



DEPARTMENT OF THE NAVY

NAVAL CONSOLIDATED BRIG CHARLESTON
1050 REMOUNT RD., BLDG 3107
CHARLESTON, SC 29406-3515

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Ser 00/006
30 Jan 2015

From: Commanding Officer, Naval Consolidated Brig Charleston, SC
To: Commander, Navy Personnel Command (PERS-00D)
Via: Mr. Tim Purcell, PREA Coordinator, Navy Personnel Command
(PERS-00D)

Subj: PRISON RAPE ELIMINATION ACT (PREA) NATIONAL STANDARDS; FACILITY
STAFFING PLAN ANNUAL REVIEW FOR CALENDAR YEAR 2014-2015

Ref: (a) Sections 1560-09 of title 42, United States Code (PREA)
(b) 28 CFR 115 (Prison Rape Elimination Act National Standards)
(c) NAVPERSCOM (PERS-00D) letter dated 16 Jan 2014

Encl: (1) Prison Rape Elimination Act (PREA) Annual Charleston Brig
Staffing Plan Analysis for calendar year 2014-2015

1. Per the Prison Rape Elimination Act (PREA) Standard 115.3 of reference (a), (b), and (c) requires each confinement facility to develop, document, and make its best efforts to comply on a regular basis with a staffing plan that provides for adequate levels of staffing, and, where applicable, video monitoring, to protect prisoners against sexual abuse. On 10 December 2014, the Charleston Brig conducted an annual PREA Staffing Plan Analysis. In calculating adequate staffing levels and determining the need for video monitoring, the brig reports the following:

a. Generally accepted detention and correctional practices:

(1) The brig successfully completed an independent audit by the American Correctional Association in 2013 validating generally accepted detention and correctional practices.

b. Any judicial findings of inadequacy:

(1) None.

c. Any findings of inadequacy from Federal investigative agencies:

(1) None.

d. Any findings of inadequacy from internal or external oversight bodies:

(1) None.

e. All components of the facility's physical plant (including "blind-spots" or areas where staff or inmates may be isolated):

(1) Shower doors located in the housing units were replaced.

f. The composition of the prisoner population:

(1) A review of the prisoner population statistical data revealed

"BEARING THE STANDARD FOR CORRECTIONAL EXCELLENCE"

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a high number of sex offenders being confined at the facility on a continuous basis. I recommend evaluation of a short-term sex offender treatment program for treatment of qualified sex offenders with sentences less than 3 years.

g. The number and placement of supervisory staff:

(1) None.

h. Institution programs occurring on a particular shift:

(1) None.

i. Any applicable State or local laws, regulations, or standards:

(1) None.

j. The prevalence of substantiated and unsubstantiated incidents of sexual abuse:

(1) No substantiated and unsubstantiated incidents of sexual abuse have been reported.

k. Any other relevant factors:

(1) Recommendations from the Staffing Plan Analysis, to include but not limited to, PREA training curriculum adjustments, to include all hands refresher training in March 2015.

2. Point of contact for further information is Mr. Walter Sipple, PREA Compliance Manager, (843)794-0306 extension 3089, walter.sipple@navy.mil.



J. MICHAEL COLE

10 Dec 2014

MEMORANDUM FOR THE RECORD

From: PREA Compliance Manager, NAVCONBRIG Charleston, SC
To: Commanding Officer, NAVCONBRIG Charleston, SC *me*

Subj: PRISON RAPE ELIMINATION ACT (PREA) ANNUAL CHARLESTON BRIG
STAFFING PLAN ANALYSIS FOR CALENDAR YEAR 2014-2015

Ref: (a) Sections 1560-09 of Title 42, United States Code
(PREA dated 2003)
(b) 28 CFR 115, Prison Rape Elimination Act National Standards
(c) DoD Directive-type Memorandum (DTM) 13-002 dated 19 Sep 2013
(d) OPNAVINST 1000.16K dated 22 Aug 2007
(e) NAVPERSCOM (PERS-00D) dated 16 Jan 2014
(f) NAVCONBRIGCHASN SOP 6495 dated 17 Mar 2014
(g) National Institute of Corrections Staffing Analysis Workbook
(h) National PREA Resource Center

