.0	\$ 137,052	\$ 59,643	\$ 196,695	3,036	1,335	\$ 2,310	\$ 15,378	\$ 218,754
Total	\$ 574,922	30.0	\$ 1,492,344	\$ 617,421	\$ 2,109,765	\$ 30,360	\$ 13,350	\$ 23,100	\$ 153,780	\$ 2,330,355

Coding Split (Estimate)

P100 14001/1003	AOD	9.0	447,396	185,103	632,499	9,108	4,005	6,930	46,134	698,676
P200 22004/1003	Prisons	18.0	907,896	372,675	1,280,571	18,216	8,010	13,860	92,268	1,412,925
P300 34001/1003	CCD	3.0	137,052	59,643	196,695	3,036	1,335	2,310	15,378	218,754
		30.0	1,492,344	617,421	2,109,765	30,360	13,350	23,100	153,780	2,330,355
		TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE

FY2019

Title	Estimated Annual Cost	Total Positions / FTEs	Obejct A	Obejct B	Total	Object E Standard Assumptions	Object E Program 600	Object G Standard Assumptions	Object J Startup	Grand Total
Office Assistant 3	\$ 48,310	5.0	\$ 156,120	\$ 85,430	\$ 241,550	5,060	2,225	\$ 3,850	\$ -	\$ 252,685
Correctional Records Tech 1	\$ 68,316	5.0	\$ 240,300	\$ 101,280	\$ 341,580	5,060	2,225	\$ 3,850	\$ -	\$ 352,715
Corr Records Tech 2 - Lead	\$ 74,206	3.0	\$ 159,048	\$ 63,570	\$ 222,618	3,036	1,335	\$ 2,310	\$ -	\$ 229,299
Mgmt Analyst 4	\$ 82,519	1.0	\$ 60,012	\$ 22,507	\$ 82,519	1,012	445	\$ 770	\$ -	\$ 84,746
Records Mgmt Sup	\$ 82,519	4.0	\$ 240,048	\$ 90,028	\$ 330,076	4,048	1,780	\$ 3,080	\$ -	\$ 338,984
Corr Records Sup	\$ 80,779	5.0	\$ 292,740	\$ 111,155	\$ 403,895	5,060	2,225	\$ 3,850	\$ -	\$ 415,030
Forms & Recs Analyst 3	\$ 72,708	4.0	\$ 207,024	\$ 83,808	\$ 290,832	4,048	1,780	\$ 3,080	\$ -	\$ 299,740
Correctional Spec 2	\$ 65,565	3.0	\$ 137,052	\$ 59,643	\$ 196,695	3,036	1,335	\$ 2,310	\$ -	\$ 203,376
Total	\$ 574,922	30.0	\$ 1,492,344	\$ 617,421	\$ 2,109,765	\$ 30,360	\$ 13,350	\$ 23,100	\$ -	\$ 2,176,575

1,973,199

AOD	9.0	447,396	185,103	632,499	9,108	4,005	6,930	-	652,542
Prisons	18.0	907,896	372,675	1,280,571	18,216	8,010	13,860	-	1,320,657
CCD	3.0	137,052	59,643	196,695	3,036	1,335	2,310	-	203,376
	30.0	1,492,344	617,421	2,109,765	30,360	13,350	23,100	-	2,176,575
	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE

2017-19 Total

Title	Estimated Annual Cost	Total Positions / FTEs	Obejct A	Obejct B	Total	Object E Standard Assumptions	Object E Program 600	Object G Standard Assumptions	Object J Startup	Grand Total
Office Assistant 3	\$ 96,620	5.0	\$ 312,240	\$ 170,860	\$ 483,100	\$ 10,120	\$ 4,450	\$ 7,700	\$ 25,630	\$ 531,000
Correctional Records Tech 1	\$ 136,632	5.0	\$ 480,600	\$ 202,560	\$ 683,160	\$ 10,120	\$ 4,450	\$ 7,700	\$ 25,630	\$ 731,060
Corr Records Tech 2 - Lead	\$ 148,412	3.0	\$ 318,096	\$ 127,140	\$ 445,236	\$ 6,072	\$ 2,670	\$ 4,620	\$ 15,378	\$ 473,976
Mgmt Analyst 4	\$ 165,038	1.0	\$ 120,024	\$ 45,014	\$ 165,038	\$ 2,024	\$ 890	\$ 1,540	\$ 5,126	\$ 174,618
Records Mgmt Sup	\$ 165,038	4.0	\$ 480,096	\$ 180,056	\$ 660,152	\$ 8,096	\$ 3,560	\$ 6,160	\$ 20,504	\$ 698,472
Corr Records Sup	\$ 161,558	5.0	\$ 585,480	\$ 222,310	\$ 807,790	\$ 10,120	\$ 4,450	\$ 7,700	\$ 25,630	\$ 855,690
Forms & Recs Analyst 3	\$ 145,416	4.0	\$ 414,048	\$ 167,616	\$ 581,664	\$ 8,096	\$ 3,560	\$ 6,160	\$ 20,504	\$ 619,984
Correctional Spec 2	\$ 131,130	3.0	\$ 274,104	\$ 119,286	\$ 393,390	\$ 6,072	\$ 2,670	\$ 4,620	\$ 15,378	\$ 422,130
Total	\$ 1,149,844	30.0	\$ 2,984,688	\$ 1,234,842	\$ 4,219,530	\$ 60,720	\$ 26,700	\$ 46,200	\$ 153,780	\$ 4,506,930
	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE
										4,084,800
Archive/Admin	9.0	894,792	370,206	1,264,998	18,216	8,010	13,860	46,134	1,351,218	
Prison	18.0	1,815,792	745,350	2,561,142	36,432	16,020	27,720	92,268	2,733,582	
CCR	3.0	274,104	119,286	393,390	6,072	2,670	4,620	15,378	422,130	
	30.0	2,984,688	1,234,842	4,219,530	60,720	26,700	46,200	153,780	4,506,930	
	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE

*Note: Original request included a Forms & Records Analyst 2 position but it is cost out here as a Forms & Records Analyst 3. We do not have a standard assumption for a Forms & Records Analyst 2.

Assumptions:

- * Office Assistant 3: Range 31 / Step G
- * Correctional Records Tech 1: Range 44 / Step L
- * Corr Records Tech 2 - Lead: Range 48 / Step L
- * Mgmt Analyst 4: Range 58 / Step G
- * Records Mgmt Sup: Range 58 / Step G
- * Corr Records Sup: Range 52 / Step L
- * Forms & Recs Analyst 3: Range 47 / Step L
- * Correctional Spec 2: Range 47 / Step G
- * Start-up includes one-time costs of \$153,000 in fiscal year (FY) 2018
- * Start-up includes ongoing costs of \$2,177,000 in FY2018 and thereafter

PL - KG Prison: Custody & Non Custody Staffing Model Review

2017-19 BIENNIAL BUDGET

Point of Contact:
Margaret Andreas (360) 725 - 8262

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$200,000	\$300,000	\$0	\$0
Total Cost	\$200,000	\$300,000	\$0	\$0

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$500,000 in the 2017-19 biennium for a comprehensive review of the Prisons Custody Staffing Model and the Non-Custody Staffing Model Workload Standards as recommended by the Washington State Auditor’s Office (SAO). This is critical to ensure appropriate staffing model assumptions are used so that safety and security of our staff and offenders is maintained.

PROBLEM STATEMENT

The DOC has staffing models for both custody and non-custody staff working in prisons, which were established over 25 years ago.

Prison Custody Staffing Model

The DOC Custody Staffing Model was developed over 25 years ago in response to concerns and questions about prison staffing from the Legislature and Office of Financial Management (OFM) staff. The model defines the security staffing needs within DOC’s 12 prisons. Key elements of the model include:

- Facility and Housing Unit Security Level Designation;
- Post and Supervision Requirements by Offender Custody Level; and
- Relief Factors.

Numerous changes have occurred over the years affecting staffing requirements, however no significant changes have been made to the model since it was created. The most recent update was published in 1998. Our prisons have been impacted by federal legislation, such as the Prison Rape Elimination Act (PREA) and the Family Medical Leave Act (FMLA), greater use of technology, expansion of offender programming in higher security living units and changes in offender demographics. The Custody Staffing Model no longer accurately prescribes the correct staffing levels to safely and securely implement the policies and procedures of DOC prison facilities.

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In Fiscal Year (FY) 2016, the SAO conducted a performance audit of DOC's prison facilities and in March 2016 published recommendations for improving safety in DOC's prisons.

The SAO found that DOC has not updated its staffing model to take into account the additional demands placed on staff.

The SAO surveyed staff and also conducted focus groups, asking staff for improvements that would make them feel safer. Hiring more staff was among the top three (3) staff suggestions.

The SAO report included the recommendation to "Evaluate and update the staffing model to ensure staffing levels are adequate and appropriately utilized to meet all the requirements placed on staff."

Prison Non-Custody Staffing Model

The Non-Custody Staffing Model Workload standards were developed in the early 1990s by a team of DOC staff; no changes have been made since that time. The workload standards do not differentiate staffing requirements between male and female prisons. Some of the same changes which have impacted custody staffing needs also affect non-custody staffing requirements. Examples include PREA, increased use of security electronics systems, increased public disclosure requirements, greater sentencing complexity, emphasis on gender responsiveness and the implementation of sustainable practices in prisons.

PROPOSED SOLUTION

The DOC requests funding for a comprehensive and independent review of the prison staffing models along with recommended revisions to provide a model which will prescribe sufficient staffing to safely, securely and efficiently run our prison facilities.

The DOC has no base funding for such a review. We assume the review would begin in FY2018 and would be complete prior to the end of FY2019. We assume this will be a one-time cost, however recommended model revisions may result in future, ongoing funding requirements.

See attachment 2 for detailed information by activity, program and object.

EXPECTED RESULTS

Expected results include compliance with SAO recommendations, enhanced safety and security in our prisons, increased staff morale as a result of listening and responding to staff safety concerns, and greater compliance with statutory and policy requirements.

This request aligns with Results Washington Goal 4: Healthy and Safe Communities.

This request aligns with the following Results DOC Outcome Measures (OM):

- OM01 - Employer of Choice

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- OM03 - Employee retention
- OM05 - Staff Safety
- OM06 -- Offender Safety
- OM09 - Budget Compliance

This request supports the key goal of Engaged and Respected Employees in the DOC Strategic Plan, specifically the strategies to:

- Be an employer of choice; and
- Recognize contributions and achievements to enhance work performance and foster an environment where employees feel valued.

This request supports the key goal of Safer Operations in the DOC Strategic Plan, specifically the strategies to:

- Maintain safe and secure environments through sound correctional policy, practice and training; and
- Maintain the ability to respond and manage a wide range of emergencies and significant events.

STAKEHOLDER IMPACT

For more information on other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

Point of Contact:
Margaret Andreas (360) 725 - 8262

PL - KG Prison: Custody & Non Custody Staffing Model Review

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: KG_Prison: Custody & Non Custody Staffing Model Review
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	200,000	300,000	-	-

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	200,000	300,000	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	200,000	300,000	-	-

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	200,000	300,000	-	-
E - Goods and Other Services	-	-	-	-
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	200,000	300,000	-	-

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	200,000	300,000	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	200,000	300,000	-	-

PL – KH Community: Staffing Model

Point of Contact:

Alan Haskins (360) 725 - 8264

2017-19 BIENNIAL BUDGET

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$200,000	\$300,000	\$0	\$0
Total Cost	\$200,000	\$300,000	\$0	\$0

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$500,000 in the 2017-19 biennium to conduct a comprehensive workload study of our community supervision staffing to ensure appropriate staffing model assumptions are available to comport with staff, offender, and community safety and security.

PROBLEM STATEMENT

Since 2013, significant changes in staffing requirements have occurred given the inception of Swift and Certain, and other policy and legislative changes. The current workload model was designed based on offender population and Risk Level Classification (RLC). The DOC manages offenders using a risk classification system; an offender's RLC classifies their risk to reoffend.

Since the development of the previous workload model in 2004, DOC has gone through a profound transformation. This transformation has affected processes and systems. This new organizational reality has shifted workload expectations for Community Supervision staff and their level of work. There is a strong need to be versatile and flexible to meet the increasing demands of our mission to improve safety and security of staff, offenders, and the community.

If this package is not funded and the research services are contracted out, DOC will overspend our general fund state dollars. Utilizing an outside resource to effectively analyze and map the Community Supervision Division is fundamental to streamlining staffing and resources. The DOC will also require an updated workload model. Several programmatic areas requiring updates, include, at a minimum:

- Community Corrections Division (CCD)
- CCD Transportation
- Family Offender Sentencing Alternative (FOSA)
- Hearings
- Indeterminate Sentence Review Board (ISRB)
- Law Enforcement Notification (LEN)

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- Less Restrictive Alternative (LRA)
- Records/Warrants
- Sex Offender Treatment and Assessment Program (SOTAP)
- Victim Services

Workload History	FY2013	FY2014	FY2015	FY2016	Estimated		
					FY2017	FY2018	FY2019
Community Supervision Population							
# Active Offenders	15,395	15,913	16,730	17,236	17,726	18,312	18,898
% Change from prior year	-5.1%	3.4%	5.1%	3.0%	2.8%	3.3%	3.2%

PROPOSED SOLUTION

In order to identify, quantify, and accurately assess community supervision staffing and workload, it is necessary to hire an external independent consultant. The cost to fund this study is not available in the current Community Supervision budget. Hiring an independent contractor is cost prohibitive without new funding.

Costs are estimates based on the best information currently available. See Attachment 2 for detailed information by object, program, and activity.

EXPECTED RESULTS

Results WA:

This request aligns with Results Washington; specifically, Goal 4: Health and Safe Communities – Safe People by decreasing the rate of return to institutions for offenders from 27.8% to 25.0% by 2020. Funding this decision package would ensure appropriate community corrections staffing to ensure the safety of offenders, employees and the public.

Results DOC:

This request is essential to the implementation of DOC’s strategic objectives related to focusing on Improving Public Safety and Changing Offender Behavior to meet agency goals of Safer Operations and Innovative, Efficient, and Sustainable Business Practices. This request aligns with the following Results DOC Outcome Measures (OM), Operating Processes (OP), and Supporting Process (SP):

- OM05 – Staff Safety
- OM06 – Offender Safety
- OP01.e – Ensuring Safe Environment: Managing Security Practices
- OP01.f – Ensuring Safe Environment: Maintaining Facility Infrastructure

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- OP04.d – Providing Programming Pathways for Improvement: Providing offender improvement programs (education, vocational training, SDT, SOTAP, CBT and employment)
- SP07 – Improving Performance: Developing a strategic plan; Establishing performance measures and targets; Revising performance to identify gaps; Identifying and prioritizing performance activities; Evaluating and approving external research proposals; Participating in research and program evaluation.

