



***Fiscal Year 2017  
Supplemental Operating Budget Request  
October 24, 2016***



STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
**OFFICE OF THE SECRETARY**  
P. O. Box 41101 • Olympia, Washington 98504-1101

October 24, 2016

David Schumacher, Director  
Office of Financial Management  
Post Office Box 43113  
Olympia, Washington 98504-1101

Dear Mr. Schumacher:

The Department of Corrections (DOC) respectfully submits our Fiscal Year 2017 Supplemental Operating Budget request for your review. In consideration of the current economic climate our request primarily includes the following items:

- Non-discretionary changes in legally-mandated caseload or workload
- Necessary technical corrections to the current enacted 2015-17 budget
- Critical resource needs to address and mitigate risk

This request also includes some programmatic enhancements that support the statewide *Results Washington* initiative by meeting the goal areas of Healthy and Safe Communities, Clean Environments and Efficient, and Effective and Accountable Government.

The DOC is committed to continuing to improve public safety and working together for safe communities for the citizens of the state of Washington, while working within the constraints of the current economic challenges. We have taken every possible step to limit and reduce costs within DOC and will continue to balance costs to reduce impacts to the state. I take pride in the accomplishments of DOC and our staff.

If you should have any questions regarding this submittal, please contact our DOC Chief Financial Officer, Sarian Scott at (360) 725-8270 or via email at [sarian.scott@doc.wa.gov](mailto:sarian.scott@doc.wa.gov).

Thank you for your assistance.

Sincerely,

Richard "Dick" Morgan  
Secretary

Mr. David Schumacher  
October 24, 2016  
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Enclosure

cc: Richard Pannkuk, OFM Senior Budget Assistant to the Governor  
Trisha Newport, OFM Budget Assistant to the Governor  
Rachelle Harris, House Appropriations Analyst  
Travis Sugarman, Senate Ways & Means Analyst  
Sarian Scott, DOC Chief Financial Officer  
Jody Becker-Green, DOC Deputy Secretary



# TAB A



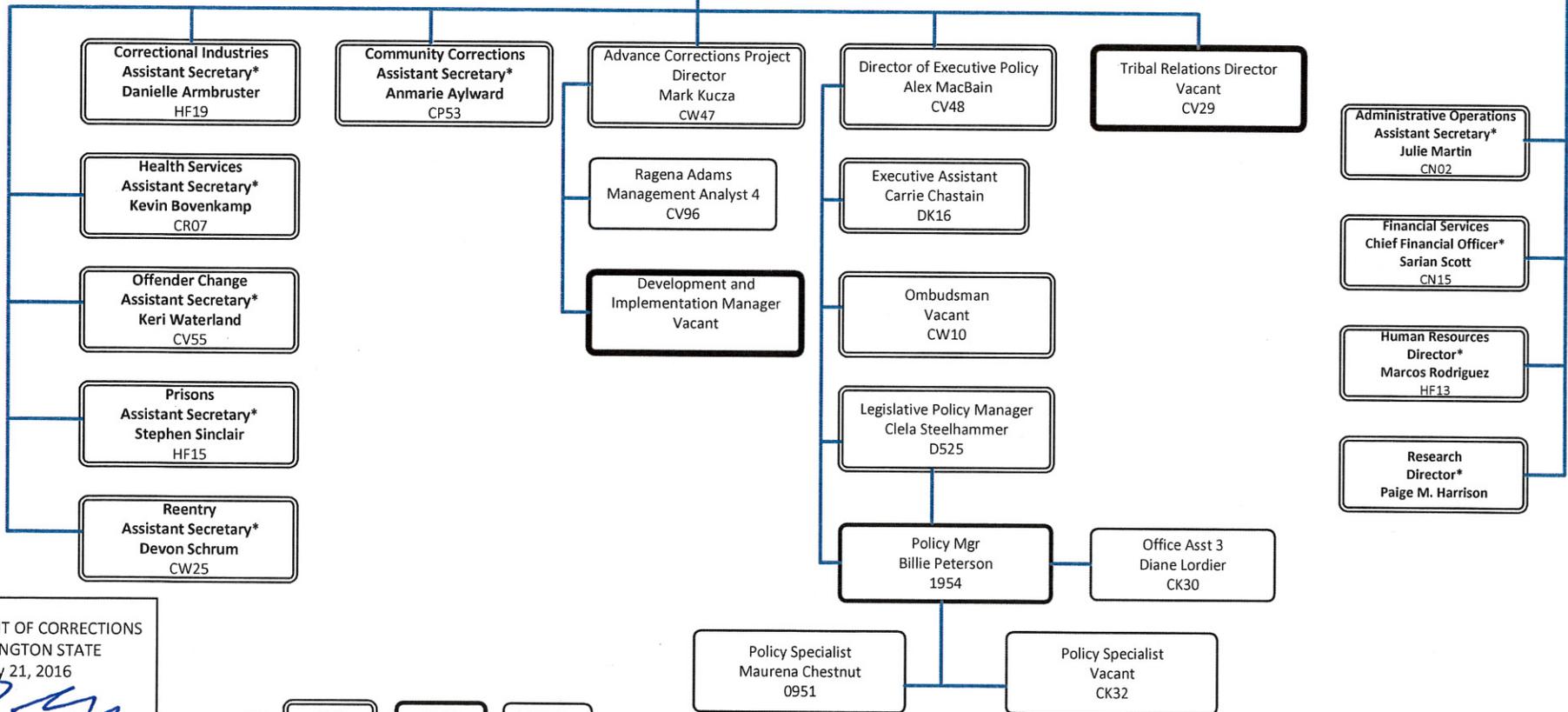
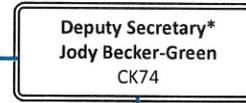
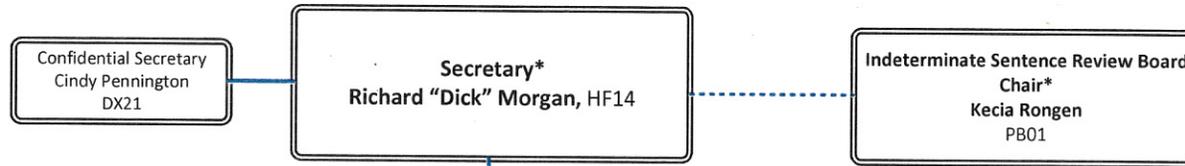
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***Fiscal Year 2017  
Supplemental Operating Budget Request  
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Office of the Secretary | Organizational Chart  
July 21, 2016



DEPARTMENT OF CORRECTIONS  
WASHINGTON STATE  
July 21, 2016  
  
Richard L. Morgan, Secretary

KEY EMS WMS WGS

NOTE: Appointing Authorities are denoted by an asterisk \*

## **310 - Department of Corrections**

### **A001 Confine Convicted Adults in State Prisons**

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The Department of Corrections (DOC) is responsible for the incarceration of felony offenders. This population includes offenders sentenced to confinement for violent, sex, person, drug, and offenders receiving alternative sentences. The majority of resources are allocated for custody activities such as the transportation of offenders, operation and security of offender housing units, perimeter and access control, and security threat group monitoring and investigation. Prison-based production of goods as enterprise and job skills is reflected in this activity. Other items purchased through this activity include food service, laundry, clothing, and janitorial services; the administration of offender records; and routine maintenance and repairs to state-owned facilities and infrastructure.

**Program 100 - Administration and Support Services**

Account	FY 2016	FY 2017	Biennial Total
<b>FTE</b>			
001-1 State	0.0	2.5	2.5
<b>001 General Fund</b>			
001-1 State	\$0	\$639,340	\$639,340

**Program 200 - Correctional Operations**

Account	FY 2016	FY 2017	Biennial Total
<b>FTE</b>			
001-1 State	0.0	11.0	11.0
<b>001 General Fund</b>			
001-1 State	\$0	\$2,579,530	\$2,579,530

**Program 300 - Community Supervision**

Account	FY 2016	FY 2017	Biennial Total
<b>FTE</b>			
001-1 State	0.0	2.0	2.0
<b>001 General Fund</b>			
001-1 State	\$0	\$317,030	\$317,030

**Program 400 - Correctional Industries**

Account	FY 2016	FY 2017	Biennial Total
<b>001 General Fund</b>			
001-1 State	\$0	\$795,760	\$795,760

**Program 700 - Offender Change**

Account	FY 2016	FY 2017	Biennial Total
<b>001 General Fund</b>			
001-1 State	\$0	\$2,090	\$2,090

\*FTE is second year only

**Statewide Result Area: Healthy and Safe Communities**

**Statewide Strategy: Confine and rehabilitate offenders**

**Expected Results**

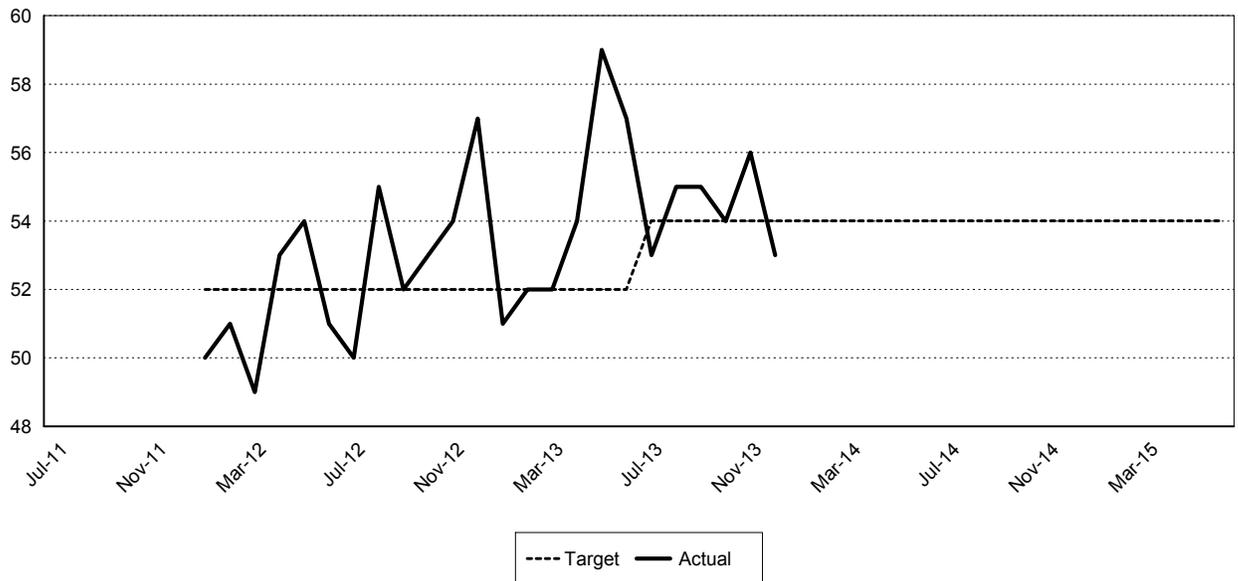
The resources dedicated to this activity allow the DOC to employ skilled custody and non-custody staff and purchase the necessary goods and services to ultimately ensure the safe and secure operation of 12 institutions and 16 work release facilities. By the year 2017, violent infractions within prison are less frequent (0.9 per 100 offenders) and, the State benefits from a decreased rate of offenders (one in four) returning to correctional institutions.

002498 Average days to perform initial offender assessment and placement in prison			
Biennium	Period	Actual	Target
2013-15	M24		54
	M23		54
	M22		54
	M21		54
	M20		54
	M19		54
	M18		54
	M17		54
	M16		54
	M15		54
	M14		54
	M13		54
	M12		54
	M11		54
	M10		54
	M09		54
	M08		54
	M07		54
	M06	53	54
	M05	56	54
M04	54	54	
M03	55	54	
M02	55	54	
M01	53	54	
2011-13	M24	57	52
	M23	59	52
	M22	54	52
	M21	52	52
	M20	52	52
	M19	51	52
	M18	57	52
	M17	54	52
	M16	53	52
	M15	52	52
	M14	55	52
	M13	50	52
	M12	51	52
	M11	54	52
M10	53	52	

*Appropriation Period: 2015-17 Activity Version: 09 - FY2017 Supplemental Sort By: Activity*

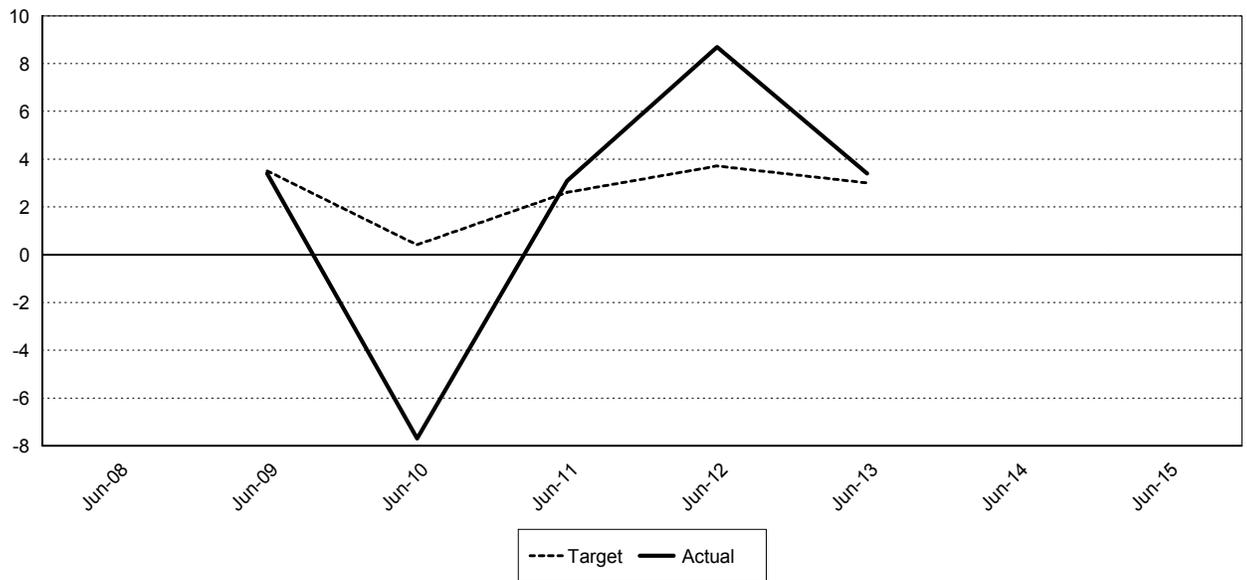
2011-13	M09	49	52
	M08	51	52
	M07	50	52
	M06		
	M05		
	M04		
	M03		
	M02		
	M01		
Performance Measure Status: Approved			

**Number 002498 - Average days to perform initial offender assessment and placement in prison**



002499 Contain food cost growth to less than the rate of food inflation index				
Biennium	Period	Actual	Target	
2013-15	A3			
	A2			
2011-13	A3	3.4%	3%	
	A2	8.7%	3.7%	
Performance Measure Status: Approved				

Percent 002499 - Contain food cost growth to less than the rate of food inflation index



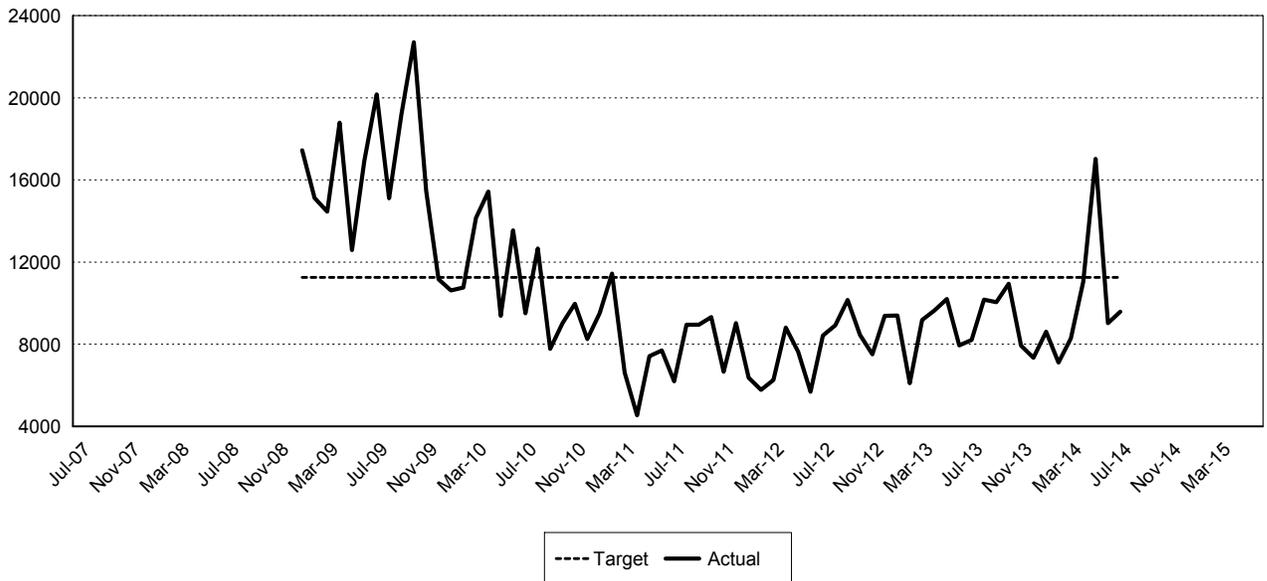
<b>002500 Number of bed days utilized for offenders released past their earned release date</b>			
<b>Biennium</b>	<b>Period</b>	<b>Actual</b>	<b>Target</b>
2013-15	M24		
	M23		
	M22		
	M21		
	M20		
	M19		
	M18		
	M17		
	M16		
	M15		
	M14		
	M13	9,581	11,250
	M12	9,022	11,250
	M11	17,023	11,250
	M10	11,038	11,250
	M09	8,278	11,250
	M08	7,099	11,250
	M07	8,603	11,250
	M06	7,330	11,250
	M05	7,931	11,250
M04	10,945	11,250	
M03	10,052	11,250	
M02	10,163	11,250	
M01	8,205	11,250	
2011-13	M24	7,943	11,250
	M23	10,201	11,250
	M22	9,638	11,250
	M21	9,185	11,250
	M20	6,101	11,250
	M19	9,401	11,250
	M18	9,386	11,250
	M17	7,506	11,250
	M16	8,447	11,250
	M15	10,160	11,250
	M14	8,918	11,250
	M13	8,423	11,250
	M12	5,679	11,250
	M11	7,636	11,250
M10	8,800	11,250	

DOC Agency Activity Inventory

*Appropriation Period: 2015-17 Activity Version: 09 - FY2017 Supplemental Sort By: Activity*

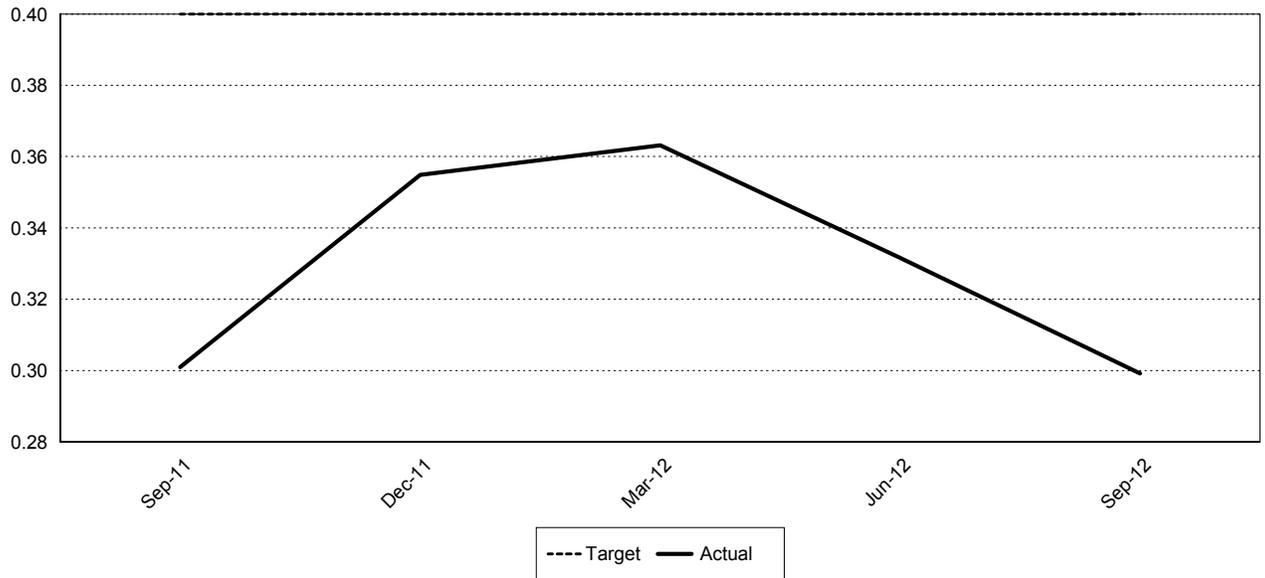
2011-13	M09	6,260	11,250
	M08	5,776	11,250
	M07	6,359	11,250
	M06	9,023	11,250
	M05	6,664	11,250
	M04	9,319	11,250
	M03	8,940	11,250
	M02	8,940	11,250
	M01	6,190	11,250
Performance Measure Status: Approved			

**Number 002500 - Number of bed days utilized for offenders released past their earned release date**



002496 Number of offenders who are employed post-release				
Biennium	Period	Ratio	Actual	Target
2011-13	Q8	/		
	Q7	/		
	Q6	/		
	Q5	593 / 1,982	0.3%	0.4%
	Q4	642 / 1,936	0.33%	0.4%
	Q3	677 / 1,864	0.36%	0.4%
	Q2	675 / 1,902	0.35%	0.4%
	Q1	591 / 1,964	0.3%	0.4%
Performance Measure Status: Approved				

Percent 002496 - Number of offenders who are employed post-release

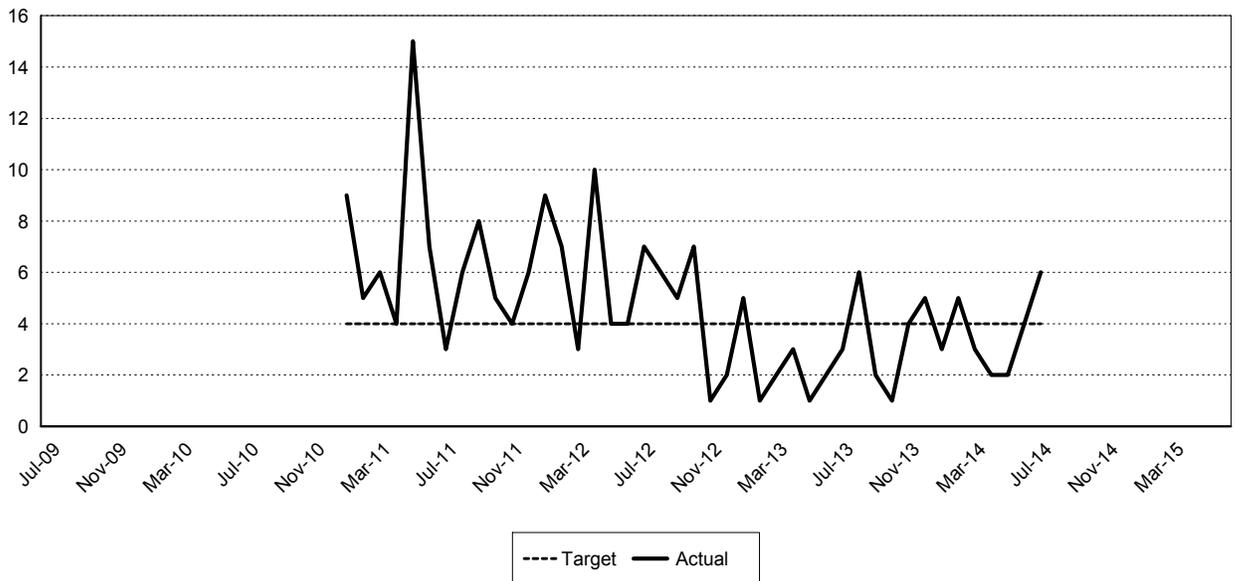


<b>002501 Number of prison releases from higher custody environments</b>			
<b>Biennium</b>	<b>Period</b>	<b>Actual</b>	<b>Target</b>
2013-15	M24		
	M23		
	M22		
	M21		
	M20		
	M19		
	M18		
	M17		
	M16		
	M15		
	M14		
	M13	6	4
	M12	4	4
	M11	2	4
	M10	2	4
	M09	3	4
	M08	5	4
	M07	3	4
	M06	5	4
	M05	4	4
M04	1	4	
M03	2	4	
M02	6	4	
M01	3	4	
2011-13	M24	2	4
	M23	1	4
	M22	3	4
	M21	2	4
	M20	1	4
	M19	5	4
	M18	2	4
	M17	1	4
	M16	7	4
	M15	5	4
	M14	6	4
	M13	7	4
	M12	4	4
	M11	4	4
M10	10	4	

*Appropriation Period: 2015-17 Activity Version: 09 - FY2017 Supplemental Sort By: Activity*

