

2945.0530 STAFFING REQUIREMENTS.

Subpart 1. **Staffing plan.** The facility administrator shall prepare and retain a staffing plan indicating the personnel assigned to the facility and their duties.

Subp. 1a. **Discrimination prohibited.** There must not be discrimination based on race, color, religion, sex, or national origin.

Subp. 1b. **Staff selection.** The selection, appointment, and promotion of facility personnel must be based on assessed ability. Custody personnel must be a minimum of 18 years old. Recruitment standards must set forth the basic requirements of ability, preparatory experience, physical condition, and character, and those qualities that may disqualify an individual from selection, appointment, or promotion.

Subp. 2. **Staff person in charge.** There must be a designated staff person in charge of the facility. In the absence of the regular facility supervisor, a staff person must be designated in charge.

Subp. 3. **Condition of staff person on duty.** No person may be detained without a staff person on duty, present in the facility, awake and alert at all times, and capable of responding to emergencies and the reasonable needs of the detainee.

Subp. 3a. **Extra duty.** An employee shall be scheduled for no more than 12 hours consecutive work in any 24 hours except where unusual circumstances require reasonable and prudent exception. Coverage needs for vacations, military leave, jury duty, scheduled training, and similar activities are not unusual circumstances requiring reasonable and prudent exception. Each of these coverage needs must be known to the facility administration with sufficient lead time to allow proactive scheduling to maintain compliance with the 12-hour standard requirements.

Subp. 4. **Opposite gender policy.** There must be a policy consistent with state statute that provides procedures to be followed by staff with regards to the types of supervision provided to detainees of the opposite gender.

Subp. 5. **Assistance for dispatch or custody staff person.** In facilities that use the dispatch or custody position as sole supervision, the dispatch or custody staff person must be assisted on duty by another custody staff person when the lockup population exceeds 15.

Subp. 6. **Reporting incidents and responding to emergencies.** A combination of staff and physical plant resources shall provide the capability of responding to emergencies and the completion of incident reports on all special occurrences.

Subp. 7. **Ancillary functions.** Personnel must be provided to perform ancillary functions such as transportation or court functions such as court escort to the extent necessary to ensure security and supervision of detainees.

Statutory Authority: *MS s 241.021*

History: *17 SR 711; 39 SR 1203*

Published Electronically: *March 2, 2015*