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| DATE: | AUGUST 13, 2018 |
| NUMBER: | C.1 |
| SUBJECT: | MINIMUM STAFFING |
| RELATED SECTIONS: | |
| IN COMPLIANCE WITH: | CCR TITLE 15, SEC.1027; CA. STATE PENAL CODE SEC. 4021, PRISON RAPE ELIMINATION ACT OF 2003 |

PURPOSE

To provide guidelines for minimum staffing levels.

POLICY

Each facility commander shall determine the minimum number of personnel, per shift, necessary to ensure facility security and staff and inmate safety. The facility commander or designee shall ensure there is sufficient staff on duty at all times, with the ability to respond in the event of an emergency. Whenever a female inmate is incarcerated in a facility, there shall be an appropriately trained female deputy or supervisor assigned, available and accessible for the supervision of the female inmate.

PROCEDURE

- I. Minimum staffing levels should be based on a combination of factors, including but not limited to peak levels of activity, facility design, ability to provide adequate security for the protection of staff and inmates, Title 15 guidelines, Board of State and Community Corrections recommendations, and operational flexibility. Each facility will develop a green sheet that defines minimum staffing levels and how limited staffing will affect operations.

When the number of scheduled staff falls below the minimum for an extended period of time, supervisors may authorize overtime to ensure continuous routine facility operation.

- A. Personnel may be “called” to work on their regular day off. Time permitting and barring any extenuating circumstances, overtime shall be offered in the following order:
 - 1. Facility staff
 - 2. Bureau staff
 - 3. Department staff
- B. Personnel may be required to extend their shift. Supervisors should consider deputy safety when authorizing overtime that extends a 12.5-hour shift or consecutive days worked without a day off. Unless exigent circumstances exist, personnel will not be allowed to work more than 18 hours in day.
- C. Minimum staffing levels for routine facility operation should not be exceeded using overtime.

- II. If staffing levels fall below the minimum level, the watch commander should consider placing the affected area or facility in “restricted movement.” If the staffing levels fall to an unsafe level, programs may be cancelled. All efforts should be made to allow social visits. Professional visits should not be cancelled due to staffing levels.
- III. A lieutenant shall be on duty at all times in those facilities designated as “Booking Facilities” unless approved by the facility commander.
 - A. Facility commanders may authorize an “acting” watch commander. “Acting” sergeants may also be authorized. They should not be utilized as a matter of routine, if minimum staffing levels are already compromised.
 - B. Minimum staffing levels shall be re-evaluated during budget reviews and revised as necessary.