

REPORT TO THE LEGISLATURE
Pursuant to P.A. 166 of 2020
Article 2, Section 304
Staff Savings Initiative Program

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

NOTE: All EPIC Teams were put on hold in March of 2020 to free up staff resources to address issues related to the COVID-19 Pandemic.

NOTE: There were no staff saving recommendations received over the last year.

NAME OF TEAM	DATE ESTABLISHED	PURPOSE	RESULTS
Restricted Publications EPIC Team	September 2019	<ul style="list-style-type: none"> • Review the restricted publications list and determine if there is a better process for tracking this information. • Review the current method for adding/removing materials from the list to see if the process can be improved. • Review the process on how rejections are handled. • Determine if training is needed for staff. 	<p>This team concluded in December of 2020.</p> <p>Efficiencies:</p> <ul style="list-style-type: none"> • Created a new and improved version of the Restricted Publications List. • Created a statewide departmental operating procedure outlining steps for reviewing/restricting prisoner publications when they are believed to violate the prisoner mail policy. It also addresses how to add an item to the restricted list and outlines the process for documenting rejections. • CSJ-316 Notice of Package/Mail Rejection Form was updated to add rejection codes (standardizes the rejection reasons) and information added to inform senders of their ability to appeal the rejection. • Recommended removing newspapers, magazines and articles after one year. • Recommended additional reviews of items on the list that does not specifically state reasons for rejection to be reevaluated. • Recommended the creation of a Literary Review Committee. • Created a mailroom distribution list in Outlook to provide a professional means for mailroom staff to communicate. • Recommended placing the Restricted Publications

			<p>List on the Department website and in the prisoner general/law libraries.</p> <ul style="list-style-type: none">• Created an outline for proposed staff training.
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