A comprehensive workload study led by an independent contractor is necessary to determine and assess the duties, the time to accomplish these duties, and account for the evolution of staff requirements, training, evaluation tools, and resources. Each of these components is essential in order to achieve the common goals of Safer Communities, Innovative, Efficient and Sustainable Business Practices and Positively Changed Offenders. Funding this package is essential to maintaining core correctional operations and improving business practices and performance. Staff's ability to grow and change while providing community interaction is vital to DOC's mission.

STAKEHOLDER IMPACT

While working with the national research community and receiving technical assistance to improve our approach, it is necessary to build local community partnerships, identify common objectives and/or benefits and/or share resources, communicate proactively and measure/assess progress. This workload study will support collaboration and buy-in by the government and legislative staff. Additionally, DOC is identifying offender support providers and resources to foster positive outcomes and treatment alternatives for offenders under supervision.

No changes would be required to existing statutes, rules, or contracts, in order to implement this change. Washington Federation of State Employees – General Government Coalition is impacted by funding or rejection of this decision package. For more information regarding other important connections or impacts related to this proposal, please see attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

PL - KK Community: Staffing Model

Point of Contact:
Alan Haskins (360) 725 - 8264

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: KH_Community: Staffing Model
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	200,000	300,000	-	-

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	200,000	300,000	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	200,000	300,000	-	-

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	200,000	300,000	-	-
E - Goods and Other Services	-	-	-	-
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	200,000	300,000	-	-

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	200,000	300,000	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	200,000	300,000	-	-

PL – KI Enterprise Classification Review/Update

2017-19 BIENNIAL BUDGET

Point of Contact:
Peter Campbell (360) 725 - 8838

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$100,000	\$200,000	\$0,000	\$0,000
Total Cost	\$100,000	\$200,000	\$0,000	\$0,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$300,000 in the 2017-19 biennium to contract for the development and design of a new classification/custody model given significant changes in statute and policy as well as DOC's current tool having been developed over 30 years ago.

PROBLEM STATEMENT

The current classification/custody model was developed in the mid-1980's and requires the use of frequent custody overrides, thereby invalidating the standards of a sound model. The DOC's override use has risen to the 30th percentile, far higher than the accepted practice according to the National Institute of Corrections (NIC), simply because the current model has not kept time with the immense changes to Washington State's correctional system over the last 30 years. The DOC's reliance on a 30-year-old model is daunting and unrealistic due to:

- Changes in demographics
- Lack of gender responsivity
- Creation of new felony offenses with the invention of the internet
- Increase in Security Threat Group (STG) presence and activity
- Growth in prison population
- Changes & complexities of new sentences
- Focus on evidence-based programming to reduce recidivism
- Evolved IT infrastructure simply unimagined at the time of implementation of the current model

The classification model is integrated into DOC's Offender Management Network Information System (OMNI). The model has not been able to adapt to the impacts of the recalculation issue, in that OMNI cannot accurately align itself with the classification process for those inmates needing recalculation. Classification staff are unable to use the current custody facility plan, thereby causing an inaccurate custody score requiring overrides and additional narratives to articulate the assigned custody.

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The DOC has zero base budget for improvement and development. Not funding the development of a new classification/custody model would compel DOC to continue to use and create override codes. The ability to simply place inmates at specific facilities for appropriate programs is currently in conflict with the agency's antiquated custody model.

PROPOSED SOLUTION

The DOC proposes to competitively contract with a nationally recognized expert to develop and design a new classification/custody model specific to the unique attributes of the Washington correctional system and the agency's mission to increase public safety and reduce recidivism.

The estimated cost is \$300,000 for the initial phase of development, design, training and periodic re-assessments of the model to ensure fidelity and validity. Additional funds may be requested in the 2019-2021 biennium for IT implementation. At this point in time, it is impossible to accurately estimate the costs of the IT component since the criteria has yet to be determined. Since the classification/custody model is integrated into the OMNI system, DOC would need experienced OMNI contractors to update the model for DOC use.

The DOC has explored implementing the Static Risk and Offender Needs Guide – Infraction (STRONG-I) model as an alternative. However, it is not a viable option because the proposed intent would primarily focus on using infractions as a predictor of future institutional behavior in assigning custody levels; this would simply be the next chapter in continuing the current model which focuses entirely on behavior, leaving out numerous other factors and values the agency currently has to override on a consistent basis. This is the primary reason DOC is in dire need for a new model, to design and develop a model which integrates programming, behavior and criminal history elements to determine appropriate custody level assignment. The STRONG-I has not been designed or validated, nor is it recognized as a national standard. It could not provide the multiple items and values needed to fulfill the DOC's requirements in classification.

A new model, designed and developed on a multitude of statutory, policy, system and inmate demographic changes, and gender responsiveness is an absolute necessity since the current model is over 30 years old and simply cannot meet current needs, let alone be a tool for the future. Most state and many county correctional systems have implemented new and much more progressive classification models which are gender responsive and place a far higher value on non-behavioral factors in accurately assigning custody levels and appropriate facility and unit placement. A classification model is far different from a needs assessment.

See Attachment 2 for detailed information by object, program and activity.

EXPECTED RESULTS

Results Washington

A new model directly aligns with Results Washington Goal 4 (Healthy & Safe Communities) and Goal 5 (Effective, Efficient & Accountable Government) because it would increase public safety and reduce tort

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liability to the State by appropriately placing offenders in the appropriate facilities. The development and design of such a model will also allow the agency to collect accurate data in making critical strategic and tactical policy decisions in carrying out the core mission.

Results DOC

The DOC expects that a new model would assist the agency in its core mission: to increase public safety and reduce recidivism. An updated system designed to meet the specific needs of the agency would ensure a higher rate of accuracy in the appropriate classification of offenders. The ability to target specific evidence-based programming in addressing an offender's risk and need areas enables DOC to carry out the agency's key goal of positively changed offenders.

This request aligns with the following Results DOC Outcome Measure (OM) and Operating Process (OP):

- OM06 – Offender Safety
- OP01 – Ensuring Safe Environments
- OP03 – Providing Basic Needs

STAKEHOLDER IMPACT

As laws and sentencing guidelines in the State of Washington continue to evolve to keep pace with an ever changing society, DOC needs a classification and custody model that can adapt. A new model would enable DOC to effectively and efficiently adapt to state changes, and improve responses and execution of specialized sentences. For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement

Point of Contact:
Peter Campbell (360) 725 - 8838

PL – KI Enterprise Classification Review/Update

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: KI_Enterprise Classification Review/Update
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	100,000	200,000	-	-

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	100,000	200,000	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	100,000	200,000	-	-

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	100,000	200,000	-	-
E - Goods and Other Services	-	-	-	-
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	100,000	200,000	-	-

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	100,000	200,000	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	100,000	200,000	-	-

PL - KJ SAO: Prison Radio Shortage

Point of Contact:

Margaret Andreas (360) 725 - 8262

2017-19 BIENNIAL BUDGET

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$5,663,000	\$3,149,000	\$5,287,000	\$5,951,000
Total Cost	\$5,663,000	\$3,149,000	\$5,287,000	\$5,951,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$8,812,000 in the 2017-19 biennium to fund the recommendations of the State Auditor’s Office (SAO) Performance Audit – Improving Staff Safety. The SAO report provided staff feedback, identifying a need for “more radios or added radio features, such as remote microphones and duress alarms.”

PROBLEM STATEMENT

Following the murder of a correctional officer in 2011, DOC implemented a series of initiatives designed to improve staff safety. In March 2016 the SAO completed a Performance Audit – Improving Staff Safety. This audit focuses on staff safety at the state’s 12 prison facilities. The report provided staff feedback and recommendations to DOC to improve safety initiatives. While each prison had implemented the initiatives to some degree, not all the initiatives have been fully or consistently implemented in all facilities. The DOC could improve staff accountability procedures, visibility in certain areas of the prisons, communication between management and staff, and staff search procedures.

The DOC has recently deployed 1,403 portable radios to six (6) facilities to replace aging equipment, and any new additional equipment will be the same models to permit leveraging and augmenting accessories and hardware.

Seven (7) sites have been identified as requiring additional or upgraded radio infrastructure to include frequencies and licensing to accommodate the increased radio traffic and avoid system busy signals:

- Airway Heights Correction Center (AHCC)
- Coyote Ridge Corrections Center (CRCC)
- Monroe Correctional Complex (MCC)
- Stafford Creek Corrections Center (SCCC)
- Washington Corrections Center (WCC)
- Washington State Penitentiary (WSP)
- Mission Creek Corrections Center for Women (MCCCW)

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Of these seven (7) sites, four (4) sites: WCC, MCCCW, WSP and MCC will need a complete system replacement. WCC will need a complete system replacement due to an additional frequency resulting in an increase from four (4) to five (5) channels, and per Federal Communications Commission (FCC) rules requiring conversion to trunked operation; MCCCW, WSP and MCC infrastructures are nearing end of life and replacement is necessary to provide the same on-going level of communication and avoid overloading channels. Meeting the SAO recommendation makes it necessary to upgrade/replace the base stations at these facilities.

An additional facility OCC has been identified as needing an infrastructure relocation to improve system reliability. The facility is one (1) of three (3) remote prisons, and the only one (1) having all repeaters located on a single mountain top. With inclement winter weather or other event, a commercial power loss to the site results in the severely hampered facility communications reducing staff safety. Relocating two (2) repeaters and associated infrastructure from the mountain top to the facility, will provide reliable communications if either location experiences a loss of power.

Funding this request is critical and will assist DOC in their commitment to implement a series of initiatives designed to improve staff safety.

PROPOSED SOLUTION

In order to implement the SAO's recommendations, additional radios and accessories must be acquired to equip full time staff who do not have radio equipment. In addition, to meet/comply with FCC subscriber channel loading guidelines - due to adding more users at each location, several systems would require additional channels/repeaters to prevent/avoid busy channels; one (1) location WCC identified as requiring a complete replacement/upgrade to digital trunking; three (3) additional locations MCCCW, WSP and MCC due to nearing end of life will need replacement/upgrade of their infrastructures (base stations).

This request is intended to close a gap in staff safety, by providing all non-custody staff with offender contact with a radio and an emergency duress alarm with which to summon assistance.

The DOC requests funding of \$5,663,000 in Fiscal Year (FY) 2018 and intends to complete the following actions during FY2018. These actions are intended to promote radio deployment and upgrading the systems to improve staff safety as quickly as possible.

- Acquire 1,307 portable trunked/conventional radios and accessories, with distribution to AHCC, CRCC, MCC, SCCC, WCC, WSP, and MCCCW for deployment.
 - 215 Conventional Radios - \$500,950
 - 1,092 Trunked Radios - \$3,666,000
 - Accessories (microphones RSM, battery, charger, and holster) - \$486,240

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- Update infrastructure at six (6) sites (Repeaters, Combiners, Multi-coupler, Filters, and Installation) and FCC licensing of additional frequencies.
 - Infrastructure (GTR repeater, Quantar repeater, labor, hardware, modification or replacement of combiner, replacement of multi-coupler, and additional licensing and coordination of fees) - \$159,000
- Replace infrastructure at MCCCW due to nearing end of life and will need to replace base station.
 - Radio system needs replacement - \$850,000

The DOC requests funding of \$3,149,000 in FY2019 and intends to complete the following:

- Replace a conventional analog system with trunked digital system and 500 portable and mobile radios used on this system at WCC prison facility.
- Remove the existing conventional analog radios, and redeploy to other locations to meet the SAO recommendation.
- Add tower, relocate infrastructure, and re-license radio system to OCC prison facility.
- Cost breakdown:
 - Subscriber costs - \$1,000,000
 - Infrastructure costs - \$2,149,000

The 2017-19 biennial request totals \$8,812,000 for radios, accessories and infrastructure.

The DOC requests funding of \$5,287,000 in FY2020 for WSP infrastructure replacement of base station and subscribers due to end of life and intends to complete the following:

- Replace a trunked analog system with trunked digital system at WSP, five (5) repeaters – Ops channels 800 MHz, two (2) repeaters stand-alone mutual aid channels 800 MHz, one (1) VHF channel, console position (includes logger), services and relocate equipment onto new tower - \$1,900,500
- Subscribers – 1000 portable radios - \$3,222,750
- Subscribers – 50 mobile radios - \$163,463

The DOC requests funding of \$5,951,000 in FY2021 for MCC infrastructure replacement of base station and subscribers due to end of life and intends to complete the following:

- Replace a trunked analog system with trunked digital system at MCC, five (5) repeaters – Ops channels 800 MHz, one (1) repeater stand-alone mutual aid channel 800 MHz, one (1) VHF channel, console position (includes logger), and service - \$1,952,500
- Subscribers – 1200 portable radios - \$3,867,300
- Subscribers – 40 mobile radios - \$130,770

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DOC requests \$11,238,000 in the 2019-21 biennium for infrastructure replacement and subscribers.

If this decision package is not funded, current staff members not having equipment would continue to not carry a radio or use a cache type checkout radio. This would keep staff safety level unchanged.

EXPECTED RESULTS

This request aligns with Results Washington Goal 4: Healthy and Safe Communities.

This request aligns with the DOC key goal of Safer Operations and Support, and the following Results DOC Outcome Measures (OM) and Operating Process (OP):

- OM05 – Staff Safety
- OM06 – Offender Safety
- OP01 – Ensuring Safe Environments

STAKEHOLDER IMPACT

There would be no changes to existing statues, rules, or contracts in order to implement this request. No concerns are anticipated.

