

HEADING

Date

(FACILITY NAME) STAFFING PLAN

This document details the staffing plan currently in effect for (Facility Name) in accordance with Juvenile Justice Residential Policy (list policy), Youth Ratios and Staff Supervision, and as required in Prison Rape Elimination Act (PREA) Standard 115.313.

Staff-to-Youth Ratios:

(Facility Name) adheres to JRR Policy (list policy) which requires minimum direct care staff to youth ratios of 1:10 during waking hours and 1:20 during sleeping hours. These minimum ratios must be met at all times except in the case of unforeseen and temporary circumstances. Any time that the minimum staffing ratios are not met the circumstances must be documented in an incident report that lists the reason(s) and the duration that the minimum staff-to-youth ratio was not met and any actions taken to correct the situation. This meets the requirements as set forth in Michigan regulations and in PREA. (List Facility), a secure facility, will require staff-to-youth ratios of 1:8 during waking hours and 1:16 during sleeping hours on or before December 31, 2016.

In practice, (Facility Name) will continue to exceed generally accepted secure residential practices by having one (1) additional direct care staff assigned to augment coverage building-wide on the day shift on weekdays, two (2) additional direct care staff assigned building-wide on weekend day shifts, and two (2) additional direct care staff assigned at all times on second shift. These staff will only be considered in the staff-to-youth ratio when they are directly observing youth.

Teachers and youth group leaders (counselors) must receive appropriate training in crisis intervention, PREA, and first aid and will augment coverage but can only be considered in the staff-to-youth ratio when directly observing youth.

Staff Supervision of Youth:

Direct care staffs are required to maintain line-of-sight supervision of youths at all times except when youth are locked in their individual sleeping rooms. Staffs are required to carry a two-way radio at all times. Staff must complete a minimum of 25 hours of training annually, including training on delivery of programming specific to the composition of the resident population, crisis intervention training, and training on preventing, detecting, and responding effectively to sexual abuse and sexual harassment of youth.

Supervisory Personnel:

At least one supervisory level person, including Administrators, Shift Supervisors, and/or working out-of-class supervisor designees, will always be on duty. At least one Administrator, including the facility Director or a Program Manager, will always be on call. On-duty supervisory personnel are required to always be accessible to direct and oversee building operations and safety, and respond to crisis or incidents. On-call administrative personnel must be available to respond promptly and effectively in the event of crisis or emergencies at the facility. Administrators and Supervisors can augment coverage but can only be considered in the staff-to-youth ratio when directly observing youth.

Video Monitoring Systems:

(Facility Name) has installed a video monitoring system. The system is not actively monitored but is considered a deterrent to sexual acting out and other safety violations, and is used in post-incident investigations. The system was updated to add sound in designated areas, and additional cameras were installed to provide coverage in blind spots to the maximum extent possible, in May, 2013.

Applicable Laws, Regulations, and Findings

(Facility Name) is reviewed at least annually by the Bureau of Child and Adult Licensing for adherence to all applicable laws, regulations, and practices that must be met in a child-caring institution, including staffing. Any findings of inadequacy must be addressed and corrected in a timely fashion through a Corrective Action Plan. (Facility Name) is not subject to any state or federal judicial findings of inadequacy relative to staffing at this time.

Staffing Plan Review

This staffing plan will be reviewed no less frequently than once annually by facility Administration in collaboration with the PREA Compliance Manager. The staffing plan review will be documented and recommendations for modification to the staffing plan implemented as applicable and appropriate. For compliance with PREA the staffing plan review must consider:

- Generally accepted secure residential practices are met
- Findings of inadequacy are addressed
- Adequate numbers of Supervisory personnel
- Physical plant inadequacies, such as “blind spots” on video monitoring systems are addressed to the maximum extent possible
- Responses are made where there is a prevalence of sexual abuse reporting on a certain shift, in a certain location, with certain personnel, or as pertaining to other factors
- Programs occurring on a particular shift
- The composition of the resident population
- Applicable state and federal laws and regulations
- Any other relative factors

Signatures

Director

Date

PREA Compliance Manager

Date