

DUTIES OF THE CENTER ONE SUPERVISION COVERAGE POSITION

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-3-C, dated 08/28/17
- FORMS:** None
- PURPOSE:** To outline the general duties performed by Center One Supervision Coverage position.

I. PROCEDURE

A. Duties of Center One Supervision Coverage

1. Coordinate with the Duty Officer (DO) or Acting Duty Officer (ADO) on all scheduled and unscheduled activities.
2. Be aware of the location of the on-duty staff and their groups.
3. Assist with group supervision as needed. Augment supervision during all movements.
4. Communicate information to the Deputy Juvenile Correctional Officers (DJCOs) and Supervising Juvenile Correctional Officers (SJCOs).
5. Help provide supervision during meals and school breaks.
6. Generally coordinate program schedule to make sure everything runs smoothly and on time.
7. Be available as a resource to the on-duty staff, and keep line staff and the DO informed as to your whereabouts.
8. Act as a lead DJCO to maintain a positive program, conduct investigations, coordinate coverage, etc.
9. Perform miscellaneous duties as directed.
10. Assist the DO in preparation of paperwork including removal packets.
11. Liaison between Rio Contiguo School and Probation

B. Center One Supervision Coverage Schedule

The following is a general timeframe of activities for the Coverage DJCO:

- Sign in, obtain pak-set, pepper and handcuffs. **Perform radio checks for the facility. Check in with the Duty Officer for information regarding staff coverage and the day's events. If no Indias or night staff are**

available to provide coverage, Center One will cover the shift until scheduled staff (or someone) arrives.

- Arrive in kitchen to supervise set-up crew. Call groups down to dining room. Remain in kitchen to supervise breakfast.
- Supervise the KP crew with trash and mop buckets. **If no Indias are available**, escort those youth who have finished KP to their unit.
- Make sure school radios and cell phone are charged and ready for deck coverage. Pick up morning reports from school office.
- Distribute school morning reports and deck coverage assignments.
- Coordinate a dismissal of units to school and assist in supervising school movements. Announce any classroom closures. Assure that unit staff are positioned at assigned areas for maximum supervision at each movement.

Schedule of School Movements

Assemblies

Block One
BREAK
Block Two
LUNCH
Block Three



Coordinate with unit staff and call the units down when ready.

- Conduct perimeter check and radio DO when completed.
- Conduct "rounds" through the units to determine where your assistance may be needed. Tour the facility to determine possible PM work crew projects.
- Contact each unit to determine the number of youth who will be eating lunch upstairs. Notify kitchen of any "trays" needed.
- After school movement, assist in calling groups down to dining room and supervising the dining room.
- Assist KP unit as needed.
- Complete work crew assignment sheets and distribute to the units. Complete a separate sheet for the DO for follow up. If there are any special work assignments, the assignment will be emailed to each unit, Supervisors, Director and Assistant Director.
- Inform DO of any pending items prior to end of shift.

REFERENCES:

Policy: A-2 Policy, Procedure and the Law

F. Frias

APPROVED BY: