

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT  
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF BULLETIN #: D-226

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REPLACES: 2/23/2016

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**SUBJECT: STAFF SCHEDULING**

**POLICY**

Juvenile Detention Administrators and Juvenile Detention Facility Supervisors are vested with the responsibility of developing a schedule that responds to the needs of the institution.

**PROCEDURES**

A. Staff Schedule Matrix and Shift Assignment Rotations

1. The matrix is designed to provide coverage to all units 24 hours-per-day.
2. The number of staff on duty shall conform to Title 15 staffing requirements
3. A new master matrix is prepared every 18 months.
  - a. Within that 18-month period, three six-month rotations may occur.
  - b. Normally, shift assignment rotation conforms to the following pattern:
    - i. Staff assigned to a.m. shift rotate to p.m. shift;
    - ii. Staff assigned to p.m. shift rotate to relief shift;
    - iii. Staff assigned to relief shift rotate to a.m. shift.

B. Shift Assignments

1. Prior to shift change and the creation of a new matrix, staff members may submit a preference that includes a preferred unit and/or shift.
2. Staff are advised that the needs of the institution take first priority in staff assignment.

C. Criteria for Assigning Staff

1. Division Management will make every effort to produce a schedule that is:
  - a. Responsive to the needs of the institution

- b. Responsive to staff preference whenever viable
- 2. The criteria used in developing the staff schedule shall include but are not limited to:
  - a. Maintaining a balance throughout the institution of:
    - i. Staff experience
    - ii. Staff skills
    - iii. Assigned tasks and workloads
    - iv. Diversity
    - v. Male and Female Staff to Meet Board of State and Community Corrections Supervision Standards
  - b. Maintaining Certain Assignments as Training Positions
  - c. Staff Development
  - d. Employee Status (probationary or permanent)
  - e. Staff preference sheets.

#### D. Monthly Schedule

- 1. When practicable, the scheduler will assign each permanent staff member to the same schedule and work assignment.
- 2. However, it will sometimes become necessary to temporarily change a staff assignment to cover the needs of the institution.
- 3. Therefore, it is each staff's responsibility to check the schedule when it is issued to confirm their work assignment for the coming month.

#### E. Graveyard Shift Assignments

- 1. On the graveyard shift, the living units and Intake and Control will be staffed with Juvenile Detention Officers (JDOs).
- 2. A graveyard rotation list will be maintained by the Facility Supervisors to assist in scheduling staff to this shift.
- 3. JDOs assigned to Work Project, Programming Unit, Community Supervision Services, Transportation, and Camp Peterson are exempt from the graveyard rotation for the duration of their assignment to those positions.
- 4. Generally, assignments to the graveyard shift will be a minimum of 6 months and a maximum of 18 months.
- 5. Employees assigned to graveyard for the maximum length of time will need to remain in an active shift for 18 months before returning to a graveyard Shift.