

PREA STAFFING PLAN

115.313

Victoria Regional Juvenile Justice Center (VRJJC)

Mission Statement

The Victoria County Juvenile Services Department is committed to working hard to change kid's lives in a way that promotes responsibility, accountability, and goal setting coupled with structure and discipline so that kids can achieve success by making better choices, learning from their mistakes and becoming a law abiding, productive citizen of society.

This Staffing Plan is designed to help determine adequate levels of staffing, and, where applicable, video monitoring, to protect residents against sexual abuse.

Staffing Plan Procedure

1. Once a year, each facility operated by the agency, in consultation with the PREA coordinator, shall assess, determine, and document adjustments to this plan.
2. The Facility Administrator must approve the staffing plan developed for each living unit that includes, but is not limited to, the following:
 - a. Any judicial findings of inadequacy; none
 - b. Any findings of inadequacy from Federal investigative agencies;
 - i The 3-year PREA audit was completed on 6/12/2023 with all standards met.
 - c. Any findings of inadequacy from internal or external oversight bodies;
 - i TJJD completed the annual facility audit on 4/25/24. The facility received 2 technical supports. The first regarding room restriction which has been resolved. The second regarding a Safety Based Seclusion beyond 5 days. There was 1 non-compliance for failing to report an attempted suicide to TJJD for the Pre-program within 24 hours.
 - d. All components of the facility's physical plan (including "blind spots" or areas where staff or residents may be isolated);
 - e. The composition of the resident population;
 - f. The number and placement of supervisory staff;
 - g. Institution programs occurring on a particular shift;
 - h. Any applicable State or local laws, regulations, or standards;
 - i. The prevalence of substantiated and unsubstantiated incidents of sexual abuse;
 - j. Any other relevant factors;
 - k. The agency shall comply with the staffing plan except during limited and discrete exigent circumstances, and shall fully document deviations from the plan during such circumstances.
3. The FA/PREA Coordinator must submit staffing plans annually for approval to the Chief Probation Officer. Any modification to the staffing plan must also be submitted for approval.

when with a group of youth over 8 individuals. The case managers are certified JSO's and meet the security staff requirement, therefore they will also count toward the ratio when with a group of youth.

The on-call rotation has been utilized and staff have worked numerous days on their scheduled days off.

November 2023 TJJD approved a waiver to combine pre and post females to best utilize staff.

A staff wage comparability was conducted by the county to increase Victoria County salaries effective Jan. 1, 2024. This placed the positions in a compatible market for hiring and maintaining staff and receiving experienced applicants. Positions were filled, staff trained, and certified by March 2024 which will provide the staff to meet PREA ratio.

TJJD provided a DIR Salary Adjustment Grant salary supplement to the JSO's September 2023 with an additional 5% to be granted September 2024.

Four full-time positions will be requested in the budget to be effective January 1, 2025.

Secure Facility Design Bed Capacity 72

This facility does not accept more than the designed functional capacity of 72 youth age 10yo – 18yo.

- 24 Female Offenders Post Program
- 12 Male Offenders Post Program
- 12 Female Offenders Pre Program
- 24 Male Offenders Pre Program
- The post adjudication program is created for an average length of stay of a minimum of 8 months.

Male and Female Units

- 6 units with 12 individual rooms in each unit.
- Groups: groups are conducted either in the unit day area or in a classroom.
- Population: male, female, pre, post, pregnant offenders (Ages 10-18)
- Layout: cell, dayroom, control, classrooms, medical area, intake/release, gym, and outside recreation.
- Programming: individual, group and family counseling sessions. Groups include: Substance abuse groups, life/job skills groups, skills groups, specialized groups, church, and parenting skills.
- Pre and Post populations are housed separately. However, if needed to meet PREA ratio, units may be combined for a total of 12 residents in a unit.
- Male and Females are housed separately with the exception of ensuring the safety of a resident following the behavior risk assessment.
- Movement within the facility is controlled to ensure these populations do not cross paths while in the hallways.

Educational programming:

Education classrooms are located on the VRJF grounds and are comprised of 6 classrooms. All Education staff are employees of the Victoria Independent School District and all teachers are TEA Certified.

Education staff: There are 6 total teachers, which includes 1 Principal. Any deviations in staffing due to sick leave, vacation, or trainings are documented by the Principal.

- On Holidays, the youth will participate in the unit-scheduled activities supervised by JSO staff.

The Education classrooms are assigned 1 teacher each and a maximum of 16 students. Academics are provided as per the daily school schedule to meet the requirement of TEA guidelines. Depending upon the population in the unit, 2 JSO's, may be assigned in each classroom during the school hours and assist with classroom management if necessary.

Summer Schedule

VISD will provide 2 summer school sessions consisting of 4 hours of instruction daily Monday-Friday. Classes are determined based on the needs of the youth each summer.

Video Monitoring - Units & Building Areas	Number of Cameras
Unit A	2 w/audio
Unit B	2 w/audio
Unit C	2 w/audio
Unit D	2 w/audio
Unit E	2, w/audio
Unit F	2, w/audio
ELA Classroom	1 w/audio
Class I	1 w/audio
Class II	1 w/audio
Class III	1 w/audio
Detention Classroom	1 w/audio
Gymnasium	3
Cafeteria/Kitchen	3
Male Outside Recreation	3
Female Outside Recreation	3
Medical Room	1
Visitation	2
Sally Port	3
Staff Break Room	1
Computer Classroom	1 w/audio
Corridors and hallways	19

56 total cameras - Video monitoring is not used as a substitute for staff supervision. Video is an effective tool for investigations and staff accountability and compliance.

Discussed adding a camera in the intake area due to safety concerns. The camera will not caption an area the youth will undress and shower.

Staffing Schedule: Effective October 2017 Required PREA Ratio 1:8 resident waking hours & 1:16 resident sleeping hours.

Positions and resources available in include:

12 hour shifts for full time staff - 6am-6pm & 6pm-6am

4 Teams - 8 full-time JSO's each team (32 total FT staff) – 1 full time position is currently vacant.

2 supervisory staff are assigned to each team with 6 full time JSO's. The supervisor will be available to respond to any area within the facility. The assistant supervisor will fill in for staff when and where needed for the supervision of the youth. When a supervisor is not on duty, the Assistant Supervisor will perform the Supervisors duties.

A full time JSO will be placed in each unit (6 staff/6 units).

Due to the resident population, there are 4 male and 4 female staff assigned to each team.

8 Part-time Rover positions – Rotating shifts 6-3pm & 12p-9pm (waking hours). Rovers are available to be assigned with a Full Time JSO in a unit with more than 8 youth or to conduct facility duties. Two rovers are scheduled to work per shift.

PRN's – 3 PRN's are currently employed. The PRN's are utilized to meet ratio if a position is vacant, medical leave, scheduled time off or sporadic demands (suicide watch, transports security issues) or as an additional staff assigned with a JSO when the youth population in the unit is above 8.

There are 2 transport officers assigned to the agency. As available, an officer can accompany the medical staff or JSO for off facility grounds appointments.

An additional trained staff will be assigned the unit with a JSO when the population is over 8 youth in the unit to provide supervision of 1:8 during waking hours.

Staff schedules are subject to change dependent upon population, exigent circumstances, etc.

Control staff are never counted toward ratio.

1 Full-time control staff – Monday - Friday 6:00am-2:00pm

1 Part-time control staff – Monday - Friday 2:00pm-9:00pm –

1 vacant position

1 JSO is assigned as a control officer - 9:00pm – 6:00am daily.

The cameras are located in positions that does not allow for viewing of youth when showering, performing bodily functions, or changing clothing.

Interviews are scheduled frequently to fill vacant positions. New employees are hired and trained. Administration will continue to actively interview and hire for all available positions.

The facility staff plan will be reviewed at least once each year or when necessary. The annual review will be conducted on or before Aug. 31st of each year.

The PC will assess, determine, and document whether adjustments are needed to the plan including:

To best protect the youth from sexual abuse should staffing levels fall below an adequate level each team has 1 male and 1 female JSO designated on call in the event a JSO does not report for duty as scheduled. Staff on call rotates monthly. Units can be combined (up to 12 youth) during non-program hours until an off duty staff can be contacted to report to work. Staff report to work at 6am for the day shift, therefore youth can remain in their rooms for a short time, until the staff arrives that has been called for duty. Staff are required to call their assigned supervisor 1- hour prior to the shift if they cannot report as scheduled. All deviations from the staffing plan will be documented on the deviation form.

- Facility blind spots are as follows:
 - a. Showers, individual rooms, padded cells, medical exam area, and intake area do not have cameras.
 - b. Directly under the cameras if there are no opposing cameras.
 - c. Directly under the window in the individual room doors.
 - d. Corners in the classrooms.
 - e. Offices do not have cameras.
 - f. Sally port by the air condition units.
 - g. Recreation yards in the small fenced area by the air conditioner units. Locks have been added to the gates at the fenced area.
 - h. The columns in the dog run walking toward the recreation areas.

