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 Sheriff-Coroner

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SHERIFF

ISSUE: 21-37

TRAINING BULLETIN

DATE: 10/06/2021

PREA Staffing Compliance Documentation on Facility Schedules

The purpose of this training bulletin is to remind supervisors of the importance of documenting staffing levels for PREA compliance.

PREA standard §115.13 states: *“In circumstances where the staffing plan is not complied with, the facility shall document and justify all deviations from the plan.”* This requirement is also contained in Directive #3 of DBPPM P-200.

Documentation of this standard has at times been inconsistent, which could result in a finding of non-compliance in our PREA audits, endangering our PREA certification.

To better log and track the facilities’ PREA staffing levels, a staffing level bracket will be added to the bottom of all facility schedules. The brackets will be standardized and required on all facility schedules. Shift supervisors will use the bracket to document staffing levels on the schedule throughout their shift. The schedules will be saved and archived on the facility network drives at the end of the shift. **The bracket will be mandatory on all schedules to serve as a visual reminder for supervisors to complete it every shift.**

It will be required to document the following information:

- Time
- Details of staffing changes
- Total number of staff
- Current facility-specific PREA operation level (Please reference the attachments to DBPPM P-200 for each facility’s staffing and operation levels).

STAFFING LEVELS (Example)

TIME	DETAILS	STAFF	OPERATION LEVEL
0700	SQ 1 10-8	23	NORMAL
1100	SQ 3 HOLD OVER STAFF 10-7	20	LIMITED
1226	HR INMATE TRANSPORTED TO KM	18	RESTRICTED
1300	RECEIVED DEPUTY FROM JUSTICE	19	LIMITED
1500	SQ 3 EARLY STAFF 10-8	21	LIMITED
1900	SQ 1 10-7	21	LIMITED

Effective immediately, the bracket is required to be on the bottom of all existing schedules and schedule templates. Please see the below schedule example. Administrative Sergeants will ensure schedule templates with the PREA staffing bracket are posted on the Lerdo Supervisor's Drive. The CRF Administrative Sergeant will ensure templates are provided to the supervisors at that facility.

LERDO PRE-TRIAL FACILITY SQUAD 1

DATE	*****	DAY	*****
SERGEANT	WEIGAND, J	SENIOR	ESCANDON, G
MIN STAFFING	23	SENIOR	BULLOCK, B
ASSIGNMENT		ASSIGNMENT	
A-POD		A-POD	
B-POD		B-POD	
C-POD		C-POD	
D-POD		D-POD	
E-POD		E-POD	
F-POD		F-POD	
H-POD		H-POD	
H-POD 3			
INF-1		INF-2	
COURT-1		S&E-1	
S&E-2		C-POD 3	
M/C		R/C	

PERSON OFF	REASON	HOURS	REPLACEMENT	TYPE

STAFFING LEVELS

TIME	DETAILS	STAFF	OPERATION LEVEL
0700	SQ 1 10-8	23	NORMAL
1100	SQ 3 STAFF 10-7	20	LIMITED
1226	HR INMATE TRANSPORTED TO KM	18	RESTRICTED
1300	RECEIVED DEPUTY FROM JUSTICE	19	LIMITED
1500	SQ 3 STAFF 10-8	21	LIMITED
1900	SQ 1 10-7	21	LIMITED

IMPORTANT

Please **SIGN IN** to acknowledge your reading after reviewing the Training Bulletin
21-37 PREA Staffing Compliance Documentation
on
Facility Schedules

I have read and understand Training Bulletin 21-37 PREA Staffing Compliance Documentation on Facility Schedules.

Signature: _____ Date: _____

Printed Name: _____ CAD ID #: _____