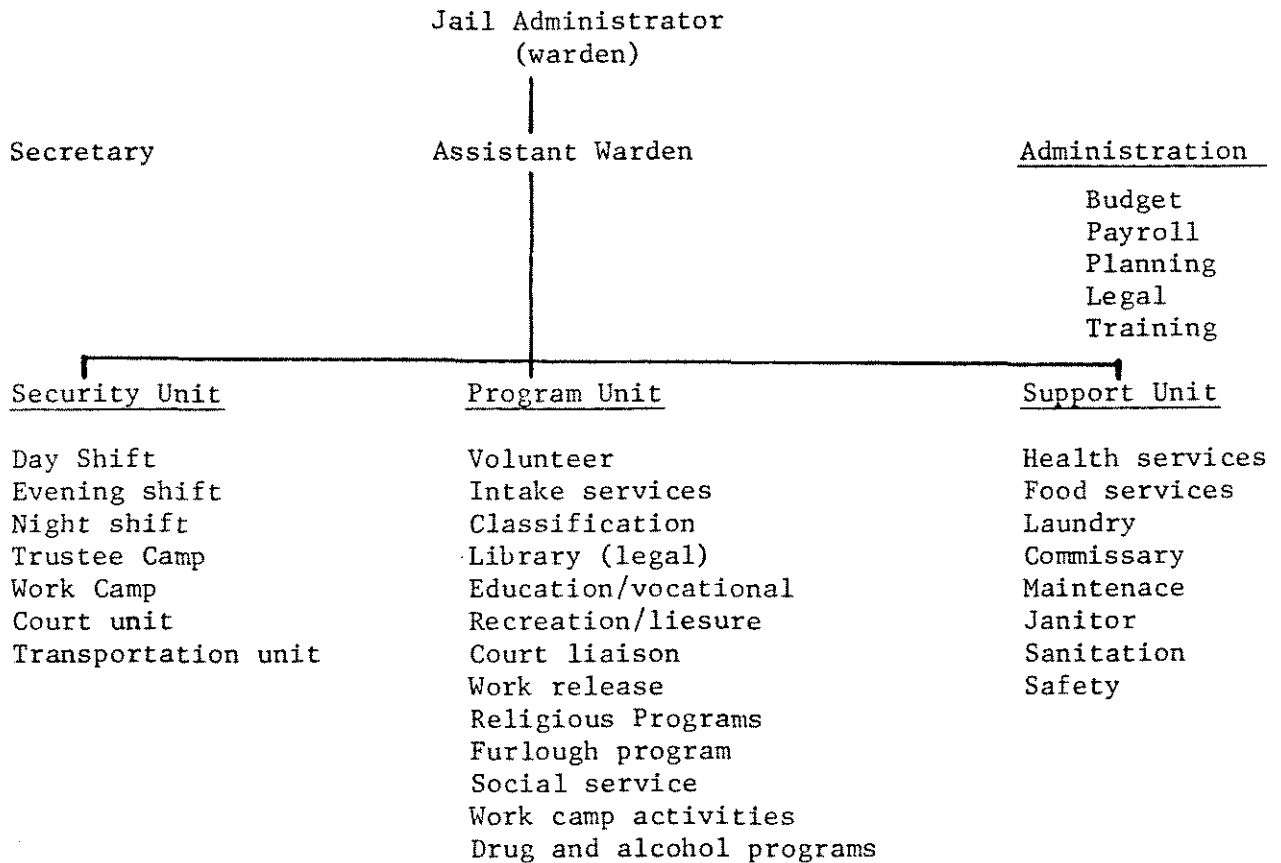


JAIL DIVISION SUGGESTED STRUCTURE:



MODELING EXERCISE
 STAFF ANALYSIS

MODELING EXERCISE
STAFF ANALYSIS

ADMINISTRATIVE STAFFING

Jail Administrator	1
Asst. Personnel Officer	1
Training Officer	1
Budget/Payroll Clerk	1
Secretary	<u>1</u>
Total	5

