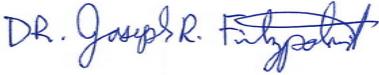


<b>POLICY TITLE: STAFFING REQUIREMENTS</b>		<b>PAGE 1 OF 3</b>
<b>POLICY NUMBER: 3.11</b>		
<b>CHAPTER 3: PERSONNEL</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>Approved by Commissioner</b>  	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
<b>EFFECTIVE DATE:</b> September 15, 2003	<b>LATEST REVISION:</b> February 25, 2015	<b>CHECK ONLY IF</b> APA [ <input type="checkbox"/> ]

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

Entire Maine Department of Corrections

**III. POLICY**

It is the policy of the Department of Corrections to have an orderly system for establishing, reviewing, and revising the staffing requirements for each of its facilities and community corrections regions and for Central Office so as to effectively meet Department needs.

**IV. CONTENTS**

Procedure A: Staffing Requirements

**V. ATTACHMENTS**

None

**VI. PROCEDURES**

**Procedure A: Staffing Requirements**

1. Each facility shall use a formula, which takes into consideration holidays, regular days off, annual leave and average sick leave, to determine the number of staff necessary for essential positions.

2. In addition, each juvenile facility Chief Administrative Officer, or designee, shall ensure that there is maintained a facility-wide security staff ratio of at least 1:8 during resident waking hours and at least 1:16 during resident sleeping hours, except during limited and discrete emergency circumstances. Emergency circumstances justifying a lower staff ratio shall be documented in the central control log book.
3. Each Department facility, community corrections region and Central Office shall maintain a comprehensive, ongoing record of all authorized positions, those filled, and those vacant.
4. Bi-weekly, each facility shall forward an updated summary report of all vacancies to the Director of Human Resources in Central Office, identifying the position title, position number, date vacated, and current status.
5. Bi-weekly, the Department Director of Human Resources, or designee, shall update a summary report of all community corrections vacancies by region and Central Office vacancies, identifying the position title, position number, date vacated, and current status.
6. At least annually, each Chief Administrative Officer shall review staffing requirements and make recommendations for staffing changes that may be required to ensure fulfillment of the facility's mission, in coordination with the budget process.
7. At least annually, the Associate Commissioners for Adult Community Corrections and Juvenile Community Corrections shall review their staffing requirements and make recommendations for staffing changes that may be required to ensure fulfillment of the missions of community corrections, in coordination with the budget process.

## **VII. PROFESSIONAL STANDARDS**

### **ACA:**

**ACI - 4-4050** The staffing requirements for all categories of personnel are determined on an ongoing basis to ensure that inmates have access to staff, programs, and services.

**ACI - 4-4051** The institution uses a formula to determine the number of staff needed for essential positions. The formula considers at a minimum holidays, regular days off, annual leave, and average sick leave.

**ACI - 4-4052** The warden/superintendent can document that the overall vacancy rate among the staff positions authorized for working directly with inmates does not exceed 10 percent for any 18-month period.

**4-ACRS-2A-03** The facility administrator and/or governing authority systematically determine and review staffing requirements at least annually. Staffing plans are implemented.

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
<b>3.11 Staffing Requirements</b>	<b>3. Personnel</b>	<b>Page 2 of 3</b> 2/25/15R

**4-JCF-6C-10** The facility administrator can document that the overall vacancy rate among staff positions authorized to work directly with juveniles does not exceed 10 percent for any 18-month period.

**4-JCF-6D-10** The staffing requirements for all categories of personnel are determined to ensure that juveniles have access to staff, programs, and services. The facility uses a system to determine the number of staff needed for essential positions and at a minimum, the following are considered:

1. Holidays
2. Regular days off
3. Annual training requirements
4. Annual leave
5. Average sick leave

**PREA:**

**§ 115.313** Supervision and monitoring

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
<b>3.11 Staffing Requirements</b>	<b>3. Personnel</b>	<b>Page 3 of 3</b> 2/25/15R