

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

TO: ALL STAFF

BULLETIN #: D-904

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REPLACES: 3/22/2016

ISSUE DATE: 11/1/2018

SUBJECT: INTAKE STAFF

PROCEDURES

A. Responsibilities

1. The effective functioning of the Juvenile Detention Intake area.
2. Include ensuring safety and security of youth and staff while maintaining observation and supervision of the general area of Intake and video monitor.
3. Dialogue with the Probation Intake Officer and/or Duty Officer and Juvenile Detention personnel within the facility.
4. All staff are to conduct themselves in a responsible and professional manner.
5. Staff are to treat other staff, the public, and youth with courtesy and respect.

B. Related Duties

1. Prior to each shift, inspect and conduct a security check of surrounding Intake area, including holding cells.
2. Pat-search intakes while wearing protective gloves. Request booking officer to remove handcuffs. Removal of socks and shoes is required to complete search.
3. Process youth in/out of the facility; maintain log of intakes and releases.
4. Insure that daily rosters are accurate and copies are made and distributed to the clinic and school secretary.
5. Supervise interviews and visitations of youth.

6. Review Minute Order of youth returning from court (make copies, as needed, and file).
7. Call in meal count to Juvenile Detention Kitchen.

C. Weekend Visiting

1. Verify visitors against youth's file.
2. Obtain needed signed medical releases.