

STATE OF ALASKA

DEPARTMENT OF CORRECTIONS

Sean Parnell, Governor
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Date: January 9, 2012

To: All Superintendents
Alaska Department of Corrections

From: Sam Edwards
Deputy Commissioner
Alaska Department of Corrections

Subject: Staffing Model Change

This memorandum is to serve as notification of the changes to the staffing methodology for our correctional officers in our in-state facilities and units. Basically, we will be moving from a predominantly 12 hour model to a more blended model utilizing both 12 hour and 8 hour for maximum efficiency and utilization of staff resource. The shift offering the highest efficiency in the most fiscally responsible manner will be utilized.

Director Brandenburg and I will visit each facility/unit impacted by the blended staffing model beginning the week of January 16th. We will explain the process in greater depth at that time and assist with questions related to implementation. Target date for implementation will be April 1. Specific dates will be provided to each Superintendent from Director Brandenburg.

Phase I of the implementation will exempt our five (5) smallest facilities: AMCC, KCC, MSPT, PMCF and YKCC. Any changes to their staffing patterns will come later and will be based upon specific identified need.

The seven (7) remaining facilities will all see the blended staffing pattern implemented. As a rough gauge of what this will look like initially, our current staffing plan has roughly 90 percent of our correctional officers working 12 hour shifts and 10 percent working eight hour shifts. The blended staffing plan, as initially implemented, will look more like 75 percent working 12 hour shifts and 25 percent working eight hour shifts. Some facilities will have higher percentages of officers working eight hour shifts and some will have lower percentages of officers working eight hours shifts.

This system is flexible and, once implemented, can be adjusted quickly to address new needs as they arise. I understand there will be anxiety around such a change and questions as to who will work which shift, how leave will be awarded and personal schedule changes. The implementation time of April is designed to allow as much time as possible to make the necessary adjustments.

I thank you in advance for your understanding. To assist with the transition process, I have attached a list of some frequently asked questions. Please share this with all your staff and have any additional questions routed through you back to Director Brandenburg.

cc: Joseph Schmidt, Commissioner
Bryan Brandenburg, Director of Institutions
F. Lee Sherman, Deputy Director of Institutions
Leslie Houston, Director of Administrative Services