

## **BIA Detention Guidelines *Standards***

The following is excerpted from the BIA Detention Guidelines (Draft-2010). How do these requirements impact your facility?

### Correctional Officers' Posts - BIA ADF-2A-02

Correctional officers' posts are located in, or in close proximity, to inmate living areas to permit officers to see, hear, and respond promptly to emergency situations. There are written orders for every correctional officer's post.

### Personal Contact between Staff and Inmates - BIA ADF-2A-03

Personal contact and interaction between staff and inmates is required. Inmates classified as medium or maximum security risks are personally observed by an officer at least every 30 minutes on an irregular schedule. Inmates classified as minimum or low security risks are personally observed by an officer at least every 60 minutes on an irregular schedule. The facility administrator or designee visits the facility's living and activity areas at least weekly.

### Male and Female Staffing - BIA ADF-2A-05

When both males and females are housed in a facility, at least one male staff member and one female staff member are on duty at all times.

### No Inmate Control over Others - BIA ADF-2A-06

No inmate or group of inmates is given control, or allowed to exert authority, over other inmates.

### Inmate Movement under Staff Control - BIA ADF-2A-07

All inmate movement from one area to another is controlled by staff.

### Sufficient Staff - BIA ADF-2A-09

Sufficient staff, including a designated supervisor, are provided at all times to perform functions relating to staff safety and the security, custody, and supervision of inmates as needed to operate the facility in conformance with the standards.

### Facility Design - BIA ADF-2A-12 (Renovation, Addition, New Construction only)

Physical plant design facilitates continuous personal contact and interaction between staff and inmates in housing units. All living areas are constructed to facilitate continuous staff observation, excluding electronic surveillance, of cell or detention room fronts and areas such as dayrooms and recreation spaces.

## Definition of Key Staffing Terms

Review the definitions of these key staffing terms.

- Post - a staff assignment which can either be a specific place (i.e. Master Control) or can relate to a specific function (i.e. Escort Officer). Posts are generally staffed by qualified individuals of a particular job classification and must be staffed during specified hours. Positions, on the other hand, are filled by specific individuals and are generally not relieved.
- Staffing Plan - the relationship of posts over time. It identifies the shift(s) when each post is staffed.
- Schedule - the actual days and times when staff is expected to work.
- Relief or Availability Factor - may be expressed as Net Annual Work Hours. This a calculation of the number of hours staff are available to work, based on the contracted number of hours per year minus the number of hours off per staff person per year.

## EXAMPLE ADULT/JUVENILE DETENTION PROGRAM COST

The example correctional facility has a capacity of roughly 70 adults and 46 juveniles. Below is an estimate of the program costs to operate an Adult and Juvenile detention program in the facility at maximum capacity. The facility's floor plans were used to develop staffing requirements and the detailed coverage plans, which are shown in the following pages. The 2015 Federal Salary Table was used for wages and benefits. Operational expenses are based on estimates and averages of existing BIA detention facilities.

### BUDGET SUMMARY

DESCRIPTION	ADULT	JUVENILE	TOTALS
Personnel	1,571,509	1,246,149	2,817,658
Fringe @30%	471,453	373,844	845,297
Overtime @20%	314,302	249,230	563,532
<b>Personnel Subtotal</b>	<b>2,357,264</b>	<b>1,869,223</b>	<b>4,226,487</b>
Travel	28,000	25,000	53,000
Training	18,000	15,000	33,000
Vehicle Expense	25,000	20,000	45,000
Communication/Telephone	6,000	3,000	9,000
Contractual Services	15,000	30,000	45,000
Supplies	75,000	80,000	155,000
Postage	1,200	1,200	2,400
Food Supplies	120,000	86,000	206,000
Equipment	30,000	40,000	70,000
<b>Other Subtotal</b>	<b>318,200</b>	<b>300,200</b>	<b>618,400</b>
<b>TOTALS</b>	<b>\$2,675,464</b>	<b>\$2,169,423</b>	<b>\$4,844,887</b>