The majority of DOC prison staff are represented by Teamsters Local 117.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

Point of Contact:
Margaret Andreas (360) 725 - 8262

PL – KJ SAO: Prison Radio Shortage

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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2017-19 IT Addendum

PL – KJ SAO: Prison Radio Shortage

Point of Contact:
Margaret Andreas (360) 725 - 8262

Information Technology Items in this DP	FY2018	FY2019	FY2020	FY2021
215 Conventional Radios	\$500,950	\$0	\$0	\$0
3382 Trunked Radios	\$3,666,000	\$0	\$3,386,213	\$3,998,070
Accessories (microphones RSM, battery, charger, and holster)	\$486,240	\$0	\$0	\$0
Infrastructure (GTR repeater, labor, hardware, additional licensing fees)	\$159,000	\$0	\$0	\$0
Subscriber costs	\$0	\$1,000,000	\$0	\$0
Infrastructure costs	\$850,000	\$2,149,000	1,900,500	1,952,500
Total Cost	\$5,663,000	\$3,149,000	\$5,287,000	\$5,951,000

IDENTIFYING IT PROJECTS

- Does this package fund the development or acquisition of a new or enhanced software or hardware system of service?
Yes No
In so much as the upgrade/replacement of an existing radio system at the Washington Corrections Center will require the acquisition of an advanced P25 Digital Trunked system as its replacement.
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See OCIO Policy 184 for definition.)
Yes No
The Department does not use an agency data center in relation to radio system operations.
- Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See OCIO Policy 121.)
Yes No

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Agency: 310 - Department of Corrections
Decision Package Code/Title: KJ_SAO: Prison Radio Shortage
Budget Period: 2017-19
Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	5,663,000	3,149,000	5,287,000	5,951,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	5,663,000	3,149,000	5,287,000	5,951,000
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	5,663,000	3,149,000	5,287,000	5,951,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	4,653,000	-	-	-
G - Travel	-	-	-	-
J - Capital Outlays	1,010,000	3,149,000	5,287,000	5,951,000
N - Grants, Benefits, and Client Services	-	-	-	-
Total	5,663,000	3,149,000	5,287,000	5,951,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	5,663,000	3,149,000	5,287,000	5,951,000
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	5,663,000	3,149,000	5,287,000	5,951,000

Linked to DP Summary cost breakdown
FACILITY RADIO ASSESSMENT (ALL STAFF)

FACILITY	Total Qty Radios to Purchase FY2018	Total Qty Radios to Purchase FY2020	Total Qty Radios to Purchase FY2021	Conventional Radio Cost \$2,330 Each	Accessories includes tax	Trunk Radio Cost includes tax	Infrastructure Costs	Infrastructure Base Station 2020-21	Total FY2018	Total FY2019	Total FY2020	Total FY2021	Total FY2017-19	Total FY2020-21
AHCC	325				120,900	975,000	28,000	-	1,123,900				1,123,900	-
CBCC							28,000	-	28,000				28,000	-
CCCC													-	-
CRCC	177				65,844	531,000	35,000	-	631,844				631,844	-
LCC													-	-
MCC	340				126,480	1,020,000	33,500	-	1,179,980				1,179,980	-
MCC			1,240			3,998,070		1,952,500				5,950,570	-	5,950,570
OCC										325,000			325,000	-
SCCC	150				55,800	450,000			505,800				505,800	-
WCC	85			198,050	31,620				229,670	2,823,801			3,053,471	-
WCCW													-	-
WSPen	100				37,200	300,000	35,000	-	372,200				372,200	-
WSPen		1,050				3,386,213		1,900,500			5,286,713		-	5,286,713
MCCCW	73			170,090	27,156	219,000			416,246				416,246	-
MCCCW	57			132,810	21,240	171,000			325,050				325,050	-
MCCCW							850,000		850,000				850,000	-
													-	-
													-	-
	1,307	1,050	1,240	500,950	486,240	11,050,283	1,009,500	3,853,000	5,662,690	3,148,801	5,286,713	5,950,570	8,811,491	11,237,283
	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE

Sites requiring radios and infrastructure			
Facilities requiring additional or upgraded radios	1 site (WCC) needs complete system replacement	Addtl facility (OCC) needing infrastructure relocation	3 sites (MCCCW, WCC and MCC) need infrastructure replacement
AHCC			
CRCC			
MCC			MCC
		OCC	
SCCC			
WCC	WCC		
WSPen			WSPen
MCCW			MCCCW

PL – KK Community Corrections Radio Safety & Security

2017-19 BIENNIAL BUDGET

Point of Contact:
Alan Haskins (360) 725 - 8264

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$100,000	\$0	\$0	\$0
Total Cost	\$100,000	\$0	\$0	\$0

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$100,000 in the 2017-19 biennium for an independent expert to assess the radio communication needs of the Community Corrections Division (CCD). Pursuant to Senate Bill 5907 (2011), DOC must address staff safety concerns and actively pursue mitigation strategies.

PROBLEM STATEMENT

Every minute of response time added in an emergency can be the difference between life and death. To increase the safety of staff and their ability to respond quickly to emergencies, DOC must address the specific communication needs of our staff working in the community, specifically the CCD. With an average of 1,400 arrests every month, a systemic option would supply our staff in the field with necessary tools to increase emergency communications and increase safety.

The CCD has continued to develop new and varied methods of communication and safety planning for Community Corrections Officers (CCO). Results vary from county to county and region by region. With safety being the top priority, this request is for external experts to come to the state and meet with stakeholders to offer recommendations on a varied response to real time monitoring of staff in the field and a functional dispatch system that would increase communication options and underscore staff safety.

In the 2015 annual DOC Staff Safety Report, it was notated that radios were deployed throughout CCD to further enhance communications among officers in the field. These radios are part of our consistent focus on improving officer safety. These radios, including their holsters and charging stations, were instrumental in DOC's attempt to enhance communication between officers while conducting work in the field (arrests, house searches, and planned contacts). However, this solution was not comprehensive due in part to the varying types of Memorandum of Understanding (MOU) with multiple local areas that resulted in an inconsistent application of communication tools and resources.

The CCDs current policy and practice is not as responsive to the significant risk the population on supervision poses or to some degree risk the general public poses. A system needs to be developed and implemented so

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GOALS

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that we have real-time access to where vehicles or staff are and can follow up if needed in a timely manner to increase public safety, staff safety, and offender safety. In addition to communication between CCD officers, these radios also provide a common statewide law enforcement frequency, and in some cases local law enforcement, to enable officers to communicate with partnering law enforcement agencies during joint operations or incidents and significant events.

PROPOSED SOLUTION

The DOC requests \$100,000 in Fiscal Year (FY) 2018 to pay for an independent expert to assess CCD communication needs. The CCD has attempted in-house alternative solutions over past biennium to establish new infrastructure for day-to-day communications with limited success. Possibilities include:

1. Implement comprehensive radio infrastructure and dispatch, managed by DOC staffing
2. Contract with local enforcement agencies to provide dispatch to DOC
3. Contract with Washington State Patrol to provide dispatch to DOC
4. Alternatives not yet known

EXPECTED RESULTS

Results WA:

This request aligns with Results Washington.

- Goal 4: Healthy and Safe Communities – Safe People

Funding this decision package would ensure community corrections staff will be provided the foundation of reliable communication to ensure the safety of offenders, employees and the public.

Results DOC:

This request aligns with the following Results DOC Outcome Measure (OM), Supporting Process (SP), and Operating Process (OP):

- OM05 – Staff Safety
- OM06 – Offender Safety
- OP01 – Ensuring Safe Environments
- SP02 – Mitigating Risk: Identifying and monitoring enterprise risks and hazards; Developing risk mitigation; Managing industrial safety

Quick and reliable communication supply our front line staff in the field with confidence and trust in the tools they are expected to use to make Washington communities safer. Reliable communication increases safety for DOC staff and enables quicker response times when assisting within the community.

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STAKEHOLDER IMPACT

Not funding this package will prolong the lack of infrastructure of radio communication available for CCD staff. It would additionally limit staff's ability to meet DOC's strategic objectives.

No changes would be required to existing statutes, rules, or contracts, in order to implement this request.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement

Point of Contact:
Alan Haskins (360) 725 - 8264

PL – KK Community Corrections Radio Safety & Security

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: KK_Community Corrections Radio Safety & Security
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	100,000	-	-	-

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	100,000	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	100,000	-	-	-

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	100,000	-	-	-
E - Goods and Other Services	-	-	-	-
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	100,000	-	-	-

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	100,000	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	100,000	-	-	-

PL – KL IT Business Solutions

2017-19 BIENNIAL BUDGET

Point of Contact:
Tuekwe George (360) 725 - 8301

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	6.0	6.0	6.0	6.0
Fund 001-1	\$2,650,000	\$1,134,000	\$994,000	\$994,000
Total Cost	\$2,650,000	\$1,134,000	\$994,000	\$994,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 6.0 Full Time Equivalents (FTEs) and \$3,784,000 in the 2017-19 biennium to implement critical Information Technology (IT) governance, improve service delivery, plan for organizational change, enhance data security and financial management tools, and to train IT staff to support DOC's core mission.

PROBLEM STATEMENT

In December of 2015, the Governor was informed of a sentencing calculation error that resulted in releasing offenders earlier than their sentences allowed. In response to the findings of this investigation, DOC retained Gartner Consulting to conduct an assessment of our IT department. The assessment was conducted over two (2) months (May and June of 2016). From the assessment, DOC identified six (6) key developmental areas essential to aid in the success of IT and to support strategic business initiatives.

- 1) Develop and implement IT Governance of IT systems
 - Current process is focused solely on Offender Management Network Information (OMNI) and excludes other critical IT applications, infrastructure, IT security, IT services and the Security Electronics Network (SEN).
 - The Governor's external investigation stated DOC should have a governance model.
- 2) Improve IT service delivery
 - The DOC needs to have an enterprise view of all available IT services and the associated business outcomes value for those services, and to communicate the value of IT investments.
 - The DOC's IT division does not utilize a complete Service Catalog.
- 3) Develop and Plan for Organizational Change
 - IT does not have the resource capacity or skill set required to manage change management. Hiring experienced staff and potentially a vendor through a professional services contract would allow DOC IT to improve quickly and effectively in order to meet the urgent business needs and reduce agency risk.

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4) Improve Data Privacy

- As required by Executive Order 16-01; agencies must conduct privacy training, develop data protection and security measures, report privacy issues relating to risk management and cyber threat – to include analysis and liability.

5) Additional IT Financial Analysis

- The DOC is not compliant. IT does not have sufficient insight into the life of application and infrastructure, nor analyzed data on inefficient sustainable business practices, cost containment, and budget compliance.

6) Additional Staff Training

- Gartner noted that DOC is unable to keep quality technicians, with an estimated 80% of our Information Technology Specialist 6 (ITS6) currently looking for new opportunities, which is critical because 98% of applications depend on specialized skills for operation. Lack of funds to train internally is one of the major causes, according to staff.

PROPOSED SOLUTION

Based on the outcome of the recent assessment, DOC is requesting to hire 6.0 FTEs and utilize professional service contractors to assist in the implementation of IT Governance, develop and plan for organizational change, improve IT service delivery, secure data privacy, enhance IT financial management, and allow for additional training of IT staff.

The DOC intends to release a Request for Proposal (RFP) for professional services contracts by May 2016 to assist in:

- 1) IT Governance implements the guiding principles developed as part of the recent IT assessment. Define and prioritize governance domains, such as architecture, non-OMNI applications, and IT services, and identify what qualifies for governance so that IT can support the business goals.
- 2) Development of an enterprise solution is the foundation of an IT service delivery plan. The service delivery plan would improve visibility and controls as well as define and manage IT services and assets in alignment with agreed-to business expectations, improve the underlying processes to ensure consistent delivery, improvement of the IT Service Catalog to describe and position IT services concisely, including business-value statements and business-based Service Level Agreements (SLAs) for each service at no additional cost to operational areas.
- 3) Development of an Organizational Change Management (OCM) plan and accompanying implementation plan, which will create the means of transforming the IT organization into one (1) that ultimately improves customer satisfaction in the IT services that are provided to the business. The OCM plan will be comprised of a number of key activities such as creating the platform for improved IT Leadership, clarifying and establishing the “Vision” for DOC IT and its role in supporting the business, developing its people, maturing

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IT capabilities and ultimately evolving the current IT organizational structure.

- 4) Developing a security management plan and roadmap. This will allow the data privacy lead to implement a comprehensive data security governance/policy model. The DOC does not have the bandwidth in house to conduct this work.
- 5) Additional focus on IT spend to budget will lead to better informed decisions, better alignment of IT projects with business requirements and cost containment.
- 6) Additional staff training will help with the retention of quality technicians and bring DOC IT in line with industry averages per IT employee.

See Attachment 2 for detailed information by object, program, and activity.

EXPECTED RESULTS

This decision package aligns with Results Washington; Goal 4: Healthy and Safe Community & Goal 5: Efficient, effective & accountable government.

This request aligns with the following Results DOC Outcome Measure (OM), Supporting Processes (SP), and Operating Process (OP):

- OM03 – Employee Retention
- SP01 – Developing the Workforce
- SP06 – Managing Information
- SP07 – Improving Performance
- OP01 – Ensuring Safe Environments

STAKEHOLDER IMPACT

Citizens of Washington State will be positively impacted by reducing risk of non-public disclosure information being released or hacked. Staff will be more respected and engaged by knowing the security model up front, which also reduces frustration and wasted time. Business leaders will understand the rules prior to developing projects. DOC will meet or exceed Governor EO 16-01, Office of Chief Information Officer (OCIO) policies in an efficient and effective process.

Stakeholders include WaTech, Office of Financial Management, and state legislators. For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

PL - KL IT Business Solution

Point of Contact:
Tuekwe George (360) 725 - 8301

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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2017-19 IT Addendum

Point of Contact:
Tuekwe George (360) 725 - 8301

PL – KL IT Business Solution

Information Technology Items in this DP	FY2018	FY2019	FY2020	FY2021
IT Governance – ITS6 FTE	1.0	1.0	1.0	1.0
IT Service Delivery – ITS6 FTE	1.0	1.0	1.0	1.0
IT Organizational Change – ITS5 & ITS6 FTE	2.0	2.0	2.0	2.0
IT Data Privacy – ITS5 FTE	1.0	1.0	1.0	1.0
IT Governance Cost	615,000	109,000	109,000	109,000
IT Service Delivery Cost	664,000	109,000	109,000	109,000
IT Organizational Change Cost	505,000	351,000	211,000	211,000
IT Data Privacy Cost	396,000	100,000	100,000	100,000
IT Staff Training Cost	380,000	380,000	380,000	380,000
Total FTE	5.0	5.0	5.0	5.0
Total Cost	\$2,650,000	\$1,134,000	\$994,000	\$994,000

IDENTIFYING IT PROJECTS

- Does this package fund the development or acquisition of a new or enhanced software or hardware system of service?
Yes No
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See OCIO Policy 184 for definition.)
Yes No
- Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See OCIO Policy 121.)
Yes No

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Agency: 310 - Department of Corrections
 Decision Package Code/Title: KL_IT Business Solutions
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	6.0	6.0	6.0	6.0
Fund 001-1	2,650,000	1,134,000	994,000	994,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	6.0	6.0	6.0	6.0
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	6.00	6.00	6.00	6.00

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	2,647,000	1,131,000	991,000	991,000
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	3,000	3,000	3,000	3,000
700 - Offender Change	-	-	-	-
Total	2,650,000	1,134,000	994,000	994,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	448,460	448,460	448,460	448,460
B - Employee Benefits	152,050	152,050	152,050	152,050
C - Professional Service Contracts	1,625,000	140,000	-	-
E - Goods and Other Services	389,110	388,870	388,870	388,870
G - Travel	4,620	4,620	4,620	4,620
J - Capital Outlays	30,760	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	2,650,000	1,134,000	994,000	994,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	2,647,000	1,131,000	991,000	991,000
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	3,000	3,000	3,000	3,000
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	2,650,000	1,134,000	994,000	994,000

PL – KM SAO: Musters in Prison

Point of Contact:
Margaret Andreas (360) 725 - 8262

2017-19 BIENNIAL BUDGET

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	158.3	158.3	158.3	158.3
Fund 001-1	\$8,513,000	\$8,513,000	\$8,513,000	\$8,513,000
Total Cost	\$8,513,000	\$8,513,000	\$8,513,000	\$8,513,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 158.3 Full Time Equivalents (FTEs) and \$17,026,000 in the 2017-19 biennium to re-establish musters in our prison facilities as recommended by the Washington State Auditor’s Office (SAO) and the DOC Statewide Security Advisory Committee (SSAC) to enhance safety and security through information sharing between shifts.