Encl: (1) Staff roster and positions
(2) Staff schedules
(3) Prisoner alpha roster
(4) Prisoner statistical data
(5) PREA incident observation reports
(6) Physical plant, camera, security and manning mitigation plan
(7) Programs and activities schedule

1. Purpose. The Charleston Naval Consolidated Brig conducted a comprehensive Prison Rape Elimination Act (PREA) Staffing Plan Analysis meeting and review. In accordance with reference (a) thru (h), I, Walter Sipple, as the Brig PREA Compliance Manager, coordinated and facilitated the review and meeting on Wednesday, 10 December 2014. Per the requirements of PREA, the meeting was separate and distinct from any other meeting, to include but not limited to, fiscal or budgetary meetings. The overall intent, reasoning, and purpose of the report and meeting are to analyze what it would take to assure people's safety. The overall emphasis is being proactive instead of reactive to sexual misconduct along with the practical application and enforcement of the facility zero tolerance policy in accordance with PREA.

2. Background. PREA Standard 115.13, specifically states that the agency shall ensure that each facility it operates shall develop, document, and make its best efforts to comply on a regular basis with a staffing plan that provides for adequate levels of staffing, and, where applicable, video monitoring, to protect prisoners against sexual abuse. In calculating adequate staffing levels and determining the need for video monitoring, facilities shall take into consideration: Generally accepted detention and correctional practices; any judicial findings of inadequacy; any findings of

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inadequacy from Federal investigative agencies; any findings of inadequacy from internal or external oversight bodies; all components of the facility's physical plant (including "blind-spots" or areas where staff or prisoners may be isolated); the composition of the prisoner population; the number and placement of supervisory staff; institution programs occurring on a particular shift; any applicable laws, regulations, or standards; the prevalence of substantiated and unsubstantiated incidents of sexual abuse; and any other relevant factors. Intermediate-level or higher-level supervisors shall conduct and document unannounced rounds to identify and deter staff sexual abuse and sexual harassment. Such practice shall be implemented for night shifts as well as day shifts. It is prohibited for staff to alert other staff members that these supervisory rounds are occurring, unless such announcement is related to the legitimate operational functions of the facility.

3. Staffing Analysis Plan. In accordance with PREA Standard 115.13, the brig completed a formal staffing analysis plan. The staffing analysis plan meeting consisted of the facility Executive Officer, Technical Director, Clinical Services and Medical Department Head, Industries and Maintenance Department Head, Prisoner Management Housing Officer, Supply Officer, Chaplain, Command Evaluator, Training Officer, Command Duty Officer, Finance Officer, Legal Advisor, PREA Compliance Manager, and Investigator with input from line staff. The brig is an accredited correctional facility by the American Correctional Association and thus maintains acceptable detention and correctional practices. The brig has had no findings of inadequacy from internal or external oversight bodies, federal investigative agencies, or any judicial findings. A review of all prior substantiated, unsubstantiated, and unfounded incidents for the calendar year were also thoroughly assessed, reviewed, and evaluated.

4. Analysis of 2014 calendar year PREA related incidents and observations. A total of four incident and observation reviews were documented for 2014 related to alleged sexual harassment and sexual misconduct. All four were considered unfounded. Please note that one incident from another confinement facility that was reported as pending investigation from the Naval Criminal Investigative Service during the 2013 analysis was determined to be unfounded this past year. The prisoner was notified of the findings by the facility. All four cases were reviewed at the staff analysis meeting regardless of outcome. The following incidents were reviewed:

a. Prisoner-on-Prisoner sexual harassment. Post-trial prisoner reported being sexually harassed by another prisoner while showering. A review of camera footage did not support the prisoner complaint of sexual harassment. The prisoner was observed watching prisoners shower, during an unrelated incident, and was found guilty of sexual misconduct and remained in segregated housing until his release from confinement. This case was handled administratively. Both prisoners received follow-up counseling. **(Unfounded)**

