

ISRB Strategic Plan for Fiscal Years 2009-2011, Fiscal Year 2010 UPDATE

Goal A: Continue assessment of workload and work processes to promote timely and well informed decisions.

Objective 1: Increase timeliness of the publication of prison hearing decisions.

- Strategies:
- a. Get the panel recommendation to records staff within one week of the hearing.
 - b. Get the transcribe draft decision back to the full board within two weeks of receiving the panel recommendation.
 - c. Get full board final decision within two weeks of receiving the draft.
 - d. Finish decision processing within one week of receiving the final decision.

PERFORMANCE MEASURES

ACTIONS	September 2008	December 2008	March 2009	June 2009	June 2010	June 2011
Monitor the time between hearings and publishing of decision = processing time.	Average processing time for decisions published in the quarter.	Average processing time for decisions published in the quarter.	Average processing time for decisions published in the quarter.	Average processing time for decisions published in the quarter.	Average processing time, by quarter, for decisions published in the year.	Average processing time, by quarter, for decisions published in the year.
Monitor the distribution of processing times.	The percent of decisions published in the quarter with processing times of less than 30 days.	The percent of decisions published in the quarter with processing times of less than 30 days.	The percent of decisions published in the quarter with processing times of less than 30 days.	The percent of decisions published in the quarter with processing times of less than 30 days.	The percent of decisions, by quarter, with processing times of less than 30 days published in the year.	The percent of decisions, by quarter, with processing times of less than 30 days published in the year.
Assess the time spent on each phase of the process. Note: Relation to Goal C.	Report on the performance of each phase of the process and look for process improvements.	Report on the performance of each phase of the process and look for process improvements	Report on the performance of each phase of the process and look for process improvements	Report on the performance of each phase of the process and look for process improvements	Report on the performance of each phase of the process and look for process improvements	Report on the performance of each phase of the process and look for process improvements

This Objective and related Strategies remain unchanged for FY10.

Objective 2: Reduce the number of continued prison hearings.

- Strategies:
- a. Staff and board members work together to anticipate problems prior to the hearing.

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PERFORMANCE MEASURES

ACTIONS	September 2008	December 2008	March 2009	June 2009	June 2010	June 2011
Monitor the number of scheduled hearings.	Number of scheduled and number of completed hearings.	Number of scheduled and number of completed hearings.	Number of scheduled and number of completed hearings.	Number of scheduled and number of completed hearings.	Number of scheduled and number of completed hearings.	Number of scheduled and number of completed hearings.
Monitor the number and reasons for continuing hearing during a scheduled hearing.	Number of hearings continued during a hearing and the reasons for continuances.	Number of hearings continued during a hearing and the reasons for continuances.	Number of hearings continued during a hearing and the reasons for continuances.	Number of hearings continued during a hearing and the reasons for continuances.	Number of continued hearings and reasons, by quarter, for hearing held in the year.	Number of continued hearings and reasons, by quarter, for hearing held in the year.
Monitor the number and reasons for rescheduled hearings prior to the scheduled hearing date.	Number of hearings rescheduled before the day of the hearing and the reasons for rescheduling.	Number of hearings rescheduled before the day of the hearing and the reasons for rescheduling.	Number of hearings rescheduled before the day of the hearing and the reasons for rescheduling.	Number of hearings rescheduled before the day of the hearing and the reasons for rescheduling.	Number of hearings rescheduled before the day of the hearing and the reasons for rescheduling, by quarter, for the year.	Number of hearings rescheduled before the day of the hearing and the reasons for rescheduling, by quarter, for the year.

This Objective remains unchanged for FY10. However, two strategies were deleted. A new Objective 5, related to hearings for CCB offenders nearing SOTP or other program completions, has been added.

Objective 3: Reduce the time between the final hearing decisions being published and actual release.

- Strategies:
- a. Apply the principles of “best practices” when setting release conditions.
 - b. Work with DOC to make sure we understand their guidelines and time frames dates for processing release plans.
 - c. Work with community stakeholders to understand their policies and practices related to releasing offenders and to make sure we have a mutual understanding of release processes, our expectations for offenders, and resources they can provide.
 - d. Continue routine check on cases waiting for Board Approved Plans.
 - e. Increase the information we provide to partners and stakeholders, about the impacts of keeping offenders beyond earliest possible release dates (ERD); include this topic in the curriculum for DOC staff training sessions..

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PERFORMANCE MEASURES

ACTIONS	September 2008	December 2008	March 2009	June 2009	June 2010	June 2011
Monitor the time between the release decision being published and the actual exit	Average time to release for offenders released during the quarter.	Average time to release for offenders released during the quarter.	Average time to release for offenders released during the quarter.	Average time to release for offenders released during the quarter.	Average time to release for offenders released, by quarter, during the year.	Average time to release for offenders released, by quarter, during the year.
Monitor the number of offenders held beyond the ERD and reasons for them being held	Number of offenders with published release decisions held past their ERD and the reasons they are being held.	Number of offenders with published release decisions held past their ERD and the reasons they are being held.	Number of offenders with published release decisions held past their ERD and the reasons they are being held.	Number of offenders with published release decisions held past their ERD and the reasons they are being held.	Number of offenders with published release decisions held past their ERD and the reasons they are being held.	Number of offenders with published release decisions held past their ERD and the reasons they are being held.
Establish and use Guidelines for setting release conditions.		Research on conditions that are currently set for released offenders.	Research and consultation related to evidence-based practices for setting release conditions.	Draft guidelines for setting release conditions, to be included in Release Decision-Making Model –see Goal C.	Implement guidelines. Monitor effectiveness and revise as necessary.	Monitor guideline effectiveness and revise as necessary.
Assess the steps in the release process. Note: relation to Goal A.	Report on the performance of each phase of the release process and look for process improvements.	Report on the performance of each phase of the release process and look for process improvements.	Report on the performance of each phase of the release process and look for process improvements.	Report on the performance of each phase of the release process and look for process improvements.	Report on the performance of each phase of the release process and look for process improvements.	Report on the performance of each phase of the release process and look for process improvements.

This Objective and related Strategies remain, with some reworking for clarification and emphasis, for FY10.

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Strategic Plan Update for Fiscal Year 2010

Objective 4: [Increase information about offender's post-prison behavior.](#)

- Strategies:
- a. Continue doing Six-Month Reviews for offenders on supervision.
 - b. Process supervision violations in an effective and efficient manner.
 - c. Assess the Probable Cause Review sheet and process for setting hearings.

PERFORMANCE MEASURES

ACTIONS	September 2008	December 2008	March 2009	June 2009	June 2010	June 2011
Monitor the adherence to conditions of offenders on supervision.	Number of six-month reviews done during the quarter.	Number of six-month reviews done during the quarter.	Number of six-month reviews done during the quarter.	Number of six-month reviews done during the quarter.	Number of six-month reviews done, by quarter, during the year.	Number of six-month reviews done, by quarter, during the year.
Monitor the number of community supervision violations and how the board responds to them.	Number of offenders with violations during the quarter and number with: stipulated agreements; changes in conditions; reinstatements to supervision; revocations.	Number of offenders with violations during the quarter and number with: stipulated agreements; changes in conditions; reinstatements to supervision; revocations.	Number of offenders with violations during the quarter and number with: stipulated agreements; changes in conditions; reinstatements to supervision; revocations.	Number of offenders with violations during the quarter and number with: stipulated agreements; changes in conditions; reinstatements to supervision; revocations.	Number, by quarter for the year, of offenders with: violations-stipulated agreements - changes in conditions-reinstatements to supervision-revocations	Number, by quarter for the year, of offenders with: violations-stipulated agreements - changes in conditions-reinstatements to supervision-revocations
Assess the steps in the violation process. Note: relation to Goal C.	Report on the performance of each phase of the violation process and look for improvements.		Implement process improvements.		Evaluate the improvements made in the previous year and make changes.	Evaluate the improvements made in the previous year and make changes.

This Objective remains with an added strategy for FY10.

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Strategic Plan Update for Fiscal Year 2010

Objective 5: Reduce the number of hearings held for CCB offenders who are expected to complete an in-prison program before they can be found releasable.

- Strategies:
- a. Work with DOC to find ways of better meshing their program guidelines and time frames with our hearing guidelines and timeframes.
 - b. Use a provisional release decision process when this is appropriate.

PERFORMANCE MEASURES

ACTIONS				June 2009	June 2010	June 2011
Monitor the time between program entry and earliest release date for offenders entering required programs.				Obtain baseline for average time between program entry and ERD, using the SOTP program for offenders with hearings in fiscal year 2009.	Average time between program entry and ERD for offenders with hearing sin fiscal year 2010.	Average time between program entry and ERD for offenders with hearing sin fiscal year 2011.
Monitor the number of provisional release decisions made.				Establish procedures for making a provisional release decision.	Number of provisional releases decisions per fiscal year.	Number of provisional releases decisions per fiscal year.

