

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

WATCH COMMANDER DUTIES AND RESPONSIBILITIES

Title 15, Section 1320

Authority:

Michelle Scray Brown, Chief Probation Officer

Purpose:

The Watch Commander (WC) assumes a leadership and command position over the operations of the entire facility during a shift. The WC must assume a proactive role in preventing critical situations as well as responding to such situations when they arise. This procedure establishes the duties and responsibilities of the WC at each Juvenile Detention and Assessment Center (JDAC) in order to facilitate the safe and secure operation of each facility. A procedure cannot possibly enumerate each critical situation a WC may face, so critical thinking, crisis management, and problem solving skills are of paramount importance.

Definitions:

Round: A walk through of all areas of the facility occupied by staff, examining safety/security issues which include, but are not limited to: unit climate, the Room Check Log, and that staff are wide-awake and performing supervision duties.

Watch Commander (WC): A designated Probation Corrections Supervisor I or II (PCSI/II) who has paramount authority over all staff in the facility, including those of equal rank, or separate classification, as it pertains to the safe and secure operation of the facility during that shift.

Responsibilities:

I. Watch Commander (WC)

- A. Ensure emergency maintenance problems are addressed by Facilities Management.
- B. Manage critical incidents and delegate roles and responsibilities as necessary.
- C. Document and update the following facility logs, as needed:
 1. WC Log
 2. Suicide Observation Status/ITW/Administrative Separation
 3. Staff Leave (vacation, sick) Log
 4. Ordered Over/Mandated Log
- D. Review Incident Reports (IR's) for accuracy and evaluate action taken by staff.
- E. Inform Facility Division Director I/II and/or Administration of incidents, which require notification by procedure.
- F. Conduct, at minimum, one (1) round per shift. When assigned to CVJDAC rounds must include Gateway Central.
- G. Designate a PCSI to complete a minimum of 2 supervisor rounds each shift.
- H. On third shift, summarize all major incidents on the Third Shift Summary Report and distribute the report via the Third Shift Summary Report email distribution list.
- I. Assume responsibility for the facility property safe and ensure youth's valuables are secured in the property safe.
- J. Assume responsibility for the facility key box and ensure all keys are accounted for.
- K. Ensure employees who are injured on-the-job are referred to county approved designated medical centers for treatment.
 1. Notify Risk Management via FAX of all on-the-job injuries/exposures that require treatment.
 2. Ensure injuries are documented on the facility First Aid Log.

3. Ensure existing modified duty procedures are followed when staff present medical orders with physical restrictions from a medical professional and ensure an appointment is made for the employee at the Center for Employee Health and Wellness.
- L. Act as liaison between the Courts, Probation Officers, Administration, outside agencies and other JDACs.
- M. Evaluate overall professionalism of staff while performing their duties.
- N. Accept criminal subpoenas for peace officer staff and youths and ensure subpoenas are served as required.
- O. Be alert to safety and security issues for JDAC and Treatment Facilities and take immediate corrective action.
- P. Ensure County and Department policies and procedures are complied with by staff.

Guidelines:

A. Facility Operations

1. Proactively monitor the operation of the facility throughout the shift.
2. Respond to all crisis within the JDAC's. In the event of a natural disaster, the WC shall be designated the Incident Commander (IC). The authority of the WC is commensurate with his/her responsibility to provide for the safety of all staff, detained youths and the security of the facility. The WC's authority extends to all situations that may arise during a shift and is responsible for all facets of the operation of the facility in the stead of the facility Superintendent and Chief Probation Officer. WC's may delegate authority for facility functions to competent subordinates. However, such delegation of authority shall in no way relieve the WC of the responsibility for the safety, security, well being, and efficient operation of the facility.

B. Staffing Functions:

1. Monitor and manage the facility population, moving youth or staff, based upon staff to youth ratio requirements.
2. Ensure each operational unit at JDAC's and Treatment Facilities is staffed appropriately.
3. Review and approve the staffing schedule prior to the commencement of each shift and correct any known errors.
4. When a staff member has not reported for duty, attempt to contact the staff to check on their well-being and eligibility to work.

C. Population (Intake/Release):

1. In the absence of the Intake/Investigations SPO or Probation Officer, be responsible for all intakes during their assigned shift pursuant to the Intake Procedure.
2. Coordinate the transfer of youths between JDAC's as needed.
3. Ensure youth's valuables are appropriately secured in the property safe.
4. Manage Booking/Holding unit population by approving transfers out of Booking/Holding to ensure rooms are available for new intakes.
5. Ensure arresting officers submit a signed juvenile application and probable cause declaration, Abstracts, and Gladys R.
6. Assume responsibility for all intakes and releases on their assigned shift pursuant to existing intake and release procedures.

D. Coordination with Outside Agencies/Visitor Security:

1. Ensure all visitors are deemed appropriate to enter the facility and do not compromise safety and security.
2. Act as a liaison between the Courts, outside agencies, other Bureaus of the department and other JDACs.
3. Process citizen complaints pursuant to existing procedures.
4. Authorize Special Visits/Interviews/Tours.

E. Documentation:

1. Ensure Probation Corrections Supervisor I's (PCSI) submit required IR's prior to the end of the shift, unless otherwise directed.
2. Review all IR's, CCTSS and hand held camera recordings for accuracy and evaluate action taken by staff.
3. When possible, attend incident debriefings with staff to educate and ensure the proper training, guidelines, procedures and policies were complied with.
4. Ensure staff properly document incident information in CE.

F. Notifications:

1. In the event of a critical/high liability incident, (i.e. Drugs found or a PREA related) notify the following (pursuant to the Critical Incident Notification procedure);
 - a. The Chief Probation Officer
 - b. The Assistant Chief Probation Officer
 - c. The Deputy Chief Probation Officer
 - d. The Facility Directors
 - e. The On-call Directors (after business hours)
 - f. If applicable, the Health Services Manager and FAST Manager.

G. Division Director I/II:

1. Ensure WC's appropriately discharge responsibilities through review of documentation, which includes but is not limited to, WC Log Books, IR's, restraint documentation forms, and additional critical incident documentation.

Inspections:

Refer to Policy and Procedure Inspection Matrix.

Foundation:

Minimum Standards for Juvenile Facilities, Title 15, Section 1320

References:

Policy:

Employee Responsibilities

Procedure:

Tour Guidelines for JDAC's and/or Treatment Facilities

Incident Reports

Critical Incident Notification

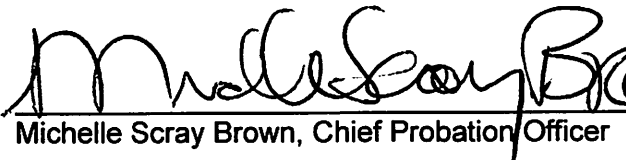
Intake Screening, Assessment and Admittance

Lines of Authority

Modified Duty Placement Process-Permanent and Stationary Restrictions

Temporary Modified Duty Process

Issued By:


Michelle Scray Brown, Chief Probation Officer

1-23-15
Date

Original Issue Date: February 1, 2007

Revised: January 23, 2015