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b. Staff-on-Prisoner incidents

(1) Post-trial prisoner reported being sexually harassed by a confinement facility staff member. A review of camera footage did not support the prisoner complaint of sexual harassment. An investigation revealed no misconduct occurred. The prisoner received follow-up counseling. **(Unfounded)**

(2) Post-trial prisoner reported being sexually harassed by confinement facility staff members. An investigation revealed no misconduct occurred. The prisoner received follow-up counseling. **(Unfounded)**

(3) Post-trial prisoner reported being sexually harassed by a confinement facility staff member. An investigation revealed no misconduct occurred. The prisoner received follow-up counseling. **(Unfounded)**

(4) Staff-on-Prisoner sexual assault. A prisoner was received from another confinement facility and later accused a staff member from that facility of sexual assault. The investigation was referred to the Naval Criminal Investigation Service. The investigation revealed no sexual assault. The prisoner is receiving follow-up assistance and counseling. **(Unfounded)**

The PREA Compliance Manager maintains follow-up tracking and assistance on all of the prisoners. Several recommendations were addressed as part of the annual incident review, organizational review, and statistical data analysis.

5. Recommendations for improvements to prisoner PREA risk level screenings. The prisoner risk of victimization/abusiveness screenings form should be checked by senior level staff within the originating department for quality assurance. The forms being printed and filed are of poor printed quality and need improvement. This issue was identified during the facility PREA mock audit in November 2014.

6. Recommendations for additions to the staff PREA training curriculum. Lessons learned from the evaluation and review of the four reported incidents, from calendar year 2014, will be included in the staff PREA training curriculum even though they were determined to be unfounded.

7. Recommendations for improvements to staff oversight. The statistical data reflects a very positive and above average overall staff to prisoner ratio within the facility. Staffing throughout the watch sections and facility during all four incidents was sufficient along with oversight. A new facility galley watch was implemented last year as a result of the annual review from 2013 and the recommendation is to continue that oversight.

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8. Recommendations for improvements to prisoner programming and housing unit oversight. The facility staff assigned to the housing units practice direct supervision management and the recommendation is to continue that practice.

9. Recommendation for short-term prisoner sex offender treatment program. The facility continues to maintain a higher than normal prisoner sex offender population when compared to other confinement facilities of similar size. Statistically, the data reveals that the facility confines and releases a high number of convicted sex offenders. The recommendation is to continue to offer viable prisoner programs to reduce the risk of PREA related sexual misconduct and victimization.

10. Recommendation for facility camera additions. Twenty-seven Cameras have been added since the last annual review and the recommendation is to monitor, repair as needed, and update the older cameras if and when necessary.

11. Recommendation for improvements to the facility physical plant. The prisoner galley head door received a pad lock mechanism as recommended from the last annual review. The door is monitored by staff and security cameras, and access is controlled by staff at all times.

12. Recommendation for staff screening and supervisory oversight. The brig implemented a watch section schedule this past year that assigns at least two staff members to each prisoner housing unit and the recommendation is to continue with that practice.

13. Recommendation for additions to the prisoner PREA training curriculum. The PREA prisoner training instructors will add lessons learned from the four incidents this past year to the prisoner PREA training curriculum. Specifically, the training instructor will add and explain to the prisoners that staff inside the housing units will perform a walk through inside the housing units which involve looking inside each cell window.

14. Recommendation for increased facility inter-department communication. Prisoner classification, custody, special quarter's assignments, transfer, and prisoner screening decisions initiated from security receiving and release, prisoner management and unit team staff should continue to communicate thoroughly at all times and to all levels of the command.

15. Random senior level unannounced visits are occurring during all shifts. Continue spot checks for unlocked doors and ensure log entries are made on all on-the-spot corrections.