II. SECURITY UNIT STAFFING

Position	Day Shift	Evening Shift	Night Shift	Total Positions	Relief Factor	Total Staff
Unit Supervisor	1	-	-	1	-	1
Shift Supervisor	1	1	1	3	1.75	5.3
<u>Ground Floor</u>						
*Booking/Intake	2	2	1	5	1.75	8.8
- officers						
- clerks						
Transportations	3	-	-	3	-	3
<u>First Floor</u>						
Women's Detention	1	1	1	3	1.75	5.3
Visiting	1	1	-	2	1.75	3.5
Floor Security	1	1	-	2	1.75	3.5
<u>Second Floor</u>						
Unit Officers A						
- Intake	1	1	1	3	1.75	5.3
B	1	1	1	3	1.75	5.3
C	1	1	-	2	1.75	3.5
D	1	1	-	2	1.75	3.5
<u>Third Floor</u>						
Unit Officers E	1	1		3	1.75	5.3
F	1	1	1	2	1.75	3.5

III. PROGRAM UNIT STAFFING

Program Unit Supervisor	1	-	-	1	-	1
Education/Library	1	-	-	1	-	1
Recreation Specialist	1	-	-	1	-	1
Intake Screening	1	1	-	2	1.75	3.5
Secretary	½	-	-	½	-	½

IV. SUPPORT SERVICE UNIT

Unit Supervisor	1	-	-	1	-	1
Secretary	½	-	-	½	-	½
<u>Food Service</u>						
Director	1	-	-	1	-	1
Cooks	1	1	-	2	1.75	3.5
F.S. Workers	1	1	-	2	1.75	3.5

<u>Position</u>	<u>Day Shift</u>	<u>Evening Shift</u>	<u>Night Shift</u>	<u>Total Positions</u>	<u>Relief Factor</u>	<u>Total Staff</u>
<u>Health Services</u>						
Director	1	-	-	1	-	1
RN/EMT/Phys. Asst.	1	1	1	3	1.75	5.3
Doctor-Contract for services						
Dentist-Contract for services						
Psychologist-Contract for services						
<u>Laundry</u>						
Clerk	1	-	-	1	-	1
<u>Maintenance</u>						
Staff - Contract with County						
Janitor - Contract with County						
<u>Commissary</u>						
Clerk	½	-	-	½	-	½
<u>Discipline/Grievance</u>						
Specialist	1	-	-	1	-	1
Property Clerk						
Movement Officers						
Safety Officer						
Classification						
Court Liaison						

Plan For Future

TOTAL STAFF RECOMMENDATIONSI. Administrative Unit

Day Shift	Evening Shift	Night Shift	Positions	Relief Factor	Total Staff
5	-	-	5	-	5

II. Security Unit Staffing

Day Shift	Evening Shift	Night Shift	Positions	Relief Factor	Total Staff
16	13	6	35	1.75	58.6

III. Program Unit Staffing

Day Shift	Evening Shift	Night Shift	Positions	Relief Factor	Total Staff
4	1	-	5.5	1.75	7

IV. Support Unit Staffing

Day Shift	Evening Shift	Night Shift	Positions	Relief Factor	Total Staff
9	3	1	13	1.75	18.3

TOTALS

34.5	17	7	58.5		88.9
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It is essential that those reviewing and approving the budget for the jail know and understand the full implications of the relief factor. All too often, there is concern for the fact that the total number of jail personnel exceeds the inmate average daily population. It must be remembered that an inmate is in the jail 24 hours a day, seven days a week. To staff a POST 24 hours a day, seven days a week requires about five personnel. Therefore, a more accurate (though not specific) picture of staff to inmate ratio can be developed by dividing the total jail staff by five and comparing that number to the average daily population. One not familiar with corrections - and 24 hour staffing - could get the impression that your staffing may be about one staff for each inmate.

365	days in year
<u>-104</u>	days off each week/year
261	
<u>-11</u>	holidays per employee
250	
<u>-15</u>	days annual leave used per employee
235	
<u>-9</u>	days average sick per employee
226	
<u>-3</u>	days other short term leave
223	
<u>-15</u>	days training per employee
208	working days per year per employee
365	= 1.75 employees needed to fill each position
<u>207</u>	one shift for 365 days.

This figure does not take into account court time and union time which is fairly substantial in most sheriff's departments.