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## Staffing Levels

### **206.1 PURPOSE AND SCOPE**

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department of State Hospitals (DSH) intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of DSH. To this end, DSH will evaluate staffing guidelines and law enforcement function periodically to ensure staffing levels meet current needs.

### **206.2 MINIMUM STAFFING LEVELS**

Minimum staffing levels should result in the scheduling of a sufficient number of supervisors on duty whenever possible. Watch Commanders will ensure that at least one field supervisor is deployed during each watch.

#### **206.2.1 SUPERVISION DEPLOYMENTS**

In order to accommodate training and other unforeseen circumstances, an officer may be used as field supervisors in place of a field sergeant.

With prior authorization from the Operations Lieutenant, an officer may act as the shift supervisor for a limited period of time.