

Corrections Information Council FY2020

Agency Corrections Information Council

Agency Code FIO

Fiscal Year 2020

Mission The District of Columbia Corrections Information Council (CIC) is an independent monitoring body mandated by the US Congress and the DC Council to inspect, monitor, and report on the conditions of confinement at facilities where DC residents are incarcerated.

Strategic Objectives

Objective Number	Strategic Objective
1	Improve transparency of the corrections systems through inspections and monitoring.
2	Provide information and education on conditions of confinement, programs, and prison reentry to inform and empower inmates, the community, and policy decision-makers.
3	Provide recommendations to improve conditions of confinement, policies, and procedures affecting incarcerated residents to improve public safety.
4	Improve the transparency of CIC operations, including how the CIC selects facilities to inspect, and how the CIC stores and uses information from stakeholders.

Key Performance Indicators

Measure	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
1 - Improve transparency of the corrections systems through inspections and monitoring. (1 Measure)					
Number of facilities housing DC residents that have been inspected during the fiscal year	Up is Better	New in 2018	6	9	8
3 - Provide recommendations to improve conditions of confinement, policies, and procedures affecting incarcerated residents to improve public safety. (1 Measure)					
Average number of calendar days to produce a draft report from the date of completion of an inspection	Down is Better	New in 2018	150	165	120

Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Improve transparency of the corrections systems through inspections and monitoring. (2 Activities)			
Liaison Program Analyst	Liaison Program Analyst	Receive individual complaints and concerns, and share them with corrections agencies for notice and corrective action.	Daily Service
Inspections	Inspections and Reports	Inspect Bureau of Prisons and Department of Corrections facilities, monitor changes, and write and publish inspection reports.	Daily Service
2 - Provide information and education on conditions of confinement, programs, and prison reentry to inform and empower inmates, the community, and policy decision-makers. (3 Activities)			
Community Outreach and Education	Community Outreach and Education	Attend events, host events, and communicate via the web, email, and social media in order to educate the community about issues related to confinement.	Daily Service
Thematic Reports	Thematic Reports	Provide briefs and reports on systemic issues affecting inmates in Bureau of Prisons or Department of Corrections facilities.	Key Project

Operations Header	Operations Title	Operations Description	Type of Operations
Data Reporting	Data Reporting	Develop independent content on the information received directly about the Bureau of Prisons and Department of Corrections, and regularly disseminate that information via agency newsletters, the dashboard, and other media platforms.	Key Project
3 - Provide recommendations to improve conditions of confinement, policies, and procedures affecting incarcerated residents to improve public safety. (1 Activity)			
Relationship Building	Relationship Building	Communication with Bureau of Prisons and Department of Corrections officials on conditions of confinement and community concerns.	Daily Service
4 - Improve the transparency of CIC operations, including how the CIC selects facilities to inspect, and how the CIC stores and uses information from stakeholders. (1 Activity)			
Scheduling	Scheduling	Create inspection schedules based on the incoming information, and draft a list of facilities to inspect at the beginning of the fiscal year.	Daily Service

Workload Measures

Measure	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
1 - Inspections and Reports (3 Measures)			
Number of facilities nationwide housing DC residents	New in 2018	476	122
Number of facilities inspected	New in 2018	6	9
Number of inspections with expert participation	New in 2018	0	0
2 - Community Outreach and Education (3 Measures)			
Number of community meetings and events attended by CIC	36	40	14
Number of CIC education presentations/events held	4	3	0
Number of bulletins produced	New in 2018	12	10
3 - Relationship Building (3 Measures)			
Number of inspection reports published	New in 2018	6	9
Number of thematic reports published	New in 2018	5	2
One Annual Report of CIC activities of prior fiscal year, per statute	New in 2018	2	1

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Community Outreach and Education (1 Strategic Initiative)		
Event Visibility	In FY20, CIC will visit at least 3 events in the community, and distribute flyers, cards, or other information in order to promote visibility of the CIC.	09-30-2020
Data Reporting (1 Strategic Initiative)		
Press or Interviews	In FY20, CIC will speak at two (2) or more community events or press interviews in order to bring awareness to the data related to a select issue.	09-30-2020
Inspections and Reports (2 Strategic initiatives)		

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
corrective action period	In FY20, CIC will assure that a corrective action period is established prior to writing the formal reports in order to strengthen communication with institutional administrators.	09-30-2020
Board Review	In FY20, CIC will assure that the CIC Board of Directors receives sufficient review time prior to sending final drafts of reports to DOC or BOP officials if their names are on the report.	09-30-2020
Liaison Program Analyst (1 Strategic Initiative)		
Liaison Replacement	In FY20, CIC will replace (remove) the liaison program analyst position, and collect data from in-person and telephonic communications, which will be regularly documented in Ragic.	09-30-2020
Relationship Building (2 Strategic initiatives)		
corrective action period	In FY20, CIC will assure that a corrective action period is established prior to writing the formal reports in order to strengthen communication with institutional administrators.	09-30-2020
Non-profit collaborations	In FY20, CIC will meet with at least three (3) non-profit agencies that focus on reentry services or criminal justice issues in order to develop a relationship where CIC can confidently suggest referrals when needed	09-30-2020
Scheduling (1 Strategic Initiative)		
Advance Scheduling	In FY20, CIC will meet to comprise a list of facilities to visit at the start of the fiscal year, and observe how that schedule helped to inform or alter operations and external communications.	09-30-2020
Thematic Reports (1 Strategic Initiative)		
Two Thematics	In FY20, CIC will construct at least 2 thematic reports for issues related to mental health, reentry, and/or incarcerated women's issues.	09-30-2020