

RICHLAND COUNTY JAIL STAFFING PLAN

For January - December 2024

This document details the staffing plan currently in effect for Richland County Jail in accordance with Policy (list policy 203.3), Inmate Population and Staff Supervision, and as required in Prison Rape Elimination Act (PREA) Standard 115.13.

From January 2024 thru the end of December 2024 the Richland County Jail averaged an inmate population of 23 inmates per day. The average female inmate population was 3 and the average male inmate population was 20.

JAIL CAPACITY

The Richland County Jail has a total capacity of 33 inmates. The jail has the following housing assignments:

| Housing Unit | # of Cells | # of Beds | | |
|--------------|------------|-----------|---------------------------------------|---------------------------------|
| 1 | 6 | 6 | USMS Housing Section (Male or Female) | 6 Single cells |
| 2 | 4 | 4 | Female Section (or Male Section) | 4 |
| 3 | 4 | 8 | Male General Population | 8 double bunked, 4 single cells |
| 4 | 3 | 6 | Male General Population | 6 double bunked, 3 single cells |
| 5 | 3 | 6 | Male General Population | 6 Double Bunked, 3 single cells |
| 6 | 3 | 3 | Administrative Segregation | 3 Single Cells |
| 7 | 1 | 1 | Male Or Female | 1 mattress |

Required Staff per Shift

Richland County Jail adheres to Policy 203.3 which requires minimum jail staff of two correctional officers on duty at all times. These minimum staffing requirements must be met at all times except in the case of unforeseen and temporary circumstances. Any time that the minimum staffing requirements are not met the circumstances must be documented in an incident report that lists the reason(s) and the duration that the minimum staffing requirement was not met and any actions taken to correct the situation. This meets the requirements as set forth in NDDOCR regulations and in the PREA standards.

In practice, Richland County Jail will continue to exceed generally accepted secure jail practices by having one (1) additional jail staff assigned to augment coverage building-wide on the day shift on weekdays, two (2) additional jail staff assigned building-wide on weekend day shifts, and two (2) additional jail staff assigned at all times on second shift. There will always be one female staff on each shift with the ability to perform pat searches when female inmates are housed within the jail.

| | 1 st Shift 8AM to 8PM Sun-Sat | 2 nd Shift 8PM to 8AM Sun-Sat | 3 rd Shift 11am-11pm Sun-Sat | Chief 8AM-4PM Mon-Fri | Sergeant 8AM-4PM Mon-Fri | Total Staff |
|--------------------|--|--|---|-----------------------------|--------------------------------|----------------|
| Weekday(s) Mon-Fri | 2 | 2 | 1 | 1 | 1 | 7 |
| Weekends/Holidays | 2 | 2 | 1 | - | - | 5 |

Inmate Services

Inmate services and programs that are organizationally and/or constitutionally required include medical/mental health services, proper inmate classification, health screening at intake, food services, laundry, recreation, visitation, religion, access to the courts, mail, library services, to file written grievances, mail and telephone

access, drug/alcohol programs and education programs. Jail staff must be present and available to conduct and supervise these activities to ensure that security is maintained.

Staff Supervision of Inmates:

Staff are required to carry a two-way radio at all times. Staff must complete a minimum of 30 hours of training annually, including training on delivery of crisis intervention training, and training on preventing, detecting, and responding effectively to sexual abuse and sexual harassment.

Supervisory Personnel:

At least one supervisory level person, including Administrators, Shift Supervisors, and/or working supervisor designees, will always be on duty. At least one Administrator, including the Jail Administrator, will always be on call. On-duty supervisory personnel are required to always be accessible to direct and oversee building operations and safety, and respond to crisis or incidents. On-call administrative personnel must be available to respond promptly and effectively in the event of crisis or emergencies at the facility.

Monitoring Technology:

Richland County Jail has installed a video monitoring system. This system includes 27 cameras and is the video is retained for 8 months. The system is not actively monitored but is considered a deterrent to sexual acting out and other safety violations and is used in post- incident investigations. During the beginning of 2022 the camera system was updated to add sound in designated areas, and 5 additional cameras were installed to provide coverage in blind spots to the maximum extent possible. There was a request to upgrade our facility cameras, intercom, lighting and radio system. All of which were approved. New LED lighting was installed in all the dayrooms. During the last PREA Audit, one area was found to be unmonitored, the locker room is not installed with cameras as is where change outs are conducted during the intake/release process. RCJ was advised to install a camera in the top corner of the locker room, positioned to only view staff while a change out is being conducted.

Applicable Laws, Regulations, and Findings:

Richland County Jail is reviewed at least annually by the North Dakota DOCR for adherence to all applicable laws, regulations, and practices that must be met in a jail, including staffing. Any findings of inadequacy must be addressed and corrected in a timely fashion through a Corrective Action Plan. Richland County Jail is not subject to any state or federal judicial findings of inadequacy relative to staffing at this time.

Sexual Abuse Incident Reviews

Richland County Jail conducted an annual review with the DOJ Certified PREA Coordinator/PREA Compliance Manager of substantiated and unsubstantiated incidents of sexual abuse and concluded that staffing was not an issue regarding the prevalence of sexual abuse within this facility. Richland County Jail continues to stay in compliance with the PREA regulations and continues to have zero incidents arise throughout 2023-2024.

Staffing Plan Review:

This staffing plan will be reviewed no less frequently than once annually by facility Administration in collaboration with the PREA Compliance Manager. The staffing plan review will be documented and recommendations for modification to the staffing plan implemented as applicable and appropriate. For compliance with PREA the staffing plan review must consider:

- Generally accepted detention and correctional practices are met
- Findings of inadequacy are addressed
- Adequate numbers of Supervisory personnel
- Physical plant inadequacies, such as "blind spots" on video monitoring systems are addressed to the maximum extent possible
- Responses are made where there is a prevalence of sexual abuse reporting on a certain shift, in a certain location, with certain personnel, or as pertaining to other factors
- Programs occurring on a particular shift
- The composition of the inmate population
- Applicable state and federal laws and regulations
- Any other relative factors

Signatures:

Steve Gjerdvig 2/4/25

Chief Corrections Deputy

Date

R. P. Mitchell 2/4/25

PREA Coordinator

Date

