

REPORT TO THE LEGISLATURE
Pursuant to P.A. 245 of 2008
Section 304
Employee Cost Saving Suggestion - 1st Quarter

Section 304 - The director of the department shall develop a staff savings initiative program to invite employees to submit suggestions for savings costs for the department. The department shall report quarterly to the senate and house appropriations subcommittees on corrections, the senate and house fiscal agencies, and the state budget director on the suggestions submitted under this section, the implementation plan for those suggestions with which the department agrees, and an explanation of any disagreements with suggestions.

In order to comply with the requirement of Section 304, the Department of Corrections published an article in the November 21, 2008 FYI Employee Newsletter informing staff to submit their suggestions for cost saving suggestions. The below is suggestions received to date:

SUGGESTION	IMPLEMENTATION PLAN	REASON FOR NOT IMPLEMENTED
Shunt to feed hunger strikers		The courts have determined that persons who have the capacity to make decisions for themselves regarding eating and drinking, must be permitted to make that decision for themselves. If/when that person becomes dangerously ill the health care provider can provide nourishment on an emergency basis. DOC cannot take steps to provide feeding against the will of a person who has made the decision not to eat.
Evaluate Central Office staffing and duties		Reduction in Central Office staffing occurred during the FY 2006, 2007, 2008 and 2009 budget process. All Central Office positions are reviewed annually as part of the budget process.
Eliminate MCO dry cleaning allowance		Contractual issue. Elimination must be pursued through OSE with MCO contract negotiations.
Eliminate MCO attendance and physical test bonuses		Contractual issue. Elimination must pursued through OSE with MCO agreement.
Reduce hard copies of documents, double sided printing	During the next annual meeting, Regional Business Managers will be asked to begin implementing two-sided copying when feasible to do so.	
Alternates to Franklin Planners, daily monthly calendars	Supervisors are reminded annually to monitor spending and to ensure requested item is necessary for job performance and allowable on the pre-approved purchasing list.	
Appropriate assignment of OT for shift supervisors		Overtime which results from the filling of supervisory vacancies must be distributed equitably among staff of the appropriate level. Irregularities will be addressed.
Eliminate longevity pay		Must be pursued through OSE and CSC.
Eliminate uniform allowances except for MCO and safety shoes		Contractual issue. Elimination must pursued through OSE with MCO agreement.
Eliminate p-pay for staff who don't work full time behind gates		Position reviews must be performed by the Civil Service Commission to determine position does not qualify for P-pay.
Eliminate ACA		The Department's membership with the American Correctional Association (ACA) provides an accreditation and re-accreditation service which is a critical issue to the Department and the benefits we reap through the accreditation process far outweighs any costs involved. ACA is a national organization which serves all within the corrections profession and is dedicated to excellence in every aspect of the field. This encompasses professional development, certification to standards and accreditation, networking and consulting, research, publications, conferences and exhibits to technology and testing. ACA audits uncover potential risks to the physical plant, institutional operations, prisoner programs, staff training and basic services which may impact safety and security of not only prisoners, but also to staff. Compliance with ACA standards also protects the department from lawsuits.
Follow travel regulations for after the fact premium mileage reimbursement		Travel regulations and standards provide clear guidelines for reimbursement. Allegations of violation to these regulations/standards must be addressed on a case by case basis.

