

POLICY & PROCEDURES

CHAPTER:	1	Administrative and Management	1.3.2
SECTION:	3	Personnel	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	2	Review of Staffing Requirements	
STANDARDS: ACA – 4 – ALDF: 2A-14, 2A-15			
APPROVED:			REVIEW DATE: 7 / 21 / 20
<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 1.3.2 dated 12 / 1 / 04 Cancel:			

I. POLICY

It is the policy of the Division of Corrections to have an orderly system for establishing, reviewing and revising the staffing requirements of each facility, so as to effectively meet the specific programs, services, and the security needs of the inmate population at each location and the facility.

III. RESPONSIBILITIES

All Division of Corrections staff are responsible for adhering to the following procedures.

V. DEFINITIONS

None

VIII. PROCEDURES

A. Reporting Requirements

1. A comprehensive, on-going record of all authorized positions, those occupied, and those vacant for each facility will be maintained by the payroll department.
2. The Superintendent will forward a Table of Organization Report at the beginning of each budget cycle to the Director of Public Safety.
3. The report will identify positions allocated in each category, vacancy rates for each, year end totals of vacancies, and such other information used to formulate staffing

and budget documents;

4. The report will document the vacancy rate for staff who works in direct inmate contact positions
5. The report will contain the Superintendent's recommendation for staffing changes that may be required to ensure fulfillment of the Division's mission and the provision of all programs, services, and staff support for the Division and inmate/client population
6. The Business Office Manager will reconcile the actual assignment of all positions with the allocation given for each location.

B. Vacancy Rate

The Superintendent will regularly review all vacancy rate information compiled through the above process to ensure that direct inmate contact positions do not fall below a ten percent vacancy rate for any 18-month period, and will note that information in the monthly report to the Director's office.

C. Change of Assignments

The Superintendent will ensure that procedures are in place to provide for the transfer, assignment and selection of employees on the basis of facility need and the ability of the employee to perform the job.

D. Shift Relief Factor

1. The Business Office Manager will develop a shift relief factor for determining total manpower needs of the Division. The relief factor is a multiplier used in determining the number of personnel needed to fill one position.
2. The relief formula will be based on actual working hours per employee. In developing the relief factor the Business Officer Manager will evaluate all Time-Off for each classification of employees requiring relief. Types of leaves to be considered but are not limited to are:
 - a. Regular Days Off
 - b. Vacation
 - c. Sick Leave
 - d. Compensatory Time Off
 - e. Administrative Leave of Absence

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- f. On-the job injury (Workmen's Compensation)
 - g. Court Time (including Jury Duty)
 - h. Training (including on-duty training)
 - 1. Military Leave
 - J. Bereavement Leave
 - k. Dock in Pay (i.e suspension, removal from payroll)
3. The shift relief factor will be reviewed annually against actual usage patterns and will be incorporated in the annual budget process