

## CPI Tracking and Outcome Report – (Transition to Mansfield Jail)

### Project Summary Information

<b>Department</b>	<b>Police</b>	<b>Date Launched</b>	<b>08/31/15</b>	<b>Project Status</b>	<b>Completed/Control</b> <b>Open</b> (Highlight One)
		<b>CPI Committee Facilitator (s)</b>			
<b>Project Description</b>	Transition from a Police Department ran holding facility to a contracted service with the Mansfield Jail.				
<b>Problem Statement</b>	<ul style="list-style-type: none"> <li>• Analyze and evaluate the current process to identify the data being collected, why the data is relevant, and who the stakeholders are.</li> <li>• Develop a process to allow for the documentation of the arrest process and the transfer of arrested person(s) to the Mansfield Jail.</li> <li>• Identify and develop simple yet effective communication to ensure that all stakeholders obtain information relevant to their needs in a timely manner.</li> <li>• Develop a process where paperwork is routed based on need and priority to stakeholders in a manner that is effective, efficient, and timely.</li> <li>• Create a system to track time spent on the arrest and transport process and a method to compare it to the previous process.</li> </ul>				
<b>Customers</b>	Burleson Police Officers, Burleson Communication, Mansfield Jail Staff, Arrested Persons, Citizens, Prosecutors, Burleson Criminal Investigations, Burleson Municipal Court, Burleson Records				
<b>Stakeholders</b>	Same as Above				

### Phase Updates DMAIC - (Define, Measure, Analyze, Improve, Control)

#### Define

<b>Date</b>	<b>Action/Outcome</b>	<b>Comments</b>	<b>Action Item/ Outcome</b>
08/31/15	Created a flow chart to identify visually the work flow for the arrest process in order to identify data relevant to detention versus data relevant to arrest, prosecution, and records		<ul style="list-style-type: none"> <li>• Begin to identify Team Members and stakeholders</li> <li>• Begin to develop</li> </ul>

	keeping.		problem statements <ul style="list-style-type: none"> <li>Identified target date of 09/21/15 for implementation of transition to Mansfield Jail.</li> </ul>	
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### Measure

Date	Action/Outcome	Comments	Action Item /Outcome	Person Responsible
9/1/15	Review the arrest and detention procedure and discussion with Team members to identify data and documentation relevant to records keeping and prosecution	<ul style="list-style-type: none"> <li>No need to capture data related to detention.</li> </ul>	Finalized the Team Members and included Burleson Municipal Court	

### Analyze

Date	Action/Outcome	Comments	Action Item/ Outcome	Person Responsible
9/1/15	Agreed upon data necessary to ensure all stakeholders had the documentation and information to achieve their individual goals.	<ul style="list-style-type: none"> <li>Need to ensure arrestee criminal history reporting to the State</li> <li>Need to capture arrest photos</li> <li>Collect and route paperwork necessary for case filing and records keeping</li> <li>Utilize the current system to ensure timely and accurate arrest reporting and approval</li> </ul>	Identified the need to create a procedural manual for transporting arrestee's to the Mansfield Jail.  Create procedural manual.	
09/04/15	Team discussed the manual and identified deficiencies in the workflow that needed further discussion	<ul style="list-style-type: none"> <li>Need greater understanding of workflow</li> <li>Discussed transport and tracking of officer time out of</li> </ul>	Update manual with corrections	

		<ul style="list-style-type: none"> <li>city</li> <li>DWI procedures</li> <li>Creation of group email for both Mansfield and Burleson stakeholder</li> <li>Identified procedures based on type of offense.</li> </ul>		
09/06/15	Created flow-chart to visualize what new process should look like.	<ul style="list-style-type: none"> <li>Appears there will be an immediate time saving of about 30 minutes per arrestee.</li> </ul>		

### Improve/Implementation

Date	Action/Outcome	Comments	Action Item/ Outcome	
09/14/15	Published manual departmentally by email and confirmed 09/21/15 as the transition date.			
09/14/15 Through 09/18/15	Meet with officers and supervisors on each shift and provided one on one training on new procedure.	Officers and supervisors grasp the paperwork and procedure quickly		
09/21/15	Implemented the procedure and discontinued use of Burleson Jail.	3 bookings in the first day, very smooth	Positive response to transition, no problems identified.	
09/30/15	Post implementation meeting. Identified issue with the flow of arrest related paperwork between Mansfield and Burleson		CID took on responsibility for daily recovery of arrest related paperwork from Mansfield.	
10/01/15	Created and implemented an excel spreadsheet for the tracking of arrests and transports to the Mansfield Jail.	Spreadsheet should allow for the continued review and monitoring of the transport process, while tracking expenditures of officer time.		
10/07/15	Post implementation meeting to further refine		Records refined process,	

	and identify the documents required for retention and the process for turning in and approval of arrest related paperwork.		centralized collection points for data.	
10/21/15	Post implementation meeting – no additional problems identified. Members agreed to have meetings as need, or deal with problems as they arose. Process running smoothly.			
12/21/15	Examination of 3 months of arrest data from 09-21-15 through 12-21-15.	<ul style="list-style-type: none"> <li>• 224 arrests</li> <li>• 170 transports to the Mansfield Jail.</li> <li>• Average time officer spent at the Mansfield Jail per transport; 14.25 minutes.</li> <li>• Average time officer spent out of the city per transport; 41.75 minutes.</li> <li>• Estimated time saved per arrest; 30 minutes.</li> </ul>	Continued monthly monitoring	

### Cost Mitigation

<b>Area for Cost Savings</b>	Officer and Communications Operator’s time - no longer responding to prisoner related duties.	<b>Estimated Annual Cost Savings</b>	
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### Completion

<b>Presentation Date</b>		<b>Completion Date</b>		<b>Celebration Date</b>		<b>On Going Project</b>	<b>Yes</b>	<b>No</b>
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### Control

<b>Date</b>	<b>Action/Outcome</b>	<b>Comments</b>	<b>Action Item /Outcome</b>	
On Going	Monthly review of arrests and time spent responding to prisoner related responsibilities			

**Burleson Police Department  
CPI Chart Arrest Work Flow Burleson Jail (September 2015)**