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Allow staff to take advantage of local vendors for purchases		Local purchases are permitted for those items which can not be purchases from State contracts. This includes the ability to make purchase of produce from local farmers, and the purchases of a limited number of goods and services which are of a dollar amount which does not require the purchase to be sent out to bid. State Agencies are obligated to honor state contracts when such contracts exist. DOC does not have the authority to operate outside of the requirements.
Scale back ground care in correctional facilities		Ground care is provided through prisoner labor, using plants which are produced within the facility. The work provides productive job skills, activity/outlet for prisoner workers, and a safer more humane living and working environment in the facility.
Eliminate Blackberries		A Blackberry device provides accessibility of administrative staff when needed. This device allows administrators to be available when they are out of the office, or during non-business hours. The approval to have a Blackberry is through the Director. Only those staff who have established need for them are approved.
Stop hiring managers 13 and above		All professional and supervisory positions are evaluated on a case by case basis as required by Executive Directive 2007-13. Many critical functions depend on the expertise of some of these upper level staff, other positions may be permitted to remain vacant if the position has been found not to be directly related to the completion of our core responsibilities. All positions of this level and above are filled with the approval of the State Budget Office.
Offer early retirements		Any changes to the State Retirement Regulations are under the control of the Legislature. Individual departments have no voice in mandating conditions of retirement.
Stop paying prisoners to go to school, GED should be a condition for parole.		Per Policy Directive 05.02.110 " <i>Prisoner Work Assignment Pay and School Stipend</i> ", prisoners receive .54 cents per day to attend school. This amount is not considered a pay, but a stipend which does allow prisoners on school status to remain off indigent status. Prisoners who are assigned to school and are assigned to a full time work assignment are only paid for the work assignment. Since 1998, Legislative mandates require all newly incarcerated prisoners obtain their GED to be granted parole.
Cut the number of housing unit porters in half		Prisoner porters help maintain housing and other prison buildings in a clean and sanitary condition. It is more efficient for the department to pay and use prison workers to maintain its facilities and housing units. To reduce the number of workers, the end result would be fewer prisoners receiving pay. The same amount of work would exist which the remaining prisoners would work more hours, generating no savings.
Cut one hot meal from prisoners - serve bag lunch		The cost of disposable products and food used in bagged lunch actually makes the bagged meal a more costly alternative than serving a hot meal.
Don't serve prisoners juice serve just water or milk.		USDA and other health standards, require the use of juice, fruit, or vegetable to meet standards for vitamins, minerals and other nutrients, the milk or water recommended to replace juice, are not an equivalent replacement for juice.
Don't allow late night power, close activity rooms at 9:00 p.m.		Access to the activity rooms, helps keep prisoners occupied and less inclined to be involved in troublesome activities. The additional electricity used during these few hours a week is more than offset by the benefit of having a large number of prisoners occupied during this time.

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Charge fee for TV. electrical use in prisoner cells		The department has no authority to charge prisoners for housing expenses.
Reduce ADW's		The ADW positions were reduced from 3 per facility to 2 per facility or 1 per facility depending on the security level of the facility. All positions within DOC are continuously reviewed to ensure adequate staffing is maintained in regards to safety and security of both staff and prisoners.
Reduce Special Activity staff		Every staffing classification within the Department of Corrections is continuously reviewed for cost saving efficiencies. This process is on-going and may result in many unpopular decisions in order to remain cost efficient while still follow the mission of protecting the public, staff and the prison population.
Charge maintenance fee for visitor parking		Visits to the prisoner population is vital for family reunification. MPRI efforts to ensure success from prison to community requires meaningful family contact. Charging fees for parking would be a barrier.
Use small push mowers to cut grass		All lawn mowing inside the secure perimeter can only be done with manual mowers, unless an exception is granted based on the size or location of the lawn.
Stop buying floor cleaners and chemicals		The use of floor cleaners, and other floor maintenance supplies helps to keep the floors sealed and cleanable. Unsealed floors permit damage not only to the floor but to the structure of the building. Floors that cannot be kept clean can contribute to the spread of bacteria and other microorganisms which can rapidly spread disease to the persons who work and live in the buildings.
Close chapels on weekdays and school bldgs on weekends		These buildings are used for other activities in addition to educational and religious programming. The closing of the building when they are not occupied is expected to be done and is handled at the facility level which best knows when they may be closed.
Make all visits non-contact, monitor visits by camera		Eliminating non-contact visits places an unnecessary burden to families trying to maintain normal relationships during an incarceration and makes successful return to the family more difficult on release. Converting the visits to non-contact, would not eliminate the need for staff to supervise the visits.
Don't give writing paper, envelopes, soap and toilet paper to non-indigent prisoners		Providing for the basic needs of prisoners is a responsibility of the MDOC. Failure to provide basic sanitary products can result in the spread of infection and disease, which can negatively impact the health of all persons who live and work in our prisons.
Charge for self injury med runs and weight pit injuries		MDOC Policy 03.04.101 "Prisoner Health Care Copayment" requires that a prisoner who intentionally injures himself/herself and receives emergency medical care for that injury shall be charged the full cost of the emergency and subsequent medical care provided as a result of the injury. However, a prisoner will not be responsible for the cost of emergency medical care for self-inflicted injuries if a qualified mental health professional determines the prisoner is mentally ill.
Get rid of ERT		These staff are specially trained to quickly gain control of dangerous situations/incidents within our facilities. These teams have been credited with gaining control of facilities during major incidents, they are also an integral part of the State's Pandemic Response Plan, and have been called in to assist during local crisis's when the response of a large number of well trained emergency responders are needed rapidly.
Do training on shift - don't pay OT for training		MDOC directives require that the scheduling be done so that staff may obtain their required training without incurring overtime.