**STAFF COVERAGE BUDGET DETAILS – ADULT PROGRAM**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Post/Position	Job Classification	Meal Relief?	Total Hrs. on Days	Total Hrs. on Evenings	Total Hrs. on Nights	No. of Days per Week	No. of Hours per Week	No. of Hours of Coverage per Year	Is Relief Needed for This Post?	Net Annual Work Hours	Total No. of FTEs Needed	Rounded No. of FTEs	Salary and Benefits	Total Salary and Benefits
Enter Data							Automatic Calculation		Yes or No	Enter Data	Automatic Calculation		Enter Data	Automatic Calculation
<b>ADMINISTRATION</b>														
Adult Operation Supervisor	Supervisory Correctional Officer		8	0	0	5	40	2085.6	No	2085.6	1.00	1	\$82,282.00	\$82,282
Administrative Staff	Law Enforcement Specialist		8	0	0	5	40	2085.6	No	2086	1.00	1	\$74,502.00	\$74,502
<b>Subtotal</b>			<b>16</b>	<b>0</b>	<b>0</b>		<b>80</b>				<b>2.00</b>	<b>2.00</b>		<b>\$156,784</b>
<b>PROGRAM STAFF</b>														
N/A			0	0		0	0	0	No		0.00	0	\$0.00	\$0
N/A			0	0		0	0	0	No		0.00	0	\$0.00	\$0
<b>Subtotal</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.00</b>	<b>0.00</b>		<b>\$0</b>
<b>SUPPORT STAFF</b>														
Food Service	Cook		8	0		7	56	2919.84	No	1801	1.40	1	\$54,456.00	\$54,456
Food Service	Food Service Worker		8	8		7	112	5839.68	No	1801	2.80	3	\$49,950.00	\$149,850
			0	0		0	0	0	No		0.00	0	\$0.00	\$0
<b>Subtotal</b>			<b>16</b>	<b>8</b>	<b>0</b>	<b>14</b>	<b>168</b>				<b>4.20</b>	<b>4.00</b>		<b>\$204,306</b>
<b>SECURITY/CUSTODY</b>														
Shift Supervisor	Lead Correctional Officer		8	8	8	7	168	8759.52	No	1,834	4.20	4	\$74,502.00	\$298,008
Central Control Officer	Correctional Officer		8	8	8	7	168	8759.52	Yes	1,834	4.78	5	\$67,266.00	\$321,275
Housing Unit (Female) Officer	Correctional Officer		8	8	8	7	168	8759.52	Yes	1,834	4.78	5	\$67,266.00	\$321,275
Housing Unit (Male) Officer	Correctional Officer		8	8	8	7	168	8759.52	Yes	1,834	4.78	5	\$67,266.00	\$321,275
Intake Officer	Correctional Officer		8	8	8	7	168	8759.52	Yes	1,834	4.78	5	\$67,266.00	\$321,275
Transport Officer (pull position)	Correctional Officer		8	8	4	6	120	6256.8	Yes	1,834	3.41	3	\$67,266.00	\$229,482
Rover/Support Officer (pull pos.)	Correctional Officer		8	8	0	6	96	5005.44	Yes	1,834	2.73	3	\$67,266.00	\$183,586
<b>Subtotal</b>			<b>56</b>	<b>56</b>	<b>44</b>		<b>960</b>	<b>15016.32</b>			<b>26.72</b>	<b>30</b>		<b>\$1,996,174</b>
<b>TOTAL STAFF</b>			<b>88</b>	<b>64</b>	<b>44</b>							<b>36</b>		<b>\$2,357,264</b>

**BUDGET LINE ITEMS**

- I. **Salaries:** To cover the cost of 36 positions for the adult detention program: (1) Supervisory Correctional Officer; (4) Lead Correctional Officers; (26) Correctional Officers; (1) Law Enforcement Assistant; (1) Cook, and; (2) Food Service Workers. These positions are essential for the program operation.
- II. **Travel:** To pay for the costs associated with travel for 36 staff for training (basic correctional training, 40 hours in-service and specialty training) such as meals and lodging, and other travel associated with correctional program operation and services.

- III. **Training:** To cover the cost of annual in-service, advanced and specialty training to maintain correctional officer certification for 30 security staff; to cover the cost of management and other specialty training for the facility administrator and the lead correctional officers, and; specialty training for the Law Enforcement Assistant, Cook and Food Service Workers.
- IV. **Vehicle Expenses:** To pay for costs associated with fleet maintenance and fuel for 5 detention vehicles to include 3 transport vehicles and 2 administrative vehicles.
- V. **Telephone:** To pay for telephone service for the adult detention program and any maintenance cost associated with phone service. The amount is based on a monthly expenditure of \$500 per month.
- VI. **Contractual Services:** To pay for services which support the detention program operation such as computer equipment and services, cellular phone and services, pest control, and waste disposal.
- VII. **Supplies:** To purchase office supplies for the daily office administration, such a printing paper, files, pens, markers, ink, staples, and etc (\$15,000); to purchase supplies and uniforms for 31 correctional officers (\$20,000) to purchase inmate uniforms (\$15,000) inmate hygiene supplies, property storage bins, property bags and etc; purchase of other personal protective gear, to include gloves, cuffs and etc, pursuant to the BIA Adult Detention Handbook; detergent; first aid supplies (\$25,000)
- VIII. **Postage:** To purchase postage associated with the cost of mailing documents and use of overnight delivery services such as fedex.
- IX. **Food Supplies:** To purchase food supplies for inmates at a cost of \$10,000 per month (\$120,000).
- X. **Equipment:** Purchase of cell extraction and equipment for police officers, portable radios, television, medical carts, restraint equipment, printers, computers (replacement), replacement kitchen equipment such as mixers, microwaves, etc.

