Prisons Division
Fundamentals Map
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Results DOC

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The Prisons Division supports the DOC mission
To Improve public safety by positively changing lives
By providing opportunities for staff development, family reunification and positive offender change in a safe and secure environment
The Prisons Division Fundamentals map and mission statement were developed by focus groups at each facility with over 400 of our staff at all levels

Prison Core Process	Prisons Operating Processes (POP)							Prisons Supporting Processes (PSP)		
	POP01 *Managing Security Practices*	POP02 *Managing Emergencies*	POP03 *Maintaining Facility Infrastructure*	POP04 *Operating Sustainable Facilities*	POP05 *Delivering Offender Services*	POP06 *Managing Offender Case Plans*	POP07 *Providing Offender Programs*	PSP01 *Increasing Employee Engagement*	PSP02 *Engaging Community Partners*	PSP03 *Delivering Admin Services*
Prison Sub-Process	• Performing searches • Maintaining tool control • Maintaining key control • Conducting counts • Responding to emergencies • Engaging LSAC • Performing inspections • Responding to infractions • Managing staff accountability • Controlling movement • Establishing staff presence • Transporting offenders • Using technology • Maintaining PREA compliance	• Conducting emergency response training, drills & exercises • Mobilizing & deploying resources • Managing incidents • Ensuring staff, offender & community safety • Training all employees in emergency response • Developing & managing mutual aid agreements • Notifying external stakeholders	• Processing work orders • Delivering capital improvements • Managing the safety program • Performing preventive maintenance • Managing vehicle fleets • Maintaining sanitation • Performing inspections	• Reducing electric consumption • Reducing waste • Reducing water consumption • Growing food • Establishing sustainable practices labs	• Providing health care • Feeding offenders • Facilitating religious activities • Providing legal access • Clothing offenders • Providing mail & phone • Supporting visits • Providing recreation • Housing offenders	• Developing & updating case plans • Conducting assessments to determine risks & need • Referring for programs based on needs • Managing behavior • Planning for re-entry	• Delivering education • Developing work skills • Supporting family reunification • Coordinating volunteers • Providing cognitive behavioral therapy • Providing chemical dependency treatment • Offering vocational training • Responding to offender complaints	• Recognizing accomplishment & achievements • Managing performance • Providing training opportunities • Mentoring & coaching • Developing succession planning • Supporting staff wellness • Supporting equity, diversity, inclusion & respect • Engaging employees to achieve results	• Coordinating volunteers • Planning release • Establishing community work crews • Developing & managing MOUs & contracts • Facilitating tours & community events • Engaging family advisory councils • Communicating proactively	• Recruiting, hiring & retaining talented staff • Ensuring accurate records • Managing finances • Providing admin support • Maintaining IT resources • Managing public information • Mitigating risk • Managing policies • Processing payroll & benefits • Purchasing, receiving, delivering & paying for goods & services
Measures	a. Recounts b. Search compliance c. Contraband discoveries d. Prison violence e. CAP items (Ops Review and Safety)	a. Special team readiness b. Mutual aid exercises c. CAP items (Emergency Management)	a. Safety and sanitation inspections b. Work orders c. Preventative maintenance d. Staff injuries e. CAP items (all physical plant)	a. Energy consumption b. Solid waste creation c. Water used	a. Grievances resolved at levels 0 and 1 b. Timely Grievance responses	a. Positive Behavior Observation Entries b. Timely Custody Facility Plans c. Release on Earned Release Date	a. Programming hours per offender b. Offenders unassigned	a. Timely PDPs b. Annual in-service completions c. Staff retention d. Employee satisfaction e. Prisons EDIR Index f. Prisons Results Index	a. Events and outreach activities b. Family advisory council c. Off-site work crew hours (where applicable)	a. Days to fill CO positions b. Vacancies c. Budget variance