

DEPUTY JUVENILE CORRECTIONAL OFFICER I DUTIES

- AUTHORITY:** California Code of Regulations, Title 15, Section 1324
- RESCINDS:** Procedure Manual Item 3-3-209, dated 12/12/17
- FORMS:** Medical Unit Order and Treatment Sheet (F272-20)
 Morning School Report (Attachment A)
 Maintenance Request (F057-6201)
- PURPOSE:** To clarify the role and components of the job requirements of those employees in the Deputy Juvenile Correctional Officer (Night Staff) classification at Youth Guidance Center (YGC).

I. GENERAL INFORMATION

- A. Above all, remain alert, aware, and awake during the shift in order to provide a safe and secure environment for the youth.
- B. Do not engage in any activity that takes you away from the desk and/or diverts your attention. The radio and T.V. may be played only at a volume level which does not interfere with the audio supervision or security of the unit.
- C. The unit is not to be left during the night unless relief staff is present in the unit.
- D. You may take breaks in other units provided it does not interfere with the other DJCO I's duties or unit security. Do not go off grounds during breaks.
- E. The supervisor's office is not to be used except for business or in completion of duties assigned by the Supervising Juvenile Correctional Officer (SJCO).
- F. Advise the night Duty Officer of any irregularities/problem situations as soon as possible.

II. PROCEDURE

- A. General Duties
 - 1. Report to your assigned work station on time and be prepared to assume responsibility for the unit/assignment. Upon arrival to the work station, enter your username and password into the Integrated Case Management System (ICMS) to sign in. When you sign in, indicate in the note section, your last name, first initial, your duty hours, your completed equipment check and any equipment you have checked out for your shift such as an equipment belt, keys, handcuffs, etc.
 - 2. As soon as possible after signing in, complete a thorough unit roster safety check (be sure to see skin and/or movement of bedding). Log this information into ICMS.

- a. Verify that all exterior doors are closed and locked.
 - b. Ensure that the youths' beds are positioned in such a manner as to provide easy visual supervision.
 3. Verify and log the unit population (e.g., population verified via Unit Room Roster at 25 youth - JS).
 4. Review the log book and confer with on-duty staff regarding potential problems that may arise during the shift.
 5. Safety checks are to be conducted at [REDACTED] maximum intervals and shall be varied so as not to become predictable.
 6. Intervals shall be shorter if group tone is high or if any individual's behavior warrants it. The shorter intervals are to be maintained until the youth in question are clearly asleep.
 7. When a youth comes out of his room, ensure that:
 - a. Restroom curtains are fully opened.
 - b. Only one youth is to use a restroom at a time.
 - c. Youth's movements are monitored by direct visual contact.
 - d. Males exit their room dressed only in their undershorts, T-shirts, socks and **shower shoes**. Females exit their rooms dressed only in their nightwear and slippers.
 - e. After the youth returns to his/her room, check the room to ensure the youth has returned.
 8. Log the name of the youth who is up from bed (e.g., 2:30 a.m. John Jones up to use restroom. Return to room. Staff initials).
- B. Nightly Duties
1. Accurately and thoroughly transcribe any behavior notices and logbook comment which pertains to a youth's behavior, attitude, or counseling efforts onto the Behavior Notice Log binder located underneath staff desk.
 2. When ICMS is not working, a hard bound log book is to be used to make log entries. When using a hard bound log book date the unit log book at 12 midnight by indicating in red felt pen the new day, date and unit population (e.g., Saturday - March 31, 2008 - Population 25).
- C. Unit Grades (Refer to Manual Item 3-3-302)
1. Units use a grading system as part of their daily program.

2. Total and enter the individual grades on the hard copies and computer files as noted in the units "Nightly DJCO I Duties Check off list".
3. Units post their daily grades. Refer to the "Nightly DJCO I Duties Check Off List" for each of these units for point posting location. File the previous days grade sheet as noted per each Units DJCO I duties list.
4. Set up the new point sheet for the day on the designated clipboard.
5. Transcribe the daily grades onto the weekly grading chart per each Units DJCO I duties list. List the youth in descending grade order.
6. Unit 300 posts their unit's weekly grades on Fridays. The 300 DJCO staff working on Thursdays **are** to tally these points. Units 200, 400, 500, **and 600** staff **are** to tally and post these points. Transcribe the daily grades onto weekly grading chart per each Units DJCO duties list. List the youth in descending grade order.

