



7 REASONS TO PERFORM A STAFFING ASSESSMENT



HOW DO WE KNOW?

We are internationally recognized experts in justice facilities, specializing in facility planning, design, maintenance, and operations.

Established in 1974, CGL has since grown into the largest, most comprehensive criminal justice consulting firm in the world. Our vertically-integrated **360 JUSTICE** service platform provides justice owners with:

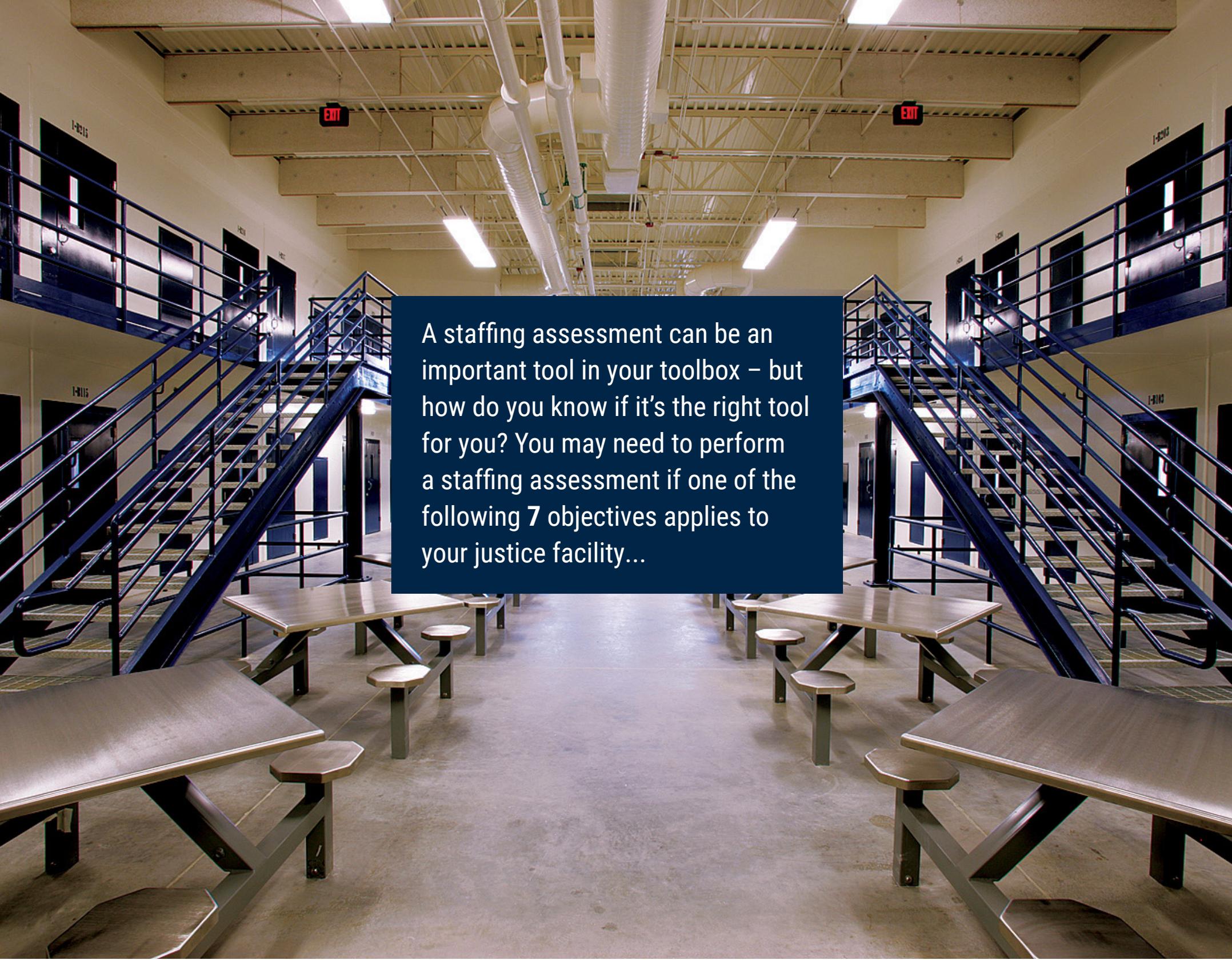
200+ 
STAFF DEDICATED TO
THE JUSTICE MARKET

1900+ 
JUSTICE AND
GOVERNMENT PROJECTS

45 YEARS OF
EXPERIENCE 

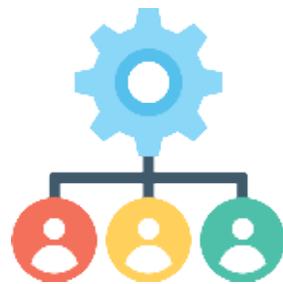
 **20** COUNTRIES
SERVED

PROJECT EXPERIENCE WITH
900  **50**
COUNTIES & STATES
MUNICIPALITIES

A photograph of a prison dining hall. The room features several rows of wooden tables and benches. In the background, there are two sets of stairs with blue metal railings leading to an upper level. The ceiling is high with exposed pipes and fluorescent lights. Two red 'EXIT' signs are visible on the ceiling. A central text box is overlaid on the image.

A staffing assessment can be an important tool in your toolbox – but how do you know if it's the right tool for you? You may need to perform a staffing assessment if one of the following 7 objectives applies to your justice facility...

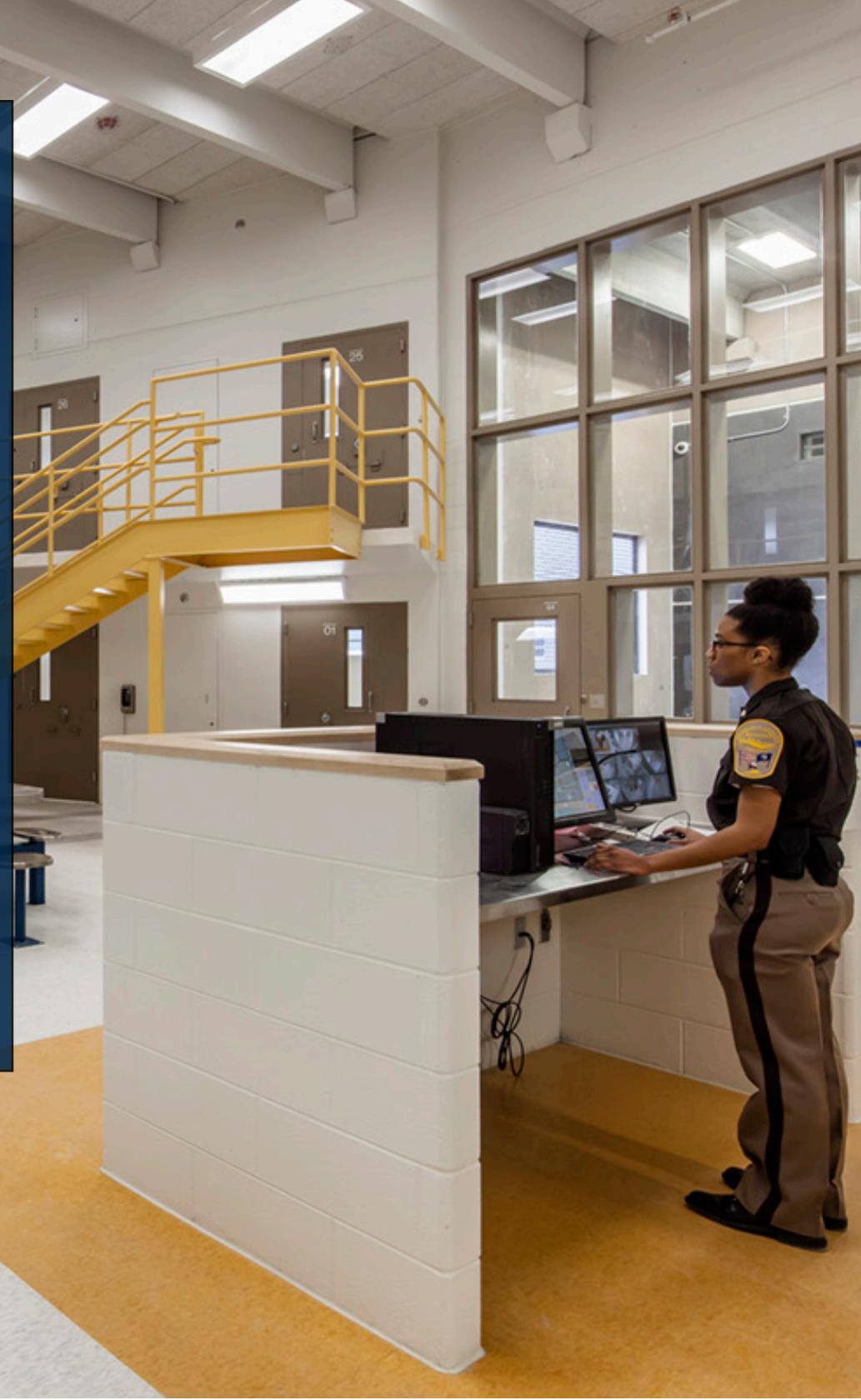
Identifying/Projecting Appropriate Staffing Levels, Personnel Needs, and Costs



The most common objective of a staffing assessment involves identifying and projecting the specific personnel needs and associated costs related to the appropriate staffing of a justice facility and program. Making sure your facility is staffed correctly affects life safety, facility and community security, and your yearly operating budget. Making sure you have the right number and type of personnel in your justice facility should be your top priority for ensuring effective facility operation.

2 *Modifying Staff Deployment to Improve Management and Control*

Are staff members deployed in the proper locations and at the optimal time within the facility? As with many questions concerning detention or correctional staffing requirements, the answer depends on the facility in question. A staffing study evaluates facility posts and, based on multiple factors specific to the facility and/or program, identifies if they are being prioritized appropriately to ensure safe and efficient operations. Justice facilities and programs are not one size fits all, and neither are their staffing needs.





Documenting and Justifying Resource Needs

One of the biggest obstacles of budgeting and capital planning is being able to defend and justify resource needs. An independent staffing assessment helps you further evaluate those needs and arrive at staffing decisions that are purposeful, informed, and defensible. The research and findings gathered during the assessment arms you with the comprehensive, accurate data you need to properly support your resource goals and objectives.



Assessing System Risks and Identifying Necessary Security Improvements

Do your institutional rosters and deployment practices enable facilities to operate in a manner consistent with their institutional missions, Department policy, and accepted principles of correctional management? Are additional posts required to improve security or facility operations? Performing a staffing assessment will identify risks and provide clarity.



Reducing Staff Overtime

In addition to being costly, excessive overtime can lead to job dissatisfaction among personnel and eventually even resignations. The best way to prevent this is to have a well-thought out post plan in place. A staffing study lays the framework for intelligent post planning. By analyzing multiple factors – including current staffing level and normal operating practices, to name only a few – it helps define acceptable levels of overtime utilization and identify possible remedies or resources at your disposal.



Improving Personnel Effectiveness

Performing a professional staffing assessment may reveal important elements that are missing or in need of modification, some of which can have profound impacts on the effectiveness of personnel. The results of a staffing study may identify an inefficiency or area of weakness that can be remedied through additional staff training or resolved completely through the introduction of new technology, thus freeing up staff for more critical responsibilities or post assignments.



7 *Saving Money*

The most expensive part of running a detention or correctional facility over the course of its life is the cost of personnel. Changes in factors affecting staffing requirements, such as classification levels, inmate programs, or institutional mission, may require modifications in staff deployment or policies to ensure the most efficient and effective use of resources. Over time, distortions in staffing practices may develop. Without regular staffing reviews, these distortions can grow to have profound consequences on the efficiency of your personnel, safety of operations, and your bottom line. That's why even the most successful staffing policies and plans require ongoing review and analysis.

Next Steps

If one or more of the objectives discussed in this ebook aligns with your current priorities, your facility or agency may benefit greatly from performing a staffing assessment.

Interested in learning more about the assessment process or need help getting started? Reach out anytime – we're always here to help: info@cglcompanies.com.