

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

TO: ALL STAFF

BULLETIN #: D-400

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SUBJECT: STAFFING

POLICY

The Probation Department is committed to recruiting and hiring employees who possess knowledge, skills, and abilities appropriate to their job classification and duties in accordance with applicable civil service or merit system rules. The Department will staff the facility in accordance with all the requirements until Title 15, Article 3. A Deputy Chief Probation Officer is designated as the facility administrator for Juvenile Hall and Camp Peterson.

PROCEDURES

A. General Guidelines

1. All facility employees have:
 - a. Had a medical evaluation and physical examination including a tuberculosis screening test and evaluation for immunity to contagious childhood illnesses.
 - b. Been hired in accordance with the minimum standards for the selection and training requirements adopted by the Board of State and Community Corrections pursuant to Section 6035 of the Penal Code.
 - c. Had a criminal records review and a psychological examination pursuant to Section 1031 of the Government Code.
2. All contract personnel, volunteers, and other non-employees of the facility, who may be present at our facility, have had such clearance and qualifications as may be required by law and their presence at the facility is subject to the approval and control of the facility manager.

B. General Staffing Requirements for Juvenile Hall and Camp Peterson

1. Have an adequate number of personnel sufficient to carry out the overall facility operation and its programming to provide for safety and security of youth and staff, and meet established standards and regulations. No required services shall be denied because of insufficient numbers of staff on duty.

2. Have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members.
3. Have a designated Duty Officer on duty at all times who is responsible for all operations and activities and has completed the Juvenile Institutions Core Course and PC 832 Training.
4. Have at least one staff member present on each unit whenever there is a youth on the unit.
5. Have sufficient food service personnel relative to the number and security of living units, including staff qualified and available to:
 - a. plan menus meeting nutritional requirements of the gender and age groups fed;
 - b. provide kitchen supervision;
 - c. direct food preparation and servings;
 - d. conduct related training programs for culinary staff,;
 - e. maintain necessary records;
 - f. or serve food that meets nutritional standards prepared by an outside source. The San Joaquin County Probation Department contracts with Aarmark to meet this requirement.
6. Have sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control, institutional security and other support staff for the efficient management of the facility, and to ensure that child supervision staff shall not be diverted from supervising youth
7. Assign sufficient child supervision staff to provide continuous wide-awake supervision of youth subject to temporary variations in staff assignments to meet special program needs.
8. Staffing shall be in compliance with minimum child/staff ratios:
 - a. Juvenile Hall
 - i. During hours that youth are awake, one wide-awake child supervision staff member for each 10 youth in detention.
 - ii. During hours that youth are confined to their rooms for the purpose of sleeping, one wide-awake child supervision staff member for each 30 youth in detention.
 - iii. Whenever both males and females are detained, at least one wide-awake female staff member and one wide-awake male staff member on duty at all times.
 - iv. Whenever the population warrants youth being placed in

the day room as sleepers, an extra staff member will be assigned to the graveyard shift on the unit(s) experiencing crowding at a ratio of 1-10.

- v. Personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen, or maintenance shall not be classified as youth supervision staff positions.

b. Camp Peterson

- i. There shall be one wide-awake child supervision staff member for each 15 youth in the Camp population.
- ii. During the hours that youth are confined to their bed in the dormitory for the purpose of sleeping, one wide-awake supervision staff member on duty for each 30 youth present in the facility.
- iii. At least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in residence, unless arrangements have been made for backup support services which allow for immediate responses to emergencies.
- iv. At least one youth supervision staff member shall be on duty who is the same gender as youth housed in the facility.
- v. In addition to the minimum staff to youth ratio, consideration shall be given to size, design, and location of the camp; types of offenders submitted to the camp; and the function of the camp in determining the level of supervision necessary to maintain the safety and welfare of youth and staff.
- vi. Personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, farm, forestry, kitchen or maintenance shall not be classified as youth supervision staff positions.

C. San Joaquin County Juvenile Hall Staffing and Shifts Staff classifications, assignments, and staffing numbers may be adjusted during each shift depending on facility and unit population as well as available staff.

- 1. Each housing unit has the capacity to house 30 youth, with the exception of Unit 3, which can house 29 youth.