Goal B: Enhanced communication and relations with partners and stakeholders.

Objective 1: Increase the availability of information on the agency website.

- Strategies:
- a. Post Board Agenda Meeting Minutes and Hearing Schedules to agency website.
 - b. Create and add Public Disclosure Request Form/Release to agency website.
 - c. Maintain an Attorney Payment form on the agency website.
 - d. Create, add, and update links to other sites related to the Board's work.

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PERFORMANCE MEASURES

ACTIONS	September 2008	December 2008	March 2009	June 2009	June 2010	June 2011
Set up a regular schedule for posting board meeting minutes to the agency website.	Minutes posted according to schedule. Use Web Trends counts to monitor use.	Minutes posted according to schedule. Use Web Trends counts to monitor use.	Minutes posted according to schedule. Use Web Trends counts to monitor use.	Minutes posted according to schedule. Use Web Trends counts to monitor use.	Minutes posted according to schedule. Use Web Trends counts to monitor use.	Minutes posted according to schedule. Use Web Trends counts to monitor use.
Prepare an initial Public Disclosure Request form and post it on the agency website.	Post Public Disclosure Request Form(s) and use Web Trends counts to monitor use.		Evaluate the use of the posted form(s) and revise them if necessary.		Evaluate the use of the posted form(s) and revise them if necessary.	Evaluate the use of the posted form(s) and revise them if necessary.
Prepare an initial Attorney Contract Form -- an attachment to the Policy - and post it on the agency website	Attorney Contract Policy and Forms approved by the Board. Use Web Trends counts to monitor use.	Attorney Contract Policy and Forms posted to the agency website.		Evaluate the use of the posted forms and revise them if necessary.	Evaluate the use of the posted forms and revise them if necessary.	Evaluate the use of the posted forms and revise them if necessary.

This Objective and related Strategies remain, with some reworking for clarification and emphasis, for FY10.

Objective 2: Increase the knowledge of partners and stakeholders about the rules, procedures and activities of the ISRB.

- Strategies:
- a. Establish a schedule of revising agency WACs and post revised WACs on the website.
 - b. Work with DOC to find ways of delivering portions of the curriculum for training in facilities and in the field in cost effective, small-group, as needed methods.
 - c. Use the agency website to provide policies or procedure “change notices” to DOC line staff.

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PERFORMANCE MEASURES

ACTIONS	September 2008	December 2008	March 2009	June 2009	June 2010	June 2011
Carry out the necessary steps to get ISRB Rules (WAC) published, posted on the website, and publicized.	Submit CCB WAC and Victim WAC to the Code Reviser's Office.	Hold meetings or otherwise facilitate the public review of the draft WAC.	Post the CCB, PRE, and Victim WAC to the agency website	Incorporate information about the ISRB Rules into training and public speaking formats.	Revise ISRB Rules, as required by legislative changes: publish, post, and publicize.	Revise ISRB Rules, as required by legislative changes: publish, post, and publicize.
Provide training to enable DOC staff to understand our processes and better support our work.	Coordinate with DOC performance unit to revise and update curriculum used for FY08 training and seminars.	Deliver region training and obtain feedback	Continue training – use feedback to make changes as necessary and add power point to agency website.	All outreach training completed for Fiscal Year 2009	Provide training in a manner that capitalizes on established curriculum, DOC request for topic-specific information, and available technology.	Provide training in a manner that capitalizes on established curriculum, DOC request for topic-specific information, and available technology.
Use ISRB “Advisory Memos” as a way to document and notify stakeholders of changes in procedures.				Institute the use of “Advisory Memos.”	Advisory Memos maintained in the agency's SharePoint filing system, and posted on the website.	Advisory Memos maintained in the agency's SharePoint filing system, and posted on the website.

This Objective remains unchanged for FY10. However, the Strategies have been changed, in light of work already completed in FY 2009, as well as FY 2010 budget constraints.

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Objective 3: Increase opportunities for dialogue with major partners to reduce conflicting policies and procedures, make efficient use of state resources, and ensure memoranda of understanding are implemented as intended.

- Strategies:
- a. Hold routine policy and issue discussion meetings between ISRB and DOC leadership.
 - b. Establish mechanisms for maintaining routine contact with DOC operations staff.
 - c. Establish an agreed upon working relationship with the Sex Offender Policy Board.

