



Juvenile Justice Services (JJS) Policies and Procedures (P&P)

Directive

To: All JJS Employees

Subject: Prison Rape Elimination Act (PREA) - Compliant Staffing Plans

Directive: Reissue 16-005 as 17-003

From: Tamera Marcantel, Director of Juvenile Justice Services

Issue Date: August 1, 2017

Effective Date: August 1, 2017

To ensure compliance with federal guidelines in PREA, the JJS procedure for unit management is modified to include the following, additional requirements.

Each facility maintains an employee-to-client ratio of 1:8 during the day and 1:12 at night. The employee-to-client ratio for reintegration centers is at a minimum of 1:12 both day and night. YCS series employees and Program Managers are included in these ratios.

Staffing plans are unique to each facility and are developed and implemented based on a set of criteria, per the Staffing Plan Tool. Each facility develops, implements, and documents a staffing plan that provides for adequate levels of staffing and video monitoring, to protect clients from sexual misconduct.

In coordination with facility management, the Facility PREA Compliance Manager (FPCM) approves the Staffing Plan semi-annually.

Exceptions to the plan are documented in the Staffing Plan Exception Log.

The FPCM provides the PREA Coordinator with the Tools and Logs, per requests.

This Directive modifies P.5.25 Unit Management. This Directive replaces Directive 16-005.

cc: Monique Jacobson, Cabinet Secretary of Children, Youth and Families