



## Facility Staffing Plan Review Form

Date: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_

FACILITY	STAFFING PLAN			UPDATED		DEVIATIONS			VIDEO Monitoring
	Developed	Documented	Assessment	Annually	PRN	Deviations	Logged	Exigent	
Detention									
China Spring									

STAFFING PLAN COMPONENTS	Yes	No
<b>GENERAL</b>		
Does facility follow generally accepted detention and correctional practices?		
Does facility have any judicial findings of inadequacy?		
Does Facility have any findings of inadequacy from Federal investigative agencies?		
Does Facility have any findings of inadequacy from internal or external oversight bodies?		
<b>ASSESSMENTS</b>		
Consider all components of the facility's physical plant (including "blind-spots" or areas where staff or youth may be isolated).		
Consider the composition of the population.		
Consider the number and placement of supervisory staff.		
Consider institution programs occurring on a particular shift.		
Consider applicable State or local laws, regulations, or standards.		
Consider the prevalence of substantiated and unsubstantiated incidents of sexual abuse		
<b>FACILITY SPECIFIC FACTORS</b>		
Facility mission(s).		
Population census numbers and extent population exceeds facility design capacity.		
<b>POPULATION CHARACTERISTICS</b>		
Custody;		
Gender;		
Age;		
Vulnerability;		
Prior victimization or abusiveness;		
Availability of education and programming opportunities;		
Access to medical and mental health care.		
<b>FACILITY BUILDING CHARACTERISTICS</b>		
Physical plant characteristics that can impact line of sight and visibility		
Privacy considerations and limits to cross-gender viewing and searches.		



## Facility Staffing Plan Review Form

STAFF CHARACTERISTICS and RESPONSIBILITIES		
Relief factors;		
Number of staff on military leave;		
Family and Medical Leave Act (FMLA);		
Staff training;		
Movement requirements within a facility;		
Transportation outside of the facility;		
Youth on high observation status, such as suicide watch;		
Skill level of existing staff;		
Search requirements after visitation, vocational school, and other transports;		
Whether the facility houses youthful inmates, which require separation and direct staff supervision.		
OTHER FACTORS		
Unit population census and demographics;		
Inmate classification(s);		
Special population vulnerabilities;		
Specialized unit missions related to therapeutic community;		
Gang management;		
Protective custody.		