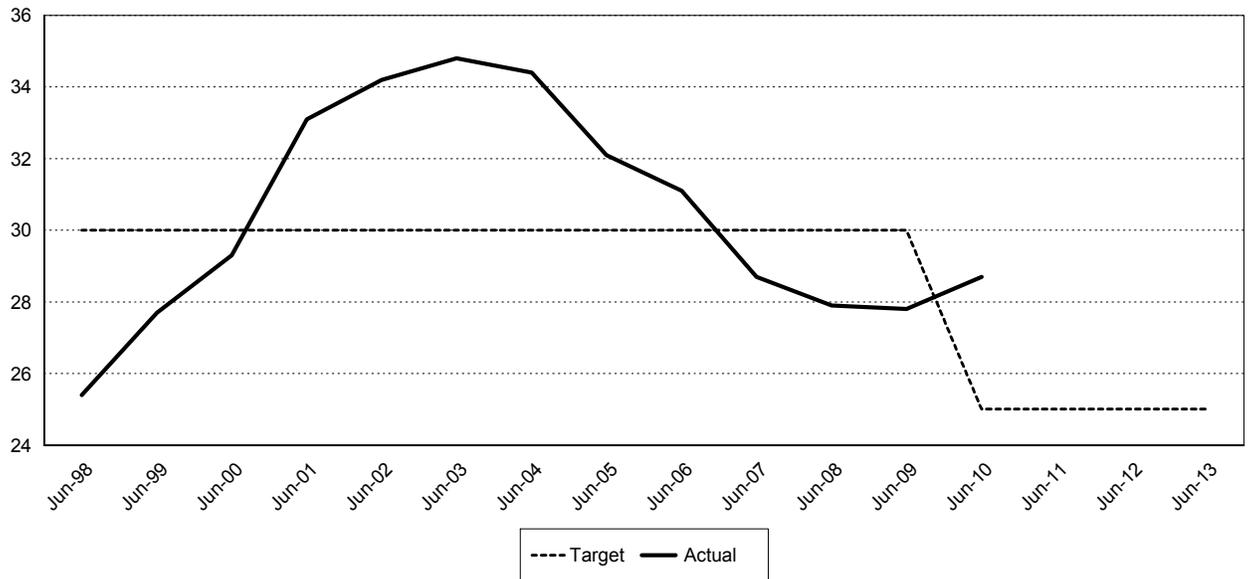
2011-13	M09	3	4
	M08	7	4
	M07	9	4
	M06	6	4
	M05	4	4
	M04	5	4
	M03	8	4
	M02	6	4
	M01	3	4
Performance Measure Status: Approved			

**Number 002501 - Number of prison releases from higher custody environments**



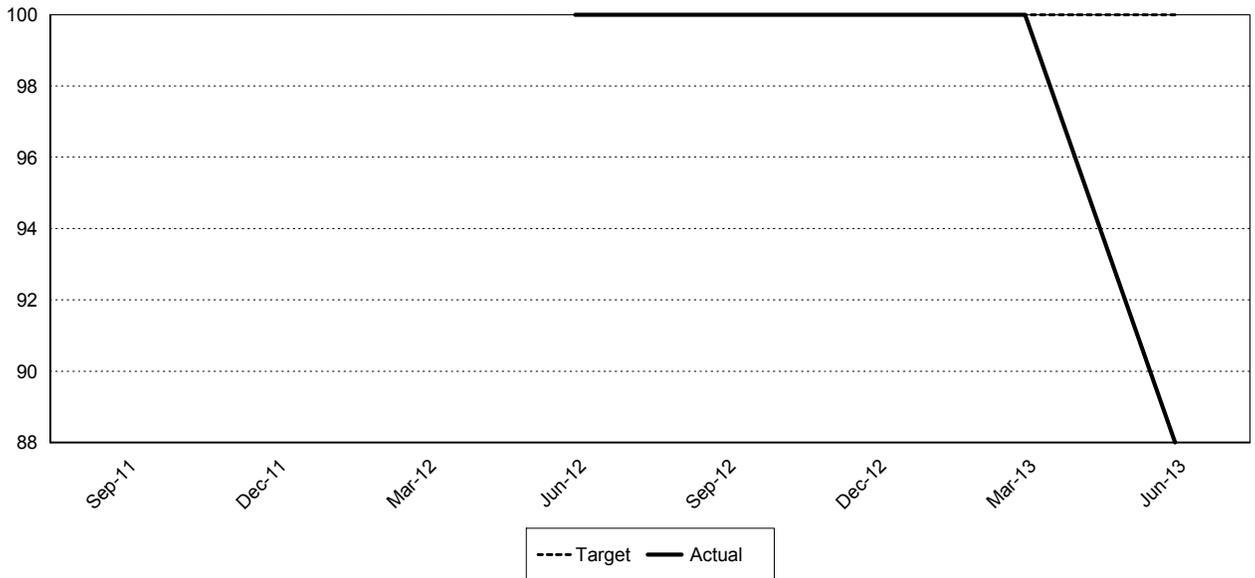
<b>001749 Annual recidivism rate, 3 year, by calendar year</b>			
Biennium	Period	Actual	Target
2011-13	A3		25%
	A2		25%
Performance Measure Status: Approved			

Percent **001749 - Rate of Return to Institutions for Offenders (3-year Recidivism Rate)**



<b>002206 Maintain US Coast Guard certification compliance on all marine vessels.</b>			
Biennium	Period	Actual	Target
2011-13	Q8	88%	100%
	Q7	100%	100%
	Q6	100%	100%
	Q5	100%	100%
	Q4	100%	100%
	Q3		
	Q2		
	Q1		
Performance Measure Status: Draft			

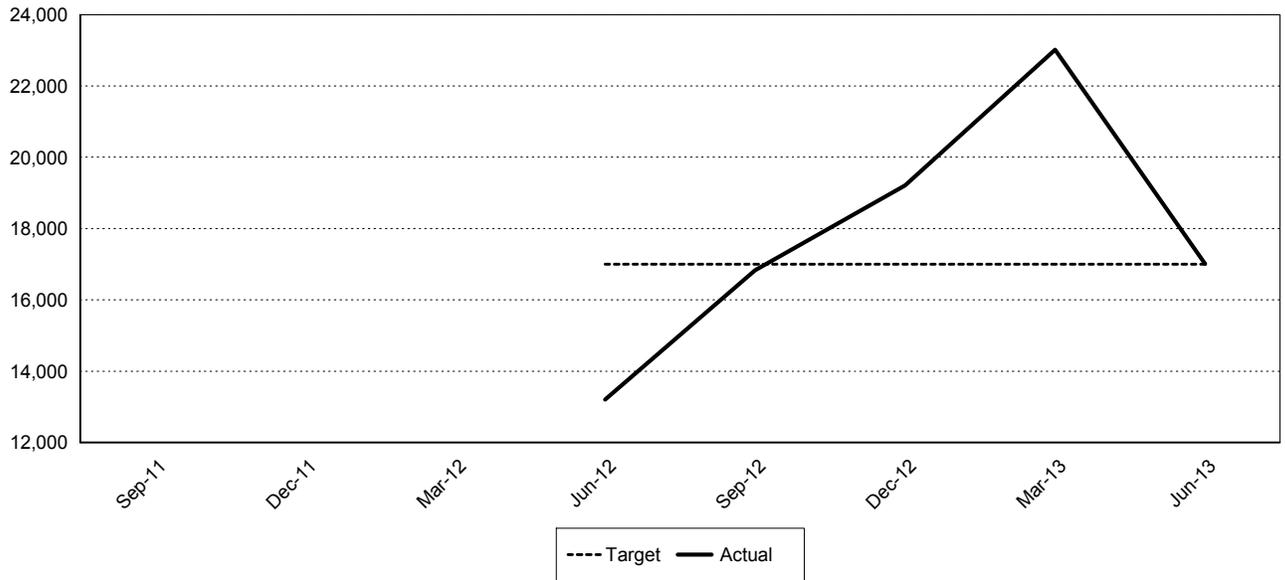
**Percent** **002206 - SCC Facility and Island Operations**



<b>002207 Maintain a low level of diesel fuel usage in support of McNeil marine operations.</b>			
<b>Biennium</b>	<b>Period</b>	<b>Actual</b>	<b>Target</b>
2011-13	Q8	17,005.1	17,000
	Q7	23,018.9	17,000
	Q6	19,212	17,000
	Q5	16,834	17,000
	Q4	13,201.9	17,000
	Q3		
	Q2		
	Q1		
Performance Measure Status: Draft			

Number

002207 - SCC Facility and Island Operations

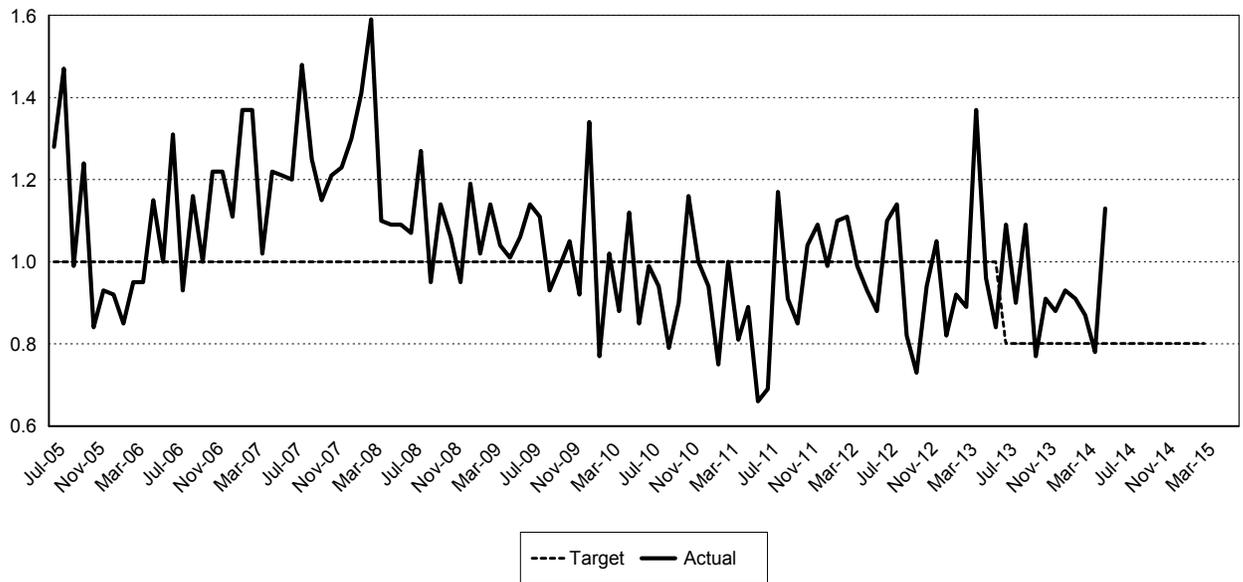


<b>001745 The rate of violent infractions per 100 offenders</b>			
<b>Biennium</b>	<b>Period</b>	<b>Actual</b>	<b>Target</b>
2013-15	M24		
	M23		
	M22		
	M21		0.8
	M20		0.8
	M19		0.8
	M18		0.8
	M17		0.8
	M16		0.8
	M15		0.8
	M14		0.8
	M13		0.8
	M12		0.8
	M11	1.13	0.8
	M10	0.78	0.8
	M09	0.87	0.8
	M08	0.91	0.8
	M07	0.93	0.8
	M06	0.88	0.8
	M05	0.91	0.8
M04	0.77	0.8	
M03	1.09	0.8	
M02	0.9	0.8	
M01	1.09	0.8	
2011-13	M24	0.84	1
	M23	0.96	1
	M22	1.37	1
	M21	0.89	1
	M20	0.92	1
	M19	0.82	1
	M18	1.05	1
	M17	0.94	1
	M16	0.73	1
	M15	0.82	1
	M14	1.14	1
	M13	1.1	1
	M12	0.88	1
	M11	0.93	1
	M10	0.99	1
	M09	1.11	1

*Appropriation Period: 2015-17 Activity Version: 09 - FY2017 Supplemental Sort By: Activity*

2011-13	M08	1.1	1
	M07	0.99	1
	M06	1.09	1
	M05	1.04	1
	M04	0.85	1
	M03	0.91	1
	M02	1.17	1
	M01	0.69	1
Performance Measure Status: Approved			

**Number 001745 - The rate of violent behavior in prison**



**A004 Health Care Services for Adults in State Prisons**

The Department of Corrections (DOC) is responsible for medical and dental services for incarcerated offenders. Resources dedicated to this activity allow the DOC to hire or contract for health services staff and to purchase the goods and services necessary to provide basic health services to offenders (such as on-site medical and dental) and off-site inpatient and outpatient services. These services consist of primary care scheduled visits, sick calls, outpatient medical clinic care, x-ray, lab, radiology, dental services, inpatient infirmary care, and risk management evaluations and assessments for the DOC and the Indeterminate Sentence Review Board.

**Program 100 - Administration and Support Services**

<b>Account</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>Biennial Total</b>
<b>FTE</b>			
001-1 State	0.0	0.1	0.1
<b>001 General Fund</b>			
001-1 State	\$0	\$98,460	\$98,460

**Program 200 - Correctional Operations**

<b>Account</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>Biennial Total</b>
<b>FTE</b>			
001-1 State	0.0	1.0	1.0
<b>001 General Fund</b>			
001-1 State	\$0	\$6,489,460	\$6,489,460

**Program 300 - Community Supervision**

<b>Account</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>Biennial Total</b>
<b>001 General Fund</b>			
001-1 State	\$0	\$346,990	\$346,990

**Program 400 - Correctional Industries**

<b>Account</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>Biennial Total</b>
<b>001 General Fund</b>			
001-1 State	\$0	\$70	\$70

**Program 700 - Offender Change**

<b>Account</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>Biennial Total</b>
<b>001 General Fund</b>			
001-1 State	\$0	\$260	\$260

*\*FTE is second year only*

**Statewide Result Area: Healthy and Safe Communities**

**Statewide Strategy: Provide access to health care**

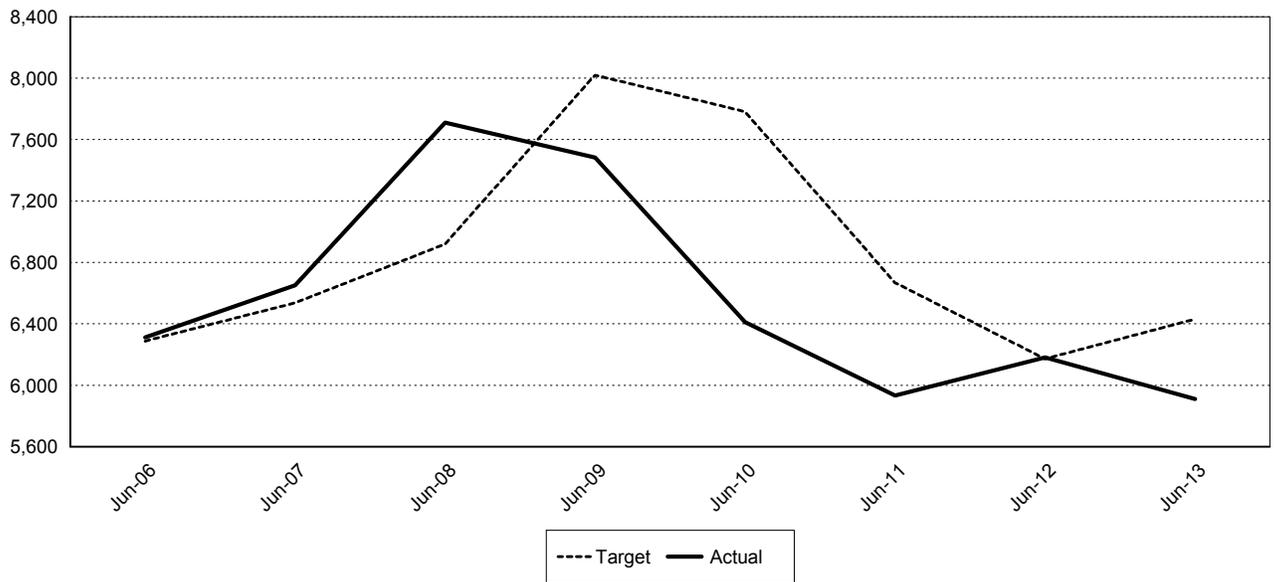
**Expected Results**

The health care services purchased by this activity ensure that incarcerated offenders with medical, dental and mental health problems are provided constitutionally required health care services and the services necessary for offenders to function in an institutional setting.

001750 Average healthcare cost per offender			
Biennium	Period	Actual	Target
2011-13	A3	\$5,910	\$6,429
	A2	\$6,182	\$6,170
Performance Measure Status: Approved			

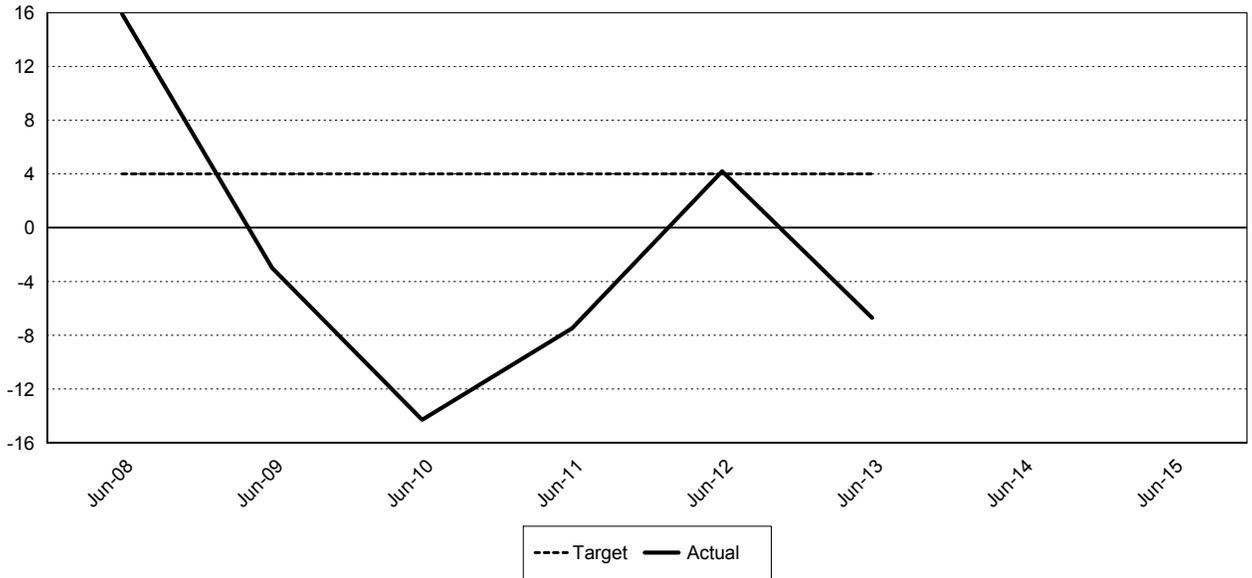
Dollars

001750 - Average healthcare cost per offender



002505 Contain healthcare cost growth to less than four percent annually			
Biennium	Period	Actual	Target
2013-15	A3		
	A2		
2011-13	A3	(6.7)%	4%
	A2	4.2%	4%
Performance Measure Status: Approved			

**Percent 002505 - Contain healthcare cost growth to less than four percent annually**



**A007 Supervise Adult Offenders in the Community**

The Department of Corrections (DOC) is responsible for supervising certain felony and gross misdemeanor offenders upon release or when completing a sentence in the community. These adult offenders may present high to low safety risks to communities as offenders qualify or earn release from jail and prison confinement. Resources are allocated for supervision activities/oversight that includes, but is not limited to, monitoring conditions of supervision, developing offender accountability plans, case planning, intervention activities, and violation hearings. The basic means of reporting is face-to-face contact and by kiosk, depending upon the offender's history of violence or the nature of current violation behavior. The DOC imposes swift and certain sanctions to reinforce expectations during the transition as offenders earn less restriction. The DOC collaborates with victims and stakeholders over accountability.

**Program 100 - Administration and Support Services**

Account	FY 2016	FY 2017	Biennial Total
<b>FTE</b>			
001-1 State	0.0	0.1	0.1
<b>001 General Fund</b>			
001-1 State	\$0	\$128,010	\$128,010

**Program 200 - Correctional Operations**

Account	FY 2016	FY 2017	Biennial Total
<b>FTE</b>			
001-1 State	0.0	0.1	0.1
<b>001 General Fund</b>			
001-1 State	\$0	\$68,780	\$68,780

**Program 300 - Community Supervision**

Account	FY 2016	FY 2017	Biennial Total
<b>FTE</b>			
001-1 State	0.0	54.1	54.1
<b>001 General Fund</b>			
001-1 State	\$0	\$7,581,190	\$7,581,190

**Program 400 - Correctional Industries**

Account	FY 2016	FY 2017	Biennial Total
<b>001 General Fund</b>			
001-1 State	\$0	\$90	\$90

**Program 700 - Offender Change**

Account	FY 2016	FY 2017	Biennial Total
<b>001 General Fund</b>			
001-1 State	\$0	\$340	\$340

\*FTE is second year only

**Statewide Result Area: Healthy and Safe Communities**

**Statewide Strategy: Confine and rehabilitate offenders**

**Expected Results**

The resources dedicated to this activity allow the DOC to employ and train skilled staff and purchase goods and services for the supervision of offenders' sentences to community supervision, which ultimately provides for safer communities throughout the state. By 2017, supervised offenders more frequently comply (78 percent) with conditions stipulated for release back into community.

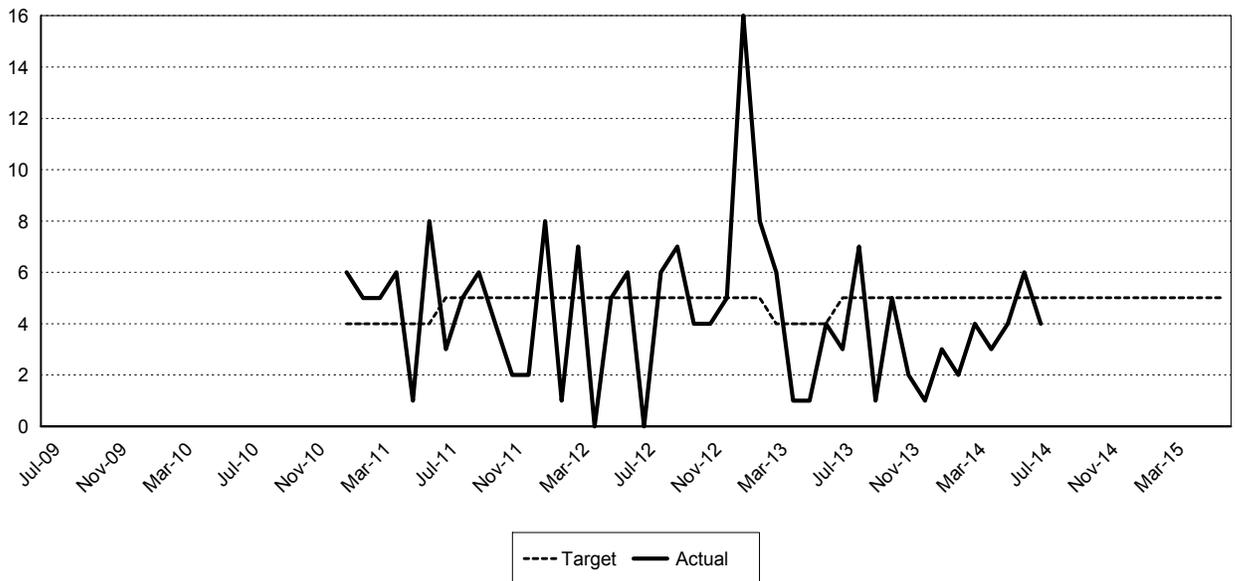
<b>002502 Number of reported assaults and threats to staff in the community</b>			
<b>Biennium</b>	<b>Period</b>	<b>Actual</b>	<b>Target</b>
2013-15	M24		5
	M23		5
	M22		5
	M21		5
	M20		5
	M19		5
	M18		5
	M17		5
	M16		5
	M15		5
	M14		5
	M13	4	5
	M12	6	5
	M11	4	5
	M10	3	5
	M09	4	5
	M08	2	5
	M07	3	5
	M06	1	5
	M05	2	5
M04	5	5	
M03	1	5	
M02	7	5	
M01	3	5	
2011-13	M24	4	4
	M23	1	4
	M22	1	4
	M21	6	4
	M20	8	5
	M19	16	5
	M18	5	5
	M17	4	5
	M16	4	5
	M15	7	5
	M14	6	5
	M13	0	5
	M12	6	5
	M11	5	5
M10	0	5	

DOC Agency Activity Inventory

*Appropriation Period: 2015-17 Activity Version: 09 - FY2017 Supplemental Sort By: Activity*

2011-13	M09	7	5
	M08	1	5
	M07	8	5
	M06	2	5
	M05	2	5
	M04	4	5
	M03	6	5
	M02	5	5
	M01	3	5
Performance Measure Status: Approved			

**Number 002502 - Number of reported assaults and threats to staff in the community**



002497 Percent of adult offenders complying with their conditions of supervision or case plan						
Biennium	Period	Ratio		Actual	Target	
2013-15	M24	/				
	M23	/				
	M22	/				
	M21	/				
	M20	/				
	M19	/				
	M18	/				
	M17	/				
	M16	/				
	M15	/				
	M14	/				
	M13	/				
	M12	/				
	M11	12,534	/	16,513	0.76	78
	M10	12,484	/	16,426	0.76	78
	M09	12,410	/	16,297	0.76	78
	M08	12,339	/	16,123	0.77	78
	M07	12,133	/	15,896	0.76	78
	M06	11,828	/	15,703	0.75	78
	M05	11,687	/	15,559	0.75	78
M04	11,811	/	15,531	0.76	78	
M03	11,710	/	15,467	0.76	78	
M02	11,748	/	15,487	0.76	78	
M01	11,773	/	15,421	0.76	78	
2011-13	M24	11,763	/	15,286	0.77	75
	M23	11,992	/	15,430	0.78	75
	M22	12,024	/	15,367	0.78	75
	M21	12,014	/	15,329	0.78	75
	M20	11,986	/	15,255	0.79	75
	M19	12,083	/	15,288	0.79	75
	M18	12,222	/	15,311	0.8	75
	M17	12,182	/	15,357	0.79	75
	M16	12,256	/	15,382	0.8	75
	M15	12,336	/	15,488	0.8	75
	M14	12,568	/	15,633	0.8	75
	M13	12,715	/	15,614	0.81	75
	M12	12,891	/	15,653	0.82	75
	M11	12,871	/	15,714	0.82	75
M10	13,008	/	15,796	0.82	75	