PROBLEM STATEMENT

In 2012, shift musters were eliminated when it was determined that staff on eight (8) hour work shifts could not attend muster prior to the start of their shift without additional compensation. Eliminating muster has resulted in a reduction of information sharing between shifts. Musters are a best practice. Without muster, officers coming on shift may be unaware of incidents, current challenges, potentially disruptive offenders and the general climate of the institution.

Shift musters are short, formal meetings held between shift supervisors and custody officers at each shift change. The change to eliminate musters was made when second and third shifts (day and swing) went from eight and one-half (8 ½) hour shifts to straight eight (8) hour shifts with no lunch break. The change in hours was necessary because there was not adequate staffing to relieve custody staff for their lunch breaks and retain adequate post coverage.

The SAO report can be found

here: http://www.sao.wa.gov/state/Documents/PA_Improving_Prison_Staff_Safety_ar1016364.pdf

PROPOSED SOLUTION

The DOC proposes to reinstate this best practice. Funding is requested to compensate custody staff with 15 minutes of overtime at the start of their shifts to allow for reinstatement of musters.

In March 2016 the SAO published a report on Prison Safety which recommended that DOC evaluate whether the benefit of re-establishing shift musters would outweigh the additional staff time and expense it would

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incur. Experts conducting the audit report that staff at the facilities stated information sharing between shifts was critical to staff safety and musters should be re-established.

Additionally, the DOC SSC, established as a requirement of ESB 5907 (Staff Safety Initiative) in 2011, lists re-establishing muster as a top five (5) recommendation.

Custody Staffing Base Budget	FTE	Fund
FY2018	3,706.2	\$ 261,901,264
FY2019	3,701.8	\$ 272,713,084
Biennial Totals	3,704.0	\$ 534,614,348

Please see Attachment 2 for detailed information by activity, program and object.

EXPECTED RESULTS

Re-establishing muster will result in greater information sharing between shifts. Custody staff coming on shift will have better and more complete information regarding incidents, current challenges, potentially disruptive offenders and the general climate of the institution. Staff who are better informed will be more able to meet the challenges presented in their workplace, resulting in a safer and more secure environment for both staff and offenders.

This request aligns with Results Washington Goal 4: Healthy and Safe Communities.

This request aligns with the following Results DOC Outcome Measures (OM):

- OM01 -- Employer of Choice;
- OM03 -- Employee retention;
- OM05 -- Staff Safety;
- OM06-- Offender Safety; and
- OM09 -- Budget Compliance.

This request supports the key goal of Engaged and Respected Employees in the DOC Strategic Plan, specifically the strategies to:

- Be an employer of choice; and
- Recognize contributions and achievements to enhance work performance and foster an environment where employees feel valued.

This request supports the key goal of Safer Operations in the DOC Strategic Plan, specifically the strategies to:

- Maintain safe and secure environments through sound correctional policy, practice and training; and

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- Maintain the ability to respond and manage a wide range of emergencies and significant events.

STAKEHOLDER IMPACT

Impacted staff are represented by Teamsters Local 117.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement

PL – KM SAO: Musters in Prison

Point of Contact:
Margaret Andreas (360) 725 - 8262

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: KM_SAO: Musters in Prison
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	158.3	158.3	158.3	158.3
Fund 001-1	8,513,000	8,513,000	8,513,000	8,513,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	158.3	158.3	158.3	158.3
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	158.3	158.3	158.3	158.3

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	8,513,000	8,513,000	8,513,000	8,513,000
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	8,513,000	8,513,000	8,513,000	8,513,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	7,144,000	7,144,000	7,144,000	7,144,000
B - Employee Benefits	1,369,000	1,369,000	1,369,000	1,369,000
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	-	-	-	-
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	8,513,000	8,513,000	8,513,000	8,513,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	8,513,000	8,513,000	8,513,000	8,513,000
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	8,513,000	8,513,000	8,513,000	8,513,000

Scenario 1: Reinstate Muster -- No positions are added. Staff are paid one-half hour overtime for working over meal break.

	FY2018				FY2019				2017-2019			
	FTEs	Salaries	Benefits	Total	FTEs	Salaries	Benefits	Total	FTEs	Salaries	Benefits	Total
Corr Captain	-			-	-			-	-			-
Corr Lieutenant	7.0	448,369	85,943	534,312	7.0	448,369	85,943	534,312	7.0	896,738	171,886	1,068,623
Corr Sergeant	36.8	1,831,473	344,825	2,176,298	36.8	1,831,473	344,825	2,176,298	36.8	3,662,946	689,651	4,352,597
Corr Officer	272.8	12,008,115	2,306,903	14,315,018	272.8	12,008,115	2,306,903	14,315,018	272.8	24,016,230	4,613,805	28,630,035
Total	316.6	14,287,957	2,737,671	17,025,627	316.6	14,287,957	2,737,671	17,025,627	316.6	28,575,914	5,475,341	34,051,255

TRUE

TRUE

Note: This scenario assumes all posts require relief

Scenario 2: Reinstate Muster -- On Call hours are used to cover meal breaks.

	FY2018				FY2019				2017-2019			
	FTEs	Salaries	Benefits	Total	FTEs	Salaries	Benefits	Total	FTEs	Salaries	Benefits	Total
AHCC Only	16.7	754,159	144,502	898,662	16.7	754,159	144,502	898,662	16.7	1,508,319	289,004	1,797,323
All DOC estimate	177.5	8,012,057	1,535,165	9,547,223	177.5	8,012,057	1,535,165	9,547,223	177.5	16,024,115	3,070,330	19,094,445

Note: This scenario is for potential sizing. This plan is not feasible.

Scenario 3: Reinstate Muster -- No positions are added. Staff are paid fifteen minutes overtime for attending muster prior to start of shift.

	FY2018				FY2019				2017-2019			
	FTEs	Salaries	Benefits	Total	FTEs	Salaries	Benefits	Total	FTEs	Salaries	Benefits	Total
Corr Captain	-			-	-			-	-			-
Corr Lieutenant	3.5	224,184	42,971	267,156	3.5	224,184	42,971	267,156	3.5	448,369	85,943	534,312
Corr Sergeant	18.4	915,737	172,413	1,088,149	18.4	915,737	172,413	1,088,149	18.4	1,831,473	344,825	2,176,298
Corr Officer	136.4	6,004,058	1,153,451	7,157,509	136.4	6,004,058	1,153,451	7,157,509	136.4	12,008,115	2,306,903	14,315,018
Total	158.3	7,143,978	1,368,835	8,512,814	158.3	7,143,978	1,368,835	8,512,814	158.3	14,287,957	2,737,671	17,025,627

TRUE

TRUE

Note: This scenario assumes all posts require relief

Other alternatives would be to hire full time staff responsible for breaking staff or to pursue electronic solution (electronic reader board at point(s) of staff entry

PL – KN Security Electronics Network Operations Support

2017-19 BIENNIAL BUDGET

Point of Contact:
Tuekwe George (360) 725-8301

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	10.0	10.0	10.0	10.0
Fund 001-1	\$1,585,000	\$1,530,000	\$1,530,000	\$1,530,000
Total Cost	\$1,585,000	\$1,530,000	\$1,530,000	\$1,530,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 10.0 Full Time Equivalents (FTE) and \$3,115,000 in the 2017-19 biennium to provide staff needed to maintain and repair essential security electronics network (SEN) systems at three (3) DOC prison facilities. These systems include touch screen door and gate control operator systems, security video camera and recording systems, and fire alarm notification systems that are critical for maintaining the safety and security of offenders, staff, and visitors to the facilities.

PROBLEM STATEMENT

Three (3) DOC capital projects to install complex SEN systems will be completed during the 2015-17 biennium. There are ongoing operating costs for staff, supplies and services needed to operate, maintain, and repair these new security systems.

Prison security has become increasingly dependent on electronic systems. SEN support is a new activity for DOC Information Technology (IT). The impact to IT operations includes increased switching, server, storage and workstation support for each location. Technology based security systems are also being added to older facilities to improve safety and security. Given that the useful life of these SEN systems is approximately five (5) to seven (7) years, there is an ongoing need for maintenance, repairs, and periodic updates.

During the 2015-17 biennium, three (3) major capital projects are being completed that add new video camera, door control, and other SEN systems at DOC facilities. The projects include:

- Airway Heights Corrections Center (AHCC): Security Electronics Renovation (Capital project # 30000726)
- Washington Corrections Center for Women (WCCW): Security Video System (Capital project # 30000802)
- Washington Corrections Center (WCC): Security Video System (Capital project #30000791)

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A recent assessment of DOC IT operations was completed by Gartner, Inc. and identified the following teams as already being operationally understaffed.

- Data Network Services
- Domain Services
- Data Center Services
- SW Region Field IT
- NW Region Field IT
- East Region Field IT

In addition to the impacts on IT, there will also be impacts to DOC prisons staff, specifically to our Electronic Technicians (ET) that will be required to oversee additional monitoring stations, perform repairs and maintenance on the expanded SEN systems.

With new systems comes the need to execute Service Level Agreements (SLA's) with vendors and to pay for licensing. If this package is not funded, DOC will not have the required resources to maintain our SEN systems. If systems are not maintained and updated, there will be failures which will result in requests for emergency funds. Failures pose a safety risk to staff, offenders, visitors, and the public.

PROPOSED SOLUTION

The DOC is requesting \$3,059,000 and 10.0 FTE's in the 2017-19 biennium to address operational impacts related to the new SEN systems and assist in assuring the availability of appropriate staff and vendor support:

1. Vendor Licensing
2. Vendor SLA (maintenance)
3. IT Staffing
4. ET Staffing
5. IT Standby
6. ET Standby

Since support of the SEN systems is new to DOC IT, it is anticipated that each of the teams identified above will need 1.0 new Information Technology Specialist (ITS) 4, and Data Center Services specifically requesting an ITS5 level of competence to address operational impacts and assist in assuring the availability of appropriate support level (including responsivity) for these critical, life-safety systems. Standby pay and overtime eligibility in addition to the new FTEs is also necessary to help assure critical SEN systems are adequately supported and sustained in our correctional facilities. Right now, there is no mechanism in place that assures IT staff will be available during off-hours to respond to an emergency. If a new SEN system fails after normal business hours, on weekends or State recognized holidays there is nothing requiring an IT staff to respond. Standby pay assures that someone will respond to an off hours emergent call in a prompt and reasonable amount of time.

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The estimated cost for providing standby pay to an ITS3 is \$15,700 per year for each facility. ITS4 and higher positions that are overtime exempt, the standby costs would be an additional \$36,500 per year. DOC IT is currently working on a SLA with each affected facility that would provide detailed procedure for how the standby costs would be covered.

Prisons estimates that WCC and WCCW need 1.0 additional FTE and AHCC needs 2.0 FTEs to support the new SEN systems. These staff are required to support the expansion of end point devices such as cameras and door control systems that are being installed. The additional staff will service and maintain the new devices, and maintain support for other existing facility systems. DOC Prisons also anticipate that standby pay will be necessary to assure that ET staff are available during off hours. The total estimated standby pay for ET and IT positions is \$124,000 per year. A summary of the current FTE base and additional staff needs as follows:

	Current FTE Base	Additional FTE's Requested
ITS4 - SW Region (WCC)	20.0	1.0
ITS4 - NW Region (WCCW)	17.0	1.0
ITS4 - East Region (AHCC)	20.0	1.0
ITS4 - Data Network Services (HQ)	7.0	1.0
ITS4 - Domain Services (HQ)	6.0	1.0
ITS5 - Data Center Services (HQ)	7.0	1.0
ET4 - WCC	1.0	1.0
ET4 – WCCW	0	1.0
ET4 – AHCC	2.0	2.0
Totals	80.0	10.0

In addition to staffing, funds are required for maintaining the annual license renewals for the new SEN hardware and software. Total annual maintenance costs not related to staffing are estimated to be \$384,000 per year for the WCC, WCCW and AHCC facilities. See Attachments 3 and 4 for detail.

EXPECTED RESULTS

Funding this request will provide DOC with the required resources to maintain our new security electronics systems. If systems are not maintained and updated, there will be failures. Failures lead to expensive repairs and jeopardizes the safety of staff, offenders, visitors, and the public.

Funding also addresses required system updates, and incorporates greater standardization, accountability and adherence to standards to DOC standard operating procedures.

This request aligns with the following Results DOC Outcome Measure (OM) and Operating Process (OP):

- OM05 – Staff Safety

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- OP01 – Ensuring Safe Environments

STAKEHOLDER IMPACT

Funding this request will provide the necessary resources to maintain critical security electronics systems which will reduce risk to staff and offenders.

No changes would be required to existing statutes, rules, or contracts in order to implement this change.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 3.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement

Point of Contact:
Tuekwe George (360) 725-8301

PL – KN Security Electronics Network Operations Support

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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2017-19 IT Addendum

Point of Contact:
Tuekwe George (360) 725-8301

ML – KN Security Electronics Network Operations Support

Information Technology Items in this DP	FY2018	FY2019	FY2020	FY2021
Vendor Licensing	\$51,000	\$51,000	\$51,000	\$51,000
Vendor SLA's	\$465,000	\$465,000	\$465,000	\$465,000
5.0 – ITS4	\$462,000	\$462,000	\$462,000	\$462,000
1.0 – ITS5	\$98,000	\$98,000	\$98,000	\$98,000
4.0 – ET4	\$304,000	\$304,000	\$304,000	\$304,000
ITS Standby	\$84,000	\$84,000	\$84,000	\$84,000
ET Standby	\$40,000	\$40,000	\$40,000	\$40,000
ITS and ET Start-up Costs	\$82,000	\$26,000	\$26,000	\$26,000
Total Cost	\$1,585,000	\$1,530,000	\$1,530,000	\$1,530,000

IDENTIFYING IT PROJECTS

- Does this package fund the development or acquisition of a new or enhanced software or hardware system of service?
Yes No
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See OCIO Policy 184 for definition.)
Yes No
- Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See OCIO Policy 121.)
Yes No

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: KN_Security Electronics Network Operations Support
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	10.0	10.0	10.0	10.0
Fund 001-1	1,585,000	1,530,000	1,530,000	1,530,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	6.0	6.0	6.0	6.0
200 - Correctional Operations	4.0	4.0	4.0	4.0
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	10.0	10.0	10.0	10.0

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	1,207,000	1,176,000	1,176,000	1,176,000
200 - Correctional Operations	378,000	354,000	354,000	354,000
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	1,585,000	1,530,000	1,530,000	1,530,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	642,060	642,060	642,060	642,060
B - Employee Benefits	345,730	345,730	345,730	345,730
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	554,830	534,560	534,560	534,560
G - Travel	6,890	6,890	6,890	6,890
J - Capital Outlays	35,490	760	760	760
N - Grants, Benefits, and Client Services	-	-	-	-
Total	1,585,000	1,530,000	1,530,000	1,530,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	378,000	354,000	354,000	354,000
A002 - Core Administration	1,207,000	1,176,000	1,176,000	1,176,000
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	1,585,000	1,530,000	1,530,000	1,530,000

PL – KP Results DOC Performance Metrics

Point of Contact:

2017-19 BIENNIAL BUDGET

Sandra Leigh (360) 725 - 8372

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$300,000	\$200,000	\$200,000	\$200,000
Total Cost	\$300,000	\$200,000	\$200,000	\$200,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$500,000 in the 2017-19 biennium to expand DOC's data reporting infrastructure to enhance accountability and our performance system. This investment will improve the agency's capability for statewide performance reporting and increase transparency.

