

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

STAFFING: JUVENILE DETENTION AND ASSESSMENT CENTERS (JDACs) AND TREATMENT FACILITIES (TFs)

Title 15, Section 1321

Purpose:

To ensure any and all Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs) maintained by San Bernardino County Probation have an adequate number of personnel to carry out its program, to provide for safety and security of youth and staff, and meet established standards and regulations pursuant to Title 15, section 1321.

Responsibilities:

- I. Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs) shall:
 - A. Have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members.
 - B. Assign sufficient supervision staff to provide continuous wide-awake supervision of youth, subject to temporary variations in staff assignments to meet special program needs. Staffing shall be in compliance with minimum youth staffing standards.
 - C. Ensure that no required services be denied because of insufficient numbers of staff on duty, absent exigent circumstances.
 - D. Have a clearly identified person on duty at all times, who is responsible for operations and activities and has completed Juvenile Corrections Officer CORE and PC 832.
 - E. Have at least one staff member present on each living unit whenever there is youth in the living unit.

- II. Juvenile Detention and Assessment Center (JDAC) Units shall:
 - A. Have one (1) wide-awake youth supervision staff on duty for each eight (8) youth in detention during the hours that youth are awake.
 - B. Have one (1) wide-awake staff member on duty for each sixteen (16) youth in detention during the hours that youth are asleep.
 - C. Have at least two (2) wide-awake staff members on duty at all times regardless of the number of youth in detention, unless an arrangement has been made for backup support services which allow for response to emergencies.
 - D. Have at least one (1) male and one (1) female staff member on duty whenever both male and female youth are housed in the facility.

- III. Treatment Facilities (TFs) shall:
 - A. Have one (1) wide-awake staff member on duty for each eight (8) youth in the TF population during the hours that youth are awake.
 - B. Have one (1) wide-awake staff member on duty for each sixteen (16) youth present in the facility during the hours that youth are confined in their room for the purpose of sleeping.
 - C. Have at least two (2) wide-awake 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 response to emergencies.
 - D. Have at least one (1) male and one (1) female staff member on duty whenever both male and female youth are housed in the facility.
 - E. In addition to the staff to youth ratio required in Section III. A. above, consideration shall be given to the size, design and location of the facility as well as the types of offenders committed to the facility and the function of the facility in determining the level of supervision necessary to maintain the safety and welfare of youth and staff.

Guidelines:

- A. To ensure proper programming and services for youth twenty-four (24) hours a day, seven (7) days a week in the JDACs and TFs, the Detention Corrections Bureau (DCB) must have the ability to contact staff at any time to determine their availability to work.
 - 1. Therefore, each DCB employee will report to their supervisor their personal contact telephone number. The supervisor will report the number to the Staffing Office. Message phone numbers are not sufficient for this purpose.
 - 2. Employees who move shall report their new address and telephone number to their supervisor and the Staffing Office the first working day after the move.
- B. Staff that are scheduled to work a shift in DCB and who want to be replaced during all or a portion of that shift, to attend to any work related or non-work related business or alter their preexisting schedule for any reason, must make their request in advance through their immediate supervisor. The request to be replaced must be made with enough advance notice to allow for the scheduling and approval of a replacement staff.
 - 1. If the immediate supervisor is unavailable, the request to be replaced will follow the chain of command, from the area PCSI to the Watch Commander (WC).
 - 2. If the request is being made by the nursing staff and the nursing supervisor is unavailable, the request will go directly to the Watch Commander.
 - 3. If the request is not made with enough advance notice to allow for replacement or if the request cannot be accommodated without compromising the safety, security and services of the institution, the request will be denied.
 - 4. Under no circumstances will an employee make a request to be replaced or alter an existing schedule directly with the Staffing Office. Also, no employee will attempt to alter an existing schedule by negotiating directly with another employee without first obtaining supervisor approval to do so pursuant to these guidelines.
- C. 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 a child supervision staff position.
- D. Facilities Managers shall ensure all support staff not classified as child supervision (including but not limited to medical, nutrition and mental health staff) are appropriately staffed so as to carry out proper level of programming, nutrition, and efficient case management while also ensuring they are meeting all mandated standards, regulations and maintaining security.
- E. Food Service Managers shall have sufficient food service personnel relative to the number and security of living units, including staff qualified and available to: plan menus meeting nutritional requirements of the gender and age groups fed; provide kitchen supervision; direct food preparation and servings; conduct related training programs for culinary staff; and maintain necessary records; or, a facility may serve food that meets nutritional standards prepared by an outside source.
- F. There must be sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, institutional security and other support staff for the efficient management of the facility, and to ensure staff are not diverted from supervising youth.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Foundation:

Board of State and Community Corrections (BSCC), Title 15, Section 1321

Issued by:


Michelle Scray Brown, Chief Probation Officer

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