PERFORMANCE MEASURES

ACTIONS	September 2008	December 2008	March 2009	June 2009	June 2010	June 2011
Maintain ongoing communication with DOC leadership.	Leadership meetings between Board Chair and DOC senior staff.	Leadership meetings between Board Chair and DOC senior staff.	Leadership meetings between Board Chair and DOC senior staff.	Leadership meetings between Board Chair and DOC senior staff.	Leadership meetings between Board Chair and DOC senior staff.	Leadership meetings between Board Chair and DOC senior staff.
Work with the for Sex Offender Policy Board.	Obtain information from the SGC about the structure of the SOPB.	Establish liaison with the Sex Offender Policy Board.	Draft plan related to work with the Sex Offender Policy Board.	The Board Chair and select staff are member of the SOPB and committees.	The Board Chair and select staff are member of the SOPB and committees.	The Board Chair and select staff are member of the SOPB and committees.

This Objective and related Strategies remain, with some reworking for clarification and emphasis, for FY10.

Objective 4: Increase outreach efforts to victims and victim stakeholder groups.

- Strategies:
- a. Set-up files for each victim(s) of cases under Board jurisdiction.
 - b. Provide services to victims, as they have cases set up, as hearings are held, and as decisions are made.
 - c. Use suggestions from victim services recipients for improving notification and assistance.
 - d. Use a variety of methods to provide victim relations and outreach

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PERFORMANCE MEASURES

ACTIONS	September 2008	December 2008	March 2009	June 2009	June 2010	June 2011
Track the number of new victim files set up.	Number of new victim cases added during the quarter.	Number of new victim cases added during the quarter.	Number of new victim cases added during the quarter.	Number of new victim cases added during the quarter.	Number of new victim cases added per quarter during the year.	Number of new victim cases added per quarter during the year.
Track data related to victim contacts.	For the quarter: Number of letters. Number of notifications. Number of decisions mailed.	For the quarter: Number of letters. Number of notifications. Number of decisions.	For the quarter: Number of letters. Number of notifications. Number of decisions.	For the quarter: Number of letters. Number of notifications. Number of decisions.	Number per quarter during the year of letters, notifications, and decisions.	Number per quarter during the year of: letters, notifications, and decisions.
Develop and distribute victim services survey. Respond to results.			Develop and post survey	Analyze and report results. Make recommendations	Implement recommendations from victim services survey.	Conduct victim services survey, analyze results, and make recommendations.

This Objective and related Strategies remain unchanged for FY10.

Goal C: Enhanced the capacity to engage in evidence-based decision-making.

Objective 1: [Increase efforts to learn about and adopt evidence-based practices.](#)

- Strategies:
- a. Give Board Members opportunities to acquire knowledge, skills, and abilities related to evidence-based practices.
 - b. Build on the agency's performance measurement system to provide information about evidence used for release decisions.
 - c. Improve the ability to share DOC assessment tools, offender plans, and other systems and information for effective offender re-entry.

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PERFORMANCE MEASURES

ACTIONS	September 2008	December 2008	March 2009	June 2009	June 2010	June 2011
Provide training, seminars, workshops, or conferences for Board Members.	Evidence-based practice (EBP) section agency library. Develop KSA evaluation sheet for Board Members.	Number of EBP events attended by Board Members. Summary of KSA enhancements.	Number of EBP events attended by Board Members. Summary of KSA enhancements.	Number of EBP events attended by Board Members. Summary of KSA enhancements.	Number of EBP events attended by Board Members. Summary of KSA enhancements.	Number of EBP events attended by Board Members. Summary of KSA enhancements.
Develop and implement a set of measures for EBP.		Consultation and research done to establish a draft set of EBP measures.	Data sources, reliability, and feasibility investigated and final EBP measures set.	Routine reporting of measures. Measures refined as necessary.	Routine reporting of measures. Measures refined as necessary.	Routine reporting of measures. Measures refined as necessary.
Work with DOC to establish mechanisms to more fully integrate release decision-making into the re-entry process.	Obtain information about DOC's new risk and needs system.	Obtain information about DOC's re-entry system.	Document current processes and draft a Release Decision-Making Model that fully integrates Board functions in an EBP re-entry.	Established interagency, multiple-disciplinary workgroup to make a final plan and oversee implementation Set expectations for staffing.	Routine reports from the workgroup.	Routine reports from the workgroup.

This Objective and related Strategies remain unchanged for FY10. The Performance Measures for this Objective, however, will be revised in light of lack of progress made during FY 09 and budget constraints in FY 10.