16. PREA Standards requiring annual 12 month documentation and statistical data review.

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a. 115.13(b): Six most common reasons for deviating from the staffing plan in the past 12 months. (Post prioritization and staff absence).

b. 115.14(a): The number of youthful prisoners housed at the facility; The number of housing units to which youthful offenders are assigned that provide sight and sound separation between youthful and adult offenders in dayrooms, common areas, showers, and sleeping quarters; and the number of youthful prisoners placed in the same housing unit as adults in the facility. (None).

c. 115.14(c): In the past 12 months, the number of youthful prisoners who have been placed in isolation in order to separate them from adult prisoners. (None).

d. 115.15(a): In the past 12 months: The number of cross-gender strip and visual body cavity searches of prisoners; and the number of cross-gender strip and visual body cavity searches of prisoners that did not involve exigent circumstances and were performed by non-medical staff. (None).

e. 115.15(b): In the past 12 months: The number of pat-down searches of female prisoners conducted by male staff, and the number of pat-down searches of female prisoners conducted by male staff that did not involve exigent circumstances. (None).

f. 115.17(c): In the past 12 months: The number of persons hired who may have contact with prisoners who have had criminal background record checks; and the percent of persons hired who may have contact with prisoners who have had criminal background record checks: (Two civilian staff and 55 military staff and 100%).

g. 115.17(d): In the past 12 months: The number of contracts for services where criminal background record checks were conducted on all staff covered in the contract who might have contact with prisoners; and the percent of contracts for services where criminal background record checks were conducted on all staff covered in the contract who might have contact with prisoners: (9 and 100%).

h. 115.18(a): Upgrades to facility: (Refer to Enclosure 6).

i. 115.18(b): The facility has installed or updated video monitoring systems, electronic surveillance systems, or other monitoring technology since August 20, 2012, or since last audit, whichever is later: (Refer to Enclosure 6 and monitoring technology updates were discussed at the 10DEC14 annual staffing analysis meeting).

j. 115.21(c): In the past 12 months: The number of forensic medical exams conducted; the number of exams performed by SANE/SAFE; and the number of exams performed by a qualified medical practitioner: (None for this past 12 months).

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k. 115.22(a): In the past 12 months: The number of allegations of sexual abuse and sexual harassment that were received: (four); the number of allegations resulting in an administrative investigation: (One); and the number of allegations referred for criminal investigation: (All four were referred for criminal investigation to the Naval Criminal Investigation Service, all four were unfounded).

l. 115.31(c): In the past 12 months: The number of staff employed by the facility who were trained in PREA requirements; and the percent of staff employed by the facility who were trained in PREA requirements: (Initial PREA training was completed for all staff during the month of July 2013, total number 230, and 100 percent of staff. Refresher information is scheduled annually and pre-service staff training is scheduled monthly / 100 percent).

m. 115.32(a): In the past 12 months: The number of volunteers and individual contractors who have been trained in agency's policies and procedures regarding sexual abuse/harassment prevention, detection, and response; and the percent of volunteers and individual contractors who have been trained in agency's policies and procedures regarding sexual abuse/harassment prevention, detection, and response: (20 volunteers, 9 contractors, and 1 intern and 100% trained).

n. 115.33(a): In the past 12 months: The number of prisoners admitted at intake who were given information explaining the Brig's zero-tolerance policy and how to report incidents or suspicions of sexual abuse or harassment; and the percent who were given this information at intake: (106 prisoners and 100%).

o. 115.33(b): In the past 12 months: Of prisoners admitted whose length of stay in the facility was for 30 days or more, the number who received such intake education within 30 days of intake; and the percent who received such education within 30 days of intake: (13 pretrial and 93 adjudged prisoners and 100%).

p. 115.34(c): The number of investigators currently employed who have completed the required specialized investigator training: (2 Brig Investigators and 3 Naval Criminal Investigative Service Investigators from outside the facility).

q. 115.35(a): The number of all medical and mental health care practitioners who work regularly at the Brig who received the specialized training; and the percent of all medical and mental health care practitioners who work regularly at the Brig who received the specialized training: (15 and 100%).

