

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Back to Basics	PAGE <u> 1 </u> OF <u> 7 </u>
	NUMBER: 50-PAM-03
RULE/CODE REFERENCE:	SUPERSEDES: 50-PAM-03 dated 10/06/05
RELATED ACA STANDARDS:	EFFECTIVE DATE: August 11, 2014
	APPROVED: <i>Ray OMA</i>

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish a method of periodic and systematic evaluation, review, and revision of post orders, policies, procedures, work areas, security concerns and systematic processes of a department or institution by reviewing collected data, observation and engaging and interacting with employees who perform the work and supervise the areas.

III. APPLICABILITY

This policy applies to all institution employees and independent contractors who are under contract with the Department of Rehabilitation and Correction to deliver goods and services to the institutions.

IV. DEFINITIONS

Back to Basics Administrator – An Employee Assigned by the Managing Director of Operations to organize and compile back to basic activities of each institution.

Back to Basics Committee - A group of employees tasked with the review of a post order, policy, procedure, area, security concern or systematic process.

Back to Basics Committee Chairperson - An employee assigned by the Managing Officer to oversee a Back to Basics Committee to ensure the Back to Basics process is followed, documented and established deadlines are met.

Back to Basics Coordinator - An employee assigned by the Managing Officer to oversee, organize, track and document all Back to Basics Committee assignments

Back to Basics Quarterly Report - A report compiled by the Back to Basics Administrator at the Operation Support Center that summarizes the quarterly Back to Basics activities of each institution. The information documented on the Back to Basics Quarterly Report is derived from the Quarterly “Back to Basics” Monitoring Reports (DRC2695) submitted by each institution.

Back to Basics Review Report (DRC2716) - A report designed to document all of the steps taken by the Back to Basics Committee when conducting a review. The Back to Basics Coordinator and Back to Basics Committee Chairperson completes this report.

Quarterly “Back to Basics” Monitoring Report (DRC2695) - A report that compiles the data from all Back to Basics committees, including lessons learned as a result of the committee’s work during each quarter. The Back to Basics Coordinator completes this report.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to periodically review post orders, policies, procedures, areas, security concerns and systematic processes to improve efficiency and security.

VI. PROCEDURES

A. Back to Basics Concept

1. Back to Basics is a continuous improvement process that is designed to improve and enhance the current state of a post order, policy, procedure, area, security concern or systematic process. The Back to Basics process shall also be used in the development of new post orders, policies, procedures, and after action reviews.
2. The employees of the Department of Rehabilitation and Correction are our most valuable resource of information. Therefore, it is very important to receive input from line staff who actually perform the job duties as well as employees who supervise the areas when conducting a Back to Basics Review.
3. The institution committees shall review statistics and baseline data to identify trends and concerns. The process shall promote positive change for the institutions.

B. Back to Basic Review Assignments

1. Assignments to a Back to Basics Committee shall be authorized by the Managing Officer/designee and shall include, but is not limited to, the following:

- a. Create or review an existing post order;
 - b. Create or review an existing policy;
 - c. Create or review an existing procedure;
 - d. Review a new or existing area;
 - e. Resolve security concerns;
 - f. Resolve problems in systematic processes;
 - g. Following a suicide/serious suicide attempt; and
 - h. Review statistics and baseline data for violence reduction.
2. The Managing Officer or designee shall assign a chairperson and recommend committee members to each Back to Basics review assignment. The committee members shall be assigned based on knowledge, experience, and expertise in the area being reviewed.
 3. An employee shall not be assigned as a Back to Basics Committee Coordinator or Chairperson unless they have completed the Department of Rehabilitation and Correction four (4) hour Back to Basics Training.
 4. The Managing Officer shall meet with the Coordinator to review institution statistics, data and trends to determine the number and topics for that quarter's Back to Basics. Each institution shall ensure a minimum of one (1) violence reduction Back to Basics is completed for each quarter.