2. There are two shifts where youth are awake:
 - a. 6:00 a.m. – 2:00 p.m. (AM Shift)
 - b. 2:00 p.m. – 10:00 p.m. (PM Shift)
3. During the hours that youth are awake, each housing unit is staffed with three staff: one (1) Juvenile Detention Unit Supervisor (JDUS) and two (2) Juvenile Detention Officer (JDO)/Juvenile Detention Officer Assistant (JDOA).
4. During the hours that youth are confined to their room for the purpose of sleeping (10:00 p.m. – 6:00 a.m. i.e. Graveyard), each housing unit is staffed with one staff; a JDUS/JDO/JDOA.

D. San Joaquin County Camp Peterson Staffing and Shifts

Staff classifications, assignments, and staffing numbers may be adjusted during each shift depending on facility and unit population as well as available staff.

1. Camp Peterson has the capacity to house 45 youth.
2. During the AM and PM shift, Camp Peterson has one (1) JDUS and two (2) JDO/JDOA.
3. During the PM shift, Monday through Friday, an additional JDO is scheduled to assist with providing evidence based programs to all youth.
4. During the Graveyard shift, Camp Peterson is staffed with three staff (JDUS/JDO/JDOA).

E. Other Ancillary Staffing

Other staff are assigned throughout the institution to other functions; however, depending on the needs of the facility, the positions may be reassigned to ensure minimum mandated staffing ratios are met on the housing units and in Camp Peterson.

1. During every shift, a Duty Officer (typically a Juvenile Detention Facility Supervisor) is scheduled for the Daily Operations of Juvenile Hall and Camp Peterson.
2. Two JDO/JDOAs are scheduled for Visiting from 12:00 p.m. – 8:00 p.m.
3. Two JDO/JDOAs are scheduled for Intake/Control, along with a JDUS who worked 10:00 a.m. – 6:00 p.m.
4. Two JDO/JDOAs and one JDUS are scheduled to Transportation from 8:00 a.m. – 4:00 p.m.

5. One JDO/JDOA and one JDUS are assigned to Work Project from 8:00 a.m. – 4:00 p.m.
 6. Three (3) JDO/JDOAs and one (1) JDUS are assigned to the Programming Unit from 12:00 p.m. – 8:00 p.m.
 7. During the Graveyard shift, the only other ancillary staff on duty are the Duty Officer and two (2) JDO/JDOAs assigned to Intake/Control.
 8. Any of the above staff may be pulled from their assigned duties when necessary to meet minimum staffing ratios.
- F. At least one wide-awake staff member will be on duty at all times who has successfully completed Juvenile Institutions CORE through the Board of State and Community Corrections and, therefore, meets the training standards for fire and life safety. This staff member is also trained on fire and life safety procedures, which relate specifically to the facility.
- G. San Joaquin County Juvenile Hall and Camp Peterson shall maintain adequate personnel to carry out facility programs, as follows:
1. Juvenile Detention Officer Assistants (JDOAs), Juvenile Detention Officers (JDOs), and Juvenile Detention Unit Supervisors (JDUS) assigned to the housing units are responsible for direct supervision of youth
 2. JDUSs serve as Shift Leaders/Unit Supervisors for all housing units and specialized work units.
 3. Juvenile Detention Facility Supervisors (JDFSs) are designated supervisory staff and direct the daily operations of Juvenile Hall and Camp Peterson. There shall be a JDFS or working-above-class serving as Duty Officer at all times.
 4. The Deputy Chief Probation Officer and the Assistant Deputy Chief Probation Officers are designated administrative staff and are responsible for ensuring Juvenile Detention operates in accordance with all laws and mandates. Administration develops the policies by which Juvenile Detention Services operates and provides direction and resources, which support employees in maintaining a safe and secure environment.
 5. Personnel with primary responsibility for other duties listed below shall not be classified as youth supervision staff positions:
 - a. Food is provided by Aarmark
 - b. Laundry is provided by the San Joaquin General Hospital
 - c. Medical services are provided by Correctional Health Care and the San Joaquin General Hospital,
 - d. Mental health services are provided by San Joaquin County Behavioral Health Services.

- e. Building maintenance is provided by San Joaquin County General Services Department
- f. Education services is provided by the County Office of Education