

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Staffing Levels

**Policy Number:** 507.03.03

**Effective Date:** 1/20/2022

**Page Number:** 1 of 3

**Authority:**  
Commissioner

**Originating Division:**  
Health Services Division  
(Physical Health)

**Access Listing:**  
Level I: All Access

**I. Introduction and Summary:**

A staffing plan for all Georgia Department of Corrections (GDC) facilities will be developed as deemed appropriate to provide for the adequate evaluation and treatment of offenders. This procedure is applicable to all facilities that house GDC offenders to include private and county prisons.

**II. Authority:**

- A. Ga. Comp. R. & Regs. 125-4-4-.02;
- B. NCCHC 2018 Standard: P-C-01; and
- C. ACA Standards: 5-ACI-1C-03 and 4-ALDF-2A-15.

**III. Definitions: None.**

**IV. Statement of Policy and Applicable Procedures:**

- A. Staffing Plans for Existing Facility:
  - 1. The Responsible Health Authority for each facility will annually assess the utilization and efficiency of health care personnel. If the Responsible Health Authority determines that additional health care personnel are required to adequately meet the health care needs of offenders, a written proposal will be developed and submitted to the contract vendor regional manager for consideration.
  - 2. The criteria for staffing assessments will include but not be limited to:
    - a. Facility size and configuration.
    - b. Location.
    - c. Facility mission(s).

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- d. Types and scope of services to be delivered.
- e. Health care needs of the offenders.
- f. Prevailing court orders.
- g. Manner in which personnel are to be assigned.
- h. Objective workload data related to the utilization of services (demand).

3. The Office of Health Services and the health services contract vendor will work to develop and implement staffing standards based upon objective workload data. The Facilities Division will have input into facility staffing patterns.

**B. Staffing Plans for Future Facility:**

1. The GDC Health Services Director, in coordination with the health services contract vendor, will be responsible for proposing staffing plans for each GDC facility. The plan will define the number of qualified health care personnel by type for the adequate evaluation and treatment of the proposed facility's population, consistent with contemporary standards of care.
2. The numbers and types of health care personnel required at each facility will be determined with consideration to the criteria shown in Section A (2) above along with staffing standards for comparable facilities.

**V. Attachments:** None.

**VI. Record Retention of Forms Relevant to this Policy:** None.