C. Conducting the Back to Basics Review

The following shall be considered when conducting a Back to Basic Review:

1. Take an honest and thorough look at what you are doing and why you are doing it;
2. Review routine tasks for necessity and accuracy;
3. Ask yourself, "Why are we performing the task in this manner?"
4. Review post orders, policies, procedures and practices for consistency;
5. If a post is being reviewed, receive input from the regular officers assigned to the post on each shift. In addition, receive input from the unit team and/or the area supervisor;
6. Any employee interviewed during the Back to Basics process shall be granted amnesty and any information gathered shall not be used as grounds for disciplinary action;
7. Review related Department policies, institution policies, American Correctional Association standards, Ohio Revised Codes, Administrative Rules, PREA Standards, and the Ohio Plan when conducting a review to ensure compliance.
8. Review statistics, relevant data, and trends.

D. Back to Basics Review Report

1. The Back to Basics Review Report, (DRC2716), is designed to document all of the steps taken by the Back to Basics Committee when conducting a review.
2. Instructions for Completion
 - a. Section One: This section shall be completed by the Back to Basics Coordinator. This section shall include general information and a description of the review to be conducted.
 - i. Date Assigned: The date the Back to Basics review was assigned shall be placed in this section.
 - ii. Deadline: The date by which the project is to be completed shall be placed in this section.
 - iii. Chairperson: The name of the employee assigned to chair the Back to Basics Committee shall be placed in this section.
 - iv. Committee Members Assigned: The names of the employees assigned as members to the Back to Basics Committee shall be placed in this section.
 - v. Post, Policy, Procedure or Area to be Reviewed: A description of the document or area to be reviewed shall be placed in this section.
 - vi. Related Documentation to be Reviewed: All related documents to be reviewed by the Back to Basics Committee shall be placed in this section.
 - vii. Description of Problem and/or Area of Concern: A detailed description of the problem and/or area of concern shall be placed in this section.
 - b. Section Two: This section shall be completed by the Back to Basics Committee Chairperson. This section shall describe the research conducted during the review process as well as the conclusion and recommendations of the Back to Basics Committee. The date this section is completed as well as the name of the Committee Chairperson shall be placed at the bottom of this section prior to forwarding it to the Back to Basics Coordinator.
 - i. Research Conducted (Staff Interviews, Documents Reviewed, Areas Visited, Procedures Observed, etc.): All research conducted by the committee shall be placed in this section.
 - ii. Conclusion and Recommendations: The conclusion and recommendations of the Back to Basics Committee shall be placed in this section.
 - iii. Date and Submitted By: Upon completing section two, the Back to Basics Committee Chairperson shall place the date and their name in this section and forward the report to the Back to Basics Coordinator.
 - c. Section Three: The Back to Basics Coordinator shall complete this section after the Managing Officer and appropriate executive staff has reviewed the Back to Basics Review Report (DRC2716).
 - i. What change, if any, will occur as a result of the review? The change that will occur as the result of the Back to Basics Committee recommendations shall be

placed in the appropriate area within this section. If no change will occur, place the word, "None" in this section.

- ii. Effective Date of Changes: The date the changes will go into effect shall be placed in this section.
- iii. What ways can the changes be effectively communicated to the employees (Memorandum, Roll Call, Department Head Meeting, Bulletin Board Posting, Operations Meetings, Unit Team Meetings, Institution Web Page, Post Information Manual, etc)? The ways the changes can be effectively communicated to the employees shall be placed in this section.