Goal D: Assure the capacity, efficiency and safety of our workforce.

Objective 1: Maintain agency hardware and software, consistent with DOC and Department of Information Services (DIS) standards.

- Strategies:
- a. Keep agency equipment up-to-date, secure and functional.
 - b. Keep Information Technology (IT) staff current on standards, emerging technologies, and trends.
 - c. Keep all staff informed of IT standards.

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PERFORMANCE MEASURES

ACTIONS	September 2008	December 2008	March 2009	June 2009	June 2010	June 2011
Work with DIS and DOC to have the most up to date hardware and software.	Update Office suite software and implement PC and notebook computer lease agreement with DIS.		Implement printer lease agreement. IT security audit completed.	Assess needs for additional or new hardware and software for budget preparation.	Assess needs for additional or new hardware and software for budget preparation.	Assess needs for additional or new hardware and software for budget preparation.
Work with DIS to make sure staff and equipment meet all standards.	IT Portfolio updated and submitted to DIS.	IT department participate in formal training specific to agency technology		IT department participate in formal training specific to agency technology	IT Portfolio updated and submitted to DIS.	IT Portfolio updated and submitted to DIS.
Provide necessary guidance to staff and board members so they use software and hardware appropriately.		Annual IT security training completed by all staff.	IT policies and procedures updated and available to staff.	Assess staff skills and make suggestions about useful training.	All staff complete annual IT security training. IT policies and procedures updated and available.	All staff complete annual IT security training. IT policies and procedures updated and available.

This Objective and related Strategies remain unchanged for FY10.

Objective 2: Increase staff effective use of technology.

- Strategies:
- a. Give staff training on how to improve operations of the technology now in use.
 - b. Give staff information on ways to use technology to do their job(s) more easily and effectively.

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PERFORMANCE MEASURES

ACTIONS	September 2008	December 2008	March 2009	June 2009	June 2010	June 2011
Provide formal training to help staff understand and use their software and hardware or as planned in individual EDPP. Note: relation to Goal A.	Number of staff who have taken formal training and the topics they have been trained on.	Number of staff who have completed basic MS Office 2007 training. Number of staff who have taken formal training and the topics they have been trained on.	Number of staff who have taken formal training and the topics they have been trained on.	Number of staff who have taken formal training and the topics they have been trained on.	Number of staff who have taken formal training and the topics they have been trained on.	Number of staff who have taken formal training and the topics they have been trained on.
Provide ways that staff can obtain on-the-job training they feel will benefit them.		Number of staff who have used on-line information about using MS Office 2007 features.		Number of staff who have used on-line training and the items they have trained on.	Number of staff who have used on-line training and the items they have trained on.	Number of staff who have used on-line training and the items they have trained on.
Provide informal training during staff meetings and as “helpful hints” posted on SharePoint.	Tips time at staff meetings. Posted helpful hints.	Tips time at staff meetings. Posted helpful hints.	Tips times at staff meetings. Posted helpful hints.	Tips times at staff meetings. Posted helpful hints.	Tips times at staff meetings. Posted helpful hints.	Tips times at staff meetings. Posted helpful hints.

This Objective and related Strategies remain unchanged for FY10.

Objective 3: Integrate workload assessment results with work-process improvements.

- Strategies:
- a. Have process improvement teams look at major work processes.
 - b. Fill staff positions in a timely manner.

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PERFORMANCE MEASURES

ACTIONS	September 2008	December 2008	March 2009	June 2009	June 2010	June 2011
Use staff process improvement teams to analyze and build on workload assessment results. Note: relation to Goal A.	Use results of external assessment of major processes and workload implications to help prioritize staff involvement.	Form teams and make process assignments.	Teams report on suggested improvements.	Implement improvements.	Teams report on suggested improvements. Implement improvements	Teams report on suggested improvements. Implement improvements
Monitor the time between a position being established or vacant and being filled.	Time taken to fill positions where staff began work during the quarter.	Time taken to fill positions where staff began work during the quarter.	Time taken to fill positions where staff began work during the quarter.	Time taken to fill began work during the quarter.	Time taken to fill began work during the year.	Time taken to fill began work during the year.
Carry out workload assessments and studies. Note: relation to Goal A.	Workload assessment results.	Workload assessment results.	Workload assessment results.	Workload assessment results. Set expectations for a research analyst working on workload assessments.	Workload assessment results. Set expectations for research analyst working on workload assessments.	Workload assessment results. Set expectations for research analyst working on workload assessments.

