

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Staffing Requirements	PAGE <u> 1 </u> OF <u> 2 </u> NUMBER: 23-BUD-01
RULE/CODE REFERENCE:	SUPERSEDES: 23-BUD-01 dated 02/05/14
RELATED ACA STANDARDS: 4-4040; 4-4050 to 4-4052; 2-CO-1C-06; 2-CTA-1C-02	EFFECTIVE DATE: May 11, 2016
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to provide for the assessment of personnel needs and assignments.

III. APPLICABILITY

This policy shall apply to all civil service positions and positions under contract with the Ohio Department of Rehabilitation and Correction (DRC).

IV. DEFINITIONS

Budget Planning Team – A virtual team composed of program administrators of the Office of Prisons, Office of Administration, Division of Parole and Community Services, Office of Correctional Healthcare, and the Director or their designee, that meets periodically during the year of budget submission, responsible for the review and assessment of proposed initiatives, and their fiscal and agency impact for the next operation budget.

Relief Factor – A formula for determining the number of correction officers needed to ensure coverage of established posts that accounts for weekly posts, employee leave and employee training.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to assess personnel needs and assignments, both civil service and positions under contract, to assure that agency objectives are being met. Staffing requirements shall be determined to ensure inmates and offenders supervised by Operations have access to staff, programs and services.

VI. PROCEDURES

- A. The Bureau of Budget Planning and Analysis shall solicit staffing needs from the budget planning team as a part of the two-year budget process or as requested by a managing officer.
- B. Institutions shall use a relief factor to determine the number of correction officers needed for established posts. The relief factor shall consider, at a minimum, weekly posts, employee leave and employee training.
- C. The Bureau of Budget Planning and Analysis shall, upon request, prepare a summary of staffing requests for the appropriate program administrators and establish a priority listing for review by the Director.
- D. The Bureau of Budget Planning and Analysis shall, after receiving the Director's input, prepare a staffing needs request to be included in the overall DRC budget request, which is then submitted to the Office of Budget and Management.
- E. This policy is not meant to satisfy the annual staffing or workforce plans required by the Department of Administrative Services and the Governor's Office, which is compiled by the Bureau of Personnel.