
 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	Directive Number 2.15	Effective Date 02/13/18	Page 1 of 4
	Supersedes Custodial Staff Deployment, dated 9/26/14		
Approved By:  Commissioner Scott Semple	Title  Hazardous Duty Staff Deployment		

1. **Policy.** The Department of Correction shall deploy its hazardous duty staff to ensure the safety and security of the public, staff and inmates as well as provide a humane and orderly environment. Custodial staff shall be deployed in a consistent and uniform manner to enhance the efficiency and cost effectiveness of the facility.
  
2. **Authority and Reference.**
  - a. Public Law 108-79 Prison Rape Elimination Act of 2003.
  - b. 28 C.F.R., 115 Prison Rape Elimination Act National Standards.
  - c. Connecticut General Statutes, Section 18-81.
  - d. Connecticut General Statutes, Chapter 66, Section 5-173.
  - e. American Federation of State, County and Municipal Employees (NP-4) Bargaining Unit, July 2004, Articles 14 and 25.
  - f. Administrative Directives 2.3, Employee Selection, Transfer and Promotion; 2.7, Training and Staff Development; 2.11, Employee Dependability; and 4.7, Records Retention; 6.12, Inmate Sexual Abuse/Sexual Harassment Prevention and Intervention.
  
3. **Definitions.** For the purposes stated herein, the following definitions apply:
  - a. **ATLAS.** A web based program used for the Department's twenty four hour, seven day a week scheduling, staff management and time and attendance. Also see attachment A, ATLAS definitions and terms for all ATLAS related terminology.
  - b. **Hazardous duty service.** Job classifications as listed in the Connecticut General Statute, Chapter 66, Sec. 5-173.
  - c. **Long-term Leave.** Any period of consecutive absence expected to exceed one (1) year.
  - d. **Non-hazardous duty service.** All other job classifications within the Department of Correction that do not fall under Connecticut General Statute, Chapter 66, Sec. 5-173
  - e. **Post.** A specific authorized work assignment designated on a post roster that may occur within or outside a facility.
  - f. **Post Rotation.** The periodic reassignment of hazardous duty staff to posts established by the post plan.
  - g. **Post Plan.** A listing of all permanent posts in a facility by location or primary function.
  - h. **PREA.** Prison Rape Elimination Act.
  - i. **Pre-approved Leave.** An authorized use of vacation, personal leave, holiday (IL) and/or earned/accrued time.
  - j. **Relief Factor.** A formula which identifies the staff required to fill an established post.
  - k. **Scheduled Training.** The assignment of staff to attend required training.
  - l. **Shift Relief Factor.** A formula used to determine the staffing required to fill a post plan.
  - m. **Slot.** An approved number of positions within the attendance roster that have the same rotation of days on and off.
  - n. **Squad.** A group of slots within the same shift utilized by facilities that have an every other weekend off schedule.
  - o. **Temporary Post.** A post established to meet a specific short-term purpose.
  - p. **Vacancy.** An unfilled position authorized by the Department of Administrative Services for refill.
  
4. **Post Plan.** The Deputy Commissioner of Operations and/or designee shall establish a Post Plan for each facility. The Post Plan shall list all posts and identify each post as a fixed, pull or shutdown post. Requests to add or delete permanent posts to the Post Plan shall be submitted, in writing, to the Deputy Commissioner of Operations through

Directive Number 2.15	Effective Date 02/13/2018	Page 2 of 4
Title Hazardous Duty Staff Deployment		

the chain of command. Temporary posts, which are needed for more than five (5) consecutive days shall require documented approval through the appropriate District Administrator. Any temporary post that exceeds 15 consecutive days shall require approval of the Deputy Commissioner of Operations.