PROBLEM STATEMENT

The DOC has developed and maintained a data reporting system and infrastructure for the past decade within existing resources. System capacity and capability has not kept pace with technology required to support the accountability, performance, and quality management needs of a large agency. Current data and performance systems are inefficient, limiting DOC's ability to provide cascaded operational and performance data to DOC's business units across the state and to share data externally. These systems are also a critical component of DOC's performance systems and are critical to inform strategy and planning efforts at DOC.

The DOC recently implemented an outcome-based management system called Results DOC. This initiative has provided the framework for DOC's strategic planning, performance and accountability, and continuous improvement or Lean activities. The focus of the first two (2) years has been to establish a solid framework at the agency level, then introduce the system and approach to all operational levels. This initiative and DOC's approach is intended to change the culture of the agency; enabling employees at all levels of the organization to interact with data, connect to unit performance, and become problem solvers who are closest to the work. Currently it is difficult for employees to access this operational data and understand how their work fits into the overall goal to implement the mission of DOC.

PROPOSED SOLUTION

This request funds the software and infrastructure required to support data analytics and performance reporting at DOC. This initial investment aims to solve two (2) problems: the ability to provide an efficient method for cascaded operational and performance data to business operations, and increase the transparency of DOC's performance and accountability data both internally and externally. The request consists of data and

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visual analytics software and associated hardware, training, and annual licensing costs; as well as subscription costs related to a performance dashboard system.

Assumptions:

- Systems that will provide visual analytics would give DOC the ability to create a dashboard product that would create meaningful reports that can be shared on mobile devices, web browsers, and Microsoft Office applications. The estimated cost for visual analytics is \$190,000 in Fiscal Year (FY) 2018 and \$100,000 in FY2019 and each FY thereafter.
- The performance dashboard solution from Socrata would allow DOC to interface with Results Washington with ease, as it is currently the same software they use. The estimated cost for the Socrata software is \$110,000 in FY2018 and \$100,000 in FY2019 and each FY thereafter.
- This request package does not address the back office functions of data infrastructure, business intelligence, or enterprise data storage.
- No additional staffing is included in this request at this time.

See attachments 2 and 3 for detailed information by object, program, and activity.

EXPECTED RESULTS

This request supports the performance management functions of strategic planning, performance and accountability, and continuous improvement or Lean. In addition, it will be used to support executive decision-making and planning, legislative and budget inquiries, and operational reporting.

This request aligns with Results Washington; specifically Goal 5: Efficient, Effective & Accountable Government – Resource Stewardship. This request also aligns with the following Results DOC Supporting Process (SP): SP07 - Improving Performance

In addition, this request allows DOC to become better aligned with Revised Code of Washington (RCW) 43.17.385 Quality management, accountability, and performance system; which directs agencies to ensure that its quality management, accountability, and performance system meets standards as outlined in the statute.

STAKEHOLDER IMPACT

With improved performance tracking and increased transparency, entities that track DOC's performance and/or rely on DOC data will benefit including, but not limited to: the Governor's Office, Results Washington, the Office of Financial Management, the Washington State Legislature, the National Institute of Corrections and the Washington State Institute for Public Policy.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

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IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

PL – KP Results DOC Performance Metrics

Point of Contact:
Sandra Leigh (360) 725-8372

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to a specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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2017-19 IT Addendum

Point of Contact:
Sandra Leigh (360) 725-8372

PL – KP Results DOC Performance Metrics

Information Technology Items in this DP	FY2018	FY2019	FY2020	FY2021
Data Analytics and Visualization	\$190,000	\$100,000	\$100,000	\$100,000
Performance Dashboard	\$110,000	\$100,000	\$100,000	\$100,000
Total Cost	\$300,000	\$200,000	\$200,000	\$200,000

IDENTIFYING IT PROJECTS

- Does this package fund the development or acquisition of a new or enhanced software or hardware system of service?
Yes No
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See OCIO Policy 184 for definition.)
Yes No
- Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See OCIO Policy 121.)
Yes No

Assumptions:

- Systems that will provide visual analytics would give DOC the ability to create a dashboard product that would create meaningful reports that can be shared on mobile devices, web browsers, and Microsoft Office applications. The estimated cost for visual analytics is \$190,000 in Fiscal Year (FY) 2018 and \$100,000 in FY2019 and each FY thereafter.
- The performance dashboard solution from Socrata would allow DOC to interface with Results Washington with ease, as it is currently the same software they use. The estimated cost for the Socrata software is \$110,000 in FY2018 and \$100,000 in FY2019 and each FY thereafter.
- This request package does not address the back office functions of data infrastructure, business intelligence, or enterprise data storage.
- No additional staffing is included in this request at this time.

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: KP_Results DOC Performance Metrics
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	300,000	200,000	200,000	200,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	300,000	200,000	200,000	200,000
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	300,000	200,000	200,000	200,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	110,000	100,000	100,000	100,000
E - Goods and Other Services	100,000	100,000	100,000	100,000
G - Travel	-	-	-	-
J - Capital Outlays	90,000	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	300,000	200,000	200,000	200,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	300,000	200,000	200,000	200,000
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	300,000	200,000	200,000	200,000

Summary for DP - Results DOC Performance Metrics				
	FY2018	FY2019	FY2020	FY2021
FTE	-	-	-	-
Data Analytics and Visualization				
E- Software Licenses (e.g., Tableau)	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
J-Hardware (Server)	\$ 90,000	\$ -	\$ -	\$ -
Performance Dashboard				
C-Cost for Hosting	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
C-Initial Setup (one-time)	\$ 10,000			
Total	\$ 300,000	\$ 200,000	\$ 200,000	\$ 200,000

Assumptions:

- No additional employees are included in this request at this time.
- Visual analytics software would give DOC the ability to create a dashboard product that would create meaningful reports that can be shared with mobile devices, web browsers, and Microsoft Office applications.
- The estimated costs for visual analytics is \$190,000 in FY2018 and \$100,000 in FY2019 and each FY thereafter. Projected costs are based on Tableau software.
- The solution (Open Performance) from Socrata would allow DOC to interface with Results Washington with ease, as it is currently the same software they use.
- The estimated cost for the Socrata software is \$110,000 in FY2018 and \$100,000 in FY2019 and each FY thereafter.
- This request package does not address the back office functions of data infrastructure, business intelligence, or enterprise data storage.
- Hardware (server) replacement has NOT be factored into this request. Hardware replacement cycles are generally greater than a 4-year replacement cycle.

PL – KQ Host Intrusion Prevention System

Point of Contact:

Tuekwe George (360) 725 - 8270

2017-19 BIENNIAL BUDGET

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.5	0.5	0.5	0.5
Fund 001-1	\$107,000	\$102,000	\$102,000	\$102,000
Total Cost	\$107,000	\$102,000	\$102,000	\$102,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 0.5 Full Time Equivalent (FTE) and \$209,000 in the 2017 -19 biennium for an Office of the Chief Information Officer (OCIO) compliant Host Intrusion Prevention System (HIPS). The HIPS capability will allow DOC to identify and prevent intentional and unintentional malicious behavior within the network and vulnerabilities that do not have a patch (Zero-Day Vulnerabilities). This will also allow DOC to become compliant with the OCIO Policy 141.10 – Securing Information Technology Assets Standards.

PROBLEM STATEMENT

The DOC is not in compliance with OCIO Policy 141.10 – Securing Information Technology Assets Standards, which requires State agencies to implement mechanisms to monitor users and identify adversaries trying to breach the network internally.

The DOC currently does not have the capability to detect, prevent, isolate, and mitigate intentional and unintentional malicious behavior within the network along with vulnerabilities that do not have a patch (Zero-Day Vulnerabilities). This creates an unsafe and unreliable environment for the network and community. HIPS will allow DOC to expand our current anti-virus/malware prevention application to each of the host computers within DOC. If funding is not made available for HIPS, DOC and the State Government Network (SGN) would continue to be vulnerable to known and unknown threats. This includes mobile devices that are reconnected to the network after accessing non-SGN while traveling. This creates an unsafe environment to DOC’s prisons and community facilities given the limited ability of detecting a threat against systems such as those that control the opening and closing of prison doors (life safety systems) that are connected to SGN or offender information in Offender Management Network Information.

Currently DOC is reacting to infected systems instead of detecting and preventing computers from being compromised. This past year DOC IT reacted to over 288 malware infected incidents. The capacity required in

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responding to mitigating the infected systems takes away the ability to accomplish critical daily operational activities which results in other assigned duties being neglected.

PROPOSED SOLUTION

“There’s no silver bullet solution with cyber security, a layered defense is the only viable defense” – James Scott.

The DOC would add an additional layer of security to the anti-virus/malware protection system by adding HIPS, strengthening our security posture. HIPS would give us the capability to be proactive in defending the network from known and unknown cyber security threats. It would allow us to isolate and separate mobile systems that were used to telecommute or used on business trips and automate the scanning and remediation process prior to allowing the system to join the network. The DOC currently has the application in use that the software will reside and there will be no need to invest in additional infrastructure.

Each computer and laptop (host) requires a license, currently DOC has approximately 8,000 hosts based on our Anti-Virus/Malware (McAfee) appliance. Costs are based on 8,000 licenses at a \$6.50 per license. The total need in FY2018 is \$51,000, 0.5 Information Technology Specialist 5 FTE and \$56,000 to operate and maintain the system. The total need in FY2019 and each FY thereafter is 51,000, 0.5 FTE and 51,000. See attachments 2 & 3 for detailed information by object, program, and activity.

EXPECTED RESULTS

Proactive monitoring will reduce network intrusion activity with notifications, alarms, isolation of hacker signatures and blocking future attempts from the hackers IP address. Monitoring network traffic where software controls doors within the prisons aligns with Results Washington; specifically, Goal 4: Healthy and Safe Community – Safe People. An attempted hack to disable a network or interfere with any information process within one of the prisons is a life safety concern for all prison staff, offenders, and the community. HIPS will allow us to manage information mitigating risk to ensure a safe environment for the prisons and community.

This request aligns with the following Results DOC Supporting Processes (SP) and Operating Process (OP):

- SP02 – Mitigating Risk
- SP06 – Managing Information
- OP01 – Ensuring Safe Environments

STAKEHOLDER IMPACT

The acquisition of HIPS has a positive security impact on SGN and adds an additional layer of protection against cyber-attacks and the possibility of a data breach. This capability would strengthen the Cyber Security posture allowing us to be compliant with the OCIO Policy 141.10 – Securing Information Technology Assets

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Standards. Furthermore, the safety and security of the community would be heightened by ensuring that life safety systems are not compromised by an outside source.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement PL – KQ Host Intrusion Prevention System

Point of Contact:
Tuekwe George (360) 725 - 8270

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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2017-19 IT Addendum

Point of Contact:
Tuekwe George (360) 725 - 8270

PL – KQ Host Intrusion Prevention System

Information Technology Items in this DP	FY2018	FY2019	FY2020	FY2021
0.5 – ITS5	\$56,000	\$51,000	\$51,000	\$51,000
HIPS Licensing	\$51,000	\$51,000	\$51,000	\$51,000
Total Cost	\$107,000	\$102,000	\$102,000	\$102,000

IDENTIFYING IT PROJECTS

- Does this package fund the development or acquisition of a new or enhanced software or hardware system of service?
Yes No
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See OCIO Policy 184 for definition.)
Yes No
- Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See OCIO Policy 121.)
Yes No

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: KQ_Host Intrusion Prevention System
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	0.5	0.5	0.5	0.5
Fund 001-1	107,000	102,000	102,000	102,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	0.5	0.5	0.5	0.5
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	0.5	0.5	0.5	0.5

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	107,000	102,000	102,000	102,000
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	107,000	102,000	102,000	102,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	36,570	36,570	36,570	36,570
B - Employee Benefits	12,520	12,520	12,520	12,520
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	52,390	52,520	52,520	52,520
G - Travel	390	390	390	390
J - Capital Outlays	5,130	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	107,000	102,000	102,000	102,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	33,410	33,760	33,760	33,540
A002 - Core Administration	60,760	55,410	55,410	55,630
A003 - ISRB	-	-	-	-
A004 - Health Care Services	5,130	5,130	5,130	5,130
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	6,670	6,670	6,670	6,670
A008 - Programs to Reduce Recidivism	1,030	1,030	1,030	1,030
Total	107,000	102,000	102,000	102,000

Item	Units	Cost per Unit	Total Annual Cost
ITSS FTE	0.5	\$50,000	\$50,000
HIPS Licenses	8,000	\$6.50	\$52,000
Total			\$102,000

Assumptions:

- Licensing costs are \$6.50 per license.
- 8,000 licenses are needed.
- License costs are paid across programs 100, 200, 300, 400, 500, and 700 where Personal Computers (PC) are used.
- Staff is assumed as an Information Technology 5 (Range 66, Step G).
- Start-up costs are \$7,500 in Fiscal Year (FY) 2018 which include desk, chair and Leased PC.
- PC Leasing cost is \$345 per FY, in P600.

Decision Package (DP) Consultation Summary from WaTech

Service Request ticket number: SR1608_04205

Agency Contact: Allan Soper

DP Topic: Consultation Request for 2017-19 Biennial Budget Submittal - DOC HIPS

Based on information included in your DP and gathered during the consultation and/or document review:

On Friday, August 26, 2016, the Office of CyberSecurity (OCS) reviewed a DP request from DOC for McAfee HIPS licensing, related to endpoint protection services. WaTech does not currently provide services that align with DOC's requirements identified for this DP topic.

As a courtesy, OCS would like to note that DOC may wish to update the solution statement in the DP: HIPS would not protect from the unknown. It is a signature-based tool, meaning that the malicious code would have to have been seen prior.

Planning ahead: WaTech anticipates IPv6 will become the state standard within two years. Agencies may wish to identify IPv6 support as a requirement for all IT projects including application development as well as acquisitions of IT equipment, software, and cloud services.

PL – KR ISRB Staffing

2017-19 BIENNIAL BUDGET

Point of Contact:
Dawn Deck (360) 725 - 8266

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	2.0	2.0	2.0	2.0
Fund 001-1	\$213,000	\$203,000	\$203,000	\$203,000
Total Cost	\$213,000	\$203,000	\$203,000	\$203,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 2.0 Full Time Equivalents (FTE) and \$416,000 in the 2017-19 biennium given the increased caseload to Indeterminate Sentence Review Board (ISRB). These positions are critical to ensure the timelines are met, and in compliance with policies and Washington Administrative Code's (WAC).