r. 115.41(b): In the past 12 months: The number of prisoners entering the Brig (either through intake or transfer) whose length of stay in the Brig was for 72 hours or more who were screened for risk of sexual victimization or risk of sexually abusing other prisoners within 72 hours of their entry into the Brig; and the percent of

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prisoners entering the Brig (either through intake or transfer) whose length of stay in the Brig was for 72 hours or more who were screened for risk of sexual victimization or risk of sexually abusing other prisoners within 72 hours of their entry into the Brig: (93 and 100%).

s. 115.41(f): In the past 12 months: The number of prisoners entering the Brig (either through intake or transfer) who were reassessed for their risk of sexual victimization or of being sexually abusive within 30 days after their arrival at the Brig based upon any additional, relevant information received since intake; the percent of prisoners entering the Brig (either through intake or transfer) who were reassessed for their risk of sexual victimization or of being sexually abusive within 30 days after their arrival at the Brig based upon any additional, relevant information received since intake: (0%).

t. 115.43(a): The number of prisoners at risk of sexual victimization who were held in involuntary segregated housing in the past 12 months for one to 24 hours awaiting completion of assessment: (None).

u. 115.43(c): In the past 12 months, the number of prisoners at risk of sexual victimization who were assigned to involuntary segregated housing for longer than 30 days while awaiting alternative placement: (None).

v. 115.43(d): From a review of case file of prisoners at risk of sexual victimization who were held in involuntary segregated housing in the past 12 months, the number of case files that include BOTH: A statement of the basis for the Brig's concern for the prisoner's safety; and the reason or reasons why alternative means of separation could not be arranged: (No cases this past 12 month period).

w. 115.52(d): In the past 12 months: The number of grievances filed that alleged sexual abuse; the number of grievances alleging sexual abuse that reached final decision within 90 days after being filed; and the number of grievances alleging sexual abuse that involved extensions because the final decision was not reached within 90 days: (N/A).

x. 115.52(f): In the past 12 months: The number of emergency grievances alleging substantial risk or imminent sexual abuse filed; and the number of those grievances that had an initial response within 48 hours: (None). The number of the grievances alleging substantial risk of imminent sexual abuse file in the past 12 months that reached final decisions within five days: (None).

y. 115.52(g): In the past 12 months: The number of prisoner grievances alleging sexual abuse that resulted in disciplinary action by the Brig against the prisoner for having filed the grievance in bad faith: (None).

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z. 115.62(a): In the past 12 months: The number of times the Brig or agency determined that a prisoner was subject to substantial risk of imminent sexual abuse: (None). If the Brig or agency made such determination in the past 12 months, the average amount of time that passed before taking action: (N/A).

aa. 115.63(a): In the past 12 months: The number of allegations the Brig received that a prisoner was abused while confined at another facility: One ongoing from calendar year 2013 (Naval Criminal Investigation Service concluded investigation and court-martial for alleged staff member concluded).

bb. 115.64(a): In the past 12 months: The number of allegations that a prisoner was sexually abused: (None). In the past 12 months: The number of allegations where staff was notified within a time period that still allowed for the collection of physical evidence: (None).

cc. 115.67(c): In the past 12 months: The number of times an incident of retaliation occurred: (None).

dd. 115.71(h): Since 20 August 2012: The number of substantiated allegations of conduct that appear to be criminal that were referred for prosecution: (None).

ee. 115.73(a): In the past 12 months: The number of criminal and/or administrative investigations of alleged prisoner sexual abuse that were completed by the brig; and the number of prisoners who were notified, verbally or in writing, of the results of the investigation: (4).

ff. 115.73(b): In the past 12 months: The number of investigations of alleged prisoner sexual abuse in the brig that were completed by an outside agency; and the number of prisoners alleging sexual abuse in the brig who were notified verbally or in writing of the results of the investigation: (None).

gg. 115.73(c): In the past 12 months: There has been a substantiated or unsubstantiated complaint of sexual abuse committed by a staff member against a prisoner in the brig: (None).

hh. 115.73(e): In the past 12 months: The number of notifications to prisoners that were provided pursuant to this standard; and the number of those notifications that were documented: (None).

ii. 115.76(b): In the past 12 months: The number of staff from the brig who have violated facility sexual abuse or sexual harassment policies; and the number of those staff from the brig who have been terminated (or resigned prior to termination) for violating facility sexual abuse or sexual harassment policies: (None/None).

