

Additional Information Related to Prison Staffing

G.S. 143B-709. Security Staffing.

(a) The Division of Adult Correction of the Department of Public Safety shall conduct:

- (1) On-site postaudits of every prison at least once every three years;
- (2) Regular audits of postaudit charts through the automated postaudit system; and
- (3) Other staffing audits as necessary.

(b) The Division of Adult Correction of the Department of Public Safety shall update the security staffing relief formula at least every three years. Each update shall include a review of all annual training requirements for security staff to determine which of these requirements should be mandatory and the appropriate frequency of the training. The Division shall survey other states to determine which states use a vacancy factor in their staffing relief formulas.

Factors affecting prison staffing:

1. Facility Mission and Custody
2. Facility Diagram and Design and size of dorms or cells
3. Layout of buildings and property (compact or spread out)
4. Type of inmates
5. Program type and hours of activity
6. Overtime Reports for last 6 months
7. Transportation Reports for last 6 months
8. Daily Shift Rosters for last six months
9. Facility Organizational Charts
10. Comparison of Facility Staffing with others of same design and similar/like mission

Post Chart refers to an actual listing by title of all security posts that are necessary to operate a prison. The recapitulation of a post chart indicates identified posts by name, shift hours, staffing by rank, the number of five (5)-day posts, the number of seven (7)-day posts, the applicable relief factor, the number of relief positions required, designated facility security level, designated housing areas, the total number of positions required, pull post levels, and the number of positions currently authorized. Assign relief factor to account for days off– training, holidays etc. to ensure post coverage.

Below is an example of prison staffing.

<u>Custody Type</u>	<u>Admin.</u>	<u>Custody</u>	<u>Programs</u>	<u>Health Services</u>	<u>Total</u>	<u>Prison Population</u>	<u>Staffing Ratio</u>
Close	33	303	13	27	376	801	2.13
Medium	27	243	14	17	301	816	2.71
Minimum	6	41	3	2	52	172	3.31