Department Intranet and Web Board
Department of Correction and Rehabilitation

Description

The Department of Correction and Rehabilitation (DOCR) developed a comprehensive intranet and web board by using Microsoft's SharePoint 2016 software. The applications were established to increase internal department communications and across all other internal County departments and agencies. The intranet site was developed using a secure portal accessible only to DOCR staff and a County portal accessible to all other internal departments and agencies. The secure intranet portal provides DOCR staff a practical, friendly, one-stop point of contact to obtain frequently asked for information relevant to staff needs, roles, and responsibilities, including:

- Announcements – Alert Montgomery, event calendar, special announcements

- Human Resources information – staff contact information, workers compensation/light duty instructions, job announcements, DOCR job classification information

- Training and professional development opportunities

- Polices and employer/labor relations information

- Leave request policies

- Division resources and information

The board enables DOCR staff to create and view data organized into key operational categories:

- Approved entry memorandums

- Inmate handling plans

- Shift reports

- Operational memorandums

- Special custody concerns list

- Weekly inmate program lists

Key Accomplishments

- Provides DOCR staff access to a single, user-friendly portal for organization information through a secure intranet portal, and critical operational data through the electronic web board. This has enhanced the department's ability to effectively communicate internally across three shifts a day, 24 hours a day.

- With quick, reliable information at their fingertips, staff can make informed decisions about their employment roles and responsibilities, and can seamlessly obtain organizational information to answer their needs.

- Visitors to the two DOCR facilities are better served by the efficiency the electronic web board provides in locating entry memorandums that are required to process them into the buildings.

Team Members

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