

DUTY OFFICER AT YOUTH GUIDANCE CENTER

AUTHORITY:	Administrative Directive Title 15, Section 1320, 1324, California Code, Minimum Standards for Juvenile Facilities
RESCINDS:	Procedure Manual Item 3-3-205, dated 03/31/17
FORMS:	None
PURPOSE:	To establish the duties and responsibilities for the Duty Officer at the Youth Guidance Center.

I. GENERAL INFORMATION

- A. The Duty Officer directs the functions and makes primary decisions in the absence of the administrative and other supervisory staff.
- B. The Duty Officer coverage is assigned by the Assistant Division Director or scheduling coordinator. The shift hours are 6 a.m. to 2 p.m. and 2 p.m. to 10 p.m. daily.
- C. The Duty Officer, a ready resource, expedites solutions to specialized problems, assuring that administrative and supervisory staff are consulted or notified as necessary.
 1. The Duty Officers make immediate operational decisions, provide subsequent follow-up surveillance, keep lines of communication open, **resolve** problems concerning removals, escapes, medical emergencies, inquiries, **coordinate** population levels, and conflicting procedures.
 2. The Duty Officers evaluate procedures and recommend changes.
- D. The Duty Officer is responsible for ensuring:
 1. That public contacts are handled properly.
 2. That the many schedules are met.
 3. That Youth Guidance Center services continue in spite of localized emergencies and staff shortages.
 4. That situational training needs are met.
 5. That programs are initiated and followed properly.
 6. That security needs of youth, staff, and **the facility** are observed constantly.

7. That overall coordination of **facility** services, supervision, and programs is maintained.

II. PROCEDURE

A. Control and Security

1. Supervise and maintain **facility** security, including outside area and fence perimeter.
2. Initiate procedures.
3. Supervise staff.
4. Evaluate results.
5. Respond to requests for preventative action and to emergency calls.
6. Obtain Division Director or Assistant Division Director approval prior to removing a youth to Juvenile Hall.
 - a. When Youth Guidance Center administration cannot be contacted, consult with the Administrator in Charge (AIC) for further direction.
 - b. Prepare the paperwork **appropriately** to accompany the youth to Juvenile Hall.
7. Initiate escape procedures.

B. Training Duties

1. Assists in the training of new staff, In-Service Training, and allied training services as needed.
2. Furnishes pertinent information requested by Supervising Juvenile Correctional Officers completing evaluations.
3. In cases of corrective action taken with staff, leaves written report for the Supervising Juvenile Correctional Officers and Division Director or designee.

C. Daily Routine

1. Unless emergency prohibits, sign in each unit logbook and/or **ICMS** at least once per shift.
2. Handle policy/procedural questions from staff.
3. Takes calls from the public.

D. Post Coverage

1. Approves impromptu sick leave, personal emergency, and special circumstance requests in supervisor's absence.
2. Maintains security precautions during staff shortage or special supervision problems.
3. Coordinates scheduling and authorizes overtime as necessary.
4. Lists pending items for subsequent Duty Officers.

REFERENCES:

Procedures:	3-1-F	Professional Standards – Facilities
	3-1-017	Public Tours
	3-1-030	Returning Youth to Juvenile Hall/Other Camp - Medical Holds, Courtesy Holds, Administrative Removals, Psych Holds
	3-1-102	Reporting Juvenile Facility Escapes
	3-1-106	Death, Serious Suicide Attempts, and Other Serious Incidents Related to Youths in Custody
	3-1-211	Requests for Time Off/Shift Trades
	3-3-F	Youth Guidance Center Supervising Juvenile Correctional Officer (SJCO) Roles and Responsibilities
Policy:	C-4	Work Schedules, Overtime, Sick/Annual Leave and Compensatory Time
	C-10	Administrator in Charge, Officer of the Day or Duty Officer

B. Juneau

APPROVED BY: