

## **Four Oaks Family & Children's Services**

### **PREA Staffing Plan**

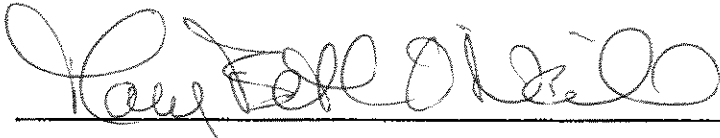
**January 2023**

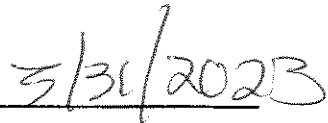
**Four Oaks has maintained the following plan to ensure adequate staffing ratios, during both waking hours and sleeping hours, to keep the clients we serve safe from sexual abuse, assault, or harassment:**

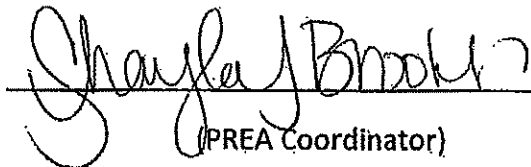
- **Staff to Resident Ratios:**
  - **Four Oaks maintains a 1:4 minimum ratio during waking hours, and a 1:8 minimum ratio during sleeping hours. Four Oaks maintains these ratios in order to maintain compliance with the Prison Rape Elimination Act policy, section 115.313 Supervision and Monitoring.**
    - **The agency shall ensure that each facility it operates shall develop, implement, and document a staffing plan that provides for adequate levels of staffing, and where applicable, video monitoring to protect residents against sexual abuse.**
    - **Each secure juvenile facility shall maintain staff ratios of a minimum of 1:8 during resident waking hours and 1:16 during resident sleeping hours, except during limited and discrete exigent circumstances, which shall be fully documented. Only security staff shall be included in these ratios. Any facility that, as of the date of publication of this final rule, is not already obligated by law, regulation, or judicial consent decree to maintain the staffing ratios set forth in this paragraph shall have until October 1, 2017, to achieve compliance.**
- **Four Oaks staff-to-client ratio is more substantial than what is required by PREA policy. The programs that fall under the PREA umbrella do not exceed 12 clients in the program at any given time. It is also the expectation of Four Oaks that any one staff member will not be the only staff member present in a program, at any given time. In addition to this, plans are enacted on an as-needed basis, to add more staff members to this ratio to maintain safety, when problematic behaviors arise within the program.**
- **When sufficient staffing levels are not maintained, due to limited and exigent circumstances in accordance with 115.313, these circumstances must be documented on a PREA Staffing Deviation Form that includes the date, time, location, reason, and duration of time that sufficient staffing ratios were not met, as well as what actions were taken to rectify this situation.**
- **From January 1, 2022 through January 1, 2023, the PREA Staffing Deviation Form was completed on zero (0) occasions.**

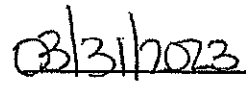
- Four Oaks does not utilize video monitoring technology at this time, and therefore this does not impact this Staffing Plan.
- This Staffing Plan will be reviewed once yearly at a minimum. This review will be completed by program leadership and the PREA coordinator. This review will be documented appropriately, and any recommended action steps will be implemented as quickly as possible in order to maintain safety of clients and staff alike. Items reviewed yearly will include:
  - Average census across QRTP programs.
  - Any changes in hours of operation (currently all QRTP programs operate 24 hours a day, 7 days a week).
  - Inadequate staffing ratios or improper supervision and how these items will be addressed.
  - Physical barriers that exist within the facility, such as blind spots, program layouts, and location of staff stations throughout each program.
  - Trends that arise across sexual abuse reports, such as staff involved in the incidents, time of day, location, etc.
  - Applicable state and federal laws and regulations.

Signatures:

  
\_\_\_\_\_  
(CEO/President)

  
\_\_\_\_\_  
(Date)

  
\_\_\_\_\_  
(PREA Coordinator)

  
\_\_\_\_\_  
(Date)