PROBLEM STATEMENT

Offenders under ISRB jurisdiction in the field as well as violation hearings have more than doubled in the last four (4) years, while offenders in prison also intensify. Thus, making it problematic in meeting statutory and policy timelines related to release and or possible returning of offenders to prison.

The Hearings Investigator is the state-wide point of contact for attorneys, prosecutors, judges, community members, offenders and DOC Staff, answering technical questions related to offenders under ISRB's jurisdiction to avoid the Board Members having ex-parte communication on specific offenders and with the increase in caseload are unable to meet growing needs.

The Board Member is responsible for administrative actions in the field, release/revocation hearings, identification, planning and implementation of best practices for releasing authorities, update WAC's and conducting the internal procedures. A board member is additionally responsible for hearing preparation, travel, hearing itself, decision making and writing the decision. Not having this Board Member position would also pose a difficulty in breaking ties that often happen on case results.

ISRB Offenders in the Community – There are currently 1,032 offenders in the field. This number has increased since Fiscal Year (FY) 2012. As a result, the number of Offender Release Plans (ORP) and violation processes and hearings have significantly increased. Between FY2012 and FY2016, the violation hearings increased as reflected in the ISRB Hearing and Population Data Table.

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The number of hearings has increased 326 percent since FY2012 and is projected to double by FY2019



Source Data: ISRB Hearing and Population Data Table, Offenders in the Community

ISRB Offenders in Prison – Current ISRB prison population is 2,297. This number continues to grow at a rate of approximately 19 Community Custody Board (CCB) offenders per month and approximately two (2) cold case pre-84 offenders per year. Between FY2012 and FY2016 prison hearings increased as reflected in the ISRB Hearing and Population Data Table.

The number of hearings has increased 15 percent since FY2012 and is projected to double by FY2019



Source Data: ISRB Hearing and Population Data Table, Offenders in Prison

*See attached ISRB Hearing and Population Data Table, Attachment 4.

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Additionally, the ISRB's caseload increased with the passage of 2SSB5064 with the Juvenile Board Offenders (JUVBRD), requiring additional work not previously performed by the ISRB. If these positions are not funded permanently it will result in delayed responses to our stakeholders and missed deadlines related to processing ORP and Probable Cause Reviews for violators.

This impacts DOC's budget and is a Liberty Interest if offenders are held in custody longer than necessary. There has also been a significant impact to the Board's Chair as the result of the recently passed SB 6242.

This new law requires ISRB to conduct business in a manner that is much more transparent to victims, prosecutors, and the public. The ISRB Board Chair must lead the development of new processes, have increased communication with stakeholders, and increased contact with media regarding increased exposure of high profile cases. As the Chair attends to these new increased duties, there is decreased time available to conduct hearings.

PROPOSED SOLUTION

To meet workload demands, we recommend 1.0 Hearing Investigator and 1.0 Board Member be added to ISRB. These permanent positions will help manage the workloads associated with the increased number of offenders under the ISRB released to community custody and to help maintain workload levels associated with ISRB prison offenders.

Case Prep for Violators, Probable Cause Review, Staffing with Community Corrections Officer (CCO); answering questions, reviewing violation documents, writing probable review sheets and recommendation, pre or post treatment coordination, working with CCO to request additional conditions as well as violators that are called in that do not result in a hearing but still require all of the legwork. Funding the Hearings Investigator and Board Member positions will help ensure meeting statutory and policy timelines and increased transparency.

Assumptions:

Hearings Investigator III is a Range 57. One time funding of \$7,500 for startup costs is requested in FY2018. Ongoing costs total \$90,000 and 1.0 FTE are also assumed. Board Member is exempt and appointed by the governor. One time funding of \$7,500 for startup costs is requested in FY2018. Ongoing costs total \$113,000 and 1.0 FTE are also assumed.

Total on-going costs include staff training, office supplies/durable goods, leased personal computer including one (1) laptop, travel, IT equipment and software. Total one-time costs include workstation, chair, and an additional monitor not included with lease.

The DOC requests a total of \$416,000 and 2.0 Full Time Equivalent FTE's in the 2017-19.

See Attachments 2-3 for detailed information by object, program, and activity.

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EXPECTED RESULTS

Funding the Hearings Investigator and Board Member positions directly relates to Results Washington Goal 5 Efficient, Effective and Accountable Government by ensuring service reliability and customer satisfaction.

This includes responding timely to inquiries from stakeholders and meeting timelines related to an offender's release or possible return to prison.

This request meets DOC's Mission of Improving Public Safety.

This request also aligns with the following Results DOC Operating Process (OP) and Outcome Measure (OM) by ensuring that ORP and Probable Cause reviews are done in a timely matter so offenders are released on-time and not confined for longer than necessary on violations.

- OP06 - Release of the Offender
- OM09 - Budget Compliance

STAKEHOLDER IMPACT

Hearings Investigator positions are the state-wide point of contact for attorneys, prosecutors, judges, community members, offenders and DOC Staff. They answer technical questions related to offenders under ISRB's jurisdiction to avoid the Board Members having ex-parte communication on specific offenders. If this position is not funded it would result in a delayed response to all of these stakeholders and missed deadlines related to policies and WAC's. Funding the position will ensure violation hearings are held timely, per statute.

If the Board Member is not funded, it will be difficult to meet the statutorily defined timelines for the violation hearings, which results in increased costs to DOC for jail bed days. If ORP's are not reviewed and approved in a timely manner, offenders remain in prison longer than necessary, also negatively impacting the budget.

If there is not enough Board Member time to complete release decisions in a timely manner, as a result of the impact of SB 6242, offenders will remain in prison longer and result in increased bed day costs.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement

PL – KR ISRB Staffing

Point of Contact:
Dawn Deck (360) 725 - 8266

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: KR_ISRB Staffing
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	2.0	2.0	2.0	2.0
Fund 001-1	213,000	203,000	203,000	203,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	2.0	2.0	2.0	2.0
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	2.0	2.0	2.0	2.0

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	213,000	203,000	203,000	203,000
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	213,000	203,000	203,000	203,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	147,680	147,680	147,680	147,680
B - Employee Benefits	50,320	50,320	50,320	50,320
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	15,000	5,000	5,000	5,000
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	213,000	203,000	203,000	203,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	213,000	203,000	203,000	203,000
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	213,000	203,000	203,000	203,000

Decision Package Cost Analysis

FY2018

Staff Costs [Salary & Benefits ONLY]	Total FTEs	Salaries	Benefits	Total
Hearings Investigator 3	1.0	64,620	23,375	87,995
Board Member	1.0	83,550	26,939	110,489
Total Staff Costs:	2.0	148,170	50,314	198,484

FY2019

Staff Costs [Salary & Benefits ONLY]	Total FTEs	Salaries	Benefits	Total
Hearings Investigator 3	1.0	64,620	23,375	87,995
Board Member	1.0	83,550	26,939	110,489
Total Staff Costs:	2.0	148,170	50,314	198,484

2017-2019

Staff Costs [Salary & Benefits ONLY]	Total FTEs	Salaries	Benefits	Total
Hearings Investigator 3	1.0	129,240	46,750	175,990
Board Member	1.0	167,100	53,878	220,978
Total Staff Costs:	2.0	296,340	100,628	396,968

Start-up Costs 7,503
 On-Going Costs 2,503

Total Annual Operating Costs, with start-up for Hearings Investigator 3	95,498
Total Annual Operating Costs, excluding start-up for Hearings Investigator 3	90,498
Total Annual Operating Costs, with start-up for Board Member	117,992
Total Annual Operating Costs, excluding start-up for Board Member	112,992
Total Annual Operating Costs, with start-up	213,490
Total Annual Operating Costs, excluding start-up	203,490

Standard Staffing Assumptions

427R Investigator 3, Range 57, Step J
 Board Member, Exempt, Governor Appointed

Standard Assumptions

Object E	Cost per FY	Program	On-Going/ One-Time Cost
Training	\$110		On-Going
Misc.	\$55		On-Going
Office Supplies	\$235		On-Going
Durable Goods	\$280		On-Going
Consolidated Mail	\$100		On-Going
CTS Scan	\$110		On-Going
Standard PC Lease (with one (1) Monitor)	\$345		On-Going

Standard Laptop	\$495	On-Going
Additional Monitor Purchased*	\$222	One-Time

*Once Every 4 years (FY2018 and FY2022)

Object G	Cost per FY	Program	On-Going/ One-Time Cost
In State Travel	\$640		On-Going
Out of State Travel	\$130		On-Going
Total	\$770		

Object J	Cost per FY	Program	On-Going/ One-Time Cost
IT Equipment	\$81		On-Going
Software	\$45		On-Going
Workstation and Chair	\$5,000		One-Time
Total	\$5,126		

Total on-going costs include staff training, office supplies/durable goods, leased personal computer (including one (1) monitor) or laptop, travel, IT equipment and software. Total one-time costs include workstation, chair, and an additional monitor not included with lease.

ISRB-Hearing and Population Data Table

Prison Inmates	FY2012 (End of Year Totals)	FY2013 (End of Year Totals)	FY2014 (End of Year Totals)	FY2015 (End of Year Totals)	FY2016 (End of Year Totals)
CCB	1,842	1,850	1,876	1,893	1,959
Indeterminate	289	268	232	222	216
Prison Juvenile Board				3	6
Total Inmates	2,131	2,118	2,108	2,115	2,175

Field Offenders	FY2012	FY2013	FY2014	FY2015	FY2016
CCB	311	427	547	663	792
Parole	80	74	97	55	50
Total Field Offenders	391	501	644	718	842
CCB-Deported/INS	114	143	168	204	230
Parole-Deported/INS	5	5	7	5	5
Total Offenders Deported/INS	119	148	175	209	235

CCB Release Hearings	FY2012	FY2013	FY2014	FY2015	FY2016
Releasable	176	173	116	179	159
Not Releasable	147	109	97	132	124
Pending	10	2	3	4	22
Total CCB Hearings	333	284	216	315	305

Juvenile Release Hearings	FY2012	FY2013	FY2014	FY2015	FY2016
Releasable	0	0	0	3	14
Not Releasable	0	0	0	5	2
Pending				2	
Total Juvenile Hearings	0	0	0	10	22

Indeterminate Hearings	FY2012	FY2013	FY2014	FY2015	FY2016
Releasable	54	25	16	9	9
Not Releasable	99	56	35	33	41
Conditional	5	8	6	20	1
Pending	11	4	3	6	6
Total Indeterminate Hearings	169	93	60	68	57

On-Site Hearings CCB	FY2012	FY2013	FY2014	FY2015	FY2016
Reinstate	29	20	23	53	47
Revoke	13	18	26	31	46
Pending				0	70
Total On-Site Hearings CCB	42	38	49	84	163

On-Site Hearings Parole	FY2012	FY2013	FY2014	FY2015	FY2016
Resinstate	9	3	2	3	7
Revoke	3	5	1	5	6
Total On-Site Hearings Parole	12	8	3	8	13

PL – KS DOC Off WaTech Mainframe – Final Efficiency

2017-19 BIENNIAL BUDGET

Point of Contact:
Peter Campbell (360) 725 - 8838

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$410,000	(\$510,000)	(\$803,000)	(\$803,000)
Total Cost	\$410,000	(\$510,000)	(\$803,000)	(\$803,000)

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests a savings of (\$100,000) in the 2017-19 biennium and (\$1,606,000) biennially in 2019-21 to migrate DOC off the Washington Technology Solutions (WaTech) mainframe to a sustainable Windows platform with an integrated Offender Management Network Information (OMNI) solution. This is required to sustain critical functionalities by migrating them from a siloed and unsustainable legacy platform into a sustainable software solution integrated with OMNI. This decision package (DP) supports the Results Washington goal of efficient government.

PROBLEM STATEMENT

Currently DOC has an out of date and unsustainable Offender Based Tracking System (OBTS) that is not compatible with DOC's application environment and has a high risk of data corruption. The DOC migrated OMNI from the legacy mainframe platform into the windows-based server platform in the past. However, there are still many essential business functionalities in the isolated, frozen OBTS in the legacy mainframe that WaTech bills DOC for payment.

Separate technology platforms require separate skill sets that cannot be exchanged or cross-supported. Additionally, legacy technology (COBOL) developers are difficult to recruit and retain. Mainframe environment and Windows-based environment are not compatible.

The DOC currently has to maintain a separate mainframe development process that is different from the standard DOC development process and environment. There is a high risk in keeping two (2) systems synchronized because support staff are often not able to understand the systems built in the other platform as they do not have that expertise. The interaction between the two (2) platforms often requires extra middle layers and duplicate business data on a daily basis. Therefore, OBTS in the mainframe has become increasingly difficult to sustain, resulting in high risks in synchronizing the isolated system on an ongoing basis.

If OBTS is not replaced with an integrated and sustainable solution the important business functions in OBTS will not be available, thus interrupting the business operations that impact public safety.

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Additionally, there is potential of data corruption originating from the duplicate data in the incompatible platforms. The DOC currently does not have the resources, which are specialized, to migrate the legacy system into modern and sustainable systems. Once the migration is complete DOC will repurpose the current OBTS developer resource to support the new solution integrated into OMNI, thus no additional Full Time Equivalent (FTE) are required.

The DOC is billed each year by WaTech for mainframe costs, \$802,755 per Fiscal Year (FY). By moving OBTS off the mainframe WaTech would not be providing a service and therefore would not bill DOC.

Base budget information paid to WaTech is summarized in the table below:

WaTech Mainframe Base Budget	FTE	Fund
FY2018	-	\$ 802,755
FY2019	-	\$ 802,755
Biennial Totals	-	\$ 1,605,510

PROPOSED SOLUTION

The DOC will migrate the critical business functionalities from an isolated, unsustainable, and outdated OBTS system that is not compatible with DOC's application environments into an integrated and sustainable solution within OMNI by August 31, 2018. It will take 14 months to complete this project. The first two (2) months will be used to complete initial system requirements and to design documents. The remaining 12 months will be for development, testing, and implementation. This will replace the isolated mainframe hosting environment with DOC standard hosting environment. Costs are based on one-time consulting resources to design, develop, test sustainable software solution and integrate it into OMNI.

Total one-time costs are summarized in the table below:

Required Contractor	Hourly Rate	FY2018 Hours	FY2019 Hours	FY2018 Total	FY2019 Total	Biennium Total
Developer	\$ 120	1,750	350	\$ 210,000	\$ 42,000	\$ 252,000
Technical Analyst	\$ 100	1,050	-	\$ 105,000	\$ -	\$ 105,000
Tester	\$ 90	1,050	-	\$ 95,000	\$ -	\$ 95,000
Total		3,850	350	\$ 410,000	\$ 42,000	\$ 452,000

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The cost and future savings are summarized below:

	FY2018	FY2019	2017-19 Total	FY2020	FY2021	2019-21 Total
Cost: for above contractor costs	\$ 410,000	\$ 42,000	\$ 452,000	\$ -	\$ -	\$ -
Savings: from not paying WaTech		\$ (552,000)	\$ (552,000)	\$ (803,000)	\$ (803,000)	\$ (1,606,000)
Total Fiscal Impact:	\$ 410,000	\$ (510,000)	\$ (100,000)	\$ (803,000)	\$ (803,000)	\$ (1,606,000)

EXPECTED RESULTS

All critical business functionalities will be off of the mainframe and integrated into OMNI. There will be no more mainframe related costs, thus saving DOC from paying WaTech an estimated \$552,000 in FY2019 and \$803,000 in FY2020 and each FY thereafter. The DOC will be able to extend the sustainability of critical business functionalities which will prevent the business operations from being interrupted and result in improved public safety.