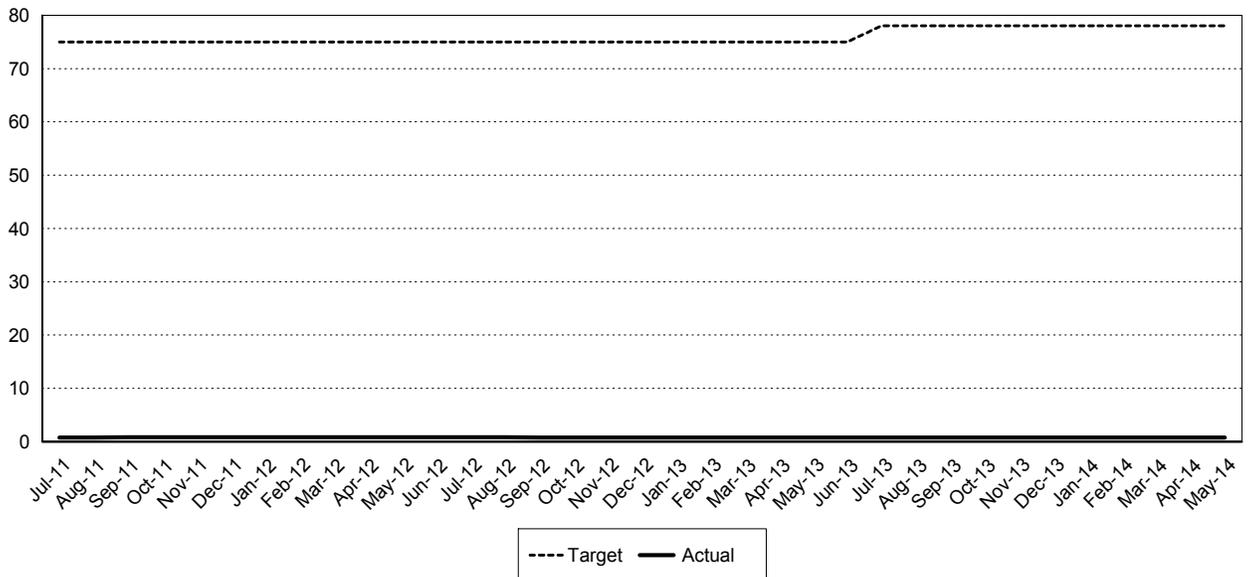
DOC Agency Activity Inventory

*Appropriation Period: 2015-17 Activity Version: 09 - FY2017 Supplemental Sort By: Activity*

2011-13	M09	12,989 / 15,772	0.82	75
	M08	13,064 / 15,823	0.83	75
	M07	13,302 / 15,896	0.84	75
	M06	13,195 / 15,947	0.83	75
	M05	13,381 / 16,054	0.83	75
	M04	13,272 / 16,017	0.83	75
	M03	13,257 / 16,531	0.8	75
	M02	13,285 / 17,755	0.75	75
	M01	13,691 / 17,749	0.77	75

Performance Measure Status: Approved

**Number 002497 - Percent of adult offenders complying with their conditions of supervision or case plan**

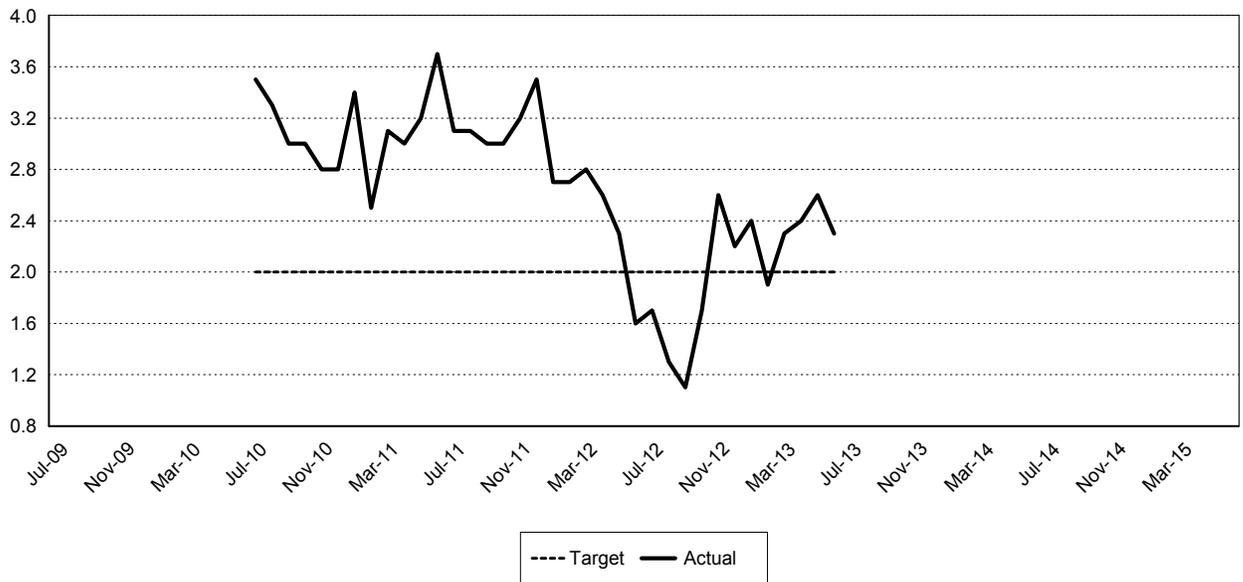


002504 Rate of violent behavior in the community			
Biennium	Period	Actual	Target
2013-15	M24		
	M23		
	M22		
	M21		
	M20		
	M19		
	M18		
	M17		
	M16		
	M15		
	M14		
	M13		
	M12		
	M11		
	M10		
	M09		
	M08		
	M07		
	M06		
	M05		
	M04		
	M03		
	M02		
	M01		
2011-13	M24	2.3	2
	M23	2.6	2
	M22	2.4	2
	M21	2.3	2
	M20	1.9	2
	M19	2.4	2
	M18	2.2	2
	M17	2.6	2
	M16	1.7	2
	M15	1.1	2
	M14	1.3	2
	M13	1.7	2
	M12	1.6	2
	M11	2.3	2
	M10	2.6	2
	M09	2.8	2

*Appropriation Period: 2015-17 Activity Version: 09 - FY2017 Supplemental Sort By: Activity*

2011-13	M08	2.7	2
	M07	2.7	2
	M06	3.5	2
	M05	3.2	2
	M04	3	2
	M03	3	2
	M02	3.1	2
	M01	3.1	2
Performance Measure Status: Approved			

**Number 002504 - Rate of violent behavior in the community**



**A002 Corrections - Core Administration**

The Department of Corrections (DOC) must provide basic infrastructure services in support of the confinement, supervision, and rehabilitation of offenders. This activity includes such fundamental services as accounting, budgeting, contracting, purchasing, human resources, information technology, public disclosure, data and research, communications and agency administration

***Program 100 - Administration and Support Services***

<b>Account</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>Biennial Total</b>
<b>FTE</b>			
001-1 State	0.0	8.0	8.0
<b>001 General Fund</b>			
001-1 State	\$0	\$743,490	\$743,490

***Program 200 - Correctional Operations***

<b>Account</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>Biennial Total</b>
<b>001 General Fund</b>			
001-1 State	\$0	\$50,190	\$50,190

***Program 300 - Community Supervision***

<b>Account</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>Biennial Total</b>
<b>001 General Fund</b>			
001-1 State	\$0	\$25,990	\$25,990

***Program 400 - Correctional Industries***

<b>Account</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>Biennial Total</b>
<b>001 General Fund</b>			
001-1 State	\$0	\$70	\$70

***Program 700 - Offender Change***

<b>Account</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>Biennial Total</b>
<b>FTE</b>			
001-1 State	0.0	0.1	0.1
<b>001 General Fund</b>			
001-1 State	\$0	\$3,710	\$3,710

*\*FTE is second year only*

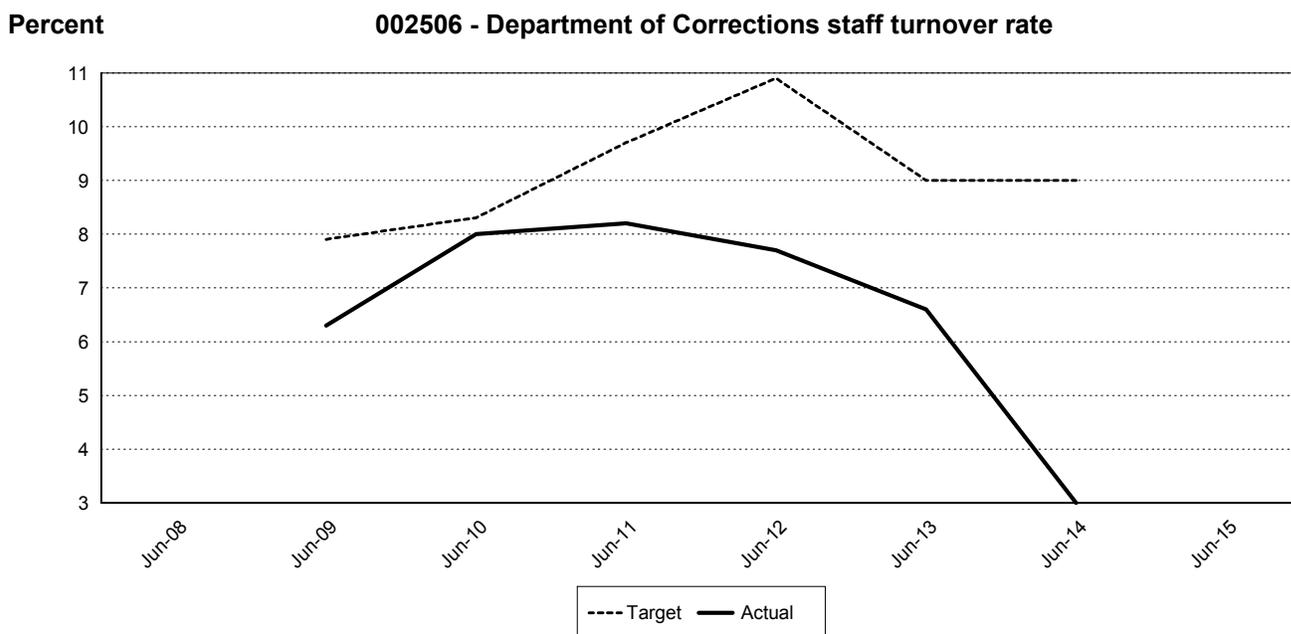
**Statewide Result Area: Healthy and Safe Communities**

**Statewide Strategy: Confine and rehabilitate offenders**

**Expected Results**

The purchase of basic infrastructure services allow for the efficient and effective operation of confinement, supervision, and behavior reform directed at offender populations.

002506 Department of Corrections staff turnover rate			
Biennium	Period	Actual	Target
2013-15	A3		
	A2	3%	9%
2011-13	A3	6.6%	9%
	A2	7.7%	10.9%
Performance Measure Status: Approved			



### A006 Payments to Other Agencies

The Department of Corrections (DOC) must provide basic infrastructure from services provided by other state agencies. This activity consolidates payments the DOC makes to other support services agencies. Funding supports department-wide services to include, but not limited to, self-insurance premiums, risk management, state human resources, information services, and other general administrative services. Service agencies include the Office of Financial Management, Consolidated Technology Services, Washington State Patrol, Secretary of State, Department of Enterprise Services, State Auditor’s Office, the Office of the Attorney General, and the Office of Administrative Hearings.

#### Program 300 - Community Supervision

Account	FY 2016	FY 2017	Biennial Total
<b>001 General Fund</b>			
001-1 State	\$0	\$9,783,000	\$9,783,000

\*FTE is second year only

**Statewide Result Area: Healthy and Safe Communities**

**Statewide Strategy: Confine and rehabilitate offenders**

**Expected Results**

.Accurate, timely, efficient payments to other agencies.

**A008 Programs to Reduce Recidivism**

The Department of Corrections (DOC) provides programming to offenders based on an individual's identified risks and needs. Programming resources are allocated for evidenced based interventions designed specifically to address underlying criminogenic behaviors, thoughts and actions to reduce recidivism and increase pro-social behavior, thereby changing adult offenders' propensity to reoffend. Interventions include adult education, sex offender and chemical dependency treatment, and cognitive behavioral interventions. To ensure that offenders receive the correct program dosage and sequence, validated assessment tools and quality assurance measures for program fidelity are utilized. Offender change programs and activities cut across the continuum from entry into prison through release to the community, and community supervision.

**Program 100 - Administration and Support Services**

Account	FY 2016	FY 2017	Biennial Total
<b>001 General Fund</b>			
001-1 State	\$0	\$19,700	\$19,700

**Program 200 - Correctional Operations**

Account	FY 2016	FY 2017	Biennial Total
<b>001 General Fund</b>			
001-1 State	\$0	\$10,040	\$10,040

**Program 300 - Community Supervision**

Account	FY 2016	FY 2017	Biennial Total
<b>001 General Fund</b>			
001-1 State	\$0	\$4,800	\$4,800

**Program 400 - Correctional Industries**

Account	FY 2016	FY 2017	Biennial Total
<b>001 General Fund</b>			
001-1 State	\$0	\$10	\$10

**Program 700 - Offender Change**

Account	FY 2016	FY 2017	Biennial Total
<b>FTE</b>			
001-1 State	0.0	0.1	0.1
<b>001 General Fund</b>			
001-1 State	\$0	\$7,600	\$7,600

\*FTE is second year only

**Statewide Result Area: Healthy and Safe Communities**

**Statewide Strategy: Confine and rehabilitate offenders**

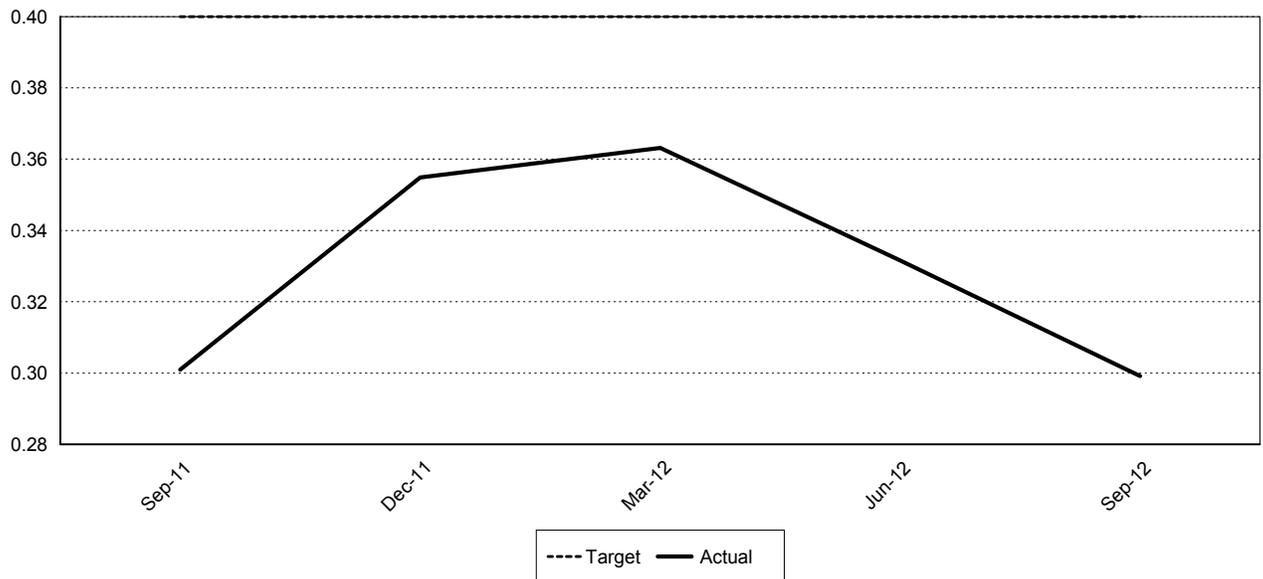
**Expected Results**

By 2017, an increasing proportion of offenders (40 percent) completing their sentence are gainfully employed.

002496 Number of offenders who are employed post-release					
Biennium	Period	Ratio	Actual	Target	
2011-13	Q8	/			
	Q7	/			
	Q6	/			
	Q5	593 / 1,982	0.3%	0.4%	
	Q4	642 / 1,936	0.33%	0.4%	
	Q3	677 / 1,864	0.36%	0.4%	
	Q2	675 / 1,902	0.35%	0.4%	
	Q1	591 / 1,964	0.3%	0.4%	
Performance Measure Status: Approved					

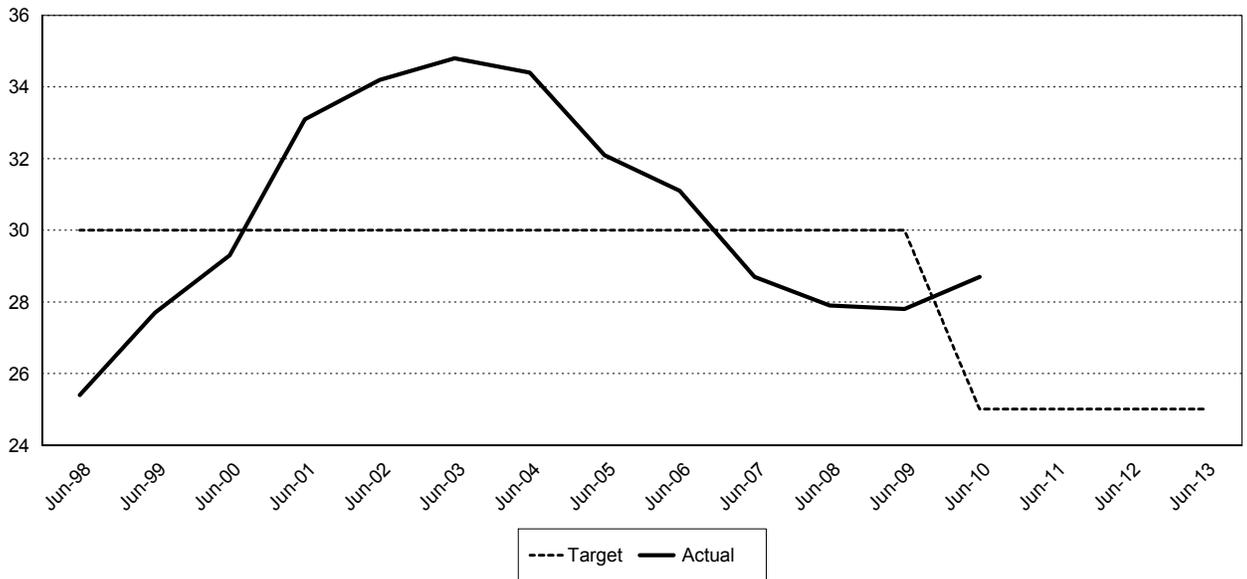
Percent

002496 - Number of offenders who are employed post-release



001749 Annual recidivism rate, 3 year, by calendar year			
Biennium	Period	Actual	Target
2011-13	A3		25%
	A2		25%
Performance Measure Status: Approved			

Percent 001749 - Rate of Return to Institutions for Offenders (3-year Recidivism Rate)



\*FTE is second year only

\*FTE is second year only

Grand Total

	FY 2016	FY 2017	Biennial Total
FTE's	0.0	79.1	79.1
GFS	\$0	\$29,696,000	\$29,696,000
Other	\$0	\$0	\$0
Total	\$0	\$29,696,000	\$29,696,000

*Appropriation Period: 2015-17 Activity Version: 09 - FY2017 Supplemental Sort By: Activity*

*\*FTE is second year only*

<b><u>Parameter</u></b>	<b><u>Entered As</u></b>
Budget Period	2015-17
Agency	310
Version	09 - FY2017 Supplemental
Result Area	All Result Areas
Activity	All Activities
Program	All Programs
Sub Program	All Sub Programs
Account	All Accounts
Expenditure Authority Type	All Expenditure Authority Types
Theme	All
Sort By	Activity
Display All Account Types	Yes
Include Policy Level	Yes
Include Activity Description	Yes
Include Statewide Result Area	Yes
Include Statewide Strategy	Yes
Include Expected Results Text	Yes
Include Charts	Yes
Chart Type	Line
Include Parameter Selections	Yes
Version Source	Agency

**Agency Performance Measure  
Incremental Estimates for the Biennial Budget**

**Agency: 310 Department of Corrections**

**Budget Period: 2015-17**

**Activity: A001 Confine Convicted Adults in State Prisons**

M1 MB Leased PC's

No measures linked to decision package

PL NG SEN Operations Support

No measures linked to decision package

**Outcome Measures 001749 Annual recidivism rate, 3 year, by calendar year**

			<u>FY 2016</u>	<u>FY 2017</u>
M1	A3	Community: Violator Caseload	0.00%	0.00%
M1	A4	Community: Supervision Caseload	0.00%	0.00%
M1	MG	CI Closed Loop Food	0.00%	0.00%
M1	MH	Contract Rate Increases to Vendors	0.00%	0.00%

**Outcome Measures 002496 Number of offenders who are employed post-release**

			<u>FY 2016</u>	<u>FY 2017</u>
M1	A3	Community: Violator Caseload	0.00%	0.00%
M1	A4	Community: Supervision Caseload	0.00%	0.00%
M1	MC	McNeil Island Stewardship Operation	0.00%	0.00%
M1	MG	CI Closed Loop Food	0.00%	0.00%
M1	MH	Contract Rate Increases to Vendors	0.00%	0.00%

**Process - Efficiency Mea 002500 Number of bed days utilized for offenders released past their earned release**

			<u>FY 2016</u>	<u>FY 2017</u>
M1	A1	Prison: Male Offender Caseload	0.00	0.00
M1	A2	Prison: Female Offender Caseload	0.00	0.00

**Agency Performance Measure  
Incremental Estimates for the Biennial Budget**

**Agency: 310 Department of Corrections**

**Budget Period: 2015-17**

**Activity: A004 Health Care Services for Adults in State Prisons**

M1	MB	Leased PC's	No measures linked to decision package
PL	NB	Violator Caseload: Nurses Desk	No measures linked to decision package
PL	NG	SEN Operations Support	No measures linked to decision package

**Process - Efficiency Mea 001750 Average healthcare cost per offender**

			<u><b>FY 2016</b></u>	<u><b>FY 2017</b></u>
M1	9M	Medical Inflation	0.00	0.00
M1	A1	Prison: Male Offender Caseload	0.00	0.00
M1	A2	Prison: Female Offender Caseload	0.00	0.00
M1	MA	Hepatitis C Treatment Costs	0.00	0.00

**Process - Efficiency Mea 002505 Contain healthcare cost growth to less than four percent annually**

			<u><b>FY 2016</b></u>	<u><b>FY 2017</b></u>
M1	9M	Medical Inflation	0.00%	0.00%
M1	MA	Hepatitis C Treatment Costs	0.00%	0.00%
M1	MH	Contract Rate Increases to Vendors	0.00%	0.00%

## Agency Performance Measure Incremental Estimates for the Biennial Budget

**Agency: 310 Department of Corrections**

**Budget Period: 2015-17**

**Activity: A007 Supervise Adult Offenders in the Community**

M1	8L	Lease Rate Adjustments	No measures linked to decision package
M1	MB	Leased PC's	No measures linked to decision package
M1	MD	Relocation Costs	No measures linked to decision package
M1	ME	Tenant Improvements	No measures linked to decision package
PL	NG	SEN Operations Support	No measures linked to decision package

**Outcome Measures 002497 Percent of adult offenders complying with their conditions of supervision o**

			<u>FY 2016</u>	<u>FY 2017</u>
M1	A3	Community: Violator Caseload	0.00	0.00
M1	A4	Community: Supervision Caseload	0.00	0.00
M1	MH	Contract Rate Increases to Vendors	0.00	0.00
PL	NA	Violator Caseload: Transport Staff	0.00	0.00
PL	NC	Bellingham Work Release Expansion	0.00	0.00
PL	ND	Longview Work Release	0.00	0.00
PL	NF	Grisby: Hearing Representation	0.00	0.00

**Outcome Measures 002504 Rate of violent behavior in the community**

			<u>FY 2016</u>	<u>FY 2017</u>
M1	A3	Community: Violator Caseload	0.00	0.00
M1	A4	Community: Supervision Caseload	0.00	0.00
PL	NC	Bellingham Work Release Expansion	0.00	0.00
PL	ND	Longview Work Release	0.00	0.00

**Activity: A002 Corrections - Core Administration**

M1	MB	Leased PC's	No measures linked to decision package
PL	NG	SEN Operations Support	No measures linked to decision package

**Outcome Measures 002506 Department of Corrections staff turnover rate**

			<u>FY 2016</u>	<u>FY 2017</u>
M1	MF	New FLSA Costs	0.00%	0.00%
PL	NE	Enterprise Records Staffing	0.00%	0.00%

**Activity: A006 Payments to Other Agencies**

PL	NE	Enterprise Records Staffing	No measures linked to activity
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**Agency Performance Measure  
Incremental Estimates for the Biennial Budget**

**Agency: 310 Department of Corrections**

**Budget Period: 2015-17**

**Activity: A008 Programs to Reduce Recidivism**

M1	MB	Leased PC's
PL	NG	SEN Operations Support

No measures linked to decision package  
No measures linked to decision package

### STRATEGIC ANCHORS

#### Our Vision

Working together for safe communities.

#### Our Mission

The mission of DOC is to improve public safety.

#### Our Commitment

To operate a safe and humane corrections system and partner with others to transform lives for a better Washington.

### OUR VALUES

#### Staff As Our Greatest Asset

We are committed to the personal and professional development of our staff, and actively seek staff involvement and a shared sense of commitment and service at all levels.

#### Professionalism And Quality Of Service

As correctional professionals, we demonstrate our commitment through competency, accountability, ethics, and pride in work.

#### A Safe, Healthy Work Environment

We are committed to providing a safe and healthy environment for staff and offenders.

