
Third Shift Staff Checks in Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs) (Title 15, Section 1321)

633.1 PURPOSE:

To establish guidelines for the safety and security of youth and staff during third shift.

633.2 DEFINITIONS:

Adjoining Units: Units that share a common door.

Caseload Explorer (CE): A computerized case management system used by the department for documentation of various supervision areas as it pertains to Adult, Juvenile, and Institutional activities.

Closed Circuit Television Security System (CCTSS): A system by which mounted video cameras and microphones, monitor and record activities throughout the facility (internally and externally), twenty-four (24) hours a day, seven (7) days a week.

Round: A walk through of all staff/youth occupied areas of the facility to examine safety/security issues which may include, but are not limited to, unit climate, safety checks, and ensuring staff are wide-awake and performing supervision duties.

Third Shift: Work hours between 2200 hours to 0600 hours.

633.2 RESPONSIBILITIES:

- I. Unit staff:
 - A. Keep the adjoining door open between two (2) occupied units once all youth are secured in rooms.
 - B. Beginning the first hour of the Third Shift, check on adjoining unit staff every thirty (30) minutes by direct visual and verbal contact.
 - C. Keep the Control Center light on during shift.
 - D. When staff observe an emergency situation, they shall assess the emergency, announce the appropriate code, and provide assistance as needed after ensuring all youth on their assigned unit are secured and safe in their rooms, with the most recent safety check documented.
 - E. If it is necessary to leave the unit for a non-emergency situation, notify the Probation Corrections Supervisor I (PCSI) or Watch Commander (WC) of the need for replacement staff coverage and do not leave the unit until replacement staff arrive.
 - F. In the event of a personal emergency, such as sudden illness, that requires staff to immediately leave a unit:

San Bernardino County Probation Department

Procedures Manual

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1. Staff shall notify the adjoining unit staff and PCSI/WC they need to leave the unit.
 2. Adjoining unit staff will maintain supervision of both units while the PCSI/WC makes immediate arrangements for replacement staff.
 3. If staff are on a non-adjoining unit, they shall notify the PCSI/WC they need to leave the unit and the PCSI/WC will arrange for immediate temporary coverage until replacement staff can be found.
- II. Central Control:
- A. Monitor the CCTSS for safety and security purposes.
 - B. Access each camera of the CCTSS to conduct a visual safety and security check of the facility at least once each hour and document in CE. Visual checks shall include confirmation of staff's status.
 - C. Conduct a radio check of the facility at least once each hour and document in CE.
 - D. If a Unit or TF staff fails to report status during radio check, contact staff by telephone to ascertain status. If telephone contact is unsuccessful, notify a PCSI and the WC immediately.
 - E. Notify the WC of any unscheduled staff or person observed visiting a unit.
- III. Probation Corrections Supervisor I (PCSI):
- A. In the event of a critical incident, notify the WC to help facilitate the immediate applicable notifications as per Critical Incident Notification (CIN) procedure.
 - B. Designated PCSI(s) shall complete a minimum of two (2) rounds per shift.
- IV. Watch Commander (WC):
- A. Complete a minimum of one (1) round per shift.
 - B. Ensure a minimum of two (2) supervisory rounds are completed by designated PCSI(s) each shift.
 - C. Randomly monitor the CCTSS when able to do so in order to ensure the safety and security of staff and youth.
 - D. In the event of a critical incident, make the immediate applicable notifications as per CIN procedure.