Minnesota Department of Corrections

Policy Number:	**103.006**
Title:	**Supervision and Monitoring**
Effective Date:	**10/1/19**

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 meet, 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"