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Buy supplies from most cost effective supplier, not MSI		PA 537 of 1996 states all agencies, offices, and departments of this state shall order goods from correctional industries if the goods are produced by correctional industries of this state, are comparable in price and quality to the goods normally purchased by governmental agencies, and can be supplied in a reasonable time period as determined by the department of management and budget.
One piece of prisoner clothing, not 3 sets of shirts and pants		Prisoners must have a sufficient number of clothing items to permit the laundry of the clothing between wearing.
Cut back on Administrative Assistants		All professional and supervisory positions are evaluated on a case by case basis as required by Executive Directive 2007-13. Many critical functions depend on the expertise of some of these upper level staff, other positions may be permitted to remain vacant if the position has been found not to be directly related to the completion of our core responsibilities. All positions of this level and above are filled with the approval of the State Budget Office.
End practice of RUM/ARUS working late night		The MDOC has determined that security and management of prison housing units is better accomplished when supervisors are familiar with and available to address issues on all shifts.
Halt all non-custody hires until financial situation improves		Every staffing classification within the Department of Corrections is continuously reviewed for cost saving efficiencies. This process is on-going and may result in many unpopular decisions in order to remain cost efficient while still follow the mission of protecting the public, staff and the prison population.
Eliminate ADW(s), stop creating new positions at MBP		The ADW positions were reduced from 3 per facility to 2 per facility or 1 per facility depending on the security level of the facility. All positions within DOC are continuously reviewed to ensure adequate staffing is maintained in regards to safety and security of both staff and prisoners.
Increase utilization of custody SV, eliminate administration		All professional and supervisory positions are evaluated on a case by case basis as required by Executive Directive 2007-13. Many critical functions depend on the expertise of some of these upper level staff, other positions may be permitted to remain vacant if the position has been found not to be directly related to the completion of our core responsibilities. All positions of this level and above are filled with the approval of the State Budget Office.
Suspend all non-emergency/security orders immediately		Executive Directive 2007-21 <i>Extension of Fiscal Austerity Measures</i> remains in effect and is adhered to. All decisions are based on public safety, staff safety and prisoner safety.
Civil Service Rule employees must receive pay in lieu of Comp Time		Each bargaining unit has secondary agreements which dictate comp earned verses overtime pay. DOC must follow contractual agreements which differ for each bargaining unit.
Close small, expensive, and under-utilized facilities		Department continuously monitors bed space needs, operations costs, and impact on community to ensure facilities are not being underutilized.
Reduce prisoners stay in prison for satisfactory work performance		Legislative mandate (Truth in Sentencing) must be followed. TIS statute does not allow early release.