E. Quarterly "Back to Basics" Monitoring Report

1. The Quarterly "Back To Basics" Monitoring Report (DRC2695) shall be completed by the Back to Basics Coordinator. The report shall consist of a compilation of data from all of the Back to Basics committees including lessons learned as a result of the committee's reviews conducted during the quarter.
2. Instructions for Completion
 - a. Institution: The name of the institution shall be placed in this section.
 - b. Quarter Ending Date: The date the quarter ended shall be placed in this section.
 - c. Coordinator Name: The name of the Back to Basics Coordinator shall be placed in this section.
 - d. Position: The position of the Back to Basics Coordinator shall be placed in this section.
 - e. Total Number of Established Posts: The number of posts at your institution shall be placed in this section. Identical posts, such as general housing units shall be considered one post. If the total number of posts established at your institution changes during the quarter, an explanation is required to be placed in the Lessons Learned section of the Quarterly "Back to Basics" Monitoring Report.
 - f. Number of New Posts Created This Quarter: The total number of new post orders created during the quarter shall be placed in this section.
 - g. List New Posts Created This Quarter: The titles of the new post orders created during the quarter shall be listed in this section. The post orders listed in this section have received an initial review during the quarter and have not been reviewed in the past. If more than four new posts were created during the quarter, the remaining new posts shall be listed in the Lessons Learned section of the Quarterly "Back to Basics" Monitoring Report.
 - h. Number of Posts Reviewed This Quarter: The total number of post orders reviewed during the quarter shall be placed in this section. This does not include new post

orders created during the quarter that are listed in sections VI.E.2.f. and g. of this policy.

- i. List Posts Reviewed This Quarter: The title of the post orders reviewed during the quarter shall be placed in this section. If more than six post orders were reviewed during the quarter, the remaining post orders shall be listed in the Lessons Learned section of the Quarterly “Back to Basic” Monitoring Report.
 - j. Number of Policies Reviewed This Quarter: The total number of policies reviewed during the quarter shall be placed in this section.
 - k. List Policies Reviewed This Quarter: The title of the policies reviewed during the quarter shall be placed in this section. If more than six policies were reviewed during the quarter, the remaining policies shall be listed in the Lessons Learned section of the Quarterly “Back to Basics” Monitoring Report.
 - l. Number of Procedures Reviewed This Quarter: The total number of procedures reviewed during the quarter shall be placed in this section.
 - m. List Procedures Reviewed This Quarter: The title of the procedures reviewed during this quarter shall be placed in this section. If more than six procedures were reviewed during the quarter, the remaining procedures shall be listed in the Lessons Learned section of the Quarterly “Back to Basics” Monitoring Report.
 - n. Number of Areas Reviewed This Quarter: The total number of areas reviewed during the quarter shall be placed in this section.
 - o. List Areas Reviewed This Quarter: A list of the areas reviewed during the quarter shall be placed in this section. If more than six areas were reviewed during the quarter, the remaining areas shall be listed in the Lessons Learned section of the Quarterly “Back to Basic” Monitoring Report.
 - p. Lessons Learned: A detailed description of what was learned as the result of reviews conducted by the Back to Basics Committee(s) during the quarter shall be placed in this section.
3. The Quarterly “Back to Basics” Monitoring Report is due by the 20th day of the next month following the end of each quarter, i.e., the second quarter ends on June 30th. The Quarterly “Back to Basics” Monitoring Report is due on July 20th. The report shall be forwarded to the Back to Basics Administrator via email, or routed via online forms.

F. Back to Basics Quarterly Summary Report

The Back to Basics Quarterly Summary Report shall be compiled by the Back to Basics Administrator. The report shall summarize the quarterly Back to Basics activities of each institution and include a “Lessons Learned” section. The Back to Basics Administrator shall

forward copies of the completed Back to Basics Quarterly Summary Report via email to the following offices:

1. Regional Directors, Office of Prisons;
2. Deputy Director, Office of Policy and Offender Reentry;
3. Managing Officers;
4. Deputy Warden of Operations;
5. Security Chief; and
6. Back to Basics Coordinators.

G. Training

The Managing Officer shall ensure that a pool of Back to Basics Chairpersons are trained to chair committees. Each institution shall conduct periodic training sessions to ensure the importance of the Back to Basics process is effectively communicated to staff.

H. Responsibility

The Managing Officer at each institution shall be responsible for the adherence of the Back to Basics Policy and the continual improvement processes at their facilities. The Managing officer shall ensure the institution has a designated Back to Basics Coordinator and a pool of Back to Basics Chairpersons to chair committees.

Related Department Forms:

Quarterly "Back To Basics" Monitoring Report	DRC2695
Back To Basics Review Report	DRC2716