

Guidelines for Facility Staffing Plans

When reviewing and/or updating the facility staffing plans, the facility should consider the following.

1. Generally accepted juvenile detention and correctional/secure residential practices;
2. Any judicial findings of inadequacy;
3. Any findings of inadequacy from Federal investigative agencies;
4. Any findings of inadequacy from internal or external oversight bodies;
5. All components of the facility's physical plant (including "Blind Spots" or areas where staff or residents may be isolated);
6. The composition of the resident population;
7. The number and placement of supervisory staff;
8. Institution programs occurring on a particular shift;
9. Any applicable State or local laws, regulations, or standards;
10. The prevalence of substantiated and unsubstantiated incidents of sexual abuse; and
11. Any other relevant factors.

The facility must comply with Department of Juvenile Justice policy 8.1, Security Management section V.A-H, pages 3-4. (Minimum Staff Requirements)

Facilities Staffing System - Community Correction Staff System (CCSS)

1. The facility will enter into the Community Correction Staff System (database) the following staffing data daily.
 - a. Name of Facility
 - b. Date
 - c. Shift
 - d. Number Staff Assigned
 - e. Shift Minimum Number
 - f. Number of Staff Reported

The facility complies with the staffing plan except during limited and discrete exigent circumstances, and documents any deviation for the staff requirements in the Comp stat monthly report.

Facility Annual Staff Plan Adjustments

1. The facility management team to include the PREA Manager will prepare the facility's staffing plan.
2. At least once per year the facility, in collaboration with the Agency PREA Coordinator and the Assistant Deputy Commissioner for Secured Facilities, reviews the staffing plan to see whether adjustments are needed.
3. When reviewing and/or updating the facility staffing plans for adjustments, the following is considered to assess, determine, and document whether adjustments are needed to:
 - a. Prevailing staffing patterns;
 - b. The facility's deployment of video monitoring system and other monitoring technologies; and
 - c. The resources the facility has available to commit to ensure adherence to the staffing plan.