#### Respect For Individuals

We recognize the diversity of individuals and their contributions, and we strive to treat all people – offenders, staff, and public – with dignity and understanding.

#### Clear, Open, Honest Communication

We encourage communication that promotes unity, productivity, and understanding.

#### People's Ability To Grow And Change

We acknowledge that people – offenders and staff – have the need and ability to grow and change and we support their endeavors.

#### Community Interaction And Partnerships

We encourage positive interaction with the community as we strive to promote public safety, community protection, and public understanding.

### 2017 – 2021 GOALS AND STRATEGIES

#### Engaged and Respected Employees

- Be an employer of choice.
- Embrace diversity and inclusion.
- Recognize contributions and achievements to enhance work performance and foster an environment where employees feel valued.
- Build more opportunities focused on learning and performance.
- Support personal and family health and well-being.

#### Safer Operations

- Maintain safe and secure environments through sound correctional policy, practice, and training.
- Ensure workplace safety by providing resources for employees and monitoring of safe practices.
- Ensure compassionate delivery of services.
- Maintain the ability to respond and manage a wide range of emergencies and significant events.
- Utilize violence prevention strategies to promote prosocial behavior.

#### Innovative, Efficient, and Sustainable Business Practices

- Monitor capacity needs within established principles for safety, health, mission, and operational efficiency.
- Assess, prioritize, and address risk.
- Support operations with secure and sustainable technology.
- Promote efficient innovative practices.
- Increase use of sustainable practices.

#### Supporting Successful Transition

- Support successful transition by engaging stakeholders, families, and communities.
- Utilize a case management approach throughout transition.
- Enhance transition through work release and reentry programs.
- Enhance opportunities for safe and stable housing.

#### Promoting Positive Change

- Provide interventions that are gender-responsive, culturally relevant and based on individual needs.
- Prepare individuals for success by providing educational, vocational, and employment pathways.
- Support ongoing research and evaluation to optimize outcomes.
- Support opportunities for volunteers to teach, mentor, and promote prosocial behavior.



Foundations

**Mission**  
 The mission of DOC is to improve public safety.

**Vision**  
 Working together for safe communities

**Values**

- Staff as our greatest asset
- Professionalism and quality of service
- A safe, healthy work environment
- Respect for individuals
- Clear, open, honest communication
- People's ability to grow and change
- Community interaction and partnerships

Key Goals

**Engaged and Respected Employees**

**Safer Operations**

**Innovative, Efficient and Sustainable Business Practices**

**Supporting Successful Transition**

**Promoting Positive Change**

Outcomes and Owners

 OM01 Employer of Choice Marcos Rodriguez	 OM02 Employee Recognition Maria Peterson	 OM03 Employee Retention Kevin Bovenkamp	 OM04 Well Trained and Educated Employees Dianne Ashlock	 OM05 Staff Safety Steve Sinclair	 OM06 Offender Safety Robert Herzog	 OM07 Support Health and Wellness Ronna Cole	 OM08 Sustainable Facilities Steve Sinclair	 OM09 Budget Compliance Sarian Scott	 OM10 Effective Leaders Mary Jo Currey	 OM11 Case Plan Compliance Anmarie Aylward	 OM12 Successful Transition Devon Schrum	 OM13 Offender Accomplishments Keri Waterland	 OM14 Offender Employment Danielle Armbruster	 OM15 Recidivism Jody Becker-Green
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Outcome Measures

A. Employee satisfaction B. Employees respect and feedback C. Employee development D. Employee engagement	A. Employee recognition	A. Employees retained by the agency	A. Annual in-service training completion (general) B. Timely completion of Correctional Worker Core Academy C. Timely completion of Community Corrections Officer Academy	A. Employee on the job injuries B. Employee assaults by offenders in prison C. Employee threats and assaults by offenders in the community	A. Prison violence <sup>RW</sup> B. Offender injuries	A. Offender Medicaid enrollment	A. Energy consumption per prison facility B. Solid waste creation per prison facility C. Water used per prison facility	A. General Fund State (GFS) spending compliance B. Provisoed GFS spending compliance C. Total capital spending against authorized levels	A. Leadership training compliance B. Supervisor feedback C. Timely employee performance development plans	A. Case plan compliance in the community <sup>RW</sup> B. Offenders who remain free of violations and new crimes within their first 90 days of supervision C. Offenders who remain violation free for six months	A. Offenders who release homeless B. Bed days for offenders releasing past their earned release date	A. Educational and vocational program outcomes B. Completion of substance abuse, sex offender, or cognitive behavioral intervention programs	A. Post-release employment <sup>RW</sup> B. Class II offender employment	A. Return to institutions <sup>RW</sup> B. New felony convictions while in the community
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Core Processes and Owners

 OP01 Ensuring Safe Environments Scott Russell	 OP02 Assessing Offenders	 OP03 Providing Basic Needs Eric Hernandez	 OP04 Providing Programming Pathways for Improvement	 OP05 Managing Emergencies Tomas Fithian	 OP06 Release of the Offender Devon Schrum	 OP07 Managing Offenders in the Community Donta Harper	 SP01 Developing the Workforce Marcos Rodriguez	 SP02 Mitigating Risk Bruce Lemon	 SP03 Communicating Jeremy Barclay	 SP04 Enhancing Partnerships Mac Pevey	 SP05 Managing Finances Sarian Scott	 SP06 Managing Information	 SP07 Improving Performance Bryan Irwin
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Sub Processes

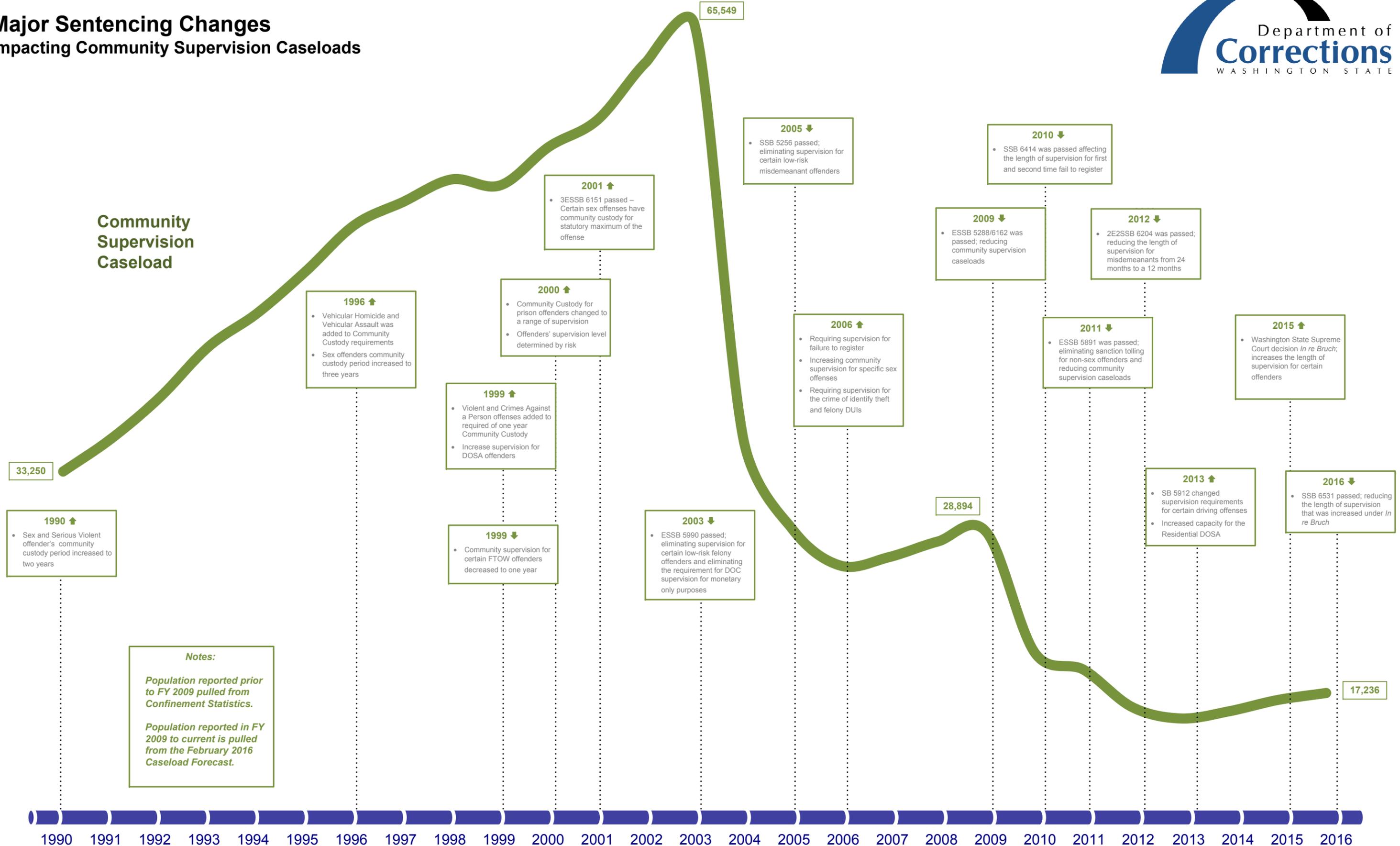
<ul style="list-style-type: none"> <li>Educating staff, offenders and visitors on security practices                             <ul style="list-style-type: none"> <li>New employee orientation</li> <li>Annual in-service</li> <li>Volunteer and contractor training</li> <li>Informational packets</li> </ul> </li> <li>Reducing idleness</li> <li>Reducing violence</li> <li>Using technology</li> <li>Managing security practices                             <ul style="list-style-type: none"> <li>Counts</li> <li>Key control</li> <li>Tool control</li> <li>Searches</li> </ul> </li> <li>Maintaining facility infrastructure</li> <li>Responding to infractions</li> <li>Maintaining PREA compliance</li> <li>Managing staff accountability</li> </ul>	<ul style="list-style-type: none"> <li>Determining type of assessments needed</li> <li>Selecting appropriate assessments</li> <li>Training staff to use assessments</li> <li>Conducting assessments to determine risk and need</li> <li>Periodically reassessing offenders</li> <li>Improving the assessment process</li> </ul>	<ul style="list-style-type: none"> <li>Feeding offenders</li> <li>Clothing offenders</li> <li>Housing offenders</li> <li>Providing healthcare</li> <li>Fostering pro-social relationships</li> <li>Providing access to legal materials</li> <li>Facilitating religious activities</li> </ul>	<ul style="list-style-type: none"> <li>Identifying programming needs of the offender population</li> <li>Prioritizing program delivery to offenders</li> <li>Develop and updating offender case plans</li> <li>Providing offender improvement programs (education, vocational training, SDT, SOTP, CBT, and employment)</li> <li>Verifying delivery of services to offenders</li> <li>Measuring program effectiveness</li> <li>Improving program content and delivery</li> </ul>	<ul style="list-style-type: none"> <li>Developing a Department Emergency Management Plan (DEMP)</li> <li>Training all employees in emergency response procedures</li> <li>Mobilizing and deploying incident/event specific resources; including employees and equipment</li> <li>Supplying appropriate team/personal protective equipment</li> <li>Conducting emergency response training, drills, and exercises</li> <li>Developing and managing mutual aid agreements; coordinating activities with external partners</li> <li>Notifying external stakeholders of incidents/events that have occurred</li> </ul>	<ul style="list-style-type: none"> <li>Identifying offenders within six months of release</li> <li>Determining the offender's release plan type</li> <li>Identifying county of origin, potential release addresses, and sponsors</li> <li>Contacting sponsors of proposed release addresses</li> <li>Submitting offender release plans for investigation or notification</li> <li>Assigning offender release plan</li> <li>Conducting investigation of offender release plan</li> <li>Identifying offender support providers and resources</li> <li>Approving or denying offender release plan</li> <li>Notifying victims, law enforcement, and other stakeholders of release</li> <li>Transporting offender to the community</li> </ul>	<ul style="list-style-type: none"> <li>Receiving a court order or a transition plan for supervision</li> <li>Supervising offenders in the community</li> <li>Monitoring services that are provided to the offender</li> <li>Responding to violators</li> <li>Collaborating with external stakeholders</li> <li>Responding to offender victims</li> <li>Informing the offender and stakeholders of end of supervision</li> <li>Closing offender's supervision</li> </ul>	<ul style="list-style-type: none"> <li>Analyzing business needs and workforce planning</li> <li>Recruiting, hiring and retaining talented staff</li> <li>Provide training opportunities for professional growth and development</li> <li>Management performance</li> <li>Encouraging a culture of inclusion</li> <li>Succession planning</li> <li>Supporting staff wellness</li> <li>Recognizing accomplishments and achievements</li> </ul>	<ul style="list-style-type: none"> <li>Identifying and monitoring enterprise risks and hazards</li> <li>Developing risk mitigation</li> <li>Developing rules, policies, and procedures</li> <li>Managing industrial safety</li> <li>Evaluating compliance and audits</li> <li>Taking corrective action; addressing deficiencies</li> <li>Managing litigation</li> </ul>	<ul style="list-style-type: none"> <li>Coordinating with stakeholder</li> <li>Collecting information or data</li> <li>Refining the audience</li> <li>Advising on the message</li> <li>Vetting the message</li> <li>Distributing message to the audience</li> <li>Monitoring the reach</li> <li>Following up</li> </ul>	<ul style="list-style-type: none"> <li>Identifying key partners</li> <li>Identifying common objectives and/or benefits and/or share resources</li> <li>Focusing on the need and intended outcome</li> <li>Establishing routine interactions</li> <li>Formalizing protocols (Inter-Governmental Agreement, Memo of Understanding, etc.)</li> <li>Communicating proactively</li> <li>Measuring and assessing progress</li> <li>Instituting improvement plan</li> </ul>	<ul style="list-style-type: none"> <li>Acquiring funding</li> <li>Developing and managing budget</li> <li>Analyzing and providing financial information</li> <li>Reconciling spending to plan</li> <li>Planning for capacity (offender and staff)</li> <li>Purchasing, receiving, delivery, and paying for goods and services</li> <li>Accounting for financial transactions</li> <li>Paying compensation and managing benefits for employees</li> <li>Contracting with vendors</li> <li>Estimating fiscal costs</li> </ul>	<ul style="list-style-type: none"> <li>Gathering agency IT requirements</li> <li>Assessing existing agency IT capacity</li> <li>Identifying IT solutions to address gaps</li> <li>Aligning IT requirements to agency priority</li> <li>Developing and testing agency IT applications and services</li> <li>Implementing IT services and training for IT applications</li> <li>Sustaining IT applications and services</li> <li>Performing continuous service improvement</li> </ul>	<ul style="list-style-type: none"> <li>Developing a strategic plan</li> <li>Establishing performance measures and targets</li> <li>Reviewing performance to identify gaps</li> <li>Identifying and prioritizing performance activities</li> <li>Managing external data share agreements</li> <li>Evaluating and approving external research proposals</li> <li>Participating in research and program evaluation</li> </ul>
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Process Measures

A. Offender idleness in prisons B. Comparison of general and serious infractions in prisons C. Corrective actions plans resulting from performance audits	A. Referrals based on assessment results B. Days to complete assessments	A. Food grievances B. Access to healthcare	A. Referrals based on program criteria B. Dosage provided to high risk offenders C. Program slots available to address offender risk and needs	A. Annual in-service training completion (managing emergencies) B. Rate of special team readiness C. Mutual aid exercises (full hazard and full scale) D. National Incident Command System (ICS) compliance	A. Offenders who release on their earned release date B. Offenders who release from Maximum custody to the community C. Offender release plan investigations completed within 30 days of assignment	A. Days to complete an intake in the community B. Violation rate of offenders following completion of Thinking For Change	A. Calendar days to fill vacant positions B. Calendar days to fill vacant clinical positions C. Calendar days to fill vacant correctional officer positions D. Timely attendance and completion of New Employee Orientation	A. Regulatory citations by Labor and Industries B. Tort claims and lawsuits	A. Timely response to correspondence B. Generated news disseminated C. Timely initial responses to public disclosure requests	A. Law enforcement partner satisfaction B. Rate of outreach with family members C. Timely processing of visitor applications	A. New employee benefits processing B. Error free financial transactions C. Offender payroll accuracy	A. Fulfillment of IT services delivery B. Customer satisfaction rating C. Project monitoring	A. Employees who know how we measure our success B. Measures with a defined goal statement and action plan
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# Major Sentencing Changes Impacting Community Supervision Caseloads

## Community Supervision Caseload



**Notes:**  
 Population reported prior to FY 2009 pulled from Confinement Statistics.  
 Population reported in FY 2009 to current is pulled from the February 2016 Caseload Forecast.

Community	33,250	35,655	38,647	42,293	44,713	47,749	51,084	52,752	54,381	53,952	56,736	58,687	62,864	65,549	35,649	29,137	26,451	27,063	28,188	28,894	20,155	18,929	16,226	15,395	15,913	16,730	17,236
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# TAB B



***Fiscal Year 2017  
Supplemental Operating Budget  
Request October 24, 2016***

**Recommendation Summary (CB Detail)**

**Agency: 310 Department of Corrections**

3:00:43PM

**Version: 09 FY2017 Supplemental**

10/24/2016

Dollars in Thousands

		<b>FY2 FTEs</b>	<b>General Fund State</b>	<b>Other Funds</b>	<b>Total Funds</b>
<b>2015-17 Current Biennium Total</b>					
<b>Total Carry Forward Level</b>					
Percent Change from Current Biennium					
M1 8L	Lease Rate Adjustments		228		228
M1 9M	Medical Inflation		1,559		1,559
M1 9Q	Equip Maintenance/Software licenses		1,249		1,249
M1 A1	Prison: Male Offender Caseload		(59)		(59)
M1 A2	Prison: Female Offender Caseload		158		158
M1 A3	Community: Violator Caseload		9,732		9,732
M1 A4	Community: Supervision Caseload	33.9	3,135		3,135
M1 MA	Hepatitis C Treatment Costs		3,878		3,878
M1 MB	Leased PC's		101		101
M1 MC	McNeil Island Stewardship Operation		795		795
M1 MD	Relocation Costs		896		896
M1 ME	Tenant Improvements		80		80
M1 MF	New FLSA Costs	2.8	160		160
M1 MG	CI Closed Loop Food		1,610		1,610
M1 MH	Contract Rate Increases to Vendors		2,280		2,280
<b>Carry Forward plus Workload Changes</b>		<b>36.7</b>	<b>25,802</b>		<b>25,802</b>
Percent Change from Current Biennium					
<b>Total Maintenance Level</b>		<b>36.7</b>	<b>25,802</b>		<b>25,802</b>
Percent Change from Current Biennium					
PL NA	Violator Caseload: Transport Staff	7.2	613		613
PL NB	Violator Caseload: Nurses Desk	1.0	155		155
PL NC	Bellingham Work Release Expansion	1.4	399		399
PL ND	Longview Work Release	11.5			
PL NE	Enterprise Records Staffing	15.0	1,242		1,242
PL NF	Grisby: Hearing Representation	3.0	1,010		1,010
PL NG	SEN Operations Support	3.3	475		475
<b>Subtotal - Performance Level Changes</b>		<b>42.4</b>	<b>3,894</b>		<b>3,894</b>
<b>2015-17 Total Proposed Budget</b>		<b>79.1</b>	<b>29,696</b>		<b>29,696</b>
Percent Change from Current Biennium					

**Recommendation Summary (CB Detail)**

**Agency: 310**

3:00:43PM

**Version: 09**

10/24/2016

Dollars in Thousands

	<b>General</b>		
<b>FY2 FTEs</b>	<b>Fund State</b>	<b>Other Funds</b>	<b>Total Funds</b>

**M1 8L Lease Rate Adjustments**

The Department of Corrections (DOC) requests 1.4 Full Time Equivalent (FTE) and \$399,000 in Fiscal Year (FY) 2017 to fund expansion of the Bellingham Work Release (WR). This request is to fund the increase in capacity by 17 male and three (3) 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.

**M1 9M Medical Inflation**

The Department of Corrections (DOC) requests \$1,559,000 in Fiscal Year (FY) 2017 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, like staffing.

**M1 9Q Equip Maintenance/Software licenses**

The Department of Corrections (DOC) requests \$1,249,000 in the Fiscal Year (FY) 2017 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.

**M1 A1 Prison: Male Offender Caseload**

The Department of Corrections (DOC) requests a reduction of (\$59,000) in Fiscal Year (FY) 2017 due to the forecasted Average Daily Population (ADP) decrease of 13 offenders in the adult male prison population as compared to the funded February 2016 caseload forecast.

**M1 A2 Prison: Female Offender Caseload**

The Department of Corrections (DOC) requests \$158,000 in the Fiscal Year (FY) 2017 to meet demands from the forecasted 27 Average Daily Population (ADP) increase in the adult female prison population as compared to the funded February 2016 caseload forecast.

**M1 A3 Community: Violator Caseload**

The Department of Corrections (DOC) requests \$9,732,000 in Fiscal Year (FY) 2017 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 33.9 Full Time Equivalent (FTEs) and \$3,135,000 in Fiscal Year (FY) 2017 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.

**Recommendation Summary (CB Detail)**

**Agency: 310**

3:00:43PM

**Version: 09**

10/24/2016

Dollars in Thousands

	<b>FY2 FTEs</b>	<b>General Fund State</b>	<b>Other Funds</b>	<b>Total Funds</b>
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**M1 MA Hepatitis C Treatment Costs**

The Department of Corrections (DOC) requests \$3,878,000 in Fiscal Year (FY) 2017 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.

**M1 MB Leased PC's**

The Department of Corrections (DOC) requests \$101,000 in the Fiscal Year (FY) 2017 to cover increased costs for leased personal computers (PCs) that will be billed to DOC by Department of Enterprise Services (DES).

**M1 MC McNeil Island Stewardship Operation**

The Department of Corrections (DOC) requests \$795,000 in Fiscal Year (FY) 2017 to fund unanticipated, non-budgeted costs that arise as DOC provides stewardship of McNeil Island for the State of Washington.

**M1 MD Relocation Costs**

The Department of Corrections (DOC) requests \$896,000 in Fiscal Year (FY) 2017 for one-time relocation costs that will occur and impact DOC in this FY that exceed our carry forward level base funding.

**M1 ME Tenant Improvements**

The Department of Corrections (DOC) requests \$80,000 in Fiscal Year (FY) 2017 for one-time tenant improvement costs that will occur and impact DOC that exceed our base funding.

**M1 MF New FLSA Costs**

The Department of Corrections (DOC) requests 4.8 Full Time Equivalent (FTE) and \$160,000 in Fiscal Year (FY) 2017, starting December 1, 2016, to fund the new overtime regulations from the United States Department of Labor that go into effect December 1, 2016.

**M1 MG CI Closed Loop Food**

The Department of Corrections (DOC) requests \$1,610,000 in Fiscal Year (FY) 2017 to support increased cost per meal rates for the Correctional Industries (CI) Closed Loop Food service program.

**M1 MH Contract Rate Increases to Vendors**

The Department of Corrections (DOC) requests \$2,280,000 in Fiscal Year (FY) 2017 to increase vendor rates for: 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 2008 and DOC is at risk of losing contracts if funding is not received.

**Recommendation Summary (CB Detail)**

**Agency: 310**

3:00:43PM

**Version: 09**

10/24/2016

Dollars in Thousands

	<b>General</b>		
<b>FY2 FTEs</b>	<b>Fund State</b>	<b>Other Funds</b>	<b>Total Funds</b>

**PL NA Violator Caseload: Transport Staff**

The Department of Corrections (DOC) requests 10.0 Full Time Equivalents (FTE) and \$613,000 in Fiscal Year (FY) 2017, starting August 01, 2016, 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 NB Violator Caseload: Nurses Desk**

The Department of Corrections (DOC) requests 1.0 Full Time Equivalent (FTE) and \$155,000 in Fiscal Year (FY) 2017 for a Registered Nurse 3 (RN3) to support the increased workload for the Nurse Desk that responds to community supervision needs. A steady increase in DOC's 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 NC Bellingham Work Release Expansion**

The Department of Corrections (DOC) requests 1.4 Full Time Equivalents (FTE) and \$399,000 in Fiscal Year (FY) 2017 to fund expansion of the Bellingham Work Release (WR). This request is to fund the increase in capacity by 17 male and three (3) 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 ND Longview Work Release**

The Department of Corrections (DOC) requests 11.5 Full Time Equivalents (FTEs) for the remaining eight (8) months in Fiscal Year (FY) 2017 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.

**PL NE Enterprise Records Staffing**

The Department of Corrections (DOC) requests 30.0 Full Time Equivalents (FTEs) and \$1,242,000 in Fiscal Year (FY) 2017, starting January 1, 2017, 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 NF Grisby: Hearing Representation**

The Department of Corrections (DOC) requests 6.0 Full Time Equivalents (FTEs) and \$1,010,000 in Fiscal Year (FY) 2017 to cover expenses, starting January 1, 2017, related to attorney representation for offenders at violation hearings. This is constitutionally required per the October 2015 case Grisby v. Herzog, which mandates DOC appoint attorneys for offenders at community custody violation hearings when the offender could be returned to prison.

**PL NG SEN Operations Support**

**Recommendation Summary (CB Detail)**

**Agency: 310**

3:00:43PM

**Version: 09**

10/24/2016

Dollars in Thousands

	<b>General</b>			
<b>FY2 FTEs</b>	<b>Fund State</b>	<b>Other Funds</b>	<b>Total Funds</b>	

The Department of Corrections (DOC) requests 6.5 Full Time Equivalents (FTE) and \$475,000 in Fiscal Year (FY) 2017, starting January 1, 2017, to provide staff needed to maintain and repair essential security electronics network (SEN) systems at the Airway Heights Corrections Center (AHCC) and the Washington Corrections Center for Women (WCCW). These systems are part of DOC capital projects nearing completion and 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.

**Recommendation Summary (CB Detail)**

**Agency: 310 Department of Corrections**

3:05:14PM

**Version: 09 FY2017 Supplemental**

10/24/2016

Dollars in Thousands

	<b>FY2 FTEs</b>	<b>General Fund State</b>	<b>Other Funds</b>	<b>Total Funds</b>
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**Program: 100 Admin & Program Support**

**2015-17 Current Biennium Total**

**Total Carry Forward Level**

Percent Change from Current Biennium

M1 8L	Lease Rate Adjustments			
M1 9M	Medical Inflation			
M1 9Q	Equip Maintenance/Software licenses		554	554
M1 A1	Prison: Male Offender Caseload			
M1 A2	Prison: Female Offender Caseload			
M1 A3	Community: Violator Caseload			
M1 A4	Community: Supervision Caseload	2.1	179	179
M1 MA	Hepatitis C Treatment Costs			
M1 MB	Leased PC's		43	43
M1 MC	McNeil Island Stewardship Operation			
M1 MD	Relocation Costs			
M1 ME	Tenant Improvements			
M1 MF	New FLSA Costs	1.3	83	83
M1 MG	CI Closed Loop Food			
M1 MH	Contract Rate Increases to Vendors			

**Carry Forward plus Workload Changes**

Percent Change from Current Biennium

	<b>3.4</b>	<b>859</b>	<b>859</b>
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**Total Maintenance Level**

Percent Change from Current Biennium

	<b>3.4</b>	<b>859</b>	<b>859</b>
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PL NA	Violator Caseload: Transport Staff			
PL NB	Violator Caseload: Nurses Desk			
PL NC	Bellingham Work Release Expansion			
PL ND	Longview Work Release			
PL NE	Enterprise Records Staffing	4.5	372	372
PL NF	Grisby: Hearing Representation	1.0	84	84
PL NG	SEN Operations Support	1.8	314	314

**Subtotal - Performance Level Changes**

	<b>7.3</b>	<b>770</b>	<b>770</b>
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**2015-17 Total Proposed Budget**

Percent Change from Current Biennium

	<b>10.7</b>	<b>1,629</b>	<b>1,629</b>
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## Recommendation Summary (CB Detail)

**Agency: 310 Department of Corrections**

3:05:14PM

**Version: 09 FY2017 Supplemental**

10/24/2016

Dollars in Thousands

	FY2 FTEs	General Fund State	Other Funds	Total Funds
<b>Program: 200 Institutional Services</b>				
<b>2015-17 Current Biennium Total</b>				
<b>Total Carry Forward Level</b>				
Percent Change from Current Biennium				
M1 8L				
M1 8L				
M1 9M		1,559		1,559
M1 9Q		451		451
M1 A1		(59)		(59)
M1 A2		158		158
M1 A3		(372)		(372)
M1 A4				
M1 MA		3,878		3,878
M1 MB		51		51
M1 MC				
M1 MD				
M1 ME				
M1 MF	0.6	35		35
M1 MG		1,610		1,610
M1 MH		820		820
<b>Carry Forward plus Workload Changes</b>	<b>0.6</b>	<b>8,131</b>		<b>8,131</b>
Percent Change from Current Biennium				
<b>Total Maintenance Level</b>	<b>0.6</b>	<b>8,131</b>		<b>8,131</b>
Percent Change from Current Biennium				
PL NA				
PL NA				
PL NB	1.0	155		155
PL NC				
PL ND				
PL NE	9.0	751		751
PL NF				
PL NG	1.5	161		161
<b>Subtotal - Performance Level Changes</b>	<b>11.5</b>	<b>1,067</b>		<b>1,067</b>
<b>2015-17 Total Proposed Budget</b>	<b>12.1</b>	<b>9,198</b>		<b>9,198</b>
Percent Change from Current Biennium				

**Recommendation Summary (CB Detail)**

**Agency: 310 Department of Corrections**

3:05:14PM

**Version: 09 FY2017 Supplemental**

10/24/2016

Dollars in Thousands

	<b>FY2 FTEs</b>	<b>General Fund State</b>	<b>Other Funds</b>	<b>Total Funds</b>
<b>Program: 300 Community Corrections</b>				
<b>2015-17 Current Biennium Total</b>				
<b>Total Carry Forward Level</b>				
Percent Change from Current Biennium				
M1 8L Lease Rate Adjustments		228		228
M1 9M Medical Inflation				
M1 9Q Equip Maintenance/Software licenses		240		240
M1 A1 Prison: Male Offender Caseload				
M1 A2 Prison: Female Offender Caseload				
M1 A3 Community: Violator Caseload		10,104		10,104
M1 A4 Community: Supervision Caseload	31.8	2,956		2,956
M1 MA Hepatitis C Treatment Costs				
M1 MB Leased PC's		7		7
M1 MC McNeil Island Stewardship Operation				
M1 MD Relocation Costs		896		896
M1 ME Tenant Improvements		80		80
M1 MF New FLSA Costs	0.7	31		31
M1 MG CI Closed Loop Food				
M1 MH Contract Rate Increases to Vendors		1,460		1,460
<b>Carry Forward plus Workload Changes</b>	<b>32.5</b>	<b>16,002</b>		<b>16,002</b>
Percent Change from Current Biennium				
<b>Total Maintenance Level</b>	<b>32.5</b>	<b>16,002</b>		<b>16,002</b>
Percent Change from Current Biennium				
PL NA Violator Caseload: Transport Staff	7.2	613		613
PL NB Violator Caseload: Nurses Desk				
PL NC Bellingham Work Release Expansion	1.4	399		399
PL ND Longview Work Release	11.5			
PL NE Enterprise Records Staffing	1.5	119		119
PL NF Grisby: Hearing Representation	2.0	926		926
PL NG SEN Operations Support				
<b>Subtotal - Performance Level Changes</b>	<b>23.6</b>	<b>2,057</b>		<b>2,057</b>
<b>2015-17 Total Proposed Budget</b>	<b>56.1</b>	<b>18,059</b>		<b>18,059</b>
Percent Change from Current Biennium				

**Recommendation Summary (CB Detail)**

**Agency: 310 Department of Corrections**

3:05:14PM

**Version: 09 FY2017 Supplemental**

10/24/2016

Dollars in Thousands

	<b>General</b>		
<b>FY2 FTEs</b>	<b>Fund State</b>	<b>Other Funds</b>	<b>Total Funds</b>

**Program: 400 CI - Appropriated**

**2015-17 Current Biennium Total**

**Total Carry Forward Level**

Percent Change from Current Biennium

M1 8L	Lease Rate Adjustments		
M1 9M	Medical Inflation		
M1 9Q	Equip Maintenance/Software licenses	1	1
M1 A1	Prison: Male Offender Caseload		
M1 A2	Prison: Female Offender Caseload		
M1 A3	Community: Violator Caseload		
M1 A4	Community: Supervision Caseload		
M1 MA	Hepatitis C Treatment Costs		
M1 MB	Leased PC's		
M1 MC	McNeil Island Stewardship Operation	795	795
M1 MD	Relocation Costs		
M1 ME	Tenant Improvements		
M1 MF	New FLSA Costs		
M1 MG	CI Closed Loop Food		
M1 MH	Contract Rate Increases to Vendors		

<b>Carry Forward plus Workload Changes</b>	<b>796</b>	<b>796</b>
Percent Change from Current Biennium		

<b>Total Maintenance Level</b>	<b>796</b>	<b>796</b>
Percent Change from Current Biennium		

PL NA	Violator Caseload: Transport Staff
PL NB	Violator Caseload: Nurses Desk
PL NC	Bellingham Work Release Expansion
PL ND	Longview Work Release
PL NE	Enterprise Records Staffing
PL NF	Grisby: Hearing Representation
PL NG	SEN Operations Support

<b>Subtotal - Performance Level Changes</b>	<b>0.0</b>
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<b>2015-17 Total Proposed Budget</b>	<b>796</b>	<b>796</b>
Percent Change from Current Biennium		

### Recommendation Summary (CB Detail)

**Agency: 310 Department of Corrections**

3:05:14PM

**Version: 09 FY2017 Supplemental**

10/24/2016

Dollars in Thousands

	<b>General</b>		
<b>FY2 FTEs</b>	<b>Fund State</b>	<b>Other Funds</b>	<b>Total Funds</b>

**Program: 600 Interagency Services**

#### 2015-17 Current Biennium Total

#### Total Carry Forward Level

Percent Change from Current Biennium

- M1 8L Lease Rate Adjustments
- M1 9M Medical Inflation
- M1 9Q Equip Maintenance/Software licenses
- M1 A1 Prison: Male Offender Caseload
- M1 A2 Prison: Female Offender Caseload
- M1 A3 Community: Violator Caseload
- M1 A4 Community: Supervision Caseload
- M1 MA Hepatitis C Treatment Costs
- M1 MB Leased PC's
- M1 MC McNeil Island Stewardship Operation
- M1 MD Relocation Costs
- M1 ME Tenant Improvements
- M1 MF New FLSA Costs
- M1 MG CI Closed Loop Food
- M1 MH Contract Rate Increases to Vendors

#### Carry Forward plus Workload Changes

Percent Change from Current Biennium

#### Total Maintenance Level

Percent Change from Current Biennium

- PL NA Violator Caseload: Transport Staff
- PL NB Violator Caseload: Nurses Desk
- PL NC Bellingham Work Release Expansion
- PL ND Longview Work Release
- PL NE Enterprise Records Staffing
- PL NF Grisby: Hearing Representation
- PL NG SEN Operations Support

**Subtotal - Performance Level Changes**

**0.0**

#### 2015-17 Total Proposed Budget

Percent Change from Current Biennium

**Recommendation Summary (CB Detail)**

**Agency: 310 Department of Corrections**

3:05:14PM

**Version: 09 FY2017 Supplemental**

10/24/2016

Dollars in Thousands

	<b>FY2 FTEs</b>	<b>General Fund State</b>	<b>Other Funds</b>	<b>Total Funds</b>
<b>Program: 700 Offender Change</b>				
<b>2015-17 Current Biennium Total</b>				
<b>Total Carry Forward Level</b>				
Percent Change from Current Biennium				
M1 8L Lease Rate Adjustments				
M1 9M Medical Inflation				
M1 9Q Equip Maintenance/Software licenses		3		3
M1 A1 Prison: Male Offender Caseload				
M1 A2 Prison: Female Offender Caseload				
M1 A3 Community: Violator Caseload				
M1 A4 Community: Supervision Caseload				
M1 MA Hepatitis C Treatment Costs				
M1 MB Leased PC's				
M1 MC McNeil Island Stewardship Operation				
M1 MD Relocation Costs				
M1 ME Tenant Improvements				
M1 MF New FLSA Costs	0.2	11		11
M1 MG CI Closed Loop Food				
M1 MH Contract Rate Increases to Vendors				
<b>Carry Forward plus Workload Changes</b>	<b>0.2</b>	<b>14</b>		<b>14</b>
Percent Change from Current Biennium				
<b>Total Maintenance Level</b>	<b>0.2</b>	<b>14</b>		<b>14</b>
Percent Change from Current Biennium				
PL NA Violator Caseload: Transport Staff				
PL NB Violator Caseload: Nurses Desk				
PL NC Bellingham Work Release Expansion				
PL ND Longview Work Release				
PL NE Enterprise Records Staffing				
PL NF Grisby: Hearing Representation				
PL NG SEN Operations Support				
<b>Subtotal - Performance Level Changes</b>	<b>0.0</b>			
<b>2015-17 Total Proposed Budget</b>	<b>0.2</b>	<b>14</b>		<b>14</b>
Percent Change from Current Biennium				

**Recommendation Summary (CB Detail)**

**Agency: 310 Department of Corrections**

3:05:14PM

**Version: 09 FY2017 Supplemental**

10/24/2016

Dollars in Thousands

<b>FY2 FTEs</b>	<b>General Fund State</b>	<b>Other Funds</b>	<b>Total Funds</b>
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# TAB C



***Fiscal Year 2017  
Supplemental Operating Budget Request  
October 24, 2016***

### Agency Budget Request Decision Package Summary

(Lists only the agency Performance Level budget decision packages, in priority order)

Agency: **310 Department of Corrections**

10/24/2016  
3:18:14PM

Budget Period: **2015-17**

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Decision Package Code	Decision Package Title
PL-NA	Violator Caseload: Transport Staff
PL-NB	Violator Caseload: Nurses Desk
PL-NC	Bellingham Work Release Expansion
PL-ND	Longview Work Release
PL-NE	Enterprise Records Staffing
PL-NF	Grisby: Hearing Representation
PL-NG	SEN Operations Support

## ML – 8L Lease Rate Adjustments

### FY2017 SUPPLEMENTAL BUDGET

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

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0	0.0
Fund 001-1	\$228,000	\$551,000	\$1,150,000	\$1,501,000	\$1,658,000
<b>Total Cost</b>	<b>\$228,000</b>	<b>\$551,000</b>	<b>\$1,150,000</b>	<b>\$1,501,000</b>	<b>\$1,658,000</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$228,000 in Fiscal Year (FY) 2017 for contractual lease rate adjustments that will occur and impact DOC that exceed our 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 be relocating, expanding, or have a new contract which results in increased lease rates above the current funded level.

The DOC is dedicated to providing needs for the community, offenders and our staff. The DOC experienced and anticipates additional staff growth in the next biennium due to the increase of Community Supervision caseload, which creates a need for relocating to a space more suitable, expanding a current space, or occupying new space. 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.

Workload History	FY2013	FY2014	FY2015	FY2016	Estimated		
					FY2017	FY2018	FY2019
<b>Community Supervision Population</b>							
# 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%

If DOC is unable to provide adequate facility locations that provide space or resources to administer offender programming, the end result would be a hardship to offenders to comply with their required conditions of supervision and case plans.

**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

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.

Lease Base Budget	FTE	Fund
FY2017	-	\$ 11,994,018

## PROPOSED SOLUTION

The DOC is requesting \$228,000 in FY2017 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 Executive Order 16-05 providing for treatment-based interventions and programming opportunities. 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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## 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 – 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"/>

**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: 8L\_Lease Rate Adjustments  
 Budget Period: FY2017 Supplemental  
 Budget Level: Maintenance Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-	-
Fund 001-1	228,000	551,000	1,150,000	1,501,000	1,658,000

FTE Program Detail	FY2017	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	-	-	-	-	-
<b>Total</b>	-	-	-	-	-

Fund Program Detail	FY2017	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	228,000	809,000	1,236,000	1,346,000	1,372,000
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	288,000.00	299,000.00	312,000.00	325,000.00
600 - Interagency Payments	-	19,000	19,000	19,000	19,000
700 - Offender Change	-	(109,000)	(99,000)	(87,000)	(76,000)
<b>Total</b>	228,000	551,000	1,150,000	1,501,000	1,658,000

Object Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-	-
B - Employee Benefits	-	-	-	-	-
C - Professional Service Contracts	-	-	-	-	-
E - Goods and Other Services	228,000	551,000	1,150,000	1,501,000	1,658,000
G - Travel	-	-	-	-	-
J - Capital Outlays	-	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-	-
<b>Total</b>		551,000	1,150,000	1,501,000	1,658,000

Activity Detail	FY2017	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	228,000	775,260	1,215,120	1,342,480	1,378,790
A008 - Programs to Reduce Recidivism	-	(114,190)	(102,220)	(87,540)	(74,950)
<b>Total</b>	228,000	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**

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 FY17	FY17 NEED	REQUESTED ONE-TIME COSTS	NOTES/ ASSUMPTIONS
NEW	165 N JEFFERSON ST	REPUBLIC	OUTSTATION	162	6/15/2016	4/1/2018	\$ 4,800	\$ -	\$ 4,800	\$ 4,800	\$4,800		Inter-local Agreement K11235
<b>Total lease renewal costs</b>							<b>\$ 4,800</b>	<b>\$ -</b>	<b>\$ 4,800</b>	<b>\$ 4,800</b>	<b>\$4,800</b>		
NEW	405 WEST STEWART STREET SUITE B	PUYALLUP	OFFICE	5,436	9/1/2016	8/31/2026	\$ 130,464	\$ 94,320	\$ 36,144	\$ 124,440	\$30,120		
<b>Total lease costs after tenant improvements</b>							<b>\$ 130,464</b>	<b>\$ 94,320</b>	<b>\$ 36,144</b>	<b>\$ 124,440</b>	<b>\$ 30,120</b>		
NEW	912 6TH STREET	CLARKSTON	OFFICE	3,648	10/1/2016	9/30/2021	\$ 62,580	\$ 41,039	\$ 21,541	\$ 57,195	\$16,156		
NEW	TBD	THURSTON CO.	OFFICE	11,396	12/1/2016	TBD	\$ 152,894	\$ -	\$ 152,894	\$ 152,894	\$152,894		
NEW	TBD	MOUNT VERNON	OFFICE	6,027	3/1/2017	4/27/2019	\$ 145,070	\$ 48,300	\$ 96,770	\$ 72,492	\$24,192		
<b>Total lease costs after relocation</b>							<b>\$ 360,544</b>	<b>\$ 89,339</b>	<b>\$ 271,205</b>	<b>\$ 282,581</b>	<b>\$ 193,242</b>		
<b>Grand Total of all lease rate increases</b>							<b>\$ 495,808</b>	<b>\$ 183,659</b>	<b>\$ 312,149</b>	<b>\$ 411,821</b>	<b>\$ 228,162</b>		

## ML - 9M Medical Inflation Costs

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

### FY2017 SUPPLEMENTAL BUDGET

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0	0.0
Fund 001-1	\$1,559,000	\$1,559,000	\$1,559,000	\$1,559,000	\$1,559,000
<b>Total Cost</b>	<b>\$1,559,000</b>	<b>\$1,559,000</b>	<b>\$1,559,000</b>	<b>\$1,559,000</b>	<b>\$1,559,000</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$1,559,000 in Fiscal Year (FY) 2017 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, like staffing.

#### 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 the 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 after 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 pricing between FY2015 to FY2016. The DOC continues to make an effort to mitigate these increases by using generic medications and uses approximately 90% generic drugs. The DOC have seen a marked rise in medication costs due to the inflation of drug pricing 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.

Pharmaceutical Base Budget	FTE	Fund
FY2017	-	\$ 11,301,710

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

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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

This proposal requests \$1,559,000 in FY2017 for prescriptions cost increases. 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 Revised Code of Washington (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 a drug formulary and conducts quarterly reviews of 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. The DOC sees no other option available.

Costs estimates are based on the base budget and expenditures through FY2016. 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

9%

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.

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 Operating Process (OP):

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

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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

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

**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

### ML – 9M Medical Inflation Costs

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"/>

**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: 9M\_Medical Inflation Costs  
 Budget Period: FY2017 Supplemental  
 Budget Level: Maintenance Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's		-	-	-	-
Fund 001-1	1,559,000	1,559,000	1,559,000	1,559,000	1,559,000

FTE Program Detail	FY2017	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	-	-	-	-	-
<b>Total</b>	-	-	-	-	-

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-	-
200 - Correctional Operations	1,559,000	-	-	-	-
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	-	-	-	-	-
<b>Total</b>	1,559,000	1,559,000	1,559,000	1,559,000	1,559,000

Object Detail	FY2017	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	1,559,000
G - Travel	-	-	-	-	-
J - Capital Outlays	-	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-	-
<b>Total</b>	1,559,000	1,559,000	1,559,000	1,559,000	1,559,000

Activity Detail	FY2017	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	1,559,000
A006 - Payments to Other Agencies	-	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-	-
<b>Total</b>	1,559,000	1,559,000	1,559,000	1,559,000	1,559,000

	FY2017	FY2018	FY2019	FY2020	FY2021
<b>Base Budget</b>	\$ 11,301,710	\$ 11,301,710	\$ 11,301,710	\$ 11,301,710	\$ 11,301,710
<b>Expenditures</b>	\$ 12,860,453	\$ 12,860,453	\$ 12,860,453	\$ 12,860,453	\$ 12,860,453
<b>Variance/Need</b>	\$ (1,558,743)	\$ (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)	(1,559,000)
			(3,118,000)		(3,118,000)

**Assumptions:**

Estimated expenditures for FY2018 and FY2019 are based on FY2016 expenditures.

Estimated cost is based on the total prison offender population, not just the delta that is funded in caseload.

## ML – 9Q Software Licenses & Maintenance

Point of Contact:

Tuekwe George (360) 725 - 8301

### FY2017 SUPPLEMENTAL BUDGET

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0	0.0
Fund 001-1	\$1,249,000	\$1,669,000	\$2,122,000	\$2,610,000	\$3,138,000
<b>Total Cost</b>	<b>\$1,249,000</b>	<b>\$1,669,000</b>	<b>\$2,122,000</b>	<b>\$2,610,000</b>	<b>\$3,138,000</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$1,249,000 in the Fiscal Year (FY) 2017 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.

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.

	FY2017	FY2018	FY2019	FY2020	FY2021
Original 2017-19 Request	\$0	\$488,000	\$517,000	\$549,000	\$583,000
Revised 2017 -19 Request	\$1,249,000	\$1,669,000	\$2,122,000	\$2,610,000	\$3,138,000

Software Licenses & Maintenance Base Budget

	FTE	Fund
FY2017	-	\$ 5,840,546

#### PROPOSED SOLUTION

The DOC requests \$1,249,000 to cover vendor invoices in FY2017. 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

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#### GOALS

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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 FY 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 September 30, 2016, DOC has 17,416 incarcerated offenders and approximately 17,516 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

ML - 9Q Software Licenses & Maintenance

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

### 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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ML-9Q\_Software Licenses & Maintenance\_Attachment 1

## FY2017 IT Addendum

### ML – 9Q Software Licenses & Maintenance

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

Information Technology Items in this DP	FY2017	FY2018	FY2019	FY2020	FY2021
Software Licenses	\$82,000	\$127,000	\$174,000	\$222,000	\$271,000
Equipment Maintenance	\$232,000	\$287,000	\$346,000	\$406,000	\$471,000
OMNI Software Maintenance	\$402,000	\$454,000	\$506,000	\$561,000	\$616,000
Microsoft Enterprise Agreement	\$503,000	\$766,000	\$1,055,000	\$1,373,000	\$1,723,000
OnBase Software Maintenance & Licenses	\$30,000	\$35,000	\$41,000	\$48,000	\$57,000
<b>Total Cost</b>	<b>\$1,249,000</b>	<b>\$1,669,000</b>	<b>\$2,122,000</b>	<b>\$2,610,000</b>	<b>\$3,138,000</b>

#### 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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ML-9Q Software Licenses & Maintenance\_Attachment 2

Decision Package Code/Title: 310 - Department of Corrections  
 Decision Package Code/Title: 9Q\_Software Licenses & Maintenance  
 Budget Period: FY2017 Supplemental  
 Budget Level: Maintenance Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-	-
Fund 001-1	1,249,000	1,669,000	2,122,000	2,610,000	3,138,000

FTE Program Detail	FY2017	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	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	554,000	678,000	810,000	949,000	1,098,000
200 - Correctional Operations	451,000	638,000	841,000	1,061,000	1,301,000
300 - Community Supervision	240,000	349,000	467,000	596,000	735,000
400 - Correctional Industries	1,000	1,000	1,000	1,000	1,000
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	3,000	3,000	3,000	3,000	3,000
<b>Total</b>	<b>1,249,000</b>	<b>1,669,000</b>	<b>2,122,000</b>	<b>2,610,000</b>	<b>3,138,000</b>

Object Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-	-
B - Employee Benefits	-	-	-	-	-
C - Professional Service Contracts	-	-	-	-	-
E - Goods and Other Services	1,249,000	1,669,000	2,122,000	2,610,000	3,138,000
G - Travel	-	-	-	-	-
J - Capital Outlays	-	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-	-
<b>Total</b>	<b>1,249,000</b>	<b>1,669,000</b>	<b>2,122,000</b>	<b>2,610,000</b>	<b>3,138,000</b>

Activity Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	811,930	1,084,910	1,379,320	1,696,380	2,039,720
A002 - Core Administration	124,880	166,880	212,200	261,040	313,800
A003 - ISRB	-	-	-	-	-
A004 - Health Care Services	124,880	166,880	212,200	261,040	313,800
A006 - Payments to Other Agencies	-	-	-	-	-
A007 - Supervise Other Adults	162,340	216,960	275,860	339,340	407,930
A008 - Programs to Reduce Recidivism	24,970	33,370	42,420	52,200	62,750
<b>Total</b>	<b>1,249,000</b>	<b>1,669,000</b>	<b>2,122,000</b>	<b>2,610,000</b>	<b>3,138,000</b>

## ML – 931 Prison: Male Offender Caseload

### FY2017 SUPPLEMENTAL BUDGET

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

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0	0.0
Fund 001-1	(\$59,000)	\$9,000	\$260,000	\$260,000	\$260,000
<b>Total Cost</b>	<b>(\$59,000)</b>	<b>\$9,000</b>	<b>\$260,000</b>	<b>\$260,000</b>	<b>\$260,000</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests a reduction of **(\$59,000)** in Fiscal Year (FY) 2017 due to the forecasted Average Daily Population (ADP) decrease of 13 offenders in the adult male prison population as compared to the funded February 2016 caseload forecast.

#### PROBLEM STATEMENT

The June 2016 Caseload Forecast Council (CFC) Forecast projects a decrease in ADP for male prison offenders compared to the funded February 2016 forecast. The DOC is funded for an ADP of 15,673 male prison offenders. The forecast projects a decrease of 13 male prison offenders in FY2017 to an ADP of 15,660. Please see table below.

Male Prison Offenders	
<b>Funded ADP</b>	<b>FY2017</b>
Male Prison	15,649
Male Community Violators Housed in Prison Beds	24
<b>Total</b>	<b>15,673</b>
<b>June 2016 CFC Adopted Forecast</b>	<b>FY2017</b>
Male Prison	15,636
Male Community Violators Housed in Prison Beds	24
<b>Total</b>	<b>15,660</b>
<b>FY2017 Funded Workload v Forecast</b>	<b>FY2017</b>
Male Prison	(13)
Male Community Violators Housed in Prison Beds	-
<b>Total</b>	<b>(13)</b>

Less Direct Variable Cost (DVC) funds for prisons and health services will be required to house fewer male offenders than funded.

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#### GOALS

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# Washington State Department of Corrections

Working Together for Safe Communities

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.

## PROPOSED SOLUTION

The DOC requests a reduction in resources to due to the reduction in the forecasted population of male prison offenders in FY2017, based on the adopted June forecast.

Prison DVC, Male Offenders Base Budget	FTE	Fund	Health Care DVC, Male Offenders Base Budget	FTE	Fund
FY2017	-	\$ 51,466,654	FY2017	-	\$ 20,750,667

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
  - 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

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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 - 931 Prison: Male Offender Caseload

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 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

ML-931 Prison: Male Offender Caseload\_Attachment 1

Agency: 310 - Department of Corrections  
 Decision Package Code/Title: 931\_Prison: Male Offender Caseload  
 Budget Period: FY2017 Supplemental  
 Budget Level: Maintenance Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-	-
Fund 001-1	(59,000)	9,000	260,000	260,000	260,000

FTE Program Detail	FY2017	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	-	-	-	-	-
<b>Total</b>	-	-	-	-	-

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-	-
200 - Correctional Operations	(59,000)	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	-	-	-	-	-
<b>Total</b>	(59,000)	9,000	260,000	260,000	260,000

Object Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-	-
B - Employee Benefits	-	-	-	-	-
C - Professional Service Contracts	-	-	-	-	-
E - Goods and Other Services	(49,000)	8,000	217,000	217,000	217,000
G - Travel	-	-	-	-	-
J - Capital Outlays	-	-	-	-	-
N - Grants, Benefits, and Client Services	(10,000)	1,000	43,000	43,000	43,000
<b>Total</b>		9,000	260,000	260,000	260,000

Activity Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	(36,000)	5,000	158,000	158,000	158,000
A002 - Core Administration	-	-	-	-	-
A003 - ISRB	-	-	-	-	-
A004 - Health Care Services	(23,000)	4,000	102,000	102,000	102,000
A006 - Payments to Other Agencies	-	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-	-
<b>Total</b>	(59,000)	9,000	260,000	260,000	260,000

## ML – 932 Prison: Female Offender Caseload

### FY2017 SUPPLEMENTAL BUDGET

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

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0	0.0
Fund 001-1	\$158,000	\$230,000	\$247,000	\$247,000	\$247,000
<b>Total Cost</b>	<b>\$158,000</b>	<b>\$230,000</b>	<b>\$247,000</b>	<b>\$247,000</b>	<b>\$247,000</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$158,000 in the Fiscal Year (FY) 2017 to meet demands from the forecasted 27 Average Daily Population (ADP) increase in the adult female prison population as compared to the funded February 2016 caseload forecast.

#### PROBLEM STATEMENT

The June 2016 Caseload Forecast Council (CFC) Forecast projects an increase in ADP for female prison offenders. The DOC is funded for an ADP of 1,249 female prison offenders. The forecast projects an increase of 27 female prison offenders in FY2017 to an ADP of 1,276. Please see table below.

Female Prison Offenders	
<b>Funded ADP</b>	<b>FY2017</b>
Female Prison	1,247
Female Community Violators Housed in Prison Beds	2
<b>Total</b>	<b>1,249</b>
<b>June 2016 CFC Adopted Forecast</b>	<b>FY2017</b>
Female Prison	1,274
Female Community Violators Housed in Prison Beds	2
<b>Total</b>	<b>1,276</b>
<b>FY2017 Funded Workload v Forecast</b>	<b>FY2017</b>
Female Prison	27
Female Community Violators Housed in Prison Beds	-
<b>Total</b>	<b>27</b>

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

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#### 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 forecasted population of female prison offenders, based on the adopted June caseload.

Prison DVC, Female Offenders Base Budget			Health Care DVC, Female Offenders Base Budget		
	FTE	Fund		FTE	Fund
FY2017	-	\$ 3,365,426	FY2017	-	\$ 2,591,847

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
  - 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

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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 - 932 Prison: Female 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 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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ML-932 Prison: Female Offender Caseload\_Attachment 1

Agency: 310 - Department of Corrections  
 Decision Package Code/Title: 932\_Prison: Female Offender Caseload  
 Budget Period: FY2017 Supplemental  
 Budget Level: Maintenance Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-	-
Fund 001-1	158,000	230,000	247,000	247,000	247,000

FTE Program Detail	FY2017	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	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-	-
200 - Correctional Operations	158,000	119,000	128,000	128,000	128,000
300 - Community Supervision	-	-	-	-	-
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	111,000.00	119,000.00	119,000.00	119,000.00
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	<b>158,000</b>	<b>230,000</b>	<b>247,000</b>	<b>247,000</b>	<b>247,000</b>

Object Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-	-
B - Employee Benefits	-	-	-	-	-
C - Professional Service Contracts	-	-	-	-	-
E - Goods and Other Services	129,000	187,000	201,000	201,000	201,000
G - Travel	-	-	-	-	-
J - Capital Outlays	-	-	-	-	-
N - Grants, Benefits, and Client Services	23,000	43,000	46,000	46,000	46,000
<b>Total</b>	<b>152,000</b>	<b>230,000</b>	<b>247,000</b>	<b>247,000</b>	<b>247,000</b>

Activity Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	82,000	119,000	128,000	128,000	128,000
A002 - Core Administration	-	-	-	-	-
A003 - ISRB	-	-	-	-	-
A004 - Health Care Services	76,000	111,000	119,000	119,000	119,000
A006 - Payments to Other Agencies	-	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-	-
<b>Total</b>	<b>158,000</b>	<b>230,000</b>	<b>247,000</b>	<b>247,000</b>	<b>247,000</b>

## ML – 933 Community: Violator Caseload

Point of Contact:

Alan Haskins (360) 725 - 8264

### FY2017 SUPPLEMENTAL BUDGET

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0	0.0
Fund 001-1	\$9,732,000	\$11,800,000	\$11,800,000	\$11,800,000	\$11,800,000
<b>Total Cost</b>	<b>\$9,732,000</b>	<b>\$11,800,000</b>	<b>\$11,800,000</b>	<b>\$11,800,000</b>	<b>\$11,800,000</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$9,732,000 in Fiscal Year (FY) 2017 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 an estimated \$9,732,000 in FY2017 to cover the costs anticipated and associated with forecasted changes in community violator caseload.

Our funded Average Daily Population (ADP) is 1,041 for FY2017. Based on the ADP trend for February 2016 through September 2016, we anticipate an increase in ADP of 315, providing a need of \$9,732,000 (315 ADP X \$84.64 X 365 days) in FY2017.

Workload History	FY2013	FY2014	FY2015	FY2016	Estimated		
					FY2017	FY2018	FY2019
<b>Community Supervision Violators</b>							
# Active Offenders	457	606	817	1,176	1,356	1,422	1,422
% Change from prior year	-45.5%	32.6%	34.8%	43.9%	15.3%	4.9%	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	\$ 41,882	\$ 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).

**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

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
FY2017	-	\$ 31,349,882

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.

See attachments 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

**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

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

**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

ML - 933 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"/>

**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: 933\_Community: Violator Caseload  
 Budget Period: FY2017 Supplemental  
 Budget Level: Maintenance Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-	-
Fund 001-1	9,732,000	11,800,000	11,800,000	11,800,000	11,800,000

FTE Program Detail	FY2017	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	-	-	-	-	-
<b>Total</b>	-	-	-	-	-

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-	-
200 - Correctional Operations	(372,000)	(372,000)	(372,000)	(372,000)	(372,000)
300 - Community Supervision	10,104,000	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	-	-	-	-	-
<b>Total</b>	9,732,000	11,800,000	11,800,000	11,800,000	11,800,000

Object Detail	FY2017	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	9,732,000	11,800,000	11,800,000	11,800,000	11,800,000
<b>Total</b>	9,732,000	11,800,000	11,800,000	11,800,000	11,800,000

Activity Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	(372,000)	(372,000)	(372,000)	(372,000)	(372,000)
A002 - Core Administration	-	-	-	-	-
A003 - ISRB	-	-	-	-	-
A004 - Health Care Services	321,000	389,000	389,000	389,000	389,000
A006 - Payments to Other Agencies	-	-	-	-	-
A007 - Supervise Other Adults	9,783,000	11,783,000	11,783,000	11,783,000	11,783,000
A008 - Programs to Reduce Recidivism	-	-	-	-	-
<b>Total</b>	9,732,000	11,800,000	11,800,000	11,800,000	11,800,000

## ML – 934 Community: Supervision Caseload

### FY2017 SUPPLEMENTAL BUDGET

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

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	33.9	68.2	104.7	104.7	104.7
Fund 001-1	\$3,135,000	\$6,311,000	\$9,196,000	\$8,941,000	\$8,941,000
<b>Total Cost</b>	<b>\$3,135,000</b>	<b>\$6,311,000</b>	<b>\$9,196,000</b>	<b>\$8,941,000</b>	<b>\$8,941,000</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 33.9 Full Time Equivalents (FTEs) and \$3,135,000 in Fiscal Year (FY) 2017 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 FY2017 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
<b>Community Supervision Population</b>							
# 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 Base Budget	FTE	Fund
FY2017	1,045.6	\$ 97,002,748

## 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 the funding or rejection of this decision package.

**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

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

**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

ML - 934 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

Agency: 310 - Department of Corrections  
 Decision Package Code/Title: 934\_Community: Supervision Caseload  
 Budget Period: FY2017 Supplemental  
 Budget Level: Maintenance Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	33.9	68.2	104.7	104.7	104.7
Fund 001-1	3,135,000	6,311,000	9,196,000	8,941,000	8,941,000

FTE Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	2.1	4.3	6.8	6.8	6.8
200 - Correctional Operations	-	-	-	-	-
300 - Community Supervision	31.8	63.9	97.9	97.9	97.9
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	<b>33.9</b>	<b>68.2</b>	<b>104.7</b>	<b>104.7</b>	<b>104.7</b>

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	179,000	372,000	554,000	536,000	536,000
200 - Correctional Operations	-	-	-	-	-
300 - Community Supervision	2,956,000	5,939,000	8,642,000	8,405,000	8,405,000
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	<b>3,135,000</b>	<b>6,311,000</b>	<b>9,196,000</b>	<b>8,941,000</b>	<b>8,941,000</b>

Object Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	1,761,000	3,496,000	5,343,000	5,343,000	5,343,000
B - Employee Benefits	764,000	1,536,000	2,358,000	2,358,000	2,358,000
C - Professional Service Contracts	-	-	-	-	-
E - Goods and Other Services	429,000	845,000	901,000	692,000	692,000
G - Travel	99,000	212,000	319,000	319,000	319,000
J - Capital Outlays	26,000	81,000	46,000	-	-
N - Grants, Benefits, and Client Services	56,000	141,000	229,000	229,000	229,000
<b>Total</b>	<b>3,135,000</b>	<b>6,311,000</b>	<b>9,196,000</b>	<b>8,941,000</b>	<b>8,941,000</b>

Activity Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	161,000	147,000	311,000	305,000	305,000
A002 - Core Administration	181,000	376,000	557,000	537,000	537,000
A003 - ISRB	-	-	-	-	-
A004 - Health Care Services	2,000	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-	-
A007 - Supervise Other Adults	2,791,000	5,788,000	8,328,000	8,099,000	8,099,000
A008 - Programs to Reduce Recidivism	-	-	-	-	-
<b>Total</b>	<b>3,135,000</b>	<b>6,311,000</b>	<b>9,196,000</b>	<b>8,941,000</b>	<b>8,941,000</b>

## ML – MA Hepatitis C Treatment Costs

Point of Contact:

Dawn Deck (360) 725 - 8266

### FY2017 SUPPLEMENTAL BUDGET

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0	0.0
Fund 001-1	\$3,878,000	\$3,878,000	\$3,878,000	\$3,878,000	\$3,878,000
<b>Total Cost</b>	<b>\$3,878,000</b>	<b>\$3,878,000</b>	<b>\$3,878,000</b>	<b>\$3,878,000</b>	<b>\$3,878,000</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$3,878,000 in Fiscal Year (FY) 2017 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 using non-invasive fibroid scans, 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 reductions 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 \$3,878,000 for FY2017 above the current base funding to potentially treat all 168 identified patients.

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 these 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.

**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

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.

As of April 2016, DOC began contracting with a provider who comes on-site to scan the offenders liver in a non-invasive procedure. This 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.

Hep C Treatment	Number of Offenders Treated
FY2016	90
FY2017*	42

\*FY2017 to date through September 2016

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
FY2017	-	\$ 6,062,569	102

\*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.

**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

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
- 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

**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

### ML - MA Hepatitis C Treatment Costs

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 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: MA\_Hepatitis C Treatment Costs  
 Budget Period: FY2017 Supplemental  
 Budget Level: Maintenance Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-	-
Fund 001-1	3,878,000	3,878,000	3,878,000	3,878,000	3,878,000

FTE Program Detail	FY2017	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	-	-	-	-	-
<b>Total</b>	-	-	-	-	-

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-	-
200 - Correctional Operations	3,878,000	-	-	-	-
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	-	-	-	-	-
<b>Total</b>	<b>3,878,000</b>	<b>3,878,000</b>	<b>3,878,000</b>	<b>3,878,000</b>	<b>3,878,000</b>

Object Detail	FY2017	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	3,878,000
G - Travel	-	-	-	-	-
J - Capital Outlays	-	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-	-
<b>Total</b>		<b>3,878,000</b>	<b>3,878,000</b>	<b>3,878,000</b>	<b>3,878,000</b>

Activity Detail	FY2017	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	3,878,000
A006 - Payments to Other Agencies	-	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-	-
<b>Total</b>	<b>3,878,000</b>	<b>3,878,000</b>	<b>3,878,000</b>	<b>3,878,000</b>	<b>3,878,000</b>

<b>Base Funded Level</b>						
Fiscal Year	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
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	92	92	92	92	92
Average Cost	\$ 72,250	\$ 59,171	\$ 59,171	\$ 59,171	\$ 59,171	\$ 59,171
Total Estimated Need		\$ 5,443,732	\$ 5,443,732	\$ 5,443,732	\$ 5,443,732	\$ 5,443,732
Estimated Need	\$ (87,121)	\$ 618,837	\$ 618,837	\$ 618,837	\$ 618,837	\$ 618,837
<b>Additional Within Base Funds</b>						
Fiscal Year		FY2017	FY2018	FY2019	FY2020	FY2021
Budget		\$ 618,837	\$ 618,837	\$ 618,837	\$ 618,837	\$ 618,837
Expenditures						
Number Treated		10	10	10	10	10
Average Cost		\$ 59,171	\$ 59,171	\$ 59,171	\$ 59,171	\$ 59,171
Total Estimated Need		\$ 591,710	\$ 591,710	\$ 591,710	\$ 591,710	\$ 591,710
Estimated Need		\$ 27,127	\$ 27,127	\$ 27,127	\$ 27,127	\$ 27,127
<b>Base Funding Sum</b>						
Number Treated		102	102	102	102	102
<b>Additional Treatments Needed</b>						
Fiscal Year		FY2017	FY2018	FY2019	FY2020	FY2021
Budget		-	-	-	-	-
Expenditures						
Number Treated		66	66	66	66	66
Average Cost		\$ 59,171	\$ 59,171	\$ 59,171	\$ 59,171	\$ 59,171
Total Estimated Need		\$ 3,905,286	\$ 3,905,286	\$ 3,905,286	\$ 3,905,286	\$ 3,905,286
Estimated Need		\$ (3,905,286)	\$ (3,905,286)	\$ (3,905,286)	\$ (3,905,286)	\$ (3,905,286)
Total Possible Need		\$ (3,878,159)	\$ (3,878,159)	\$ (3,878,159)	\$ (3,878,159)	\$ (3,878,159)
* 168 = currently pulled with scan annualized						
**102 Represents the original 92 with drug cost reductions to potentially treat an additional 10						
***66 Represents the difference between the 92 original funded , additional 10 with potential savings and the 168 identified with new scanning process						

## ML- MB Leased PC Costs

### FY2017 SUPPLEMENTAL BUDGET

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

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0	0.0
Fund 001-1	\$101,000	\$101,000	\$101,000	\$101,000	\$101,000
<b>Total Cost</b>	<b>\$101,000</b>	<b>\$101,000</b>	<b>\$101,000</b>	<b>\$101,000</b>	<b>\$101,000</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$101,000 in the Fiscal Year (FY) 2017 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 necessity, 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 for the FY2017 and is underfunded by \$101,000 in FY2017.

	FY2017	FY2018	FY2019	FY2020	FY2021
Original 2017-19 Request	\$0	\$43,000	\$43,000	\$43,000	\$43,000
Revised 2017-19 Request	\$101,000	\$101,000	\$101,000	\$101,000	\$101,000

FY2017 Base Budget	FTE	Fund
FY2017	-	\$ 2,612,218

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 requests \$101,000 in FY2017 due to increased costs. Costs are calculated based on FY2017 actuals through August 2016, see attachments 1-3 for detailed information by object, program, and activity.

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#### GOALS

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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.

## 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

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

### ML – MB Leased PC Costs

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**

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## FY2017 Supplemental IT Addendum

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

### ML – MB Leased PC Costs

Information Technology Items in this DP	FY2017	FY2018	FY2019	FY2020	FY2021
Leased PCs	\$101,000	\$101,000	\$101,000	\$101,000	\$101,000
<b>Total Cost</b>	<b>\$101,000</b>	<b>\$101,000</b>	<b>\$101,000</b>	<b>\$101,000</b>	<b>\$101,000</b>

#### 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: MB\_Leased PC Costs  
 Budget Period: FY2017 Supplemental  
 Budget Level: Maintenance Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-	-
Fund 001-1	101,000	101,000	101,000	101,000	101,000

FTE Program Detail	FY2017	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	-	-	-	-	-
<b>Total</b>	-	-	-	-	-

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	43,000	-	-	-	-
200 - Correctional Operations	51,000	-	-	-	-
300 - Community Supervision	7,000	-	-	-	-
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	101,000	101,000	101,000	101,000
700 - Offender Change	-	-	-	-	-
<b>Total</b>	101,000	101,000	101,000	101,000	101,000

Object Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-	-
B - Employee Benefits	-	-	-	-	-
C - Professional Service Contracts	-	-	-	-	-
E - Goods and Other Services	101,000	101,000	101,000	101,000	101,000
G - Travel	-	-	-	-	-
J - Capital Outlays	-	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-	-
<b>Total</b>	101,000	101,000	101,000	101,000	101,000

Activity Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	61,100	-	-	-	-
A002 - Core Administration	9,400	-	-	-	-
A003 - ISRB	-	-	-	-	-
A004 - Health Care Services	9,400	-	-	-	-
A006 - Payments to Other Agencies	-	101,000	101,000	101,000	101,000
A007 - Supervise Other Adults	19,220	-	-	-	-
A008 - Programs to Reduce Recidivism	1,880	-	-	-	-
<b>Total</b>	101,000	101,000	101,000	101,000	101,000

## ML – MC McNeil Island Stewardship Operations

### FY2017 SUPPLEMENTAL BUDGET

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

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0	0.0
Fund 001-1	\$795,000	\$362,000	\$362,000	\$362,000	\$362,000
<b>Total Cost</b>	<b>\$795,000</b>	<b>\$362,000</b>	<b>\$362,000</b>	<b>\$362,000</b>	<b>\$362,000</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$795,000 in Fiscal Year (FY) 2017 to fund unanticipated, non-budgeted costs that arise as DOC provides stewardship of McNeil Island for the State of Washington.

#### PROBLEM STATEMENT

In the 2013 legislative session, 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). Since assuming the responsibility of island stewardship in September 2013, the DOC has been responsible for maintaining all systems and operations outside the SCC and Secure Community Transition Facility (SCTF) on McNeil Island, with the exception of the fire department, island security and bus transportation from the ferry docks to SCC and SCTF, which are carried out by the DSHS. The DSHS is also responsible for the Steilacoom and Pierce County dock lease payments. An Interagency Agreement (IAA) between the DOC and DSHS provides details on how the two (2) agencies work together on McNeil Island. The DOC activities on McNeil Island include marine vessel transportation and fleet maintenance, boatyards and docks, operation of the water treatment plant, Eden Creek and Butterworth Dams, water storage and distribution systems, waste water treatment systems, maintenance of electrical infrastructure to include the high voltage electrical systems, road network maintenance and all general grounds upkeep. All of these activities are carried out by the DOC offender work crews under the supervision of CI staff.

In FY2016, DOC responded to numerous non-budgeted incidents and had over \$300,000 of unanticipated expenditures related to the stewardship of McNeil Island. 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. Currently we are experiencing lead paint abatement clean-up issues with the aged marine vessel fleet, and extensive dry dock expenses that are directly related to the aging infrastructure which is nearing the end of its lifespan in many instances. The DOC has scheduled dry dock times for required routine maintenance and repairs on all its marine vessels. Without these repairs, the DOC would not be in full compliance with our charge of being the stewards of McNeil Island and could receive

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heavy fines from the Department of Health (DOH), U.S. Coast Guard, Department of Ecology (DOE), and the Federal Government.

The following chart illustrates current non-budget expenditures and projects total annual expenditures based on the first three (3) months of FY2017, along with other known, legally mandated non-budget obligations for McNeil Island Stewardship.

### McNeil Island Non-Budget History and Current Need

<b>Program Area</b>	<b>FY2017 thru FM15</b>	<b>FY2017 Projected</b>
Marine Operations	\$ 61,445	\$ 192,000
Grounds & Maintenance	\$ 5,013	\$ 20,000
Waste Water Treatment	\$ 16,417	\$ 66,000
Water Distribution	\$ 10,004	\$ 40,000
ECY Regulatory Compliance	\$ 10,960	\$ 44,000
Clean Water Litigation	\$ -	\$ -
<b>Program sub-totals</b>	<b>\$ 103,839</b>	<b>\$ 362,000</b>
<b>Other Non-Budget Obligations</b>		
M/V Neil Henly Dry Dock		\$ 57,000
M/V Callahan Dry Dock		\$ 125,000
M/V McNeil Dry Dock		\$ 74,000
Marine Overtime & Standby		\$ 65,000
KMB Butterworth Dam Stability Analysis		\$ 40,000
KMB Water System Evaluation		\$ 10,000
Water System Failure Response Plan		\$ 10,000
Glossen Marine Vessel Study		\$ 30,000
High Voltage Electrical System Repair		\$ 22,000
<b>Other Non-Budget sub-totals</b>		<b>\$ 433,000</b>
<b>Total Projected McNeil Island FY2017 Budget Shortfall</b>		<b>\$ 795,000</b>

Also, due to Coast Guard Regulations, as of September 30<sup>th</sup>, DOC is down to one (1) operating ferry at least through the month of October 2017. In the event that mechanical issues arise with the passenger ferry M/V McNeil during the solo period, DOC's contingency will be to barge staff in buses (68-passenger maximum per trip) until a contingency vessel can arrive to replace the disabled ferry (not budgeted for). The DOC is in communication with the Argosy II owners about a contract in the event DOC needs a passenger ferry. Again, these expenses will be above and beyond that which were originally budgeted for.

<b>McNeil Island Stewardship Base</b>	<b>FTE</b>	<b>Fund</b>
<b>Budget</b>		
FY2017	40.0	\$ 4,014,194

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## PROPOSED SOLUTION

Unanticipated expenditures at McNeil Island have a direct effect on DOC. With limited funds and resources, projects that are essential may be delayed due to these expenses. For the first three (3) months of FY2017 expenses are greater than the budget by \$104,000 (\$61,000 in Marine Operations alone).

The DOC is seeking \$795,000 in the FY2017 budget to cover the costs that are expected 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 forecasted based on non-budget, expenses for the first three (3) months of FY2017 along with other known legally mandated, non-budget obligations for McNeil Island Stewardship. See attachment 2 for detailed information by object, program, and activity.

## 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

## 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.

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:  
Eric Johnson (360) 725 - 8268

ML –MC McNeil Island Stewardship Operations

### 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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#### GOALS

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ML-MC McNeil Island Stewardship\_Attachment\_1

Agency: 310 - Department of Corrections  
 Decision Package Code/Title: MC\_McNeil Island Stewardship Operations  
 Budget Period: FY2017 Supplemental Budget  
 Budget Level: Maintenance Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-	-
Fund 001-1	795,000	362,000	362,000	362,000	362,000

FTE Program Detail	FY2017	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	-	-	-	-	-
<b>Total</b>	-	-	-	-	-

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-	-
200 - Correctional Operations	-	-	-	-	-
300 - Community Supervision	-	-	-	-	-
400 - Correctional Industries	795,000	362,000	362,000	362,000	362,000
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	795,000	362,000	362,000	362,000	362,000

Object Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-	-
B - Employee Benefits	-	-	-	-	-
C - Professional Service Contracts	-	-	-	-	-
E - Goods and Other Services	795,000	362,000	362,000	362,000	362,000
G - Travel	-	-	-	-	-
J - Capital Outlays	-	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-	-
<b>Total</b>		362,000	362,000	362,000	362,000

Activity Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	795,000	362,000	362,000	362,000	362,000
A002 - Core Administration	-	-	-	-	-
A003 - ISRB	-	-	-	-	-
A004 - Health Care Services	-	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-	-
<b>Total</b>	795,000	362,000	362,000	362,000	362,000

## ML - MD Relocation Costs

### FY2017 SUPPLEMENTAL BUDGET

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

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0	0.0
Fund 001-1	\$896,000	\$532,000	\$2,099,000	\$0	\$0
<b>Total Cost</b>	<b>\$896,000</b>	<b>\$532,000</b>	<b>\$2,099,000</b>	<b>\$0</b>	<b>\$0</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$896,000 in Fiscal Year (FY) 2017 for one-time relocation costs that will occur and impact DOC in this 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 this FY 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 2015-21 and 2018-23 Six Year Facilities Plans 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 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 \$896,000 in FY2017 for two (2) facility relocations which are located in Okanogan and Mount. Vernon, and one (1) new site occupancy for targeted staff moving to the Headquarters Satellite field office. The funding request is for one-time relocation costs.

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#### GOALS

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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 Executive Order 16-05 providing for treatment-based interventions and programming opportunities.

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 – MD 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: MD\_Relocation Costs  
 Budget Period: FY2017 Supplemental  
 Budget Level: Maintenance Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-	-
Fund 001-1	896,000	532,000	2,099,000	-	-

FTE Program Detail	FY2017	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	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-	-
200 - Correctional Operations	-	-	-	-	-
300 - Community Supervision	896,000	532,000	2,099,000	-	-
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	<b>896,000</b>	<b>532,000</b>	<b>2,099,000</b>	<b>-</b>	<b>-</b>

Object Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-	-
B - Employee Benefits	-	-	-	-	-
C - Professional Service Contracts	-	-	-	-	-
E - Goods and Other Services	896,000	532,000	2,099,000	-	-
G - Travel	-	-	-	-	-
J - Capital Outlays	-	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>532,000</b>	<b>2,099,000</b>	<b>-</b>	<b>-</b>

Activity Detail	FY2017	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	896,000	532,000	2,099,000	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-	-
<b>Total</b>	<b>896,000</b>	<b>532,000</b>	<b>2,099,000</b>	<b>-</b>	<b>-</b>

## ML - ME Tenant Improvements

### FY2017 SUPPLEMENTAL BUDGET

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

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0	0.0
Fund 001-1	\$80,000	\$91,000	\$000,000	\$000,000	\$000,000
<b>Total Cost</b>	<b>\$80,000</b>	<b>\$91,000</b>	<b>\$000,000</b>	<b>\$000,000</b>	<b>\$000,000</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$80,000 in Fiscal Year (FY) 2017 for one-time tenant improvement costs that will occur and impact DOC that exceed our 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 this FY 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 is in the process of making essential tenant improvements at the Puyallup office.

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 \$80,000 in FY2017 for the Puyallup 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 costs will provide essential programming space resulting in DOC's ability to maintain the current level of services to offenders in the communities while implementing Executive Order 16-05 providing for treatment-based interventions and programming opportunities.

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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

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 - ME 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

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: ME\_Tenant Improvements  
 Budget Period: FY2017 Supplemental  
 Budget Level: Maintenance Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-	-
Fund 001-1	80,000	91,000	-	-	-

FTE Program Detail	FY2017	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	-	-	-	-	-
<b>Total</b>	-	-	-	-	-

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-	-
200 - Correctional Operations	-	-	-	-	-
300 - Community Supervision	80,000	91,000	-	-	-
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	80,000	91,000	-	-	-

Object Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-	-
B - Employee Benefits	-	-	-	-	-
C - Professional Service Contracts	-	-	-	-	-
E - Goods and Other Services	80,000	91,000	-	-	-
G - Travel	-	-	-	-	-
J - Capital Outlays	-	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-	-
<b>Total</b>	-	91,000	-	-	-

Activity Detail	FY2017	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	80,000	91,000	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-	-
<b>Total</b>	80,000	91,000	-	-	-

## ML - MF New FLSA Costs

### FY2017 SUPPLEMENTAL BUDGET

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

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	2.8	4.8	4.8	4.8	4.8
Fund 001-1	\$160,000	\$273,000	\$273,000	\$273,000	\$273,000
<b>Total Cost</b>	<b>\$160,000</b>	<b>\$273,000</b>	<b>\$273,000</b>	<b>\$273,000</b>	<b>\$273,000</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 4.8 Full Time Equivalents (FTE) and \$160,000 in Fiscal Year (FY) 2017, starting December 1, 2016, to fund the new overtime regulations from the United States Department of Labor that go into effect 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 4.8 FTE's and \$160,000 in FY2017 (starting 12/01/2016) to fund the new overtime requirements required by FLSA, which goes into effect December 1, 2016.

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. Calculations are based off of seven (7) months in FY2017 from January 1, 2017 – June 30, 2017. 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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#### GOALS

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

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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## GOALS

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

## Stakeholder Impact Statement

ML – MF 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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#### 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: MF\_New FLSA Costs  
 Budget Period: FY2017 Supplemental  
 Budget Level: Maintenance Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	2.80	4.80	4.80	4.80	4.80
Fund 001-1	160,000	273,000	273,000	273,000	273,000

FTE Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	1.30	2.60	2.60	2.60	2.60
200 - Correctional Operations	0.60	1.00	1.00	1.00	1.00
300 - Community Supervision	0.70	0.90	0.90	0.90	0.90
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	0.20	0.30	0.30	0.30	0.30
<b>Total</b>	<b>2.80</b>	<b>4.80</b>	<b>4.80</b>	<b>4.80</b>	<b>4.80</b>

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	83,000	142,000	142,000	142,000	142,000
200 - Correctional Operations	35,000	60,000	60,000	60,000	60,000
300 - Community Supervision	31,000	53,000	53,000	53,000	53,000
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	11,000	18,000	18,000	18,000	18,000
<b>Total</b>	<b>160,000</b>	<b>273,000</b>	<b>273,000</b>	<b>273,000</b>	<b>273,000</b>

Object Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	135,670	231,270	231,270	231,270	231,270
B - Employee Benefits	24,330	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	-	-	-	-	-
<b>Total</b>		<b>273,000</b>	<b>273,000</b>	<b>273,000</b>	<b>273,000</b>

Activity Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	78,620	134,440	134,440	134,440	134,440
A002 - Core Administration	20,770	35,610	35,610	35,610	35,610
A003 - ISRB	-	-	-	-	-
A004 - Health Care Services	7,560	13,000	13,000	13,000	13,000
A006 - Payments to Other Agencies	-	-	-	-	-
A007 - Supervise Other Adults	44,030	75,340	75,340	75,340	75,340
A008 - Programs to Reduce Recidivism	9,020	14,610	14,610	14,610	14,610
<b>Total</b>	<b>160,000</b>	<b>273,000</b>	<b>273,000</b>	<b>273,000</b>	<b>273,000</b>

## ML – MG CI Closed Loop Food

Point of Contact:

Eric Johnson (360) 725 - 8268

### FY2017 SUPPLEMENTAL BUDGET

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0	0.0
Fund 001-1	\$1,610,000	\$1,610,000	\$1,610,000	\$1,610,000	\$1,610,000
<b>Total Cost</b>	<b>\$1,610,000</b>	<b>\$1,610,000</b>	<b>\$1,610,000</b>	<b>\$1,610,000</b>	<b>\$1,610,000</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$1,610,000 in Fiscal Year (FY) 2017 to support increased cost per meal rates for the Correctional Industries (CI) Closed Loop Food service program.

#### 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. Besides WCC, the facilities participating in the closed loop food program include Coyote Ridge Corrections Center (CRCC), Washington State Penitentiary (WSP), Airway Heights Corrections Center (AHCC) and Monroe Correctional Complex (MCC).

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.

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#### GOALS

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

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 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 do 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 & 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 June 2016)	Operation Start Date
	FY2016	FY2017	FY2016	
WCC	\$2.30	\$2.33	\$2.31	January 2014
CRCC	\$2.13	\$2.15	\$2.31	August 2014
AHCC	\$2.28	\$2.31	\$2.46	January 2015
WSP	\$2.43	\$2.46	\$2.78	May 2015
MCC	\$2.55	\$2.59	\$2.79	April 2016

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

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

Prisons Division Food Service Base Budget	FTE	Fund
FY2017	-	\$ 29,980,750

## PROPOSED SOLUTION

The DOC requests \$1,610,000 in FY2017 so that we can 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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### GOALS

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

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 FY2017
WCC	\$0.043	\$0.08	\$0.123	\$2.46
CRCC	\$0.064	\$0.08	\$0.144	\$2.29
AHCC	\$0.027	\$0.08	\$0.107	\$2.42
WSP	\$0.044	\$0.08	\$0.124	\$2.58
MCC	\$0.045	\$0.08	\$0.125	\$2.72

- 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. Also, the Washington State Institute for Public Policy (WSIPP) cost-benefit analysis from 2012 reports there is a positive net return on investment of \$5,625 per CI program participant.

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, 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

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### GOALS

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

CI serves many purposes. Deductions from wages go toward crime victims' compensation, mandatory savings, reimbursing the cost of incarceration, child support, court-ordered financial obligations and debts owed to the DOC.

The proposed rate increase adds \$1,610,000 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 12,758,112 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

The 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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### GOALS

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## Stakeholder Impact Statement

ML - MG CI Closed Loop Food

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 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? 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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#### GOALS

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Agency: 310 - Department of Corrections  
 Decision Package Code/Title: MG\_CI Closed Loop Food  
 Budget Period: FY2017 Supplemental  
 Budget Level: Maintenance Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-	-
Fund 001-1	1,610,000	1,610,000	1,610,000	1,610,000	1,610,000

FTE Program Detail	FY2017	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	-	-	-	-	-
<b>Total</b>	-	-	-	-	-

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-	-
200 - Correctional Operations	1,610,000	1,610,000	1,610,000	1,610,000	1,610,000
300 - Community Supervision	-	-	-	-	-
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	1,610,000	1,610,000	1,610,000	1,610,000	1,610,000

Object Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-	-
B - Employee Benefits	-	-	-	-	-
C - Professional Service Contracts	-	-	-	-	-
E - Goods and Other Services	1,610,000	1,610,000	1,610,000	1,610,000	1,610,000
G - Travel	-	-	-	-	-
J - Capital Outlays	-	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-	-
<b>Total</b>		1,610,000	1,610,000	1,610,000	1,610,000

Activity Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	1,610,000	1,610,000	1,610,000	1,610,000	1,610,000
A002 - Core Administration	-	-	-	-	-
A003 - ISRB	-	-	-	-	-
A004 - Health Care Services	-	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-	-
<b>Total</b>	1,610,000	1,610,000	1,610,000	1,610,000	1,610,000

**CI Closed Loop Food - Offender Gratuity Cost Analysis**

<sup>9</sup> Assumed Rate per Meal at Launch			FY2016		FY2017 <sup>4</sup>				FY2017		
Average Monthly Cost	Annualized Estimate	Offender Labor Cost Per Meal (CPM)	Actual FY2016 Cost <sup>1</sup>	Offender Labor CPM	Projected FY2017 Cost <sup>2</sup>	Offender Labor CPM	Reimburse 2017 Variance	Funded ADP	Projected Meals	Proposed Rate Adjustment	
AHCC <sup>7</sup>	\$ 18,205	\$ 218,458	\$ 0.092	\$ 284,716	\$ 0.119	\$ 282,374	\$ 0.119	\$ 63,916	2,174	2,380,530	\$ 0.027
CRCC <sup>6</sup>	\$ 18,205	\$ 218,457	\$ 0.079	\$ 392,016	\$ 0.141	\$ 396,084	\$ 0.143	\$ 177,627	2,528	2,768,160	\$ 0.064
WCC <sup>8</sup>	\$ 9,677	\$ 116,124	\$ 0.063	\$ 198,916	\$ 0.108	\$ 195,942	\$ 0.107	\$ 79,818	1,680	1,839,600	\$ 0.043
WSP <sup>5</sup>	\$ 18,205	\$ 218,460	\$ 0.077	\$ 264,688	\$ 0.093	\$ 343,607	\$ 0.121	\$ 125,147	2,601	2,848,095	\$ 0.044
<b>Total</b>	<b>\$ 64,292</b>	<b>\$ 771,499</b>	<b>\$ 0.078</b>	<b>\$ 1,140,337</b>	<b>\$ 0.116</b>	<b>\$ 1,218,006</b>	<b>\$ 0.124</b>	<b>\$ 446,508</b>	<b>8,983</b>	<b>9,836,385</b>	<b>\$ 0.045</b>
<b>Assumptions</b>			771,499		771,499						
<b>Offender Gratuity Shortfall</b>			368,838		446,508						

1. FY2016 direct inmate labor and indirect inmate labor which includes Labor & Industries (L&I).
2. Inmate Direct and Indirect inmate labor which include L&I from FY2017 Food Service Forecast.
3. FY2016 actuals from CI monthly financial statements .
4. CI Forecast for FY2017 located on CI SharePoint .
5. Offender payroll from Closed Loop is estimated at 19,575 hours per month, \$0.93 per hour. WSP Prison does not budget for offender gratuity specifically in food service; "budget" shown is based on expenditure history.
6. Offender payroll from Closed Loop is estimated at 19,575 hours per month, \$0.93 per hour.
7. Offender payroll from Closed Loop is estimated at 19,575 hours per month, \$0.93 per hour. AHCC Prison does not budget for offender gratuity specifically in food service; "budget" shown is based on expenditure history.
8. Original assumptions were not available. Calculated at average hours since inception 10405 and \$0.93 per hour.
9. Original assumptions for offender cost per meal rates were based on an estimate of the total hours that would be worked and a gratuity rate of \$0.93 per hour.

## ML – MH Vendor Rate Increases

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

### FY2017 SUPPLEMENTAL BUDGET

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	0.0	0.0	0.0	0.0	0.0
Fund 001-1	\$2,280,000	\$8,358,000	\$8,358,000	\$8,358,000	\$8,358,000
<b>Total Cost</b>	<b>\$2,280,000</b>	<b>\$8,358,000</b>	<b>\$8,358,000</b>	<b>\$8,358,000</b>	<b>\$8,358,000</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests \$2,280,000 in Fiscal Year (FY) 2017 to increase vendor rates for: 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 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 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 provide the same level of service when DOC is paying rates that are nearly a decade old.

#### 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

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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 FY2017 base budget of \$9,729,407 for contract operated WRs.

WR Vendor Operated Facilities Base Budget	FTE	Fund
FY2017	-	\$ 9,729,407

### 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 FY2017 base budget of \$923,338 for fire protection contracts.

Prisons Fire Protection Base Budget	FTE	Fund
FY2017	-	\$ 923,338

### 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.

The DOC has a FY2017 base budget of \$5,516,044 for all HS clinical contracts, and has already seen raises in psychiatric, dental & nursing contracts during FY2016.

HS Contractor Base Budget	FTE	Fund
FY2017	-	\$ 5,516,044

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## HS Contracted Staff Rate Comparison

FY2016 Rate FY2017 Rate

Staff ID	Staff Type	FY2016 Rate	FY2017 Rate
K10905	LPN	\$39.00	\$49.35
K10905	RN	\$50.00	\$62.06
K10904	LPN	\$35.00	\$47.00
K10904	RN	\$47.00	\$58.00
K10134	Psychiatrist	\$148.38	\$210.00
K8155	Psychiatrist	\$160.00	\$185.00
K10567	ARNP	\$100.00	\$105.00

### PROPOSED SOLUTION

The DOC proposes to raise vendor rates for WR operations, fire protection and HS contract staffing. Many of these rates have remained unchanged since 2008 and increased rates would enable DOC to pay rates that are competitive with the market so vendors can pay their employees fair wages, cover increased insurance costs, keep up with inflation and continue to provide quality services to offenders.

#### 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 an additional \$1,460,000 in FY2017. 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.

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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 \$26,000 in FY2017 for increased fire protection contracts. This will enable DOC to pay local counties to remain compliant in these mandatory obligations, and receive the protection necessary to keep staff, offenders and state property safe.

The biennial base budget was built on 22 months of annualized expenditures from FY2013-15, 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 \$794,000 in FY2017 for increased 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 22 months of annualized expenditures from FY2013-15, 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.

## **Chemical Dependency (CD) Services**

The DOC has requested additional funding for CD services in the 2017-19 Biennial budget. No additional funding is requested for FY2017 due to timing.

## EXPECTED RESULTS

### **Results Washington**

This request aligns with Results Washington Goal 4: Healthy and Safe Community – Safe People and Worker Safety. Increasing WR 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, fire protection and WR facilities are each unique areas reliant upon the

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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
- OM12 - Successful Transition
- OM14 - Offender Employment
- OM15 - Recidivism
- OP01 - Ensuring Safe Environments
- OP03 - Providing Basic Needs
- OP06 - Release of Offenders

## STAKEHOLDER IMPACT

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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## Stakeholder Impact Statement

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

### ML – MH Vendor Rate Increases

#### 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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Agency: 310 - Department of Corrections  
 Decision Package Code/Title: MH\_Vendor Rate Increases  
 Budget Period: FY2017 Supplemental  
 Budget Level: Maintenance Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	-	-	-	-	-
Fund 001-1	2,280,000	8,358,000	8,358,000	8,358,000	8,358,000

FTE Program Detail	FY2017	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	-	-	-	-	-
<b>Total</b>	-	-	-	-	-

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-	-
200 - Correctional Operations	820,000	26,000	26,000	26,000	26,000
300 - Community Supervision	1,460,000	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
<b>Total</b>	<b>2,280,000</b>	<b>8,358,000</b>	<b>8,358,000</b>	<b>8,358,000</b>	<b>8,358,000</b>

Object Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	-	-	-	-	-
B - Employee Benefits	-	-	-	-	-
C - Professional Service Contracts	-	-	-	-	-
E - Goods and Other Services	820,000	26,000	26,000	26,000	26,000
G - Travel	-	-	-	-	-
J - Capital Outlays	-	-	-	-	-
N - Grants, Benefits, and Client Services	1,460,000	8,332,000	8,332,000	8,332,000	8,332,000
<b>Total</b>	<b>2,280,000</b>	<b>8,358,000</b>	<b>8,358,000</b>	<b>8,358,000</b>	<b>8,358,000</b>

Activity Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	26,000	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	794,000
A006 - Payments to Other Agencies	-	-	-	-	-
A007 - Supervise Other Adults	1,460,000	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
<b>Total</b>	<b>2,280,000</b>	<b>8,358,000</b>	<b>8,358,000</b>	<b>8,358,000</b>	<b>8,358,000</b>

## PL – NA Violator Caseload: Transport Team

Point of Contact:

Alan Haskins (360) 725 - 8264

### FY2017 SUPPLEMENTAL BUDGET

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	7.2	16.0	16.0	16.0	16.0
Fund 001-1	\$613,000	\$1,370,000	\$1,231,000	\$1,231,000	\$1,231,000
<b>Total Cost</b>	<b>\$613,000</b>	<b>\$1,370,000</b>	<b>\$1,231,000</b>	<b>\$1,231,000</b>	<b>\$1,231,000</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 10.0 Full Time Equivalents (FTE) and \$613,000 in Fiscal Year (FY) 2017, starting August 01, 2016, 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 FY2013. 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.

Workload History	FY2013	FY2014	FY2015	FY2016	Estimated		
					FY2017	FY2018	FY2019
<b>Community Supervision Violators</b>							
# Active Offenders	457	606	817	1,176	1,356	1,422	1,422
% Change from prior year	-45.5%	32.6%	34.8%	43.9%	15.3%	4.9%	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	\$ 41,882	\$ 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 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

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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
FY2017	10.0	\$ 740,845

## PROPOSED SOLUTION

With the intent of expanding services statewide, DOC requested funding for 16.0 Correctional Officer (CO) FTEs in the 2017-19 Biennial Budget Submittal. These FTEs are for regional areas that do not currently have identified transport units. We are requesting supplemental funding to phase in the implementation of these violator transport teams. 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, ultimately alleviating risk to surrounding communities and increasing the effectiveness of the transportation units.

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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.

The 7.2 FTEs for this request include phase in of 10.0 FTEs for each of the following transport teams.

- Effective August 1, 2016 – Spokane Transport Team – 4.0 COs
- Effective October 1, 2016 – King County Transport Team – 2.0 COs
- Effective January 1, 2017 – Southwest Transport Team – 4.0 COs

The fourth violator transport team will become effective July 1, 2017. Reference DOC 2017-19 Biennial Budget Submittal – Violator Caseload: Supervision Transport staff for additional details.

Assumptions:

- Salary and benefit costs based on CO2 job classification (Range 43; Washington Federation of State Employees (WFSE))
- One-time funding of \$62,000 for startup costs is requested in FY 2017.
- One-time funding of \$140,000 for startup costs was requested in the 2017-19 budget submittal.
- On-going costs total \$2,462,000 and 16.0 FTEs per biennia (\$1,231,000 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):

**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

- 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 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

**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:  
Alan Haskins (360) 725 - 8264

PL – NA Community Violators: Transport Team

### 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"/>

**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  
PL-NA Community Violators: Transport Team\_Attachment 1

## FY2017 Supplemental IT Addendum

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

### PL – NA Community Violators: Transport Team

Information Technology Items in this DP	FY2017	FY2018	FY2019	FY2020	FY2021
Leased PCs	\$2,000	\$6,000	\$6,000	\$6,000	\$6,000
<b>Total Cost</b>	<b>\$2,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>

#### 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  
PL-NA Community Violators: Transport Team\_Attachment 2

Agency: 310 - Department of Corrections  
 Decision Package Code/Title: NA\_Community Violators: Transport Team  
 Budget Period: FY2017 Supplemental  
 Budget Level: Policy Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	7.2	16.0	16.0	16.0	16.0
Fund 001-1	613,000	1,370,000	1,231,000	1,231,000	1,231,000

FTE Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-	-
200 - Correctional Operations	-	-	-	-	-
300 - Community Supervision	7.2	16.0	16.0	16.0	16.0
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	<b>7.20</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-	-
200 - Correctional Operations	-	-	-	-	-
300 - Community Supervision	613,000	1,370,000	1,231,000	1,231,000	1,231,000
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	<b>613,000</b>	<b>1,370,000</b>	<b>1,231,000</b>	<b>1,231,000</b>	<b>1,231,000</b>

Object Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	315,960	705,410	705,410	705,410	705,410
B - Employee Benefits	158,410	354,810	354,810	354,810	354,810
C - Professional Service Contracts	-	-	-	-	-
E - Goods and Other Services	74,470	165,490	106,770	106,770	106,770
G - Travel	28,160	62,270	61,990	61,990	61,990
J - Capital Outlays	36,000	82,020	2,020	2,020	2,020
N - Grants, Benefits, and Client Services	-	-	-	-	-
<b>Total</b>		<b>1,370,000</b>	<b>1,231,000</b>	<b>1,231,000</b>	<b>1,231,000</b>

Activity Detail	FY2017	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	613,000	1,370,000	1,231,000	1,231,000	1,231,000
A008 - Programs to Reduce Recidivism	-	-	-	-	-
<b>Total</b>	<b>613,000</b>	<b>1,370,000</b>	<b>1,231,000</b>	<b>1,231,000</b>	<b>1,231,000</b>

## PL-NB Violator Caseload: Nurses Desk

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

### FY2017 SUPPLEMENTAL BUDGET

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	1.0	1.0	1.0	1.0	1.0
Fund 001-1	\$155,000	\$150,000	\$150,000	\$150,000	\$150,000
<b>Total Cost</b>	<b>\$155,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$150,000</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 1.0 Full Time Equivalent (FTE) and \$155,000 in Fiscal Year (FY) 2017 for a Registered Nurse 3 (RN3) to support the increased workload for the Nurse Desk that responds to community supervision needs. A steady increase in DOC's 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 dramatically in the past year. With this increase, more assistance is needed by DOC's Community Corrections staff from DOC's Nurse Desk. The violator average daily population was 1,176 in FY2016, compared to 817 in FY2015 (see table below). There are a variety of reasons why DOC's community violator population has increased, but it is not showing any signs of decreasing at this time.

					Estimated		
Workload History	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
<b>Community Supervision Violators</b>							
# Active Offenders	457	606	817	1,176	1,356	1,422	1,422
% Change from prior year	-45.5%	32.6%	34.8%	43.9%	15.3%	4.9%	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	\$ 41,882	\$ 43,920	\$ 43,920

**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 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 19% from 2015 to 2016\* (see table below).

**Nurse Desk Call Volume and Violator Average Daily Population**

	FY2016	FY2017	% Change
<b>Nurse Desk Call Volume**</b>	344	409*	19%
<b>Violator Population</b>	1,176	1,406*	20%

\*Through August, 2016

\*\*Monthly average

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 DOC's 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 DOC's 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
FY2017	3.0	\$ 388,089

## PROPOSED SOLUTION

With the increased volume of calls due to the increased violator population, an additional 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.

**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

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 FY2017. 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.
- If this request is funded, DOC will adjust its 2017-2019 Biennial Request to remove the one-time costs requested in FY2018.

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

## 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.

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 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.

**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

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

**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

PL - NB 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 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

PL-NB Violator Caseload: Nurses Desk\_Attachment 1

Agency: 310 - Department of Corrections  
 Decision Package Code/Title: NB\_Violator Caseload: Nurses Desk  
 Budget Period: FY2017 Supplemental  
 Budget Level: Policy Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	1.0	1.0	1.0	1.0	1.0
Fund 001-1	155,000	150,000	150,000	150,000	150,000

FTE Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-	-
200 - Correctional Operations	1.0	-	-	-	-
300 - Community Supervision	-	-	-	-	-
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	1.0	1.0	1.0	1.0
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-	-
200 - Correctional Operations	155,000	-	-	-	-
300 - Community Supervision	-	-	-	-	-
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	150,000	150,000	150,000	150,000
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	<b>155,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>

Object Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	106,000	106,000	106,000	106,000	106,000
B - Employee Benefits	40,000	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	2,000
G - Travel	1,000	1,000	1,000	1,000	1,000
J - Capital Outlays	5,000	1,000	1,000	1,000	1,000
N - Grants, Benefits, and Client Services	-	-	-	-	-
<b>Total</b>	<b>155,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>

Activity Detail	FY2017	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	150,000
A006 - Payments to Other Agencies	-	-	-	-	-
A007 - Supervise Other Adults	-	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-	-
<b>Total</b>	<b>155,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>

### 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	FY 17	First Biennial Year (FY2018) Cost <sup>①</sup>	Second Biennial Year (FY2019) Cost <sup>②</sup>
<b>General Salary Positions</b>												
REGISTERED NURSE 3	285G	58N	T	1.0	93,900	35,463	129,363	5,272	3,621	138,256	132,984	132,984
REGISTERED NURSE 3 - Overtime	285G	58N	T	0.04	6,139	2,318	8,457	-	-	8,457	8,457	8,457
REGISTERED NURSE 3 - Standby					5,979	2,258	8,237			8,237	8,237	8,237
							-					
<b>Total</b>				<b>1.0</b>	<b>106,017</b>	<b>40,039</b>	<b>146,057</b>	<b>5,272</b>	<b>3,621</b>		<b>149,678</b>	<b>149,678</b>

① First Year Costs include Salary, benefits, startup costs and ongoing costs

**155,000      150,000      150,000**

② Second Year Costs includes salary, benefits, and ongoing costs

**300,000**

**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 – NC Bellingham Work Release Expansion

Point of Contact:

FY2017 SUPPLEMENTAL BUDGET

Alan Haskins (360) 725 - 8264

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	1.4	1.5	1.5	1.5	1.5
Fund 001-1	\$399,000	\$616,000	\$607,000	\$607,000	\$607,000
<b>Total Cost</b>	<b>\$399,000</b>	<b>\$616,000</b>	<b>\$607,000</b>	<b>\$607,000</b>	<b>\$607,000</b>

### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 1.4 Full Time Equivalents (FTE) and \$399,000 in Fiscal Year (FY) 2017 to fund expansion of the Bellingham Work Release (WR). This request is to fund the increase in capacity by 17 male and three (3) 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

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 may shift the use of the existing building and the new building to house college students.

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. The DOC will begin occupying the new space effective January 1, 2017.

This request is to fund the increase in capacity of the Bellingham WR by 17 male and three (3) female beds. The increase at the facility creates a total capacity of 43 beds, with the 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.

If this request is not funded, DOC will be unable to utilize this facility to house work release offenders. This will require increasing the prison population, compounding an already difficult prison capacity problem.

Bellingham WR Base Budget	FTE	Fund
FY2017	2.5	\$ 697,763

**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

## PROPOSED SOLUTION

The DOC requests 1.4 FTEs and \$399,000 in FY2017 to fund an expansion plan of 17 male beds and three (3) female beds.

This funding will be used to pay for additional per bed costs required by the contract provider, one-time start-up costs, durable goods, 1.0 FTE for a Community Corrections Officer (CCO), and 0.4 Secretary Senior.

Bellingham WR Expansion Costs	FY2017
New contract/durable goods costs	\$ 246,000
Additional DOC Staffing (1.4 FTEs)	\$ 100,000
One-time start up costs	\$ 53,000
<b>Total</b>	<b>\$ 399,000</b>

### Assumptions:

- 0.4 Secretary Senior October 1, 2016. Salary and benefit costs based on Range 33; Washington Federation of State Employees (WFSE).
- 1.0 CCO effective July 1, 2015. Salary and benefit costs based on Range 49; WFSE. We assume an earlier start date so that mandatory training can be completed.
- One-time funding of \$53,000 for expansion start-up costs is requested in FY2017.
- Ongoing costs total \$1,214,000 and 1.5 FTEs per biennia (\$607,000 and 1.5 each FY).
- If this request is funded, DOC will adjust its 2017-19 Biennial Request to remove the one-time costs requested in FY2018.

Reference DOC 2017-19 Biennial Budget Submittal – Work Release: Maximize Available Capacity for total on-going costs to include additional per bed funding required by the Bellingham WR contract provider.

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: Health 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:

**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

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.

## 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:  
Alan Haskins (360) 725 - 8264

### PL – NC Bellingham Work Release Expansion

#### 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  
PL-NC Bellingham Work Release Expansion\_Attachment 1

Agency: 310 - Department of Corrections  
 Decision Package Code/Title: NC\_Bellingham Work Release Expansion  
 Budget Period: FY2017 Supplemental  
 Budget Level: Policy Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	1.40	1.50	1.50	1.50	1.50
Fund 001-1	399,000	616,000	607,000	607,000	607,000

FTE Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-	-
200 - Correctional Operations	-	-	-	-	-
300 - Community Supervision	1.40	1.50	1.50	1.50	1.50
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	<b>1.40</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-	-
200 - Correctional Operations	-	-	-	-	-
300 - Community Supervision	399,000	616,000	607,000	607,000	607,000
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	<b>399,000</b>	<b>616,000</b>	<b>607,000</b>	<b>607,000</b>	<b>607,000</b>

Object Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	62,750	66,840	66,840	66,840	66,840
B - Employee Benefits	30,800	32,060	32,060	32,060	32,060
C - Professional Service Contracts	-	-	-	-	-
E - Goods and Other Services	51,330	29,840	26,170	26,170	26,170
G - Travel	370	1,260	930	930	930
J - Capital Outlays	16,550	5,000	-	-	-
N - Grants, Benefits, and Client Services	237,200	481,000	481,000	481,000	481,000
<b>Total</b>		<b>616,000</b>	<b>607,000</b>	<b>607,000</b>	<b>607,000</b>

Activity Detail	FY2017	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	399,000	616,000	607,000	607,000	607,000
A008 - Programs to Reduce Recidivism	-	-	-	-	-
<b>Total</b>	<b>399,000</b>	<b>616,000</b>	<b>607,000</b>	<b>607,000</b>	<b>607,000</b>

## PL-ND Longview Work Release

### FY2017 SUPPLEMENTAL BUDGET

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

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	11.5	17.3	17.3	17.3	17.3
Fund 001-1	\$0	\$0	\$0	\$0	\$0
<b>Total Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 11.5 Full Time Equivalents (FTEs) for the remaining eight (8) months in Fiscal Year (FY) 2017 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 as of December 31, 2016.

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 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 transition, including finding and retaining employment, reconnecting with family members, and becoming productive members within 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, compounding an already difficult prison capacity problem.

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#### GOALS

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Longview WR Base Budget	FTE	Fund
FY2017	3.3	\$ 1,591,354
<b>Biennial Totals</b>	<b>1.7</b>	<b>\$ 1,591,354</b>

Base Budget is on the budget for 2017-19

## PROPOSED SOLUTION

The DOC will hire staff to operate Longview WR effective November 1, 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 DOC to run Longview WR it will require 11.5 FTEs for the remaining eight (8) months in FY2017 (17.3 FTEs annualized) and 17.3 FTEs ongoing into ensuing biennia. The request for these FTEs are included in DOC's 2017-19 biennial budget submittal. No 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 11.5 FTEs for this request include eight (8) months of the following:

- 6.7 FTE for 10.0 Correctional Officers
- 1.3 FTE for 2.0 Correctional Sergeants
- 0.7 FTE for 1.0 Food Service Manager
- 1.7 FTE for 2.5 Cooks
- 0.7 FTE for 1.0 Maintenance and Construction Supervisor
- 0.4 FTE for 0.8 for Custody and Food Service relief and holiday overtime

See attachments 2 and 3 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) and Operating Processes (OP):

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- OM04 – Well Trained and Educated Staff
- OM05 – Staff Safety
- OM06 – Offender Safety
- OM09 – Budget Compliance
- OM12 – Successful Transition
- OM15 – Recidivism
- OP06 – Release of the Offender
- OP07 – Managing Offender in the Community

## 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

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## Stakeholder Impact Statement

PL - ND Longview Work Release

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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PL-ND Longview Work Release\_Attachment 1

Agency: 310 - Department of Corrections  
 Decision Package Code/Title: ND\_Longview WR  
 Budget Period: FY2017 Supplemental  
 Budget Level: Policy Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	11.50	17.30	17.30	17.30	17.30
Fund 001-1	-	-	-	-	-

FTE Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	-	-	-	-	-
200 - Correctional Operations	-	-	-	-	-
300 - Community Supervision	11.50	17.30	17.30	17.30	17.30
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	<b>11.50</b>	<b>17.30</b>	<b>17.30</b>	<b>17.30</b>	<b>17.30</b>

Fund Program Detail	FY2017	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	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Object Detail	FY2017	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	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Activity Detail	FY2017	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	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## PL – NE Enterprise Records Staffing FY2017 SUPPLEMENTAL BUDGET

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

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	15.0	30.0	30.0	30.0	30.0
Fund 001-1	\$1,242,000	\$2,177,000	\$2,177,000	\$2,177,000	\$2,177,000
<b>Total Cost</b>	<b>\$1,242,000</b>	<b>\$2,177,000</b>	<b>\$2,177,000</b>	<b>\$2,177,000</b>	<b>\$2,177,000</b>

### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 30.0 Full Time Equivalents (FTEs) and \$1,242,000 in Fiscal Year (FY) 2017, starting January 1, 2017, 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

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and calculations. The balance of the workload and meeting training needs has historically been an issue. With 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	FY17 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.

## **FY2017 Base Budgets by Operational Leader:**

Administrative Operations Division (AOD): 93.0 FTEs and \$6,444,587

Prisons: 111.0 FTEs and \$7,771,011

**Total: 204.0 and \$14,215,598**

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FY2017 Base Budget	FTE	Fund
FY2017	204.0	\$ 14,215,598

Base budget includes AOD, Prisons, and Community

## PROPOSED SOLUTION

The DOC requests 30.0 FTE's and \$1,242,000 for offender records management to 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 succession planning is to create an increasing level of responsibility in the records unit so that staff develop

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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 FTEs** 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
- **Coyote Ridge 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 the Revised Code of Washington (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 the Washington Administrative Code (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 3 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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## 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 RCW and the 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

**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

PL – NE 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

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

PL-NE Enterprise Records Staffing\_Attachment 1

## FY2017 Supplemental IT Addendum

### PL – NE Enterprise Records Staffing

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

Information Technology Items in this DP	FY2017	FY2018	FY2019	FY2020	FY2021
Leased PCs (Program 600)	\$7,000	\$13,000	\$13,000	\$13,000	\$13,000
<b>Total Cost</b>	<b>\$7,000</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$13,000</b>

#### 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

PL-NE\_Enterprise-Rec-Staff\_Attachment-2

Agency: 310 - Department of Corrections  
 Decision Package Code/Title: NE\_Enterprise Records Staffing  
 Budget Period: FY2017 Supplemental  
 Budget Level: Policy Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	15.00	30.00	30.00	30.00	30.00
Fund 001-1	1,242,000	2,177,000	2,177,000	2,177,000	2,177,000

FTE Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	4.50	9.00	9.00	9.00	9.00
200 - Correctional Operations	9.00	18.00	18.00	18.00	18.00
300 - Community Supervision	1.50	3.00	3.00	3.00	3.00
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	<b>15.00</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	372,000	649,000	649,000	649,000	649,000
200 - Correctional Operations	751,000	1,313,000	1,313,000	1,313,000	1,313,000
300 - Community Supervision	119,000	202,000	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	-	-	-	-	-
<b>Total</b>	<b>1,242,000</b>	<b>2,177,000</b>	<b>2,177,000</b>	<b>2,177,000</b>	<b>2,177,000</b>

Object Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	746,080	1,493,110	1,493,110	1,493,110	1,493,110
B - Employee Benefits	308,710	617,420	617,420	617,420	617,420
C - Professional Service Contracts	-	-	-	-	-
E - Goods and Other Services	21,870	43,370	43,370	43,370	43,370
G - Travel	11,560	23,100	23,100	23,100	23,100
J - Capital Outlays	153,780	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-	-
<b>Total</b>	<b>1,242,000</b>	<b>2,177,000</b>	<b>2,177,000</b>	<b>2,177,000</b>	<b>2,177,000</b>

Activity Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	751,000	1,313,000	1,313,000	1,313,000	1,313,000
A002 - Core Administration	372,000	649,000	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	119,000	202,000	202,000	202,000	202,000
A008 - Programs to Reduce Recidivism	-	-	-	-	-
<b>Total</b>	<b>1,242,000</b>	<b>2,177,000</b>	<b>2,177,000</b>	<b>2,177,000</b>	<b>2,177,000</b>

# Enterprise Records Staffing

## FY2017 six (6) months starting January 1, 2017

Title	Total Positions / FTEs	Salaries	Benefits	Total	Object E Standard Assumptions	Object E Leased PC's	Object G Standard Assumptions	Object J Startup	Grand Total
<b>Office Assistant 3</b>	2.5	\$ 78,060	\$ 42,715	\$ 120,775	2,530	1,113	\$ 1,925	\$ 25,630	\$ 151,973
<b>Correctional Records Tech 1</b>	2.5	\$ 120,150	\$ 50,640	\$ 170,790	2,530	1,113	\$ 1,925	\$ 25,630	\$ 201,988
<b>Corr Records Tech 2 - Lead</b>	1.5	\$ 79,524	\$ 31,785	\$ 111,309	1,518	668	\$ 1,155	\$ 15,378	\$ 130,028
<b>Mgmt Analyst 4</b>	0.5	\$ 30,006	\$ 11,253	\$ 41,259	506	223	\$ 385	\$ 5,126	\$ 47,499
<b>Records Mgmt Sup</b>	2.0	\$ 120,024	\$ 45,012	\$ 165,036	2,024	890	\$ 1,540	\$ 20,504	\$ 189,994
<b>Corr Records Sup</b>	2.5	\$ 146,370	\$ 55,580	\$ 201,950	2,530	1,113	\$ 1,925	\$ 25,630	\$ 233,148
<b>Forms &amp; Recs Analyst 3 (listed in DP as a 2)</b>	2.0	\$ 103,512	\$ 41,904	\$ 145,416	2,024	890	\$ 1,540	\$ 20,504	\$ 170,374
<b>Correctional Spec 2</b>	1.5	\$ 68,526	\$ 29,823	\$ 98,349	1,518	668	\$ 1,155	\$ 15,378	\$ 117,068
<b>Total</b>	<b>15.0</b>	<b>\$ 746,172</b>	<b>\$ 308,712</b>	<b>\$ 1,054,884</b>	<b>\$ 15,180</b>	<b>\$ 6,675</b>	<b>\$ 11,550</b>	<b>\$ 153,780</b>	<b>\$ 1,242,069</b>

### Assumptions:

- \* Office Assistant 3: Range 31 / Step G
- \* Correctional Records Technician 1: Range 44 / Step L
- \* Correctional Records Technician 2 - Lead: Range 48 / Step L
- \* Management Analyst 4: Range 58 / Step G
- \* Records Management Supervisor: Range 58 / Step G
- \* Correctional Records Supervisor: Range 52 / Step L
- \* Forms & Records Analyst 3: Range 47 / Step L
- \* Correctional Specialist 2: Range 47 / Step G
- \* Start-up includes one-time costs of \$153,000 in FY2017

## PL - NF *Grisby*: Offender Representation At Hearing

FY2017 SUPPLEMENTAL BUDGET

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

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	3.0	0.0	0.0	0.0	0.0
Fund 001-1	\$1,010,000	\$0	\$0	\$0	\$0
<b>Total Cost</b>	<b>\$1,010,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 6.0 Full Time Equivalents (FTEs) and \$1,010,000 in Fiscal Year (FY) 2017 to cover expenses, starting January 1, 2017, related to attorney representation for offenders at violation hearings. This is constitutionally required per the October 2015 case *Grisby v. Herzog*, which mandates DOC 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 may 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 employees | Safer operations | Innovative, efficient, and sustainable business practices | Supporting successful transition | Promoting positive change

## PROPOSED SOLUTION

The DOC submitted a 2017-19 budget request as a placeholder until initial data is collected, analyzed, and used to create the funding needed to support this change.

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 their hearing is evaluated via a face-to-face contact at the time of the hearing rather than earlier based on a paper review.

Based on a start date of January 1, 2017 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. Estimated cost for legal services at hearings is \$1,440,000/FY or \$720,000 in FY2017.
- With the additional staff time for hearings, DOC will need 4.0 Hearings Officers and Hearings Records staff.
- Vehicles will be needed to support the new FTEs.
- Financial staff will be needed. Contract administrative work will require 1.0 Contract Specialist 3 and 1.0 Financial Analyst.
- There will be an impact to Community Violator Average Daily Population (ADP) that can't be calculated until data is collected for the initial hearings. So there is no cost included at this time for Violator ADP.
- Pending pilot analysis there will be additional impact to Community Corrections caseload staffing which includes Community Correction Officers, as well as supervisory positions and support staff.

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### GOALS

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

See attachment 1 and 2 for detailed information by object, program, and activity.

## 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 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 additional workload for Hearing Officers due to the assessment they will need to conduct for offenders eligible for an attorney. The DOC 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. 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?

**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

# Washington State Department of Corrections

*Working Together for Safe Communities*

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:  
Peter Campbell (360) 725 - 8838

### PL – NF *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"/>

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



**GOALS**

Engaged and respected staff | Safer operations | Efficient, sustainable and innovative business practices | Supporting successful transition | Positively changed offenders

Agency: 310 - Department of Corrections  
 Decision Package Code/Title: NF\_Grisby: Offender Representation At Hearing  
 Budget Period: FY2017 Supplemental  
 Budget Level: Policy Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	3.00	-	-	-	-
Fund 001-1	1,010,000	-	-	-	-

FTE Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	1.00	-	-	-	-
200 - Correctional Operations	-	-	-	-	-
300 - Community Supervision	2.00	-	-	-	-
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	<b>3.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	84,000	-	-	-	-
200 - Correctional Operations	-	-	-	-	-
300 - Community Supervision	926,000	-	-	-	-
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	<b>1,010,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Object Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	179,000	-	-	-	-
B - Employee Benefits	61,000	-	-	-	-
C - Professional Service Contracts	720,000	-	-	-	-
E - Goods and Other Services	3,000	-	-	-	-
G - Travel	14,000	-	-	-	-
J - Capital Outlays	33,000	-	-	-	-
N - Grants, Benefits, and Client Services	-	-	-	-	-
<b>Total</b>	<b>1,010,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Activity Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	-	-	-	-	-
A002 - Core Administration	84,000	-	-	-	-
A003 - ISRB	-	-	-	-	-
A004 - Health Care Services	-	-	-	-	-
A006 - Payments to Other Agencies	-	-	-	-	-
A007 - Supervise Other Adults	926,000	-	-	-	-
A008 - Programs to Reduce Recidivism	-	-	-	-	-
<b>Total</b>	<b>1,010,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## PL – NG Security Electronics Network Operations Support

### FY2017 SUPPLEMENTAL BUDGET

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

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE	3.3	6.5	6.5	6.5	6.5
Fund 001-1	\$475,000	\$1,076,000	\$1,076,000	\$1,076,000	\$1,076,000
<b>Total Cost</b>	<b>\$475,000</b>	<b>\$1,076,000</b>	<b>\$1,076,000</b>	<b>\$1,076,000</b>	<b>\$1,076,000</b>

#### DECISION PACKAGE SUMMARY

The Department of Corrections (DOC) requests 6.5 Full Time Equivalents (FTE) and \$475,000 in Fiscal Year (FY) 2017, starting January 1, 2017, to provide staff needed to maintain and repair essential security electronics network (SEN) systems at the Airway Heights Corrections Center (AHCC) and the Washington Corrections Center for Women (WCCW). These systems are part of DOC capital projects nearing completion and 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.

#### PROBLEM STATEMENT

The capital projects titled AHCC: Security Electronics Renovation (OFM project #30000726) will be completed in November 2016 and the WCCW: Security Video System (OFM project #30000802) will be completed in January 2017. 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.

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

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#### GOALS

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

- 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 requests 6.5 FTEs and \$475,000 in FY2017, starting January 1, 2017, 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 and Overtime
6. ET Standby and Overtime

Since support of the SEN systems is new to DOC IT, as new systems come on-line it is anticipated that each of the teams identified above will need 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 emergency call in a prompt and reasonable amount of time. 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. The 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.

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### GOALS

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

The DOC Prisons Division estimates that AHCC needs 2.0 FTE and WCCW needs 1.0 FTE 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.

We also anticipate that standby pay will be necessary to assure that ET staff are available during off hours. The total estimated standby and overtime pay for ET and IT positions is \$62,000 per year. A summary of the current FTE base and additional staff needs as follows:

	Current FTE Base	Additional FTE's Requested
ITS4 – NW Region (WCCW)	17.0	1.0
ITS4 - East Region (AHCC)	20.0	1.0
ITS4 – Data Network Services (HQ)	7.0	0.5
ITS4 – Domain Services (HQ)	6.0	0.5
ITS4 – Data Center Services (HQ)	7.0	0.5
ET4 - WCCW	0.0	1.0
ET4 – AHCC	2.0	2.0
<b>Totals</b>	<b>59.0</b>	<b>6.5</b>

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 \$365,000 per year for the AHCC and WCCW facilities, with most of these costs beginning in FY2018. 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
- OP01 – Ensuring Safe Environments

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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

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 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

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## Stakeholder Impact Statement

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

### PL – NG 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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#### GOALS

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## FY2017 Supplemental IT Addendum

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

## PL – NG Security Electronics Network Operations Support

Information Technology Items in this DP	FY2017	FY2018	FY2019	FY2020	FY2021
Vendor Licensing	\$0	\$77,000	\$77,000	\$77,000	\$77,000
Vendor SLA's	\$94,000	\$366,000	\$366,000	\$366,000	\$366,000
3.0 – ITS4	\$146,000	\$278,000	\$278,000	\$278,000	\$278,000
0.5 – ITS5	\$29,000	\$49,000	\$49,000	\$49,000	\$49,000
3.0 – ET4	\$133,000	\$228,000	\$228,000	\$228,000	\$228,000
ITS Standby & OT	\$26,000	\$45,000	\$45,000	\$45,000	\$45,000
ET Standby & OT	\$10,000	\$17,000	\$17,000	\$17,000	\$17,000
ITS and ET Start-up Costs	\$37,000	\$16,000	\$16,000	\$16,000	\$16,000
<b>Total Cost</b>	<b>\$475,000</b>	<b>\$1,076,000</b>	<b>\$1,076,000</b>	<b>\$1,076,000</b>	<b>\$1,076,000</b>

### 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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PL-NG Security Electronics Network Operations Support\_Attachment 2

Agency: 310 - Department of Corrections  
 Decision Package Code/Title: NG\_Security Electronics Network Operations Support  
 Budget Period: FY2017 Supplemental  
 Budget Level: Policy Level

Operating Expenditures	FY2017	FY2018	FY2019	FY2020	FY2021
FTE's	3.30	6.50	6.50	6.50	6.50
Fund 001-1	475,000	1,076,000	1,076,000	1,076,000	1,076,000

FTE Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	1.75	3.50	3.50	3.50	3.50
200 - Correctional Operations	1.50	3.00	3.00	3.00	3.00
300 - Community Supervision	-	-	-	-	-
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	<b>3.30</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>

Fund Program Detail	FY2017	FY2018	FY2019	FY2020	FY2021
100 - Administration and Support Services	314,000	823,000	823,000	823,000	823,000
200 - Correctional Operations	161,000	253,000	253,000	253,000	253,000
300 - Community Supervision	-	-	-	-	-
400 - Correctional Industries	-	-	-	-	-
500 - Healthcare Services	-	-	-	-	-
600 - Interagency Payments	-	-	-	-	-
700 - Offender Change	-	-	-	-	-
<b>Total</b>	<b>475,000</b>	<b>1,076,000</b>	<b>1,076,000</b>	<b>1,076,000</b>	<b>1,076,000</b>

Object Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A - Salaries & Wages	236,000	422,000	422,000	422,000	422,000
B - Employee Benefits	107,000	194,000	194,000	194,000	194,000
C - Professional Service Contracts	-	-	-	-	-
E - Goods and Other Services	117,000	453,000	453,000	453,000	453,000
G - Travel	4,000	2,000	2,000	2,000	2,000
J - Capital Outlays	11,000	5,000	5,000	5,000	5,000
N - Grants, Benefits, and Client Services	-	-	-	-	-
<b>Total</b>		<b>1,076,000</b>	<b>1,076,000</b>	<b>1,076,000</b>	<b>1,076,000</b>

Activity Detail	FY2017	FY2018	FY2019	FY2020	FY2021
A001 - Confine Convicted Adults	365,100	787,950	787,950	787,950	787,950
A002 - Core Administration	31,400	82,300	82,300	82,300	82,300
A003 - ISRB	-	-	-	-	-
A004 - Health Care Services	31,400	82,300	82,300	82,300	82,300
A006 - Payments to Other Agencies	-	-	-	-	-
A007 - Supervise Other Adults	40,820	106,990	106,990	106,990	106,990
A008 - Programs to Reduce Recidivism	6,280	16,460	16,460	16,460	16,460
<b>Total</b>	<b>475,000</b>	<b>1,076,000</b>	<b>1,076,000</b>	<b>1,076,000</b>	<b>1,076,000</b>



# TAB D



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***Fiscal Year 2017  
Supplemental Operating Budget Request  
October 24, 2016***

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# State of Washington

## Summarized Revenue by Account and Source

Budget Period: 2015-17  
Dollars in thousands  
310 - Department of Corrections  
Agency Level  
09 - FY2017 Supplemental  
Supporting Text Excluded

10/24/2016  
3:16PM

**No Data**

N/A

For Department of  
Corrections



# TAB E



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***Fiscal Year 2017  
Supplemental Operating Budget Request  
October 24, 2016***

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# 2017 Supplemental Budget Request

## **ELECTRONIC SUBMITTAL CONFIRMATION FORM**

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**Agency Number:** 310

**Agency Name:** Department of Corrections

Agencies are required to provide electronic access to each decision package in their budget request as part of the submittal process. Confirm Option 1 or 2 below:

Option 1:

- This agency posts all decision packages for our 2017 supplemental budget request to our public facing website at the following URL:

URL: http://

Option 2:

- This agency does not post decision packages and has forwarded copies via e-mail to [OFM.Budget@ofm.wa.gov](mailto:OFM.Budget@ofm.wa.gov).

These decision packages conform to our agency's ADA accessibility compliance standards.

Agency Contact: Sarian Scott

Contact Phone: 360-725-8270

Contact E-mail: Sarian.Scott@doc.wa.gov

Date: October 24, 2016