5. Staffing Plan. The agency PREA Director shall assist in the development and documentation of a staffing plan that provides for adequate levels of staffing in all facilities, and, where applicable, video monitoring to protect inmates against sexual assault. Each facility must document and justify all deviations from the staffing plan. Whenever necessary, but at least once a year for each facility, the agency PREA Director shall, in consultation with others in the agency, assess, determine and document whether adjustments are needed to the staffing plan, video and other monitoring technology, and the resources the facility has available to adhere to the staffing plan.
6. Assigning Posts to a Shift. Each post shall be assigned to a shift based on the hours of operation for that post. Posts that start between 6:00am and 2:00pm shall be assigned to first shift. Posts that start after 2:00pm and up to 11:00pm shall be assigned to second shift. Posts that start after 11:00pm and up to 5:45am shall be assigned to third shift.
7. Master Roster. Each Unit Administrator or designee shall develop and implement Attachment D, Master Report consistent with the approved Post Plan. All permanent posts shall be included on the Master Roster. All Master Rosters shall be retained via the ATLAS system.
8. Master Roster Balance. The facility Master Roster shall be balanced to ensure adequate staffing coverage and to enhance Department operating efficiency. Master Roster balancing shall be consistent with the following:
  - a. Each slot shall remain balanced to within one (1) working position if less than 80 staff are assigned to the shift. Each slot shall be balanced to within two (2) working positions if there are 80 or more staff assigned to the shift.
  - b. Facilities with the every other weekend off schedule, shifts shall balance their squads to within one (1) working position.
  - c. Master Roster vacancies, extended worker's compensation and long-term leave shall be balanced within each Post Plan.
  - d. Slot-to-slot and shift-to-shift transfers shall be considered to balance slots projected to remain unbalanced for any extended period.
9. Shift Schedule. Each facility shall use a five (5) days on and three (3) days off or a five (5) days on and two (2) days off work schedule according to the Post Plan for all hazardous duty staff unless stipulated otherwise in the NP-4 collective bargaining contract.
10. Employee Assignment. Hazardous duty staff shall be assigned to a post on a rotational basis without regard to gender, with the exception of gender specific posts i.e.: strip search posts. Post rotation shall not occur in less than 56 days (one cycle) or more than 336 days (six cycles) from the initial post assignment. Any post rotation exception shall require written authorization from the appropriate District Administrator.
  - a. This section shall only apply to Correction Officers and Correctional Lieutenants. Post rotations for other hazardous duty staff shall be assigned as necessary per the respective contract and at the discretion Unit Administrator, Unit Supervisor or their designees.
11. Facility 5 and 2 Post Assignments , the Correctional Transportation Unit's High Security Transportation, Fleet Operations and Armory Post Assignments. 5 and 2 post review shall be announced each October. The announcement shall consist of a roll call notice during all three (3) shifts for two (2) calendar weeks. Interested candidates shall have until the date noted in the roll call notice to apply for these positions. Candidates that are interested in receiving information related to the duties of the announced position may request this information through the Unit Administrator or designee.

Directive Number 2.15	Effective Date 02/13/2018	Page 3 of 4
Title Hazardous Duty Staff Deployment		

- a. Selection Criteria. In order to qualify for a 5 and 2 post, interested candidates shall meet the following minimum criteria:
  - i. Two (2) years' experience in corrections;
  - ii. One year (1) experience at the facility;
  - iii. Compliance with Administrative Directives 2.3, Employee Selection, Transfer and Promotion; and 2.11, Employee Dependability;
  - iv. Overall performance appraisal rating of "Satisfactory" or above;
  - v. Excellent oral and written communication skills;
  - vi. Ability to work collaboratively with others;
  - vii. Recommendation from their supervisor, if required;
  - viii. Professional presentation and demeanor; and,
  - ix. Positive work ethic.
- b. Application Process. Interested candidates shall submit a letter of interest to the Unit Administrator or designee by the specified closing date. The letter of interest shall include the candidate's qualifications and why they wish to be considered. The Unit Administrator or designee may designate supervisors to interview the eligible candidates. Recommendations shall be forwarded to the Unit Administrator who shall make the final selection based upon the qualifications of the candidates. All attempts shall be made to ensure objectivity and diversity in the selection process. Candidates that are selected and accept the 5 and 2 position shall be required to review and sign the 5 and 2 Post Agreement Form (CN 21512).
- c. Duration of Assignment. The duration of 5 and 2 posts shall be at the discretion of the Unit Administrator, not to exceed two (2) years. The Unit Administrator reserves the right to select 5 and 2 staff, based on facility needs. Extensions may be granted by the District Administrator based upon the written justification of the Unit Administrator.
- d. Unanticipated Vacancies. The facility shall not be restricted from posting and filling a 5 and 2 position as vacancies arise throughout the year.
- e. Exemption. Section 11 of this Directive shall not apply to the members or prospective members of the Correctional Transportation Unit, Intelligence Unit and the Armory Operations Unit, and any 5 & 2 post determined by the Unit Administrator.

