




Jails: Build, Expand, Design, Refurbish

Staffing and Operating Costs

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Staffing Headlines




THE NEWS

Bankrupt Congress Over
New Arizona County Jail
staffing

Commission says no
funding available for
new staff

Staffing Headlines
Questions

1. What could have led to these crises in the jurisdictions?
2. What would happen if you plan the perfect jail in your jurisdiction and then discover you can't afford to staff it?
3. What are the possible consequences to you?



Possible Issues

1. Failure to Plan
2. Lack of Communication
3. Poor Design/Not Enough Owner Input
4. Economic Turn-down
5. New Contracts
6. Change of Operational Philosophy

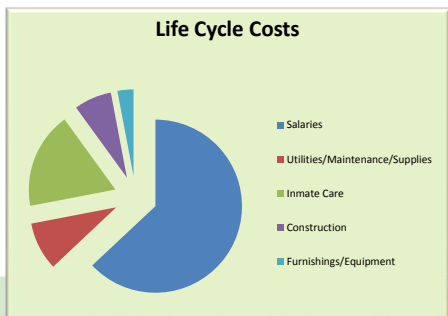


Keep in Mind.....

1. Adequate numbers of trained staff is critical
2. Over the life of the jail, the largest cost will be for staff
3. Your operational philosophy will affect both design and staff



Keep in Mind.....



Staffing/Operational Philosophy/Design

- All related
- Must be considered together, not independently

Ask yourself:
Can you afford to staff the jail you are planning?



Staffing/Operational Philosophy/Design

- Greatest Opportunity to Affect Staffing:
 - Programming Phase
 - Design Phase
- Once constructed – the Physical Plant will Drive Staffing (sound familiar?)




Staffing Issues

1. Right number
2. Right skills and training
3. Right places
4. Right time
5. Doing the right thing
6. Right supervision



Right Number of Staff


- Number of Posts
- Number Hours of Coverage
- 24/7, 8 to 5, Number of days Per week
- Shift Schedules/Activities
- Classification of Inmates
- Philosophy on Back-up and Safety
- Operational Philosophy/Design



Complete Staffing Analysis

10 Steps


Step 1: Profile the jail	Step 6: Develop a schedule
Step 2: Calculate "Net Annual Work Hours" (NAWH)	Step 7: Evaluate, plan revise, improve
Step 3: Develop activity schedule	Step 8: Calculate operational costs
Step 4: Determine staff coverage plan	Step 9: Prepare a report
Step 5: Complete a staff summary	Step 10: Implement the plan and monitor the results



Staffing Analysis

Most important components during planning

1. Calculate and apply **Net Annual Work Hours** (NAWH) for each job classification
2. Identify staff posts and positions
3. Determine when posts and positions are staffed
4. Determine which of these **MUST** be staffed




Staffing Analysis

Net Annual Work Hours

- Schedule
- Leave used
 - Vacation
 - Sick
 - Family
 - Military
 - Administrative
- Holidays
- Compensatory time
- Training
- Breaks


Hours Worked	2,080
Vacation	80
Sick	40
All other	90
Holidays	40
Comp time	45
Training	40
Sub-total hours off on leave	335
New Annual Work Hours	1,745



Staffing

Definitions

1. Staff posts
2. Staff positions
3. Staffing pattern
4. Staffing schedule
5. Staffing plan



Staffing

Six Basic Influential Elements



1. Support services
2. Classification of inmates
3. Standards, Regulations, and Laws



Staffing

Six Basic Influential Elements

4. Mission
5. Physical plant
6. Programs/activities



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