

**STATE OF NEVADA  
DIVISION OF CHILD AND FAMILY SERVICES  
JUVENILE FACILITY STAFFING PLAN**

**DATE:**\_\_\_\_\_

**FACILITY NAME:**\_\_\_\_\_

**OPERATING CAPACITY:**\_\_\_\_\_ **CURRENT CAPACITY:**\_\_\_\_\_

**PREA STANDARD 115.313 (SUPERVISION AND MONITORING)**

PREA requires a yearly assessment on each juvenile correctional facility to determine and document whether adjustments are needed to ensure youth are protected from sexual abuse. This assessment will include the following;

- a. A review of facility staffing plan to ensure it provides adequate levels of staffing
- b. Prevailing staffing patterns
- c. A facilities video monitoring system is deployed and used to protect youth against sexual abuse
- d. Other monitoring technologies are available
- e. The facility has the resources available to commit to ensure adherence to the staffing plan
- f. The facility has a policy and practice to have intermediate and higher level supervisors conduct and document unannounced rounds to identify and deter staff sexual abuse and sexual harassment.

Direct care staff is required to keep line of sight supervision of youth at all time except when youth are locked in their individual rooms/cells.

At least one supervisory level person, including superintendents, must be on duty at all times.

Recommended staffing in a youth correctional facility is 1:8 during awake hours and 1:16 during sleep hours. Residential facilities are recommended at 1:10 during awake hours and 1:20 during sleep hours.

**1. Review of Staffing Plan:**

- a. Number of staff on duty:\_\_\_\_\_ Time of Review:\_\_\_\_\_
- b. Number of supervisory staff on duty:\_\_\_\_\_
- c. Current staffing ratio:\_\_\_\_\_

- c. Any findings of inadequacy from judiciary, federal investigative agency, internal or external oversight body? ☐ Yes ☐ No If yes, please explain: \_\_\_\_\_

- d. Staffing plan addresses all components of the facility's physical plant?

☐ Yes ☐ No If no, please explain: \_\_\_\_\_

- e. The staffing plan considers:

- Youth populations
- Numbers and placement of supervisory staff
- Video monitoring capabilities

2. Review of Video Monitoring System:

- a. Number of cameras in facility: \_\_\_\_\_

<u>Locations:</u>	Yes	No
Admissions	<input type="checkbox"/>	<input type="checkbox"/>
Cafeteria	<input type="checkbox"/>	<input type="checkbox"/>
Day Area	<input type="checkbox"/>	<input type="checkbox"/>
Sleeping Quarters	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>
Classrooms	<input type="checkbox"/>	<input type="checkbox"/>
Laundry	<input type="checkbox"/>	<input type="checkbox"/>
Outside Perimeter	<input type="checkbox"/>	<input type="checkbox"/>
Confinement Rooms	<input type="checkbox"/>	<input type="checkbox"/>
Recreation Area	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

- b. Other monitoring technologies used: \_\_\_\_\_

- c. The facility has resources available and committed to staffing plan: \_\_\_\_\_

- d. The facility has a standard operating procedure (SOP) in place to ensure high level supervisory staff completes unannounced rounds:

<u>SOP indicates:</u>	Yes	No
Identification of staff to complete this task?	<input type="checkbox"/>	<input type="checkbox"/>
Where these visits will be documented?	<input type="checkbox"/>	<input type="checkbox"/>
Who will review completed documentation?	<input type="checkbox"/>	<input type="checkbox"/>
Staff interviewed?	<input type="checkbox"/>	<input type="checkbox"/>
Youth interviewed?	<input type="checkbox"/>	<input type="checkbox"/>

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

[illegible]☐☐☐☐☐

Comments/Notes:

**PREA COORDINATOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

DATE \_\_\_\_\_

FACILITY PREA COMPLIANCE MONITOR	DATE
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DATE \_\_\_\_\_