This Objective and related Strategies remain unchanged for FY10. In conjunction with Goal 1, Objective 4, an assessment of the Probable Cause Review Sheet has been suggested.

Objective 4: Policies and procedures in place so staff understands expectations.

- Strategies:
- a. Write staff evaluations (EDPP) to appropriately reflect job expectations.
 - b. Assure that required agency policies are in place.
 - c. Assure that staff have read and understand policies.
 - d. Keep documents in accord with the agency specific and general records retention schedules.

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PERFORMANCE MEASURES

ACTIONS	September 2008	December 2008	March 2009	June 2009	June 2010	June 2011
Complete staff evaluations on time and make sure job expectations and training needs are clear.	Evaluations begun. EDPP established for any new staff.	Percent of evaluations completed on time. EDPP established for any new staff.	EDPP established for any new staff.	EDPP established for any new staff.	Percent of evaluations completed on time. EDPP established for any new staff.	Percent of evaluations completed on time. EDPP established for any new staff.
Maintain a schedule for policy review and maintain a review log for each new policy.	Report on policies completed this quarter. Percent of staff having reviewed completed policies.	Report on policies completed this quarter. Percent of staff who reviewed completed policies.	Report on policies completed this quarter. Percent of staff who reviewed completed policies.	Report on policies completed this quarter. Percent of staff who reviewed completed policies.	Policies completed and percent of staff reviewing this year.	Policies completed and percent of staff reviewing this year.
Manage agency records per the agency Records Retention Schedule.	Staff responsible receive training and begin identifying records.	Draft Records Retention Schedule complete.	Records Retention Schedule sent to State Records Committee.	All staff trained on new schedule and in compliance.	Records retained and destroyed per schedule.	Records retained and destroyed per schedule.

This Objective remains unchanged. There was a change in wording in Strategy d. to reflect that the Records Retention Schedule is now in place.

[Objective 5: Maintain agency safety committee and plan in compliance with Labor and Industries and Occupational Safety and Health Administration requirements.](#)

- Strategies:
- a. Hold monthly safety committee meetings to discuss safety issues and resolve problems.
 - b. Continue to implement and update the agency Safety Action Plan.

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PERFORMANCE MEASURES

ACTIONS	September 2008	December 2008	March 2009	June 2009	June 2010	June 2011
Maintain an active safety committee.	Number of safety committee meeting during the quarter.	Number of safety committee meeting during the quarter.	Number of safety committee meeting during the quarter.	Number of committee meeting. Production of updated Safety Action Plan.	Number of committee meeting. Production of updated Safety Action Plan.	Number of committee meeting. Production of updated Safety Action Plan.
Make safety information available via periodic email and safety bulletin board and on-the-job training events.	Number and types of items posted on the safety bulletin board during the quarter. Number and types of trainings,	Number and types of items posted on the safety bulletin board during the quarter. Number and types of trainings,	Number and types of items posted on the safety bulletin board during the quarter. Number and types of trainings,	Number and types of items posted on the safety bulletin board during the quarter. Number and types of trainings,	Number and types of items posted on the safety bulletin board during the quarter. Number and types of trainings	Number and types of items posted on the safety bulletin board during the quarter. Number and types of trainings
Conduct monthly inspections of the office, and respond to hazards and incidents in appropriate manner. .	Number of hazards or incidents reported and responses taken. Number of L&I claims per quarter.	Number of hazards or incidents reported and responses taken. Number of L&I claims per quarter.	Number of hazards or incidents reported and responses taken. Number of L&I claims per quarter.	Number of hazards or incidents reported and responses taken. Number of L&I claims per year.	Number of hazards or incidents reported and responses taken. Number of L&I claims per year.	Number of hazards or incidents reported and responses taken. Number of L&I claims per year.
Make sure new staff get the safety orientation and receive Safe Driving Training.	Number of new staff and number of those who: Received safety orientation; Received Safe Driver Training.	Number of new staff and number of those who: Received safety orientation; Received Safe Driver Training.	Number of new staff and number of those who: Received safety orientation; Received Safe Driver Training.	Number of new staff and number of those who: Received safety orientation; Received Safe Driver Training.	Number of new staff and number of those who: Received safety orientation; Received Safe Driver Training.	Number of new staff and number of those who: Received safety orientation; Received Safe Driver Training.

This Objective and related Strategies remain unchanged for FY10.

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