

## Minnesota Department of Corrections

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<b>Policy Number:</b>	<b>103.006</b>
<b>Title:</b>	<b>Supervision and Monitoring</b>
<b>Effective Date:</b>	<b>10/1/19</b>

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**PURPOSE:** To ensure that each facility provides adequate staffing levels to protect offenders against sexual abuse.

**APPLICABILITY:** Commissioners, appointing authorities, department managers and supervisors directly (or indirectly) responsible for staffing decisions at adult facilities

### **DEFINITIONS:**

Program schedule – a document outlining offender programs/work assignments occurring on a particular shift.

Staffing plan – organizational chart that documents a division's approved and budgeted positions. The chart indicates each position's state classification/working title, and employment condition. The organization chart also reflects reporting relationships. Each organizational chart must indicate the number of offenders supervised, treated, or in programming.

### **PROCEDURES:**

- A. Organizational charts
  - 1. All department divisions, facilities, and business units must update their organizational charts each time they submit a request to fill a position vacancy.
  - 2. Organizational charts are posted on iShare.
- B. Staffing plans/program schedules
  - 1. Each appointing authority/designee must ensure a staffing plan/program schedule is available upon request.
  - 2. In consultation with the department Prison Rape Elimination Act (PREA) coordinator, each appointing authority/designee must assess, determine, and document whether adjustments are needed to the staffing plan/program schedule, at least annually, to ensure:
    - a) An adequate ratio of supervision and placement of staff;
    - b) The ratio of staff to offenders is maintained in the division;
    - c) That programming needs are met, based upon available budgeted resources; and
    - d) That consideration is given to institution programming and composition of the offender population.
  - 3. The facility human resources (HR) department retains the program schedules at each facility.
  - 4. In circumstances where the staffing plan is not complied with, the appointing authority/designee must document in a memorandum to the associate warden of operations (AWO) a justification of all deviations from the plan. This document is retained by the AWO at the facility.

- C. As required by applicable state statutes, staffing to supervisor ratios and offender to staff ratios are observed and monitored.

**INTERNAL CONTROLS:**

- A. Program schedules are retained at each facility by human resources staff.
- B. Organizational charts are posted on iShare.
- C. Memoranda of deviations from staffing plans are retained by the facility's associate warden of operations.

**ACA STANDARDS:** 4-4050, 4-4051, and 4-4052

**REFERENCES:** [Minn. Stat. §§ 241.01, subd. 1, subd. 2 and subd. 3a \(e\)\(g\)\(h\)](#)  
[Prison Rape Elimination Act \(PREA\), 28 C.F.R. §115 \(2012\)](#)  
[Policy 100.020, "Organizational Structure of Department"](#)

**REPLACES:** Policy 103.006, "Supervision and Monitoring," 9/18/18.  
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** None

**APPROVALS:**

Deputy Commissioner, Community Services  
Deputy Commissioner, Facility Services  
Assistant Commissioner, Operations Support  
Assistant Commissioner, Facility Services

**Security Instructions**

[103.006LL, "Hiring of Overtime/Overtime List"](#)