



**DEPARTMENT OF CORRECTIONS**  
**Institutions**



<b>Title:</b>	<b>Security Staffing Standards and Maintenance</b>	<b>Policy: 40.2.8</b>
<b>Effective:</b>	<b>12/1/13</b>	<b>Supersedes: 7/5/12</b>
<b>Applicability:</b>	<b>Institutions</b>	
<b>Directives Cross-Reference: 40.2.1 – Staff Deployment System</b>		
<b>Attachments: None</b>		

**I. PURPOSE**

The purpose of implementing security-staffing standards is to ensure a consistent approach in all institutions relative to security staffing levels. The standard will be based on institution security level, facility layout, facility activities, and inmate population.

**II. POLICY**

**A. General Responsibilities** – Assistant Superintendent of Security/Security Manager.

1. The Institution Security Manager shall develop and maintain institution staffing plans and schedules within the guidelines established by the department's staffing analysis and staffing standards.
2. Institution schedules/rosters shall reflect staffing patterns and classification of posts in accordance with the policy on **Staff Deployment System** (40.2.1) and as approved in the staffing standards documents for each institution.
3. Changes or deviation from the existing approved staffing standard shall be submitted through the following process:
  - a. Complete a Security **Staffing Standard Exception Request** form.
  - b. Submit the completed form to the functional unit manager for review. The form outlines the process for recommend/denial by listing, in order, the manager/administrator next to review the request.

**B. Auditing Process**

1. Each institution's staffing patterns shall be reviewed and audited annually by the Staff Deployment system manager.
2. Staffing patterns used since the last review period shall be compared to the pattern approved in the staffing standard's document.

3. Posts shall be evaluated at least annually by management staff and in consultation with the PREA coordinator to assess, determine, and document whether adjustments are needed to the established staffing plans and ensure facilities have the resources available to commit to ensure adherence to the staffing plan. Posts shall be evaluated also for continuous need, abolishment, combination with other posts, change of classification, change of category designation, reduction or increase in the number of shifts staffed daily, the number of days staffed, or continuance without modification.

### III. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: signature on file  
Birdie Worley, Rules Coordinator

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