NEW MEXICO ASSOCIATION OF COUNTIES

SAMPLE SECURITY STAFFING DETERMINATION NEEDS POLICY

1. REFERENCES:

Performance-based standards for Adult Local Detention Facilities, Fourth Edition, Standard 4-ALDF-2A-14.

1. PURPOSE:

 The purpose of this policy is to provide and describe procedures

 Detention staff can use to determine security staffing needs and

 requirements based on a pre-determined shift relief formula.

1. POLICY STATEMNT:

It is the policy of the County to have an orderly system for establishing, reviewing, and revising the staffing requirements for the detention center in order to effectively meet the specific security, programs, and services needs of the facility and community.

1. DEFINITIONS:
	1. Vacancy rate: The number of authorized security

 positions that remain vacant for a period of time.

* 1. Shift Relief Factor: A shift relief formula for determining

security staffing needs.

1. PROCEDURAL GUIDELINES:
	1. The County will maintain a comprehensive, ongoing record

of all authorized security positions, to include, budgeted and

vacant positions.

* 1. The detention administrator will forward a summary report of actual figures in each security post and position at the end of each fiscal year to the County Manager.
	2. The report should identify individual and total changes in positions allocated, vacancy rate, year-end vacancy totals and other such information as required by the County Manger in order to formulate staffing and budget needs for the detention center.
	3. Shift Relief Factor Determination: The detention administrator will develop a shift relief formula for determining security staffing needs, taking into account the County’s authorized holidays, vacation days as well as regularly absences of sick leave and military leave. This sample shift relief formula will be used to determine actual security staffing levels for the entire detention center, as follows:
		+ 1. Number of days per year the detention is closed: 0
			2. Number of work days per year: 365
			3. Number of regular days off per employee per year (usually fifty-two weeks x two days off per week): 104
			4. Number of vacation days off per employee per year: 15
			5. Number of holidays off per employee per year: 12
			6. Number of sick days off per employee per year (should be actual average for facility staff): 7
			7. Number of other days off per employee (including time off for injuries on the job, filling vacancies, military leave, funeral leave, maternity leave, unexcused absences, disciplinary time off, special assignments, etc., should be based on actual average for facility staff): 9
			8. Number of training days per employee per year: 5
			9. Total number of days off per employee per year (add nos. 3 + 4 + 5 + 6 + 7 + 8 above): 152
			10. Number of actual work days per employee per year (365-No. 9): 213
			11. Lunches and breaks, if any: 0
			12. Actual work days per employee (No. 10-11): 213
			13. Shift relief factor (No. 2 divided by No. 12): = 1.7136 for a typical twenty four hour- seven day security post application.

E: The detention administrator must take into account the number of security posts designated for the facility, the work shifts the security post is manned and then apply the designated shift relief factor to determine the actual staffing levels for the detention center.

1. A shift relief factor can also be determined by calculating net annual work hours for each category or classification of employee. The following are the steps that can be used when applying this method.
2. Total hours contracted per employee per year (if a regular workweek is 40 hours, then 40 (52.14 weeks=2,086 hours)
3. Average number of vacation hours per employee per year.
4. Average number of compensatory hours off per employee per year.
5. Average number of sick leave hours off per employee per year.
6. Average number of training hours off per employee per year.
7. Average number of personal hours off per employee per year.
8. Average number of military hours off per employee per year.
9. Average number of break hours off per employee year (optional; this may be a contractual item)
10. Other: (Specify)
11. Other: (Specify)
12. Other (Specify)
13. Other (Specify)
14. Total hours off per employee per year (total lines 2-12 above)
15. Net Annual work hours (subtract line 13 from line 1 above)
16. Converting Net Annual Work Hours to a relief factor (from item 13 above) as follows:
17. Enter the length of the work shift (i.e. 8, 10 or 12 hour work shift)
18. Multiply this by the number of shifts per day (this equals total hours per day).
19. Multiply this by the number of days per week that the post needs coverage (this equal total hour per week).
20. Multiply this my the 52.14 weeks in a year (this is the total hours per year)
21. Divide this by the net annual work hour (NAWH) to produce a shift relief factor. (This method of producing a shift relief factor was derived from the Staffing Analysis, Workbook for Jails, Second Edition by Dennis R. Liebert and Rod Miller pursuant to a cooperative agreement with the National Institute of Corrections, 2001).

H. The facility security staffing plan should be reviewed at least annually and revised as needed in order to meet

 County and detention needs.

Approved by:

Detention Administrator Date

County Manager Date