12. Personnel Changes and Leave. All personnel changes and leaves shall be electronically tracked in ATLAS with the date, time, and the Supervisor making such changes. Any change made to the approved Master Roster shall be considered necessary due to qualifications, restrictions or the function of daily operations.

13. Post Roster.

- a. A Post Roster shall be completed for each shift in accordance with the authorized Master Roster.
- b. All post assignments on the Post Roster shall be recorded and any assignment changes from the authorized Master Roster during the shift shall be noted via the ATLAS system.
- c. Each Post Roster shall be reviewed and electronically signed by the designated Supervisor and the Unit Administrator or designee indicating the accuracy of the report.
- d. Any posts covered by overtime (OT) shall be indicated on the Post Roster in yellow. All OT codes shall be indicated on the Daily OT Report and Day Sheet. Any swap(s) shall be indicated on the Post Roster in Teal. Any non-qualified staff or post restriction shall be indicated on the Post Roster in Red. Refer to Attachment A-ATLAS Terms and Definitions.
- e. The Post Roster shall indicate the Day of the Week, Date, Shift, Slots Off and minimum staff needed to cover all designated posts for each respective shift.
- f. The Post Roster for each shift shall be certified that personnel were present, accounted for and utilized as reflected on the Post Roster.
- g. Each Post Roster shall indicate the name of each employee assigned to each post and the name of each employee on sick, vacation, personal or earned leave, schedule training or regular days off status.

Directive Number 2.15	Effective Date 02/13/2018	Page 4 of 4
Title Hazardous Duty Staff Deployment		

14. Overtime Report. Overtime statistics can be generated on command for a variety of characteristics (i.e.: date range, shift, etc.)
15. Daily Payroll Package. The Daily Payroll Package shall be completed on each shift, forwarded to the designated Supervisor for review and then forwarded to the Unit Administrator or designee for approval.
  - a. The payroll package, with authorized electronic signatures, shall be forwarded to the Fiscal Unit, Payroll Section for processing.
16. Relief Factor. During January of each year, the Deputy Commissioner of Operations shall review and revise, as needed, the shift relief factor for the Department.
17. Pre-approved Leave. Each facility shall grant the authorized number of vacations, personal leave and holidays, by shift, in accordance with the authorized time off allotments. Bargaining Unit members shall be allowed to select their vacation time off in accordance with the respective Bargaining Unit contract. Individual requests for leave shall be granted no more than 30 days in advance.
18. In-service Training. Training shall be scheduled at the discretion of the Unit Administrator or designee in consultation with the Director of the Maloney Center for Training and Staff Development. No vacation, personal leave, holiday (IL) time or swaps shall be approved for a correctional officer during the officer's training cycle, unless approved by the Unit Administrator or designee.
19. Records Retention. All scheduling, roster management and payroll functions, (i.e.: staff postings, daily payroll packages, trip logs, etc.) shall be retained digitally via the ATLAS System in accordance with State Records Retention Schedule S1: Administrative Records (Revised: 05/2014), Page 2 of 22 number 6-Format.
20. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for the intended function:
  - a. CN 21501, 5 and 2 Post Agreement.
  - b. Attachment A, Post Roster
  - c. Attachment B, Attendance Roster
  - d. Attachment C, Daily Overtime Report by Shift
  - e. Attachment D, Master Report
  - f. Attachment E, Pull Post Report
  - g. Attachment F, Trip Report
  - h. Attachment G, Slot Balance Work Sheet
  - i. Attachment H, ATLAS Definitions and Terms.
21. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.