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Evaluate unequitable decisions to remove refrigerators and microwaves at SPR		Executive Directives 2005-4 and 2007-22 direct all state agencies to reduce energy usage by 10% or more including reducing unnecessary use of lighting, heating, ventilation and air conditioning and to control thermostats to maximize energy savings while also providing occupant comfort. Subsequent to these directives the CFA Deputy Director directed the removal of private office refrigerators, microwaves, coffee cup heaters and similar appliances and devices that utilize electrical energy.
Stop all Public Works crews immediately		Public Works Crews were temporarily suspended this past year when funding for the program was cut. This program was reinstated by the Legislature by PA 245 of 2008 with the return of funding.
Get out of the wood cutting business		The wood produced in the wood cutting operation is only a by-product of the work done by prisoners in state forests. DOC agreements with DNR require the removal of excess trees from the state forests. The removal of these trees helps to reduce the risk fire and other dangers in these forests. These agreements will be re-evaluated when they expire.
Eliminate all ADW positions in the Camps		The ADW positions were reduced from 3 per facility to 2 per facility or 1 per facility depending on the security level of the facility. All positions within DOC are continuously reviewed to ensure adequate staffing is maintained in regards to safety and security of both staff and prisoners.
Place MCO members on 12 hour shifts to reduce OT		The department must follow the mandates set by employment standards and union contracts. Any changes to length of shift cannot be implemented without the support of the Office of the State Employer and the union personnel.
Consolidate all CFA facilities, Wardens oversee multiple facilities		The effective use of our executive staff is constantly being reviewed and evaluated. Fifteen of the Department's thirty-two wardens are responsible for the operation of two or more correctional facilities.
Change PD 04.07.110 that requires prisoners to wear state shoes on assignment		The requirement that prisoners wear state-issued shoes on work assignments was done based on the security needs of the facilities. Previous experience found prisoners concealing "shanks" and other dangerous items in their shoes. The construction of State-Issued Shoes has minimized this risk.
Reduce upper level supervision, line supervisors report to Warden		All professional and supervisory positions are evaluated on a case by case basis as required by Executive Directive 2007-13. Many critical functions depend on the expertise of some of these upper level staff, other positions may be permitted to remain vacant if the position has been found not to be directly related to the completion of our core responsibilities. All positions of this level and above are filled with the approval of the State Budget Office.
Cease greenhouse operations at all facilities immediately		Section 920 of PA 245 of 2008 states in part that the department shall operate a garden or horticultural operation at its correctional facilities. Facilities with greenhouses are considered to be a part of this.
Recycle all 5 gallon MSI buckets used for wax and soap		Empty 5 gal buckets that previously held MSI wax and cleaning supplies, are currently recycled (not reused). These empty buckets are sold to a scrap vendor, who grinds the plastic and reuses it in other products. MSI is currently evaluating the cost effectiveness of cleaning and reusing the buckets for new cleaning product. This may be cost prohibitive as it would require adding to the physical plant and other expenses involved in preparing the buckets for reuse.

