



<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS</p> <div style="text-align: center;">  </div> <p style="text-align: center;">Facility PREA Staffing Plan</p>		
Facility Name:		
Subject: PREA Standard 115.13	Effective Date:	Page Number 1 of 5
Authority: <i>Warden/Superintendent</i>	Originating Division: <i>Facilities Division</i>	Access Listing: <i>Level III: Contraband for Offender to Possess</i>

- I. Introduction and Summary: A general and brief summary of the facility.
- II. Applicability: All Facility staff.
- III. Authority: *GDC SOP 208.06 Prison Rape Elimination Act – Sexually Abusive Behavior Prevention and Intervention Program; 28 CFR Part 115, et seq.*
 - a. The agency shall ensure that each facility it operates shall develop, document, and make its best efforts to comply on a regular basis with a staffing plan that provides for adequate levels of staffing, and, where applicable, video monitoring, to protect inmates against sexual abuse. In calculating adequate staffing levels and determining the need for video monitoring, facilities shall take into consideration the procedures outlined in section VII of this plan:
- IV. Definitions: None
- V. Mission Statement: Write a detailed statement of your facility's mission and outline.
- VI. Attachments: None.
- VII. Procedure:
 - a. Must answer:
 - i. Generally accepted detention and correctional practices.

Retention Schedule: Once completed a copy is to be sent to the PREA Coordinator's office for review. This Staffing plan needs to be maintained in the PREA Compliance manager's files and revised annually.

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- ii. Findings of inadequacy:
 - 1. From Federal investigative agencies.
 - 2. From internal or external oversight bodies.

- iii. All components of the facility's physical plant (including "blind-spots" or areas where staff or inmates may be isolated);
 - 1. Identify any vulnerable areas. Identify the number of staff and inmates in these areas. Is there camera coverage in these areas? How often are officer patrols conducted? Have mirrors or any other surveillance devices been installed to aid in monitoring?

- iv. Identify the total number of positions and vacancies at your facility.
 - 1. Identify and describe every area of the facility,
 - a. When identifying housing units, each housing unit should be noted with a specific description or mission, number of inmates, number of staff, and hours of operation;
 - 2. The number and placement of supervisory staff.
 - 3. Any gender-specific posts should be identified in each post description;
 - 4. The number of cameras in each area should be noted along with where and how often the cameras are monitored;
 - 5. Note any inside/outside details. Since the number of inmates assigned will probably fluctuate, it is recommended that the capacity be referenced;


- v. Institution programs

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1. Regularly occurring on a particular shift;
 2. Any type of special programming or religious services should be identified along with frequency, capacity, and duration;
- vi. Identify the inmate transport procedure.
- vii. The composition of the inmate population;
- viii. Any applicable State or local laws, regulations, or standards;
- ix. The prevalence of substantiated and unsubstantiated incidents of sexual abuse;
- x. How victimization screening information is used at your facility; and
- xi. Any other relevant factors.
- b. In circumstances where the staffing plan is not complied with, the facility shall document and justify all deviations from the plan.
- i. Deviations from the established plan must be addressed. What are some of the reasons for post deviations? Who reviews, documents, and addresses post deviations?
 - ii. A call back plan in the event of staff shortage must be devised and implemented. Where is the call back plan maintained?

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- c. Whenever necessary, but no less frequently than once each year, for each facility the agency operates, in consultation with the PREA coordinator required by 28 CFR 115.11, the agency shall assess, determine, and document whether adjustments are needed to:
 - 1) The staffing plan established pursuant to paragraph (a) of this section;
 - 2) The facility's deployment of video monitoring systems and other monitoring technologies; and
 - 3) The resources the facility has available to commit to ensure adherence to the staffing plan.

- d. Each agency operating a facility shall implement a policy and practice of having intermediate-level or higher-level supervisors conduct and document unannounced rounds to identify and deter staff sexual abuse and sexual harassment. Such policy and practice shall be implemented for night shifts as well as day shifts. Each agency shall have a policy to prohibit staff from alerting other staff members that these supervisory rounds are occurring, unless such announcement relates to the legitimate operational functions of the facility.


Typed Name of PCM

Signature of PCM

Date

Typed Name of Warden/Superintendent

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Signature of Warden/ Superintendent	Date
Typed name of PREA Unit Representative	
Signature of PREA Unit Representative	Date

VIII. Record Retention of Forms Relevant to this Policy: See individual forms for retention information.

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