**Emergency Staffing**

**1000.1   PURPOSE AND SCOPE**

The facility must operate at all times as a safe and secure environment, regardless of staffing levels. Consequently, contingency plans must be made in advance for any staffing emergency or planned job action, regardless of the length of the staffing deficit.

The purpose of this policy is to establish roles and responsibilities for creating and implementing emergency staffing plans, providing appropriate emergency staffing training to supervisory and management personnel, and identifying an update schedule and distribution list for the plan, as identified by the Chief/Sheriff or the authorized designee.

**1000.2   POLICY**

It is the policy of this agency to be prepared to operate a safe and secure facility in the event of a staffing emergency. Staffing emergencies that could negatively affect the good order of the facility may include but are not limited to an outbreak of infectious disease, a work stoppage or strike by the staff, a natural disaster, or other disruption. The Chief/Sheriff, the Facility Manager, or the authorized designee shall be responsible for ensuring that an appropriate emergency staffing plan exists.

**1000.3   EMERGENCY STAFFING**

In the event the Facility Manager﻿ becomes aware that a staffing emergency exists, or may occur, staff who are present may be ordered to remain at their posts. The Facility Manager will notify the Chief/Sheriff﻿. Plans should include measures to achieve minimum staffing for the facility within four hours of a staffing emergency and may include the following operational adjustments:

* The facility may go to a lockdown. Minimum activities, including visiting, exercise, and other programs, will be suspended only if necessary. Meals, cleaning, medical services, court transportation, and attorney visits will continue. Other activities will be assessed by the Facility Manager﻿ on a case-by-case basis.
* Supervisory and management personnel may have time-off cancelled or rescheduled for the duration of the staffing emergency.
* Staff from other areas of the ﻿Agency﻿﻿ who have custody experience may be used to fill vacancies in the facility.
* Assistance from allied agencies may be requested to help management and supervisors in safely staffing the facility.
* Contracting with surrounding facilities may be necessary if adequate staffing cannot be obtained to safely operate the facility.
* In the event of a health-related staffing emergency, the agency﻿ Exposure Control Officer and medical staff shall be notified.

**1000.4   LEGAL ASSISTANCE**

In cases where the Facility Manager﻿ becomes aware that a work stoppage is planned or has occurred, legal counsel should be consulted for assistance in preparing the necessary legal action to either prevent the work stoppage or to cause it to cease. Immediate contact with the employees' representatives may also be necessary to prevent or conclude the job action.

**1000.5   TRAINING**

The ﻿Facility Manager﻿ or the authorized designee should be responsible for:

1. Establishing a distribution list for the contingency plan.
2. Establishing a periodic review and update of the plan.
3. Ensuring that all supervisors and managers are periodically trained on the plan.
4. Ensuring that all supervisors and managers are provided a copy of the plan and/or a means to access it in the event of an emergency.
5. Documenting all training.
6. Maintaining training records for each supervisor and manager and ensuring that those personnel periodically receive appropriate update training on the plan.

**IMPLEMENTATION GUIDANCE**

***The following information is provided to assist you in implementing this policy and should be deleted before the policy is issued to agency personnel.***

**Emergency Staffing**

This policy is being provided to contribute to the ongoing discussions and actions regarding COVID-19 (coronavirus disease 2019).

This policy is intended as a starting point for local governments and agencies preparing policies for dealing with communicable diseases such as COVID-19 and exposure to the coronavirus. This is a national-level policy and does not include applicable state or local requirements.

Lexipol is not your agency's policy maker. Your agency is responsible for reviewing, customizing, and adopting any version of this policy for your agency. Neither the policy nor any information provided should be considered to contain legal advice or opinions. You should contact your legal counsel to obtain legal advice.

The policy is intended to provide guidelines for agency personnel to assist in being prepared to operate a safe and secure facility in the event of a staffing emergency. Staffing emergencies that could negatively affect the good order of the facility may include an outbreak of infectious disease or a work stoppage or strike by the staff. The Chief/Sheriff, the Facility Manager, or an authorized designee should review or, if one does not exist, create an appropriate emergency staffing plan and provide it to the supervisors and managers of the facility.

This policy provides the framework for an emergency staffing plan. It is not intended to replace an existing emergency staffing plan. Specific procedural mandates related to COVID-19 control, such as social distancing protocols, should be addressed in an exposure control plan.

**CUSTOMIZATION**

You should customize this policy to meet your agency’s practices, paying particular attention to the following sections:

**EMERGENCY STAFFING**

The policy recommends that in the event of a health-related staffing emergency, the agency’s Exposure Control Officer and medical staff shall be notified. We recommend that the Exposure Control Officer or designee consult the Centers for Disease Control and Prevention website (www.cdc.gov) for the latest guidance regarding facility sanitation and personal hygiene measures regarding COVID-19.

The policy provides that meals, cleaning, medical services, court transportation, and attorney visits will continue during a staffing emergency. You may need to modify this policy language in order to comply with the particular restrictions issued by local governmental officials in your jurisdiction, such as social distancing and stay-at-home measures.