**STAFF COVERAGE BUDGET DETAILS – JUVENILE PROGRAM**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Post/Position	Job Classification	Meal Relief?	Total Hrs. on Days	Total Hrs. on Evenings	Total Hrs. on Nights	No. of Days per Week	No. of Hours per Week	No. of Hours of Coverage per Year	Is Relief Needed for This Post?	Net Annual Work Hours	Total No. of FTEs Needed	Rounded No. of FTEs	Salary and Benefits	Total Salary and Benefits
Enter Data							Automatic Calculation	Yes or No	Enter Data	Automatic Calculation	Enter Data	Automatic Calculation		
<b>ADMINISTRATION</b>														
Facility Administrator	Supervisory Correctional Specialist		8	0	0	5	40	2085.6	No	2085.6	1.00	1	\$82,282.00	\$82,282
Juvenile Operation Supervisor	Supervisory Correctional Officer		8	0	0	5	40	2085.6	No	2085.6	1.00	1	\$82,282.00	\$82,282
<b>Subtotal</b>			8	0	0		80				2.00	2.00		\$164,564
<b>PROGRAM STAFF</b>														
Programming Officer (edu)	Correctional Officer		8	0	0	5	40	2085.6	No	2085.6	1.00	1	\$67,266.00	\$67,266
N/A			0	0	0	0	0	0	No		0.00	0	\$0.00	\$0
<b>Subtotal</b>			8	0	0	0	40				1.00	1.00		\$67,266
<b>SUPPORT STAFF</b>														
Food Service	Cook		8	0	0	7	56	2919.84	No	1801	1.40	1	\$54,456.00	\$54,456
			0	0	0	0	0	0	No		0.00	0	\$0.00	\$0
<b>Subtotal</b>			8	0	0	7	56				1.40	1.00		\$54,456
<b>SECURITY/CUSTODY</b>														
Shift Supervisor	Lead Correctional Officer		8	8	8	7	168	8759.52	No	1,834	4.20	4	\$74,502.00	\$298,008
Housing Unit (Female) Officer	Correctional Officer		8	8	8	7	168	8759.52	Yes	1,834	4.78	5	\$67,266.00	\$321,275
Housing Unit (Male) Officer	Correctional Officer		8	8	8	7	168	8759.52	Yes	1,834	4.78	5	\$67,266.00	\$321,275
Special Management Unit (pull)	Correctional Officer		8	8	8	7	168	8759.52	Yes	1,835	4.77	5	\$67,267.00	\$321,104
Intake Officer (pull/rover/transport)	Correctional Officer		8	8	8	7	168	8759.52	Yes	1,834	4.78	5	\$67,266.00	\$321,275
<b>Subtotal</b>			40	40	40		840	8759.52			23.30	24		\$1,582,937
<b>TOTAL STAFF</b>			64	40	40							28		\$1,869,223

**BUDGET LINE ITEMS**

- XI. **Salaries:** To cover the cost of 28 positions for the *juvenile* detention program: (1) Supervisory Correctional Officer; (4) Lead Correctional Officers; (21) Correctional Officers; (1) Cook, and; the addition of (1) Supervisory Correctional Specialist to oversee both adult and juvenile program operations. These positions are essential for the program operation.
- XII. **Travel:** To pay for the costs associated with travel for 28 staff for training (basic correctional training, 40 hours in-service and specialty training) and transports, i.e., meals and lodging, and other travel associated with juvenile correctional program operation and services.
- XIII. **Training:** To cover the cost of annual in-service, advanced and specialty training to maintain correctional officer certification for 26 security staff; to cover the cost of management and other specialty training for the Facility Administrator, Supervisory Correctional Officer and Lead COs, and; specialty training for the Law Enforcement Assistant, Cook and Food Service Workers.

- XIV. Vehicle Expenses:** To pay for costs associated with fleet maintenance and fuel for 4 detention vehicles to include 2 transport vehicles and 2 administrative vehicles (1-SCS and 1 juvenile administrative vehicle).
- XV. Telephone:** To pay for telephone service for the juvenile detention program and any maintenance cost associated with phone service. Adult detention will incur the bulk of the cost, this will be an additional \$250/month for juvenile telephone usage.
- XVI. Contractual Services:** To pay for services which support the juvenile detention program operation such as computer equipment and services, cellular phone and services, pest control, waste disposal, and any contracts associated with services for the youth as it relates to education and behavioral/mental health as needed.
- XVII. Supplies:** To purchase office supplies for the daily office administration, such a printing paper, files, pens, markers, ink, staples, books, school supplies, correctional officer and inmate uniforms, youth inmate hygiene supplies, property storage bins, property bags, mattresses, linen, shovels, purchase of other personal protective gear, gloves, cuffs, first aid supplied, detergent and etc. These are essential supplies and necessary pursuant to the BIA Detention Handbook.
- XVIII. Postage:** To purchase postage associated with the cost of mailing documents and overnight delivery such as fedex.
- XIX. Food Supplies:** To purchase food supplies and snacks for juvenile inmates.
- XX. Equipment:** Purchase of cell extraction and equipment for correctional officers, portable radios, television, medical carts, restraint equipment, printers, computers (replacement), laptops, and etc.