



# FLORIDA DEPARTMENT OF JUVENILE JUSTICE

Rick Scott, Governor

Christina K. Daly, 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2737 Centerview Drive • Tallahassee, Florida 32399-3100 • (850) 488-1850

<http://www.djj.state.fl.us>

*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
- FOP indicates where documentation is completed
- Review of documentation:

Note: \_\_\_\_\_

---

---

---

---

---

- Interview of staff

Note: \_\_\_\_\_

---

---

---

- FOP addresses how program documents when staffing plan is not adhered to.

Note: \_\_\_\_\_

---

---

---

---

\_\_\_\_\_  
PREA Coordinator

Date: \_\_\_\_\_

\_\_\_\_\_  
PREA Compliance Manager / Designee