DEPARTMENT OF CORRECTIONS

Policy Number:	**402.020**
Title:	**MINNCOR Production Scheduling – Lead Times**
Effective Date:	**10/16/18**

PURPOSE: To provide systematic procedures for assigning due dates to all Minnesota Corrections Industries Program (MINNCOR) work orders.

APPLICABILITY: Adult facilities with MINNCOR production sites and MINNCOR order entry staff

DEFINITIONS: None

PROCEDURES:

A The MINNCOR vice-president (VP) of operations, with input from sales and production, provides standard lead times for all product lines or cost centers to industry directors, marketing and sales representatives, and order entry staff. Lead times are discussed with customers and, when an order is received, are automatically inputted by order entry.

B. Order entry staff send an order of acknowledgment to the customer immediately after the order is entered. The acknowledgment provides the customer with the requested ship date.

C. Facility industry directors are responsible for meeting or exceeding the promised requested ship date. Depending on the product line, a prescribed shipping time allowance is added to the lead time to allow for shuttling and freight service. This allowance is noted on the standard lead time document. Industry directors must ensure that products are completed and prepared for shipment early enough to accommodate shuttling and freight service time.

D. Industry directors must attempt to adjust production resources to meet all required delivery commitments.

1. Directors must also monitor order backlogs and other circumstances that may allow for more competitive lead time commitments or longer lead time requirements.

2. Industry directors direct requests for changes in standard lead times to the MINNCOR VP of operations.

3. If approved by management, the standard lead time document is changed and routed to all affected staff.

4. Minor, short-term changes in work load do not require a request for changes in lead times.

E. Sales executives may not assign an earlier due date without the approval of the VP of sales or business development and the VP of operations.

F. Production using the enterprise resource planning (ERP) accounting, production, and management system production module must be evaluated and adjusted to meet optimum efficiencies and accurate production times.

G. Use of capacity planning and the ERP master scheduling program aids in the development of lead times.

H. A facility/business unit lead time report is sent out every Monday by MINNCOR customer service to facility staff with expected due dates for all sales orders entered the previous week. MINNCOR customer service also sends the facility/business units a late order report each week and follows up with facility staff on expected delivery dates for all late orders.

INTERNAL CONTROLS:

A. Ship dates are included on customer acknowledgements.

ACA STANDARDS: None

REFERENCES: Minn. Stat. § 241.27
Policy 402.080, "MINNCOR Production – Capacity Reporting"

REPLACES: Division Directive 402.020, "MINNCOR Production Lead Times," 8/5/14.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Standard Lead Times form (402.020A)

APPROVALS:

Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support