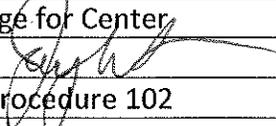




DEPARTMENT FOR CHILDREN AND FAMILIES
Family Services Division
Woodside Juvenile Rehabilitation Center

Chapter:	Organization, Administration & Management	
Subject:	Minimum Staff Coverage for Center	Page 1 of 1
Approved:	Jay Simons, Director 	Effective: 3/30/2018
Supersedes:	Woodside Policy and Procedure 102	Dated: 6/1/2017

Purpose

To ensure that Woodside will provide adequate staffing to ensure safety and appropriate treatment for all youth residing at the Center.

Policy and Procedure

1. The Woodside building will have a minimum of six (6) employees (excluding front desk and kitchen personnel) regardless of the number of youth on each unit. Of these six (6), three (3) must be permanent classified employees. The staff to youth ratio will not exceed one staff to a maximum of five residents during resident waking hours and one staff to a maximum of sixteen residents during overnight hours.
2. Each year during the first month of the fiscal year the Director, Assistant Directors, PEQA and Education Coordinator will meet to conduct an annual staffing plan review. This team will assess staffing patterns, deployment of monitoring technology and whether additional resources are needed to ensure PREA compliance.
3. Each unit must have one (1) full-time permanent classified youth counselor or supervisor on the premises.
4. One (1) full-time permanent classified supervisor must be on the premises unless a full-time permanent classified youth counselor II is designated as an acting supervisor and approval is granted by the Director or designee.
5. Only trained permanent classified employees or temporary employees may provide direct supervision of residents.
6. Supervisors may temporarily waive the full-time permanent classified employee standard for staff emergencies and unexpected personal/family illness. However, the minimum coverage requirements in #1 above must be preserved by calling in temporary or permanent classified employees. Supervisors will notify the Director or designee of emergency waivers as soon as possible.