This DP also aligns with Results Washington; specifically, Goal 4: Healthy and Safe Community – Safe People, and Goal 5: Efficient, Effective & Accountable Government.

This request aligns with the following Results DOC Outcome Measure (OM), Supporting Processes (SP), and Operating Process (OP):

- SP02 – Mitigating Risk
- SP06 – Managing Information
- OP01 – Ensuring Safe Environments
- OM09 – Budget Compliance

STAKEHOLDER IMPACT

No changes would be required to existing statutes, rules, or contracts in order to implement this change.

Agencies impacted are WaTech, the Office of Financial Management – General Government, and the Central Service Model.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement

Point of Contact:
Peter Campbell (360) 725 - 8838

PL – KS DOC Off WaTech Mainframe – Final Efficiency

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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2017-19 IT Addendum

Point of Contact:
Peter Campbell (360) 725 - 8838

PL – KS DOC Off WaTech Mainframe – Final Efficiency

Information Technology Items in this DP	FY2018	FY2019	FY2020	FY2021
Developer, Technical Analyst, and Tester	\$410,000	\$42,000		
Mainframe Savings (achieved by not paying WaTech)		(\$552,000)	(\$803,000)	(\$803,000)
Total Cost	\$410,000	(\$510,000)	(\$803,000)	(\$803,000)

IDENTIFYING IT PROJECTS

- Does this package fund the development or acquisition of a new or enhanced software or hardware system of service?
Yes No
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See OCIO Policy 184 for definition.)
Yes No
- Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See OCIO Policy 121.)
Yes No

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: KS_DOC Off WaTech Mainframe - Final Efficiency
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	410,000	(510,000)	(803,000)	(803,000)

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	410,000	42,000	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	(552,000)	(803,000)	(803,000)
700 - Offender Change	-	-	-	-
Total	410,000	(510,000)	(803,000)	(803,000)

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	410,000	(510,000)	(803,000)	(803,000)
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	410,000	(510,000)	(803,000)	(803,000)

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	410,000	42,000	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	(552,000)	(803,000)	(803,000)
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	410,000	(510,000)	(803,000)	(803,000)

PL – KT Marine Vessel Replacement

2017-19 BIENNIAL BUDGET

Point of Contact:
Eric Johnson (360) 725 - 8268

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$3,200,000	\$0	\$0	\$0
Total Cost	\$3,200,000	\$0	\$0	\$0

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$3,200,000 in the 2017-19 biennium for marine fleet replacement in order to provide continuous service to McNeil Island operations. The amount needed is currently being evaluated as part of a marine transportation study.

PROBLEM STATEMENT

The current fleet ranges in age from 25-72 years old, with an average vessel age of over 40-years-old, built between 1944 - 1991, and are subject to daily use, 24-hours a day, seven (7) days a week in support of the island operations. The vessels will need to be replaced before they become un-seaworthy and a liability.

Type of Vessel	Vessel Name	Purpose	Launch Year	Current Age
380 Passenger/Ferry	M/V Neil Henly	Passenger	1967	49
260 Passenger/Ferry	M/V McNeil	Passenger	1985	31
260 Passenger/Ferry	M/V W.L. Callahan	Passenger	1991	25
Tugboat	Millewa	Tugboat	1944	72
Tugboat	Kimberly	Tugboat	1966	50
120' 264 ton Barge	McNeil Island #1	Barge	1987	29
120' 264 ton Barge	McNeil Island #2	Barge	1987	29

McNeil Island is the location of two (2) operational facilities, the Special Commitment Center (SCC) and the Pierce County Secure Transitional Facility (PCSTF) for the Department of Social and Health Services (DSHS). In September 2013, DOC assumed stewardship of McNeil Island, which included the marine operations (vessel transportation and maintenance) and consists of a seven (7)-vessel fleet (three (3) passenger ferries, two (2) tugboats, and two (2) barges). The ferry system makes over 8,000-runs between the island and Steilacoom Dock, traveling over 23,300 nautical miles, to transport between 170,000 and 200,000 passengers

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annually. The tugboat/barge system make over 1,250-runs, traveling over 3,600 nautical miles, to transport over 2,200 vehicles, supplies, and equipment in support of the island operations annually.

United States Coast Guard (USCG), the Clean Air Act, and other applicable regulations affect these vessels, which are subjected to biennial dry-dock inspections before the USCG will issue the required vessel certificate of inspection (COI). During dry-dock, necessary maintenance and repairs are completed prior to the USCG inspections. These dry-dock times are increasing at a rate of 18% for each rotation due to age, and currently the vessels average 100-days out of service, with costs climbing to over \$100,000 during each haul-out. The excessive age and deteriorated condition of fleet renders the vessels increasingly less reliable as a safe and cost effective form of transportation.

McNeil Island Marine Base Budget	FTE	Fund
FY2018	27.0	\$ 2,638,662
FY2019	27.0	\$ 2,637,877
Biennial Totals	27.0	\$ 5,276,539

PROPOSED SOLUTION

The fleet has well exceeded their design lifespan, and must be replaced with new, economical efficient and safe vessels. A newer fleet (number of vessels dependent on the outcome of the marine replacement report) will be capable of providing sufficient island transportation access with less vessels.

A funded transportation study will proceed in September or October 2016, focused on reducing the overall number of vessels in the fleet while maintaining necessary operational capability. Anticipation is that all options produced from this study will involve the construction or purchase of new economical and environmentally responsible vessels.

EXPECTED RESULTS

Reducing the fleet size and transitioning to newer, more efficient boats, will significantly lower overall costs associated with marine maintenance operations, regulatory obligations, vessel insurance, and staffing requirements. A new smaller fleet will require less dry-dock downtime and taking vessels out of service. Additional benefits would be much lower annual fuel consumption, lower maintenance costs, maintain environmental regulatory requirements, and significantly increased passenger and cargo safety.

A fleet reduction will also allow marine maintenance staff the time to enhance offender-training opportunities intended to reduce recidivism.

This request aligns with Results Washington; specifically, Goal 4: Healthy and Safe Community – Safe People and Worker Safety.

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This request aligns with the following Results DOC Outcome Measures (OM) and Operating Process (OP):

- OM05 – Staff Safety
- OM06 – Offender Safety
- OM09 – Budget Compliance
- OP03 – Providing Basic Needs

STAKEHOLDER IMPACT

The consequences of not funding a new vessel fleet will result in significant and progressive increases in vessel maintenance and repair costs for boats that have significantly exceeded their design lifespan; inability to meet current and anticipated regulatory requirements. There is increasing risk of a significant incident or accident for passengers, crew and the State of Washington, and an inability to provide effective offender workforce development training.

As reliability of the vessels continues to degrade, there is a corresponding increase in the likelihood of stewardship failure to provide sustained island support. The timeline from initial project funding to completion/operational vessel is two (2) – five (5) years.

Stakeholders include: DSHS, the Federal Government, Department of Ecology, Department of Health, and the Coalition of Unions.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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Stakeholder Impact Statement

PL – KT Marine Vessel Replacement

Point of Contact:
Eric Johnson (360) 725 - 8268

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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Agency: 310 - Department of Corrections
Decision Package Code/Title: KT_Marine Vessel Replacement
Budget Period: 2017-19
Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	3,200,000	-	-	-

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	3,200,000	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	3,200,000	-	-	-

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	3,200,000	-	-	-
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	3,200,000	-	-	-

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	3,200,000	-	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	3,200,000	-	-	-

PL – KU WSP Programming Building Operations

2017-19 BIENNIAL BUDGET

Point of Contact:
Peter Campbell (360) 725 - 8838

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	9.1	9.1
Fund 001-1	\$0	\$0	\$2,356,000	\$2,150,000
Total Cost	\$0	\$0	\$2,356,000	\$2,150,000

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) anticipates a funding request in the 2019-2021 biennium for 9.1 Full Time Equivalents (FTEs) and \$4,506,000 for custody and programming staff for a new Washington State Penitentiary (WSP) Programming building. The request will fund offender education, treatment, programming, and institution operational areas to support and manage offenders at the medium security complex.

PROBLEM STATEMENT

As recently as the 2013-15 biennium, DOC WSP grew by two (2) 256-bed housing units, adding 512 offenders to the sprawling facility. While each of the new 256-bed units has a classroom in the unit we recognize the business need to add additional education and treatment space in the medium security complex. At this time, there is limited education and treatment programming provided in the new units, including in three (3) additional units: Baker, Adams, and Rainier (BAR). Typically, these services are provided outside of the housing units, when there is adequate space, to improve opportunities for offenders to earn their General Education Diploma (GED), take basic skills classes, learn skills in the use of computers, obtain behavioral counselling and have other treatment opportunities.

This request will staff the anticipated new WSP Programming Building and will provide much needed programming for offender education, treatment, and institution operational areas to support and manage offenders at the medium security complex. The request will staff the new, multiple education and computer classrooms, skills development space, and behavioral counselling and treatment offices.

PROPOSED SOLUTION

The DOC anticipates a request of \$4,506,000 and 9.1 FTEs in the 2019-2021 biennium to staff and operate a new WSP Programming Building to be funded and constructed in the 2017-19 capital budget. Since the proposed building is an addition to an already occupied prison, it will only be necessary to add custody and Offender Change staff.

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GOALS

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Custody Staffing

The new WSP building will require 6.0 Corrections Officer 2 (CO2) positions and 1.0 Corrections Officer 3 (CO3) position; however, due to an overtime reduction realized after adding these positions into the custody staffing model, this request is for 6.1 FTEs. The CO2's will have primary responsibility for the custody supervision of the offenders in the building. The building is anticipated to operate 365 days per year with the typical occupancy size of a classroom to be 20 offenders. The building occupancy is expected to be 250 offenders. It will be occupied two (2) shifts per day and will serve a total population of 830 offenders: 512 from the facility's Victor and William Units (medium custody) in the South Complex plus 318 from the BAR Units (close custody, specialized population with mental health, protection and other behavioral issues) in the South Complex.

Offender Change Staffing

3.0 offender change positions will provide programming services in the new building.

The Cognitive Behavioral Change Unit is currently delivering Cognitive Behavioral Interventions (CBI) at multiple sites throughout the state, including WSP. The new programming building will allow the introduction of Thinking for a Change, which is a CBI that focuses more on criminal/antisocial thinking and values. This program is already being delivered at a number of other locations, both in prisons and the community. The 3.0 Offender Change FTEs requested here will allow DOC to provide this needed and proven intervention to a greater number of incarcerated offenders and provide it closer to their release date where evidence shows it has the greatest impact on recidivism.

Funding for the information technology required to support these positions is also included.

Contracts

The anticipated WSP Programming Building will also contain additional classroom and library space. Contract funding for education, chemical dependency treatment and State Library services to fill the available space will be requested.

Education

In addition to the area for an education director and administrative staff person, offender education will expand to include 3.0 instructors for basic education, English as a second language, and GED preparation and testing. There would also be 2.0 vocational education instructors to deliver vocational programming.

Chemical Dependency

Chemical dependency treatment services will be requested to be provided under contract. The DOC is committed to providing chemical dependency treatment services to offenders in prisons, particularly those who are in need of higher levels of care determined by a Chemical Dependency Professional. It has been observed that participation in the community for treatment services is more difficult for offenders. The delivery of these services in the prison will ensure offenders are prepared for reentry into the community and receive expanded follow up care upon release which will afford the ability to focus on other reentry services

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such as employment. The additional services delivered at WSP will increase the identification of offenders in need of follow up substance abuse services releasing to the community.

State Library

It is anticipated the State Library will provide 1.0 librarian (Library and Archives Professional) for the new building. The librarian will work 40 hours per week.

See Attachment 2 and 3 for detailed information by object, program, and activity.

EXPECTED RESULTS

This request aligns with Results Washington; specifically:

Goal 4: Healthy and Safe Communities – Safe People

Goal 5: Efficient, effective & accountable government – Resource Stewardship

Staffing for the new programming building will provide needed offender education and treatment programs.

The request is anticipated to positively impact the DOC Strategic Action Plan as it aligns with the following Results DOC Outcome Measure(s) (OM), Supporting Process (SP), and/or Operating Processes (OP):

OP01 - Ensuring Safe Environments

OP04 - Providing Programming Pathways for Improvement

OM05 - Staff Safety

OM06 - Offender Safety

SP07 - Improving Performance

STAKEHOLDER IMPACT

Staffing the new programming building will provide the education and treatment programs as well as space for operations and custody staff to perform their duties. Offenders, DOC staff and the community will be positively impacted. In addition, new hired staff would be covered under the Teamsters local 117 bargaining agreement.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

Point of Contact:
Peter Campbell (360) 725 - 8838

PL – KU WSP Programming Building Operations

IMPACT(S) TO:

Regional/County impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other local gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to a specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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2017-19 IT Addendum

Point of Contact:
Peter Campbell (360) 725 - 8838

PL – KU WSP Programming Building Operations

Information Technology Items in this DP	FY2018	FY2019	FY2020	FY2021
Ongoing PC leasing	\$0	\$0	\$5,667	\$5,667
Radios	\$0	\$0	\$8,330	\$0
IT Connectivity Charges	\$0	\$0	\$8,631	\$8,631
Smart Board	\$0	\$0	\$11,000	\$0
Total Cost	\$0	\$0	\$22,628	\$14,298

IDENTIFYING IT PROJECTS

- Does this package fund the development or acquisition of a new or enhanced software or hardware system of service?
Yes No
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See OCIO Policy 184 for definition.)
Yes No
- Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See OCIO Policy 121.)
Yes No

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: KU_WSP Programming Building Operations
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	9.1	9.1
Fund 001-1	-	-	2,356,000	2,150,000

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	6.1	6.1
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	3.0	3.0
Total	-	-	9.1	9.1

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	631,000	607,000
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	1,725,000	1,543,000
Total	-	-	2,356,000	2,150,000

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	419,000	419,000
B - Employee Benefits	-	-	205,000	205,000
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	-	-	219,000	195,000
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	1,513,000	1,331,000
Total	-	-	2,356,000	2,150,000

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	631,000	607,000
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	1,725,000	1,543,000
Total	-	-	2,356,000	2,150,000

PL – KV *Grisby*: Offender Representation At Hearing

2017-19 BIENNIAL BUDGET

Point of Contact:
Peter Campbell (360) 725 - 8838

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0
Fund 001-1	\$0	\$0	\$0	\$0
Total Cost	\$0	\$0	\$0	\$0

DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests resources in the 2017-19 biennium to cover expenses related to attorney representation for offenders at violation hearings. The cost is necessary as it is constitutionally required per the October 2015 case *Grisby v. Herzog*, which mandates DOC to appoint attorneys for offenders at community custody violation hearings when the offender could be returned to prison.