D. Medical Treatment Sheets

1. Check active medical sheets to insure that all medical orders have been chartered (signed off).
2. Review inactive sheets. Inactive medical sheets are sheets that have all medications and treatments signed off by the nurse as "discontinued". Treatment sheets that are inactive will not be dated and are to be placed in a manila folder on the medical clipboard.
3. Treatment sheets for released youth are to be routed to the Medical Unit mailbox located in the Duty Office with a note indicating releases; the nurse will remove these forms and file them in the youth's medical chart.
4. All Medical Order and Treatment Sheets are to be placed in alphabetical order.
5. Create a "Med Sheet Info" list which includes all youths' names, their med times and other medical restrictions and info. Place this sheet in the Unit Medical sheet notebook.
6. Transfer pertinent and appropriate medical orders such as RA (Restricted Activity), NCS (No Contact Sports), and BR (Bed Rest) on to the Unit roster, school roster, and morning school report.

E. Morning School Report (attached) - Daily

1. Under "Temporary Absences for the Day," list all youth of RA, MOST, MORT, S/C, or No Food Status.
2. Under the same heading, list all other youth who will be absent from school all or part of the school day.
3. Under the heading "Population Changes" list all releases, intakes, or escapes which occurred the previous day. The Morning School Report is to be done everyday, including weekends and holidays.

4. The Duty Officer or the AM Center 1 staff will distribute the Morning School Report to the nurse and school inbox. Pink copy stays in the unit.

F. Status Report to Duty Officer

1. By 12 a.m., be prepared to pass the following information to the Duty Officer:
 - a. Unit Population: Include names and locations of all youth being carried on the unit population who are not physically on the premises. These youth show as a (+1) in the Unit Log.
 - b. Youth on medical observation, sick tray, or regular tray.
 - c. Any information regarding youth being transported by staff to court, medical checkups, dental or other appointments.
2. The night shift DJCO Duty Officer is to record all the above information on the **night** DJCO duty notes to facilitate daytime planning and organization.

G. Filing

1. Collect all items in the Unit Box in the Copy Room and combine with the items in the "To Be Filed" folder in the unit.
2. Each unit has a "To be Filed" folder at the staff desk, with all documents and other appropriate materials to be filed in the youths' folders (see Manual Item 3-1-010 for filing instructions). All papers filed are to be initialed in the bottom right-hand corner by the person filing them.
3. School rosters over 30 days old are to be shredded. Turn in room rosters after 30 days to front office secretary.
4. Review appropriate folders for the presence of both a dispositional sheet and a minute order. Compare the two documents and notify the unit SJCO of any discrepancies.
5. Compare folder face sheets and medical sheets with the unit roster and school roster, ensuring all information is correct and up to date.
6. Check and maintain a supply of forms for the unit.

H. Unit's School Roster (Refer to Manual Item 3-3-306) are printed - Sunday through Thursday, but are updated daily.

1. Complete a new Unit School Roster (attached), adding the names of new intakes in alphabetical order and deleting the names of youth no longer on the unit population.
2. File the previous day's school roster.

I. Unit Status Board - Daily

If information for new intakes has not been added to the Unit Status Board, do so. Also, check the board to ensure that information regarding medical restrictions and Deputy Probation Officer (DPO) assignments are current. Notify the unit's SJCO of any discrepancies.

J. Unit Room Roster (Refer to Manual Item 3-3-306) - Daily

Verify and update information indicated on the Unit Room Roster (attached) to ensure its accuracy. Under the heading "Special Status," for youth on special security status or requiring close supervision, draw staff's attention to this by entering a log note. Include also information regarding any minor's gang affiliation, RA or medical condition.

K. Maintenance Request (Refer to Manual Item 3-3-304)

1. If any item in the unit requires repair, replacement, or maintenance, this is to be noted in duplicate on a Maintenance Request form (attached) which is then forwarded to the unit SJCO.
2. Log all maintenance requests in the Maintenance Tracking Record Binder.

L. Night Letters (Refer to Manual item 3-3-305)

1. Departmental policy requires that the parents or legal guardian of the youth in custody be notified of change of location due to transfer, removal to Juvenile Hall, or escape. In the event they cannot be reached by telephone within a reasonable length of time, a notation will be made in the unit logbook informing the 10 p.m. to 6 a.m. staff.
2. The DJCO will prepare and mail a form letter (attached) and relay this information to secretarial staff regarding the parents' or guardian's address and nature of the youth's change in location.

