

YOUTH GUIDANCE CENTER NIGHT DJCO DUTY OFFICER RESPONSIBILITIES

AUTHORITY:	Administrative Directive
RESCINDS:	Procedure Manual Item 3-3-204, dated 08/28/17
FORMS:	None
PURPOSE:	To establish the responsibilities and specified duties of the Night DJCO Duty Officer.

I. GENERAL INFORMATION

The Night DJCO Duty Officer responsibility is assigned to a specific DJCO by the Director or his designee. The Night DJCO Duty Officer is responsible for functions similar to that of a Shift Organizer. The Night DJCO Duty Officer duties and responsibilities are as follows:

- A. The Duty Officer makes decisions in the absence of administrative and other supervisory staff during the shift.
- B. If the Duty Officer is uncertain of what to do in situations, they should contact the Duty Officer at Juvenile Hall for instructions. If an emergency exists, contact in descending order of priority the Director, the Assistant Director, then the SJCOS.
- C. Assumes a lead role among the night staff in that the Duty Officer bears primary responsibility for the overall operation.
- D. The routine requirements of the shift have been tailored to allow the Duty Officer the maximum amount of flexibility and mobility needed to perform the varied duties.

II. PROCEDURE

- A. Duty Officer responsibilities are to be performed by the staff member regularly assigned to the shift.
 - 1. In the event the staff member assigned to the shift is not on duty, the staff member regularly assigned to cover the weekends will be pulled from their unit in order to cover.
 - 2. If the weekend D.O. is not on duty, another staff member with the necessary expertise will be pulled from their assignment. The selection of this staff member will be the responsibility of the scheduling supervisor or the preceding D.O.
- B. The Night DJCO Duty Officer is responsible for the following:

1. Respond to emergency situations as needed. These emergencies may include, but are not limited to, illnesses, injuries, fire, earthquake, escape or attempted escape, and disruptive behavior.
2. Ensure that escape procedures are followed in the event of an escape, and ensure that the "Escape Packet" is completed.
3. In concert with the Juvenile Hall Duty Officer and/or A.I.C. will remove youth to Juvenile Hall if necessary.
4. Complete the Duty Officer Shift Summary by the end of each shift. Include the tray count for breakfast, scheduled releases, transportation needs (this information can be obtained from the units), schedule changes, and all pending items, including any from the preceding shift. Prepare AM and PM D.O. shift notes for next day.
5. [REDACTED] Ensure all staff are doing well and there are no issues in the unit.
6. Print ICMS rosters and reports for the Intake Unit by 12:00 AM (midnight).
7. Make all needed copies of documents left on the D.O. clipboard and distribute as necessary, including the previous day's D.O. Shift Summaries.
8. Fill shifts that open up on an impromptu basis as needed and record the information in the Duty Officer Scheduling Notes. Note any changes on both the Scheduling Notes and the Daily Schedule. Route previous completed daily schedule to the YGC Scheduler SJCO. Email scheduling notes to SJCOs and administration at the end of the shift.
9. Provide breaks as scheduled for the staff working in the units. This schedule should be adhered to as closely as practical.
10. Complete a full perimeter check of the facility. Ensure all doors are closed and locked. This includes school, administration buildings and all vehicles.
11. Call OCJH D.O. by 4:00 AM to check in on status of YGC. Contact kitchen by 5:00 AM to inform them of population and tray count.
12. Complete the Town Run List Sunday through Thursday nights. Add youth to Town Run List sheet and pass the list to all units.
13. Pass on verbally any necessary information to the relieving Duty Officer and/or Supervision Coverage staff.

REFERENCES:

Procedures:	3-1-102	Reporting Juvenile Facility Escapes
	3-3-209	Deputy Juvenile Correctional Officer I Duties
	3-3-304	Maintenance Requests at Youth Guidance Center

Policies:	C-4	Work Schedules, Overtime, Comp Time and Sick Leave
	C-10	Officer of the Day or Duty Officer
	C-16	Employee Conduct - On Duty

Emergency Procedures-Youth Guidance Center

B. Juneau

APPROVED BY: