

Business process automation 2015

Project stage 0 – Identification of assignment subject
ABP2015



Group

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Topic

Prison Facilities Services – Automation of Inmate admission and processing

General overview

Ohio Department of Rehabilitation and Correction (ODRC) in United States has a very strict and convoluted procedure for admitting new detainees – however its high repetitiveness and scale make it a perfect match for automation.

Upon admission to ODRC intake centre, offenders need to be photographed and fingerprinted as part of the identification process. After that, physical, dental and eye examinations are conducted. Various tests are administered to detect medical health problems and to determine educational and intelligence levels. Interviews with offenders gather information relevant to family structure, criminal and social behaviour, drug and alcohol involvement, military and institutional experience, as well as education and employment history. All this data needs to be cross-referenced with government systems – lack of a centralized system makes it even more laborious.

Of course, ODRC is not only concerned with admitting convicts – it has many more processes taking place, involving administration or security issues.

Shareholders

- United States Government
- Convicts
- Prison staff
- Specialists (i.e. doctors)
- Various government data systems

Major business processes

1. Reception processing – as described in general overview, this process focuses on following strict procedure needed for offender admittance to correctional facilities. Very broad information about detainee needs to be gathered, moreover all information needs to be cross-examined.
 - 1.1. *Use case*: A new convict has arrived from conveying agency. Prison-staff responsible for his admission needs to proceed with set protocol.

2. Keeping track-record of prisoners behaviour – each ODCR facility needs to record how each convict is behaving. It should be noted, that not only unlawful conduct is of interest to prison-staff – exceptionally good attitude needs to be recorded as well.
 - 2.1. *Use case:* A parole board is considering early release of John Doe – they need to know how the John was behaving.
 - 2.2. *Use case:* John Doe have assaulted other inmates for multiple-times. Because we have tracked his doings, we are able to prolong his stay in prison.
3. Medicine distribution – each prisoner who needs to take medicine, must receive it in given time. It seems simple, however it is a big issue, combining both logistics and administrative skills.
 - 3.1. *Use case:* There many sick prisoners inside facilities. Most of them take very different pharmaceutical drugs in different period of time. We need to acquire medications in time, and redistribute them among prisoners.

Elaboration

Inmate admission process

1. Inmate received from conveying agency.
2. Inmate strip searched.
 - a. *Related:* After-effect of #1
3. Record office personnel receives and reviews commitment papers and assigns the inmate an institution identification number. Commitment needs to be checked with internal system, IID needs to be produced from the same system.
 - a. *Param. In:* Commitment papers
 - b. *Param. Out:* Initial admission approval, IID
 - c. *Related:* After-effect of #2
4. Property search. Excess sent home at the inmate's expense or destroyed. May need to contact external system for sending out the goods.
 - a. *Param. In:* Inmate property, Inmate data
 - b. *Related:* After-effect of #3
5. Clothing and personal hygiene items issued from the vault. Need to fully record what was taken form vault and whom it was assigned to – done via internal system, separate from others.
 - a. *Param. In:* IID
 - b. *Param. Out:* Clothing & Hygiene items
 - c. *Related:* After-effect of #4
6. Barbershop-regulation reception haircuts
 - a. *Param. In:* Head without formal hair-cut
 - b. *Param. Out:* Head with formal hair-cut
 - c. *Related:* After-effect of #5
7. Profile photos taken, id badge issued, emergency notification data entered into internal computer system
 - a. *Param. In:* Inmate
 - b. *Param. Out:* Id photo, Id badge
 - c. *Related:* After-effect of #6
8. Medical intake history, TB test, mental health initial evaluation. Need to acquire medical health information from external computer system, need to put evaluation results in internal system
 - a. *Param. Out:* Inmate health evaluation

- b. *Related:* After-effect of #7
- 9. Assigned to intake housing unit, handbook issued, general orientation given, showers given
 - a. *Related:* After-effect of #8
- 10. Chest x-rays with initial dental exam, need to put evaluation results in internal system
 - a. *Param. Out:* Inmate health evaluation
 - b. *Related:* After-effect of #9
- 11. Blood drawn by phlebotomist, need to send blood for testing and to receive results
 - a. *Param. In:* Blood sample
 - b. *Param. Out:* Test results
 - c. *Related:* After-effect of #10
- 12. Reception physician complete physical examination, results send into computer system
 - a. *Param. Out:* Inmate health evaluation
 - b. *Related:* After-effect of #11
- 13. Fingerprints taken, cross-examined with police-systems for owner authentication
 - a. *Param. In:* Fingerprints
 - b. *Param. Out:* Fingerprints search result
 - c. *Related:* After-effect of #12
- 14. Inmate interviewed by classification specialist for visiting lists and separation. Needs to include the reception classification intake questionnaire. Results recorded in internal system.
 - a. *Param. In:* Reception classification intake questionnaire (from computer system)
 - b. *Param. Out:* Review results
 - c. *Related:* After-effect of #13
- 15. Security threat group identification and registration, needs deep cross-examination with multiple security-related systems
 - a. *Param. In:* Complete inmate data
 - b. *Param. Out:* threat group id
 - c. *Related:* After-effect of #14
- 16. Detailed mental health interviews to better determine levels of care, including: crisis intervention of placement in a residential treatment unit. All data should be saved and propagated accordingly.
 - a. *Param. Out:* Better individual care policy
 - b. After-effect of #15
- 17. PPD read
 - a. *Param. Out:* PPD test results
 - b. After-effect of #16
- 18. Educational testing, saved in internal system
 - a. *Param. Out:* Education tests results
 - b. After-effect of #17
- 19. Public defender orientation
 - a. After-effect of #18
- 20. Recovery service testing administering prison inmate inventory
 - a. After-effect of #19
- 21. Chaplain's orientation
 - a. After-effect of #20