Staff are trained ensuring awareness of the blind spots.

The vulnerability assessment will be conducted at a minimum annually, which will include the PREA Coordinator (PC), Administrator, Supervisor on duty, and Maintenance staff to determine if any action within the facility is warranted to ensure safety of the residents. Last conducted 8/07/23 no additional action was warranted.

PREA Supervision Requirements

Unannounced rounds are performed during all shifts throughout the areas of the facility and are performed by the assigned Supervisor or JSO III at random unscheduled times and dates during their rotation. Documentation of this will be reflected in the Supervisor Unannounced Rounds Report.

- A. Unannounced rounds to identify and deter staff sexual abuse and sexual harassment - The shift supervisors will conduct unannounced rounds when necessary but at least once per week and document the rounds on the facility unannounced rounds form.
- B. The supervisors will walk through the entire facility to conduct the unannounced rounds, as practical. The date, time, entry point where the unannounced visit was initiated, areas visited, exit point (where the visit terminated), and a description of what they observed or encountered

will be documented on the Facility Unannounced Rounds Form. Unannounced rounds are conducted randomly and documented by supervisory staff.

- C. Staff, contractors and volunteers will not alert other staff of an unannounced supervisory round occurring. Staff found to have engaged in such conduct (i.e., alerting other staff about unannounced supervisory rounds) will be subject to administrative disciplinary sanctions, up to and including termination of employment.
- D. Once per month the PC will collect and review the Facility Unannounced Rounds forms to confirm that unannounced supervisory rounds are occurring during all shifts (i.e., day and night), and that the staff conducting these rounds are visiting all areas of the facility and documenting what was observed or encountered. The PC will document the findings, on the monthly-unannounced rounds report, by the 20th of each month and provide the report to the facility administrator for review or needed adjustments. All rounds have been conducted and reviewed as required.
- E. Every six months the PC will ensure that all of the facility's shifts and areas have been exposed to at least one unannounced supervisory round during the previous six months.

Staff of the opposite gender is required to announce their presence when entering a housing unit/unit area when a youth is showering, performing bodily functions, or changing clothing. Supervision of the youths during shower time will be conducted by staff of the same gender in accordance with the Zero Tolerance policy. Transgender and Intersex youths shall be provided the opportunity to shower, change clothing and use the bathroom separately from other youths. If individual showers are not available, the Transgender and Intersex youth will be provided the option to shower first or last so they can shower separately. Any accommodations must be provided in a respectful and nonjudgmental manner and that does not present a safety risk.

The JSO assigned a unit will conduct random youth face to name counts several times on each shift throughout the day. The JSO assigned the unit will visually recognize the youth and youth name assigned to the unit. Staff will conduct youth name/face counts twice daily at shift change.

The first responder of an alleged incident will notify their immediate supervisor and complete the TJJD incident report form and fax to TJJD. The supervisor will notify the FA. The FA will notify the PREA Compliance Officer. The FA/Designee or PREA Compliance Officer will notify the Sheriff Department. The Compliance Officer will begin the internal investigation process. If the allegation involves potential criminal behavior, the Sheriff Department will conduct the investigation.

In the case of any alleged sexual harassment or sexual abuse, available video will be saved and reviewed by the FA or Designee and PREA Compliance Officer in an attempt to gather more information about the allegation. If requested, the video will be provided to the Office of Inspector General (TJJD) and the Administrative Investigation Division.

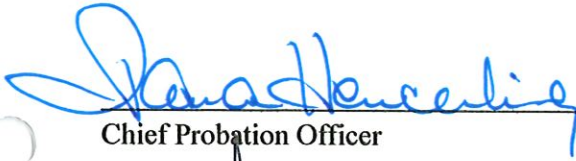
6/2023-6/2024 - 8 PREA allegations. PREA allegations have decreased.

2 youth/youth Sexual Harassment (2 unfounded),

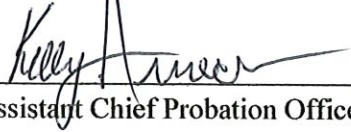
5 youth/youth Sexual Harassment/Sexual Misconduct (3 substantiated and 2 unfounded).

1 Staff/youth Sexual Abuse/Misconduct, (unfounded),

Facility Floor Plan – (attached to this staffing plan)


Chief Probation Officer

6/5/24
Date


Assistant Chief Probation Officer

06/05/24
Date


Facility Administrator

6-5-24
Date


Assistant Facility Administrator

6-5-24
Date


PREA Compliance Officer

6-5-24
Date