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jj. 115.76(c): In the past 12 months: The number of staff from the brig that have been disciplined, short of termination, for violation of facility sexual abuse or sexual harassment policies: (None).

kk. 115.76(d): In the past 12 months: The number of staff from the brig that have been reported to law enforcement or licensing boards following their termination (or resignation prior to termination) for violating facility sexual abuse or sexual harassment policies: (None).

ll. 115.77(a): In the past 12 months: The number of contractors or volunteers that have been reported to law enforcement agencies and relevant licensing bodies for engaging in sexual abuse of prisoners: (None).

mm. 115.78(a): In the past 12 months: The number of administrative findings of prisoner-on-prisoner sexual abuse that have occurred at the brig; and the number of criminal findings of guilt for prisoner-on-prisoner sexual abuse that have occurred at the brig: (None).

nn. 115.81(a)(c): In the past 12 months: The number of prisoners who disclosed prior victimization during screening who were offered a follow-up meeting with a medical or mental health practitioner: (9).

oo. 115.86(a): In the past 12 months: The number of criminal and/or administrative investigations of alleged sexual abuse completed at the facility, excluding only "unfounded" incidents: (None).

pp. 115.86(b): In the past 12 months: The number of criminal and/or administrative investigations of alleged sexual abuse completed at the facility that were followed by a sexual abuse incident review within 30 days, excluding only "unfounded" incidents: (None).



W. J. SIPPLE

01 Dec 2014
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From: Technical Director, Naval Consolidated Brig Charleston, SC
To: Commanding Officer
Via: (1) Executive Officer
(2) PREA Compliance Manager

Subj: ANNUAL PREA REVIEW OF PHYSICAL PLANT, MANNING AND SECURITY PROCEDURES

Encl: (1) Staffing Analysis

1. On 8 July 2013, a review of physical plant, manning and security procedures disclosed the following deficiencies:

a. Physical Plant. During a recent facility upgrade, the shower doors located in the housing units were replaced. The shower doors as currently installed allow for narrow lines of visibility to roughly four feet high inside the shower if viewed at a certain angle (i.e., looking into an upstairs shower from the dayroom floor). These doors will need modification to increase privacy in terms of cross-gender supervision and nudity. The downstairs showers do not have this issue, and looking downward from the upper tier into a downstairs shower is not problematic in terms of viewing the lower torso/private areas.

b. Video Surveillance Equipment. The 27 cameras identified in the 2013 annual review have been installed. A further review of surveillance cameras identified:

(1) A need for camera coverage behind the washers and dryers located in the laundry room.

b. Locking devices. All locking devices identified in the 2013 annual review have been installed/replaced/repared, with the exception of the prisoner bathroom door located in the Industries building. A further review disclosed adequate locking devices throughout the facility.

Recommendation. Modify the door in order for a lock to be installed on the prisoner head door. Once installed, ensure staff control entry/use.

c. Staffing. A staffing analysis was conducted in accordance with OPNAVINST 1000.16K and is attached as enclosure (1). The review disclosed zero deficiencies.

d. Security Procedures. All recommendations made during the 2013 annual review have been implemented. A further review of security procedures disclosed zero discrepancies.


S. P. LAIRD

NAVAL CONSOLIDATED BRIG CHARLESTON
STAFFING PLAN ANALYSIS

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
2	Post	Attributes				Officers per Shift								Computation					
3		Function	Rank	Priority	Number of days	Day Work	Day shift, 8 hours	Evening Shift, 8 hours	Night Shift, 8 hours	Day Shift, 12 hours	Night shift, 12 hours	10 hour	Other	Shift relief required	Meal/ break required	Total staff per 24 hours	Current SRF (per shift)	Rec number FTE's	Total per Section
3	Administrative Offices																		
4	Commanding Officer	C	O5	M	5	1								N	N	1	1	1	
5	Executive Officer	C	O5	M	5	1								N	N	1	1	1	
6	Command Master Chief	C	E9	M	5	1								N	N	1	1	1	
7	Technical Director	CS	GS-14	E	5	1								N	N	1	1	1	
8	Technical Advisor	CS	E9	E	5	1								N	N	1	1	1	
9	Command Evaluator	CS	GS-11	E	5	1								N	N	1	1	1	
10	Command Investigator	CS	E6/E8	E	5	2								N	N	2	2	2	
11	Legal Advisor	CS	GS-11	E	5	1								N	N	1	1	1	
12	Safety Officer	CS	GS-11	E	5	1								N	N	1	1	1	
13	Command Career Counselor	CS	E6/E7	E	5	1								N	N	1	1	1	
14	Command Duty Officer (CDO)	CS	E6/E7	M	7					1	1			Y	Y	2	2.515	5.03	16.03
15																			
16	Religious Programs Dept																		
17	Chaplain	ISP	O3/O4	M	5	1								N	N	1	1	1	
18	Religious Programs Specialist	ISP	E5/E6	E	5	1								N	N	1	1	1	2
19																			
20	Training																		
21	Training Officer	CS	GS-11	E	5	1								N	N	1	1	1	
22	Training LPO/NCO	CS	E5/E6	E	5	1								N	N	1	1	1	
23	Training JQR Supervisor	CS	E5/E6	E	5	1								N	N	1	1	1	3
24																			
25	Finance Office																		
26	Finance Director	CS	GS-13	M	5	1								N	N	1	1	1	
27	Financial Analyst	CS	GS-09	E	5	2								N	N	3	1	2	3
28																			
29	Shared Service																		
30	Shared Services Officer	CS	GS-12	M	5	1								N	N	1	1	1	
31	Administrative Chief	CS	E7/E8	E	5	1								N	N	1	1	1	
32	Administrative Assistance (YN)	CS	E5/E6	E	5	3								N	N	3	1	3	
33	ADP Officer	CS	GS-11	M	5	1								N	N	1	1	1	
34	ADP/IT Specialist	CS	GS-09	E	5	1								N	N	1	1	1	7
35																			
36	Parole & Release																		
37	Parole & Release Director	CS	GS-12	E	5	1								N	N	1	1	1	
38	Prisoner Admin Officer	CS	WO/CWO2	M	5	1								N	N	1	1	1	
39	Parole & Release Chief	CS	E7/E8	E	5	1								N	N	1	1	1	
40	Parole & Release Clerk	CS	E3/E6	E	5	1								N	N	1	1	1	
41	CORMIS/Parole and Clemency Clerk	CS	E3/E6	E	5	1								N	N	1	1	1	
42	Records Clerk	CS	E3/E6	E	5	2								N	N	2	1	2	
43	Victim/Witness Coordinator	CS	GS-11	E	5	1								N	N	1	1	1	
44	Army Liaison	CS	E6/E8	M	5	1								N	N	1	1	1	
45	Marine Corp Liaison	CS	E6/E8	M	5	1								N	N	1	1	1	
46	Navy Liaison	CS	E5/E8	M	5	1								N	N	1	1	1	
47	USAF Liaison	CS	E5/E8	M	5	1								N	N	1	1	1	12