PROBLEM STATEMENT

The *Grisby* case requires the following case-by-case review to determine whether DOC must appoint an attorney to represent the offender at a community custody violation hearing:

- Is there an unusually complex issue?
- Can the offender adequately represent him/herself at the hearing?

The case-by-case review applies to hearings for Prison Drug Offender Sentence Alternative (DOSA), Community Corrections Prison (CCP), and Community Custody Inmate (CCI) offenders who can be returned to prison and have over 30 days revocation or return time remaining. Using current hearing numbers, this is about 400 hearings per month statewide. Hearings for these offenders are expected to be longer and hearings will be rescheduled for these offenders who need an attorney, essentially requiring two (2) hearings when an attorney is needed. In addition, these offenders who need an attorney will be held in jail pending the rescheduled hearing with attorney representation, which is expected to be an additional seven (7) to 10 days in jail.

The DOC does not currently appoint attorneys to represent offenders at community custody hearings. Not funding legal representation per the *Grisby* mandate would result in litigation alleging DOC is violating these offenders' due process rights.

The DOC is currently developing two (2) pilot programs to implement the mandate. After the processes are refined through the pilot programs, the mandate will be implemented statewide.

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GOALS

Engaged and respected staff | Safer operations | Efficient, sustainable and innovative business practices | Supporting successful transition | Positively changed offenders

PROPOSED SOLUTION

The DOC solution to meet the *Grisby* requirement is to have Hearing Officers ask a set of questions at community custody hearings for qualifying Prison DOSA, CCP, and CCI offenders to determine if an attorney should be appointed. If so, the hearing will be rescheduled and an attorney who is contracted with DOC will be appointed and provided an opportunity to prepare for the hearing.

The DOC evaluated options for pre-screening whether an attorney is needed. However, it is important that the Hearing Officer, who maintains a neutral role, apply the *Grisby* analysis to determine whether an attorney is necessary. It is also important that the offender's ability to represent him/herself at hearing be evaluated via a face-to-face contact at the time of the hearing rather than earlier based on a paper review.

Estimated cost impacts include, but are not limited to:

- Workload estimate of 400 hearings per month for Prison DOSA, CCP, and CCI offenders with more than 30 days revoke/return time remaining.
- Attorney representation cost is estimated at \$300 per hearing. This is based on the Indeterminate Sentence Review Board (ISRB) contract for appointing attorneys for certain board hearings. Those attorneys are contracted at \$60.00/hour with a cap of 10 hours per hearing, including travel, unless the chair approves additional time. *Grisby* hearings are simpler than board hearings; an estimated five (5) hour cap at \$60.00/hour results in \$300.00 per hearing.
- It is unknown at this time how many offenders will need an attorney under the *Grisby* analysis. Assuming all 400 offenders will need an attorney, then 400 additional hearings per month will be conducted due to the second, rescheduled hearing with the attorney present. An additional 20 minutes will be needed per hearing for the 400 hearings.
- With the additional staff time for hearings, the DOC will need Hearings Records, Hearings Officers, and Community Supervision staff.
- Administrative work will require 1.0 Contract Specialist.
- Vehicles will be needed to support the new FTEs to get to the hearings.
- Financial staff will also be needed.

This decision package is a placeholder and has no detailed information by object, program, and activity at this time.

EXPECTED RESULTS

Results Washington

This request aligns with Results Washington; specifically Goal 4: Healthy and Safe Communities and Goal 5: Effective, Efficient, and Accountable Government. The expected outcome is to provide constitutionally adequate violation hearings, ultimately supporting the Results Washington goal of supporting safe

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communities. Specifically, the target 2.3.a. Increase percentage of adult offenders complying with their conditions of supervision is supported by ensuring due process rights through the hearing process. A sound and constitutionally valid violation process for offenders in the community will provide a positive impact for all state residents.

Results DOC

This request aligns with the following Results DOC Outcome Measure (OM), Operating Process (OP), and Supporting Process (SP):

- OM05 Staff Safety
- OP07 Managing Offenders In The Community
- SP02 Mitigating Risk

STAKEHOLDER IMPACT

External impacts derive primarily from adding more hearings and longer hearings to already growing hearing dockets. This can impact local and tribal jails who house the offenders and provide hearing facilities. Some jails may be reluctant to accommodate additional docket time, and to provide access to offender attorneys.

Internal impacts include a change in Hearing Officer functions due to the assessment they will need to conduct for offenders eligible for an attorney. Additionally, the Hearings Unit will need to develop and manage the attorney contracts as well as the process for ensuring appointed attorneys have the time and resources necessary to prepare for hearing. Finally, Hearing Officers and Community Corrections Officers will need to be trained to interact with attorneys at hearings.

There is no statutory change needed, however Washington Authority Code (WAC) 137-104, policy, and forms will need to be updated. Contracts for attorneys will need to be executed statewide. This is the result of case law and is a constitutional requirement.

For more information regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

Point of Contact:
Peter Campbell (360) 725 - 8838

PL – KV *Grisby*: Offender Representation At Hearing

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other state agency impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Capital Budget impacts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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Agency: 310 - Department of Corrections
 Decision Package Code/Title: KV_Grisby: Offender Representation At Hearing
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund 001-1	-	-	-	-

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	-	-	-	-
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	-	-	-	-

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	-	-	-	-

PL – KW Capital Budget Operating Impacts

2017-19 BIENNIAL BUDGET

Point of Contact:
Sarian Scott (360) 725 - 8270

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE	TBD	TBD	TBD	TBD
Fund 001-1	TBD	TBD	TBD	TBD
Total Cost	TBD	TBD	TBD	TBD

DECISION PACKAGE SUMMARY

The Department of Corrections requests resources in the 2017-19 biennium to fund anticipated operating impacts related to Capital projects submitted in the Capital Budget. The DOC will update/revise this budget request following the approval of the 2017-19 Capital Budget. Resources needed will include staffing and operational costs tied to capital projects.

PROBLEM STATEMENT

Multiple impacts exist to include staffing and operational costs for Prisons, Health Care Services, Offender Change, Reentry and Administrative Services.

The following projects are being requested in the 2017-19 Capital Budget have operating impacts:

Priority	Project #	Facility	Project Name	Priority	Project #	Facility	Project Name
1	30001166	AVWR	Capacity: 40 Beds - Expand Existing Housing	8	30001114	ALL	Minor-Works Preservation
2	30001167	AVWR	Capacity: 60 Beds - Old Work Release Unit	9	30001124	CRCC	Security Electronics Network Upgrade
3	30001121	MLCC	Capacity: 64 Beds - Columbia Unit	10	30001101	WSP	Program and Support Building
4	30001168	MLCC	Capacity: 128 Beds - Segregation Unit	11	20082022	MCC	Close Sewer Lagoon
5	30000523	SCCC	Heater Exchange Replacement Repair H3 & H4	12	30000810	WCCW	Building E Roof
6	30000130	CBCC	Boiler Replacement	13	30000117	MCC	WSR Renovate Perimeter Wall
7	30001078	CBCCC	Access Road Culvert Replacement	14	30000143	WCC	Replace High Voltage Transmission Switches & Generators Phase 1

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GOALS

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Washington State Department of Corrections

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15	30000838	AHCC	Security Video System	28	30000905	OCC	Security Video System
16	30001115	ALL	Minor-Works Program	29	30000654	WCC	Replace Roofs Buildings R1, R2 & R3
17	30000799	SCCC	Security Video System	30	30000868	LCC	Roofing Kitchen, Laundry, Maintenance Offices, Control and Admin Buildings
18	30000743	CCCC	Replace Fire Alarm System	31	30000104	WSP	Complete Life Safety Loop
19	30000197	MCC	TRU Locking System	32	30001059	AHCC	Expand MSU Medical Clinic
20	30001125	MCC	WSR Cell Door Locking	33	30001060	MCCCW	Expand Medical Clinic
21	30001074	MCC	MSU Heat Exchanger Renovation	34	30000656	WCC	Replace Tier Cell Locking Systems R1 - R5
22	30000746	WCC	Replace Facility Locks Phase 1	35	30000748	CBCC	Replace Fire Alarm System
23	30001123	SW	IMU Recreation Yard Improvement Expansion	36	30001126	MCC	MSU Roof Replacement
24	30000524	WCCW CI	Centralize CI Laundry	37	30000730	MCC	TRU Living Unit Replace Pipes A unit
25	30001072	WCC	New Health Care Facility	38	30000691	WSP	East Complex CI Building Fire Sprinklers
26	30000752	CBCC	Perimeter Fence Replacement	39	30001062	AHCC CI	New CI Laundry and Clean Room
27	30000744	MCC	WSR, TRU, and Other Security Electronics Renovations	40	30001118	MCC	ADA Compliance Retrofit

PROPOSED SOLUTION

Funding this request ensures that DOC has the appropriate resources from an operating stand point to be able to complete the projects as originally intended. This includes but is not limited to additional staffing (salaries, and benefits, initial start-up supplies, goods & services, and travel related to staffing), on-going service level agreements and maintenance contracts, utilities, and etc.

EXPECTED RESULTS

Fully funding this request will reduce the risk of DOC overspend of General Funds State (GFS) dollars, given this request is necessary to achieve the benefits in relation to the capital projects with operating budget impacts.

This request also aligns with Result's Washington Goals 4: Healthy and Safe Community-Safe People

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GOALS

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This request aligns with the following Results DOC Outcome Measures (OM) and Operating Process (OP):

- OM01 – Employer of Choice
- OM05 – Staff Safety
- OM06 – Offender Safety
- OM08 – Sustainable Facilities
- OM09 – Budget Compliance
- OP01 – Ensure Safe Environments

STAKEHOLDER IMPACT

No changes would be required to existing statutes, rules, or contracts, in order to implement this change.

For more information, regarding other important connections or impacts related to this proposal, please see Attachment 1.

IT ADDENDUM

Does this decision package include funding for any IT-related costs, including hardware, software, services (including cloud-based services), contracts or IT staff?

Yes No

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GOALS

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Stakeholder Impact Statement

PL -KW Capital Budget Operating Impacts

Point of Contact:
Sarian Scott (360) 725 - 8270

IMPACT(S) TO:

Regional/County impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other local gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Tribal gov't impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Other state agency impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does this request respond to specific task force, report, mandates or exec order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Does request contain a compensation change?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does request require a change to a collective bargaining agreement?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Facility/workplace needs or impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Capital Budget impacts?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is change required to existing statutes, rules or contracts?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this request related to or a result of litigation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is request related to Puget Sound recovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

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GOALS

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2017-19 IT Addendum

Point of Contact:
Sarian Scott (360) 725 - 8270

PL – KW Capital Budget Operating Impacts

Information Technology Items in this DP	FY2018	FY2019	FY2020	FY2021
AVWR – WR Capacity 41 Beds	\$40,428	\$80,856	\$80,856	\$84,042
AVWR – WR Capacity 60 Beds	\$0	\$40,428	\$80,856	\$80,856
MLCC - Reentry & Transition	\$0	\$0	\$80,856	\$80,856
MLCC – Minimum Camp Women 128 Beds	\$0	\$0	\$80,856	\$80,856
WSP - Programming Support Building	\$0	\$0	\$22,628	\$14,298
CRCC – SEN Upgrade	\$0	\$0	\$419,444	\$420,211
CBCC – Boiler Replacement	\$0	\$0	\$27,775	\$28,066
AHCC – Security Video System	\$0	\$0	\$625,536	\$648,512
SCCC – Security Video System	\$0	\$0	\$625,536	\$648,512
WCCW CI – Centralize Laundry	\$0	\$0	\$2,848	\$2,907
MCC – WSR, TRU, and Other Security Electronics Renovations	\$0	\$0	\$219,078	\$229,578
OCC – Security Video System	\$0	\$0	\$293,149	\$299,565
AHCC – Expand Medical Clinic	\$0	\$0	\$2,876	\$2,876
MCCCW – Expand Medical Clinic	\$0	\$0	\$2,876	\$2,876
AHCC CI – New CI Laundry and Clean Room	\$0	\$0	\$2,775	\$2,852
WSP – IMU North Camera Upgrade	\$0	\$0	\$77,764	\$80,735
AVWR – Replace Boilers	\$0	\$0	\$640	\$650
OCC – HVAC Repairs	\$0	\$640	\$650	\$650
BSWR – Replace Hot Water Boilers	\$0	\$640	\$650	\$650
MCC – Steam Plant Operating System Improvements	\$0	\$640	\$650	\$650
SCCC – Outdoor AHU Repair or Replacement	\$0	\$0	\$12,244	\$12,244

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GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

PWR – Replace HVAC Systems	\$0	\$640	\$650	\$650
WCCW – MSU Climate Control Improvement	\$0	\$0	\$2,731	\$2,854
MCC – WSR Negative Pressure Rooms	\$0	\$14,817	\$14,817	\$14,817
WCCW – Proximity Card	\$0	\$186,528	\$186,528	\$186,528
WCC – Proximity Card	\$0	\$186,528	\$186,528	\$186,528
AHCC – Proximity Card	\$0	\$0	\$186,528	\$186,528
OCC – Dental Suite	\$0	\$42,239	\$42,239	\$44,145
MCC – SOU Close Observation Yard	\$0	\$0	\$2,748	\$2,791
Total Cost	\$40,428	\$553,956	\$3,283,312	\$3,347,283

IDENTIFYING IT PROJECTS

- Does this package fund the development or acquisition of a new or enhanced software or hardware system of service?
Yes No
- Does this decision package fund the acquisition or enhancements of any agency data centers? (See OCIO Policy 184 for definition.)
Yes No
- Does this decision package fund the continuation of a project that is, or will be, under OCIO oversight? (See OCIO Policy 121.)
Yes No

MISSION To improve public safety | **VISION** Working together for safe communities



GOALS

Engaged and respected employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

Agency: 310 - Department of Corrections
 Decision Package Code/Title: KW_Capital Budget Operating Impacts
 Budget Period: 2017-19
 Budget Level: Policy Level

Operating Expenditures	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-
Fund XXX-X	-	-	-	-

FTE Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Fund Program Detail	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-
200 - Correctional Operations	-	-	-	-
300 - Community Supervision	-	-	-	-
400 - Correctional Industries	-	-	-	-
500 - Healthcare Services	-	-	-	-
600 - Interagency Payments	-	-	-	-
700 - Offender Change	-	-	-	-
Total	-	-	-	-

Object Detail	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-
B - Employee Benefits	-	-	-	-
C - Professional Service Contracts	-	-	-	-
E - Goods and Other Services	-	-	-	-
G - Travel	-	-	-	-
J - Capital Outlays	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-
Total	-	-	-	-

Activity Detail	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-
A002 - Core Administration	-	-	-	-
A003 - ISRB	-	-	-	-
A004 - Health Care Services	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-
Total	-	-	-	-