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Reduce minimum number of two supervisors on 1st and 2nd at SPR		All professional and supervisory positions are evaluated on a case by case basis as required by Executive Directive 2007-13. Many critical functions depend on the expertise of some of these upper level staff, other positions may be permitted to remain vacant if the position has been found not to be directly related to the completion of our core responsibilities. All positions of this level and above are filled with the approval of the State Budget Office.
Replace continuous oxygen tank valve with on demand valve		The very high cost of the On-Demand Valve continuous valve has to be a determining factor when compared to the relative cheapness of the oxygen itself. Also a concern are the dangers related to the use of an On-Demand Valve.
Use portable nebulizers rather than oxygen tanks for respiratory treatments		Portable nebulizers and oxygen tanks are not the same item. Portable nebulizers recirculate air and are used for treatment when indicated. But they cannot be used when the medical condition of the prisoner requires oxygen.
Close the Training House at SPR		The Training House at SPR is a fully utilized location. The building is used for training, Record Retention, and as the Offsite Mobilization location. All space needs is monitored at all facilities.
Ban portable heaters in all state buildings		Portable heaters have been banned for all DOC employees with the issue of Executive Directive 2007-22 on Energy Efficiencies. Subsequent to these directives the CFA Deputy Director directed the removal of all portable electric heaters unless deemed necessary for the protection of equipment.
Remove microwave ovens from day rooms		Many foods available for prisoner purchase in the prisoner store require that they be heated prior to consuming them.
Run mail room four days a week at ARF		Much of the legal mail received by prisoners is time sensitive. A prisoner who misses an appeal deadline, loses the opportunity to appeal.
Lower temperature in housing units and hot water heaters		Standards for the air and water temperature in living quarters are set by ACA and other Health agencies. Temperatures outside of these standard ranges must be addressed on a case by case basis with the facility energy committee.
Site specific yard sales, knock off that amount from budget		Individual Departments cannot dispose of state assets. DMB State Surplus is the only authority to dispose of state assets.
Audit each facility for necessity of equipment	During the 2009 Annual Equipment Inventory Audit, Regional Business Managers will be reminded to have facilities adhere to procedures concerning equipment inventory and to dispose of worthless property per DMB guidelines.	
Limit/consolidate office supply orders	During the next annual meeting, Regional Business Managers will be instructed to monitor all office supplies to ensure items are not being ordered which are in abundance at another facility within their region.	
Make all of DOC one collective bargaining unit - train everyone as officers		Bargaining units were created to cover specific duties. Attempting to realign to one bargaining unit for all DOC staff will subject the Department to an Unfair Labor Practice.
Eliminate one half of the ARUS positions in the state		All professional and supervisory positions are evaluated on a case by case basis as required by Executive Directive 2007-13. Many critical functions depend on the expertise of some of these upper level staff, other positions may be permitted to remain vacant if the position has been found not to be directly related to the completion of our core responsibilities. All positions of this level and above are filled with the approval of the State Budget Office.

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Reduce to one RUM for each facility		The supervisory positions have been recently evaluated and significantly reduced. We will continue to evaluate the remaining positions as they become vacant, however no significant additional reduction is indicated.
Replace inspectors with sergeants at MCF		The inspector's position has responsibility which are not among the skill set required of our sergeants, additional training would be required for sergeants, if they were to be the replacement for this position.
Amend lifer law to make max sentence 15 years for parolable and 25 years for nonparolable offenses		This is a legislative issue outside the Department's control. DOC has no authority over the sentencing process.
Adopt Federal sentencing policies, eliminate the Parole Board		This is a legislative issue outside the Department's control. The Parole Board is a legislative act and within statute that the DOC can not amend.
Early release for carefully screened elderly, ill, and low risk prisoners		TIS statute does not allow early release of prisoners.
Stop processing institutional checks to paroles if less than \$1.00		Policy Directive 04.02.105 " <i>Prisoner Funds</i> " is under the authority of numerous MCL codes, Administrative Rule 791.6639 and acceptable accounting practices. The funds in a prisoner's institutional account are regulated by the Department of Treasury, DOC oversees and manages the funds per their established guidelines. Upon release, DOC must return the balance of the account to the prisoner regardless of the minimum balance.
Reduce prisoner property to just state issue, less to shake down means less time spent on shake downs and places to hide things like weapons, less property to transport means more room for more prisoners equals fewer transports, less likely for escape attempt if in prison clothing.		The MDOC has recently concluded litigation that spanned nearly two decades regarding the amount and type of property prisoners are permitted to possess, among the issues resolved was the limited amount and types of property prisoners are permitted to possess, as well as the requirement that prisoners are required to wear prison uniforms except in VERY limited circumstances. Being permitted to possess personal property items is a significant motivator of positive behavior in prisoners, unless an item is determined to present a threat to the safety and security of our facilities there is no plan to further reduce prisoner personal property.
Other possible funding sources for MPRI	The Department is pursuing both national and foundation support.	