NAVAL CONSOLIDATED BRIG CHARLESTON
STAFFING PLAN ANALYSIS

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
49	Supply Department																		
50	Supply Officer	CS	O2/O3	M	5	1								N	N	1	1	1	
51	Supply Chief	CS	E7/E8	M	5	1								N	N	1	1	1	
52	Supply Clerks/Alt Mailroom	CS	E4/E6	E	5	3								N	N	3	1	3	
53	Funds & Valuables Supervisor	ISP	GS-09	M	5	1								N	N	1	1	1	
54	Funds & Valuables Clerk	ISP	E5/E6	E	5	1								N	N	1	1	1	
55	Health and Comfort Clerk/Barber (SH)	ISP	E5/E6	E	5	1								N	N	1	1	1	
56	Galley Supervisor	ISP	E6/E8	M	5	1								N	N	1	1	1	
57	Galley Clerk	ISP	E4/E6	M	5	1								N	N	1	1	1	
58	Jack of the Dust	ISP	E4/E6	M	5	1								N	N	1	1	1	
59	Culinary Specialist	ISP	E4/E6	M	7		2	2						N	N	4	2.515	10.06	
60	Mail Clerk	ISP	E4/E6	E	5	1								N	N	1	1	1	22.06
61																			
62	Clinical Service Department																		
63	Clinical Services Director	CS	GS-13	M	5	1								N	N	1	1	1	
64	Social Worker	CS	GS-12	E	5	1								N	N	1	1	1	
65	Psychologist	CS	GS-13	M	5	2								N	N	2	1	2	
66	Mental Health Technicians	ISP	E5/E7	E	5	4								N	N	4	1	4	
67	Records Clerk	ISP	E5/E6	E	5	1								N	N	1	1	1	
68	Independent Duty Corpsman	CS	E7/E8	M	5	1								N	N	1	1	1	
69	Corpsman	CS	E4/E6	M	5		1	1						N	N	1	2.515	5.03	15.03
70																			
71	Facilities Management Department																		
72	Maintenance Officer	CS	CWO3/O4	M	5	1								N	N	1	1	1	
73	Maintenance Chief	ISP	E7/E8	M	5	1								N	N	1	1	1	
74	Maintenance LPO	ISP	E6/E7	M	5	1								N	N	1	1	1	
75	Project Manager/Mechanical/Electrical	ISP	E4/E6	E	5	2								N	N	2	1	2	
76	Day Crew	ISP	E4/E6	E	5	1								N	N	1	1	1	
77	Lawn Crew	ESP	E4/E6	E	5	1								N	N	1	1	1	
78	IT/Prisoner Phone	ISP	E4/E6	E	5	1								N	N	1	1	1	8
79																			
80	Industries																		
81	Industries Chief	ISP	E7/E8	E	5	1								N	N	1	1	1	
82	Production Control	ISP	E5/E6	E	5	1								N	N	1	1	1	
83	Voteh Instructor	ISP	CTR	I	5	1								N	N	1	1	1	
84	Wood Shop Instructor	ISP	WG-08	E	5	1								N	N	1	1	1	
85	Weld Shop Instructor	ISP	WG-08	E	5	1								N	N	1	1	1	
86	Embroidery Instructor	ISP	CTR	E	5	1								N	N	1	1	1	
87	Sign Shop Instructor	ISP	CTR	E	5	1								N	N	1	1	1	
88	Wood Shop Supervisor	ISP	E4/E6	I	5	1								N	N	1	1	1	
89	Weld Shop Supervisor	ISP	E4/E6	I	5	1								N	N	1	1	1	
90	Embroidery Supervisor	ISP	E4/E6	I	5	1								N	N	1	1	1	
91	Sign Shop Supervisor	ISP	E4/E6	I	5	1								N	N	1	1	1	
92	Laundry Supervisor	ISP	E4/E6	E	5	1								N	N	1	1	1	12
93																			
94	Operations																		
95	Operations Officer	CS	CWO4	M	5	1								N	N	1	1	1	
96	Operations Superintendent	CS	E8/E9	E	5	1								N	N	1	1	1	
97	Operations Chief/Escort Coordinator	CS	E8/E9	M	5	1								N	N	1	1	1	
98	USAF Det Clerk	CS	E3/E5	M	5	1								N	N	1	1	1	

