



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Ron DeSantis, Governor

Simone Marstiller, Secretary

STAFFING PLAN ASSESSMENT

DATE: _____

FACILITY: _____

OPERATING CAPACITY: _____ CURRENT CAPACITY: _____

PREA Standard 115.313 (Supervision and Monitoring):

Requires that a yearly assessment is completed by the Department of Juvenile Justice (Agency) on each detention and residential facility to determine and document whether adjustments are needed to ensure youth are protected from sexual abuse. This assessment will include the following;

- a. A review of facility staffing plan to ensure it provides adequate levels of staffing.
- b. Prevailing staffing patterns.
- c. A facilities video monitoring system is deployed and used to protect youth against sexual abuse
- d. Other monitoring technologies are available
- e. The facility has the resources available to commit to ensure adherence to the staffing plan
- f. The facility has a policy and practice to have intermediate and higher level supervisors conduct and document unannounced rounds to identify and deter staff sexual abuse and sexual harassment.

TOTAL NUMBER OF FTE's: _____ TOTAL FILLED POSITION: _____

1. Staffing plan reviewed;

Administrative: _____ Admin Staff: _____

Supervisors: _____

Line Staff: _____

Mental Health: _____ Medical: _____

Educational: _____ Food Support: _____

Maintenance: _____ Other: _____

a. Number of direct-care staff currently on duty: _____ Time: _____

b. Current staffing ratio (only use direct care staff and supervisors for this ratio):

c. Contracted staffing ratio: _____

d. Any findings of inadequacy from judiciary, federal investigative agency, internal or external oversight body? Yes No If yes, please explain: _____

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The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.

e. Staffing plan addresses all components of the facility's physical plant?

Yes No Notes:

f. The staffing plan considers:

- Youth populations
- Numbers and placement of supervisory staff
- Any applicable State or local laws, regulations, or standards
- The prevalence of substantiated and unsubstantiated incidents of sexual abuse

Notes: _____

2. Review of the facility monitoring system:

a. Numbers of cameras: _____

Locations:		Yes	No
Admissions		<input type="checkbox"/>	<input type="checkbox"/>
Cafeteria		<input type="checkbox"/>	<input type="checkbox"/>
Day Area		<input type="checkbox"/>	<input type="checkbox"/>
Sleeping Quarters		<input type="checkbox"/>	<input type="checkbox"/>
Kitchen		<input type="checkbox"/>	<input type="checkbox"/>
Classrooms		<input type="checkbox"/>	<input type="checkbox"/>
Laundry		<input type="checkbox"/>	<input type="checkbox"/>
Outside Perimeter		<input type="checkbox"/>	<input type="checkbox"/>
Confinement Rooms		<input type="checkbox"/>	<input type="checkbox"/>
Recreation Area		<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Other monitoring technologies in use: _____

Facility has resources available and committed to ensure adherence to staffing plan:

Facility has staffing plan to ensure intermediate to higher lever supervisors complete unannounced rounds:

- | 1. Review of Facility Operating Procedure (FOP): | Yes | No |
|--|--------------------------|--------------------------|
| • FOP indicates which specific staff will conduct this unannounced round | <input type="checkbox"/> | <input type="checkbox"/> |
| • FOP indicates where documentation is completed | <input type="checkbox"/> | <input type="checkbox"/> |
| • Review of documentation: | <input type="checkbox"/> | <input type="checkbox"/> |

Note: _____

- | | | |
|----------------------|--------------------------|--------------------------|
| • Interview of staff | <input type="checkbox"/> | <input type="checkbox"/> |
|----------------------|--------------------------|--------------------------|

Note: _____

- | | | |
|---|--------------------------|--------------------------|
| • FOP addresses how program documents when staffing plan is not adhered to. | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

Note: _____

PREA Coordinator

Date: _____

PREA Compliance Manager / Designee