

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

TO: ALL STAFF

BULLETIN #: D-903

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REPLACES: 2/23/2016

ISSUE DATE: 1/28/2019

SUBJECT: CONTROL STAFF DUTIES

POLICY

This policy outlines the responsibilities and duties of control staff.

PROCEDURES

A. Responsibilities

1. Control staff members are responsible for the effective functioning of the Juvenile Detention Control area.
2. Responsibility includes ensuring the safety and security of both youth and staff while maintaining observation and supervision within and throughout the surrounding area of the facility via video monitor.
3. Control staff members also maintain control of electronic doors that provide entrance and exit access throughout the facility.

B. Related Duties

1. Verify radio assignments to each staff approximately 15 minutes after each shift.
2. Conduct a radio and alarm check.
3. Monitor intercom and alarm systems.
4. Dispatch emergency assistance when needed.
5. Maintain on-going radio communication to those sections where movement is made by youth/staff to and from specified locations throughout the facility.
6. Maintain radio transmissions on a professional level.

C. Alarm System in Juvenile Probation Area

1. Background Panic alarms are installed in each of the Juvenile Probation area interview rooms.
2. When the alarm is activated, the system initiates an audible signal in the probation officers' work corridors, and there is a signal light but no audible signal in the Central Control booth.
3. Next to the Central Control signal light is a reset switch.
 - a. When that button is pushed, the audible signal is turned off at Probation and the alarm reset.
 - b. If the reset button is pushed immediately as the light flashes, the audible signal in Probation will be deactivated, and probation officers will erroneously believe there is no longer an emergency in their interview rooms to which they must respond.
4. When the panic alarm light flashes in Central Control; Control staff must allow it to continue to flash until they are contacted by a Probation Unit Supervisor (the Investigation PUS or designee). At that point, Control staff may deactivate the alarm.