M. Institutional Roster - Daily

The unit DJCO will receive a copy of the Institutional Roster Monday through Friday (excluding holidays) and confirm the information reflected on this report with that of the specific unit. Any corrections should be indicated in red and left on the Secretary's desk each morning.

N. Periodic Duties

1. The Documentation Check List (attached) - Weekly
 - a. Review all youths' folders for updated comments by assigned DJCO.
 - b. Ensure that the following forms are completed for the youth's current entry (Rules of Conduct, Youth's Rights, Adjustment Questionnaire, Religious Preference form, Case Planning Worksheet, etc.).

c. Enter this information on the Documentation Check List.

2. Visitors Record Sheet

Record all visitors by reference to the Visitors Permit form onto the Visitors Record Sheet (attached). This is to be done every Sunday night.

3. Case Planning Report paperwork is to be filed in the casework section of the youth's "I" File after the Unit SJCO has signed it.

4. After the youth's release, review the institutional file to ensure that all the above steps have been completed, paying special attention to the Case Planning Report. Then place it on the Unit Supervisor's desk for review.

O. Emergency Procedures

1. Security

In the event of a serious behavioral problem or if prowlers on grounds are suspected, call the DJCO I Duty Officer for immediate assistance. Notify the Orange County Sheriff's Department or Juvenile Hall Duty Officer at their discretion.

2. Medical Problem

If a medical problem should occur, check the youth's Medical Order and Treatment Sheet for instructions. If nothing applies, contact the Medical Unit at Juvenile Hall (935-7160). Be sure to note any instructions given by the nurse on **ICMS**. If serious injury or illness occurs, contact the paramedics for immediate assistance.

3. Notification of Juvenile Hall Duty Officer and DJCO I Duty Officer

If prowlers are suspected of being on grounds, the Juvenile Hall night Duty Officer must be notified and informed of any steps taken as soon as possible.

4. Emergencies

Refer to the emergency Procedures Manual.

P. DJCO Duty Officer Duties (Refer to Manual Item 3-3-204)

The primary function of the DJCO D.O. is to provide breaks in accordance with the attached DJCO relief schedule, respond to emergency situations, provide additional supervision where needed, and ensure that the security and safety of the facility is maintained between the hours of 10:00 p.m. and 6:00 a.m.

REFERENCES:

Procedures:	3-1-003	Deterrence of Unacceptable Behavior
	3-1-010	Youths' Institutional Folders

3-1-019	Unauthorized Persons on Grounds
3-1-102	Reporting Juvenile Facility Escapes
3-1-106	Death, Serious Suicide Attempts and Other Serious Incidents Related to Youth in Custody
3-1-303	Special Incident Reports
3-1-049	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
3-3-014	Youth Guidance Center Release Guidelines
3-3-020	Security at Youth Guidance Center
3-3-204	Youth Guidance Center DJCO I Duty Officer Responsibilities
3-3-302	Youth Guidance Center Grading System
3-3-303	Household, Laundry and Office Supplies at Youth Guidance Center
3-3-304	Maintenance Requests at Youth Guidance Center
3-3-305	Night Letters at Youth Guidance Center
3-3-306	Youth Guidance Center Unit School Roster/School Attendance Verification
3-3-308	Routing of Special Incident Report and Disciplinary Hearing Paperwork
3-3-401	Youth Guidance Center Health Care Procedures for Probation Staff

Policies:

A-1	Policy, Procedure and the Law
A-2	Upholding Departmental Philosophy and Principles
A-21	Liability
C-1	Maintaining Employment Status
C-16	Employee Conduct-On Duty
G-8	Injuries and Medical Emergencies

Attachment

B. Juneau

APPROVED BY:

**YOUTH GUIDANCE CENTER
MORNING SCHOOL REPORT**

TO: SCHOOL PRINCIPAL

DATE: _____

FROM UNIT: _____
TEMPORARY ABSENCES FOR DAY

NAME	REASON FOR ABSENCE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	

NAME	POPULATION CHANGES DATE	REASON FOR CHANGE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

No. Boys _____ No. Girls _____

TOTAL POPULATION _____