

**DEPUTY JUVENILE CORRECTIONAL OFFICER II DUTIES (Nights)  
YOUTH LEADERSHIP ACADEMY**

- AUTHORITY:** Administrative Directive  
California Code of Regulations, Title 15, Section 1320
- RESCINDS:** Procedure Manual Item 3-8-G, dated 01/15/20
- FORMS:**
- |   |                 |
|---|-----------------|
| Institutional Casework Report (TANF)              |                 |
| Unit Room roster                                  | (F057-6230)     |
| Record of Minor's Outgoing Mail                   | (F057-6273)     |
| School Absentee and Special Status                | DOE (782007)    |
| Boys Clothing Order                               | (F057-6202)     |
| Unit Face Sheet                                   | (F057-6009)     |
| School Enrollment Form                            | DOE (041190147) |
| Behavior/Disciplinary Action Log                  | (F057-6271)     |
| Visiting Record                                   | (F057-6244)     |
| Unit School Roster – Schedule of Classes          | (F057-6232)     |
| Detainee Grievance Form                           | (F057-6005)     |
| Rules of Conduct                                  | (F057-6028)     |
| Religious Preference Forms                        | (F057-9129)     |
| Special Incident Report                           | (F057-7018)     |
| Field Trip and Medical Consent Authorization Form | (F057-6050)     |
- PURPOSE:** To outline the duties of Deputy Juvenile Correctional Officer II (Nights) at the Youth Leadership Academy (YLA).

**I. GENERAL INFORMATION**

- A. Implement and support Probation Department and Youth Leadership Academy (YLA) policies and procedures.**
- B. Shall establish and maintain a professional demeanor when working with youth, coworkers, Supervising Juvenile Correctional Officers (both their assigned SJCO and the facility's Duty Officer), managers, departmental personnel, the Court, collaborative partners, law enforcement, and outside agencies.**
- C. Treat incarcerated youth with dignity and respect; applies the elements of due process to all disciplinary actions; upholds youths' rights as guaranteed by law.**
- D. Above all remain alert, aware and sober during the shift in order to provide the required level of supervision to the youth entrusted to our care and custody.**
- E. [REDACTED] staff should remain stationed behind the unit control desk at all times.**
- F. Leave the Control desk overhead light, hallway night-lights, youth sleeping room night-lights and restroom lights lit at all times.**

- G. Do not engage in any activity that takes you away from the desk and/or diverts your attention. Unit televisions, CD players or radios and portable laptop computers may only be on at a volume level, which does not interfere with the audio supervision or security of the unit. Do not wear any headset type device.
- H. Do not leave the unit during the night unless relief staff is present in the unit, except in emergency situations. In most cases, Control staff will direct responses of staff assigned to supervise a housing unit. Staff should not leave their unit unless directed to do so. Except during limited and discrete exigent circumstances, the staff to youth ratio during sleeping hours must be [REDACTED] or fewer.
- I. Staff may take breaks in other YLA units provided it does not interfere with the other DJCO II (Nights) duties or unit security, or disrupts sleeping youth.
- J. Do not use the administration, supervisor, Deputy Probation Officer (DPO) and/ or counseling offices except for business and in the completion of duties assigned by the Supervising Juvenile Correctional Officer (SJCO).
- K. Advise the Juvenile Hall (JH) Duty Officer (DO) of any irregularities/problem situation as soon as possible.
- L. During all shifts, same gender staff will either be assigned to supervise a unit of male/female youth or immediate coverage shall be made available by same gender staff from adjoining units, as needed.

## II. PROCEDURE

### A. General Duties

1. Upon arrival to the workstation, sign in the unit logbook per Procedure Manual Item (PMI) 3-1-049.
2. Perform an equipment check, obtain a set of keys and make the related log entries.
3. Complete a unit roster room check. Physically pull and/or push on all unit doors and handles for security purposes to ensure all doors are locked during sleeping hours.
4. Verify, account for and log the unit population prior to departing staff leaving.
5. Review the logbook, familiarizing yourself with the past 24 hours (minimally) and confer with on-duty staff regarding potential problems that may arise during the night.
6. Safety checks are to be random and varied and completed at no greater than [REDACTED] intervals throughout the night.
  - a. Level I youth [REDACTED] room checks
  - b. Level II youth [REDACTED] room checks

- c. Level III youth require constant one-on-one staff supervision
  7. Before a youth is allowed out of his room, notify your co-workers and the Institutional Security Unit (ISU) and wait for staff assistance. When indicated, request additional visual supervision from the Security Center or JH Control via the Closed Circuit Television (CCTV) system.
  8. YLA youth are to use the toilets and sinks located in their rooms during sleeping hours.
  9. When a youth comes out of his room, ensure that:
    - a. Youth closes his room door upon exiting.
    - b. Youth movements are monitored by direct eye contact at all times.
    - c. **Youth** exit their rooms dressed only in their shorts/pants and socks or shower shoes.
    - d. Youth's hands remain behind their backs and free of all objects (i.e., towels, book, papers, etc.)
    - e. As soon as the youth returns to his/her room, immediately check the room door by pulling on the door handle.
  10. Assists in training new DJCO II (Nights).
- B. Nightly Duties
1. Medical Sheets
    - a. Check active medical sheets for proper charting of all medical orders.
    - b. Review inactive sheets.
    - c. Notify the nurse if a youth has missed required medication(s). Notify the JH DO if necessary. Staff completes a Special Incident Report (SIR) prior to the end of your shift.
    - d. Transfer appropriate medical orders (RA, NFS, OBS, NCS, MED ISO) to the unit roster.
  2. Fill out new unit and school rosters and file the old ones in the units file cabinet. Rosters over 30 days old will be pulled and placed inside one of the shredding containers located within the institution.
  3. Fill out a School Absentee Slip for each youth enrolled in school who will not be attending any portion of the school day.
    - a. This includes youth going to court, field trips or sick call, youth being released or transferred to other institutions and youth on discipline

- status or who have medical orders that will affect their school attendance.
- b. Take school related paperwork to the Otto Fischer School mailbox at the JH Reception area by 5:00 a.m. each business morning.
4. Check the unit roster/logbook for new youth not yet enrolled in school and enroll them. Note the date enrolled on the unit face sheet in the school section provided.
    - a. If the youth does not speak English, enroll him/her and note "no English" in the Comments section of the form.
    - b. If the youth is a transfer from another YLA unit and was already enrolled in school, obtain his/her schedule from the previous unit. If the youth needs to be re-enrolled into the YLA-2 classrooms, please notify the school.
  5. File all documents and other appropriate materials in the youth's folder (see PMI 3-1-010 [Youth Institutional Folders] for filing instructions). All papers filed by the DJCO II (Nights) are to be initialed.
  6. Compare folder face sheets and medical sheet with the unit roster and school roster to ensure all information is correct and up-to-date.
  7. Review appropriate folders for the presence of both a Disposition Sheet and a Minute Order within two days following a court appearance. Compare the two documents and notify the unit SJCO if there are any discrepancies.
  8. Update the unit caseload board.
  9. Check and maintain a supply of forms for the unit.
  10. Check the medical drawer for standard medical supplies (i.e., Tylenol, Mylanta, etc.)
    - a. Acquire necessary medication supplies from the JH nurse.
    - b. Return all empty medication containers and discontinued medications to the nurse.
  11. Review the folders of released youth before giving them to front office staff. Ensure that:
    - a. Casework reports and folder comments are up-to-date. Leave the folder in the unit SJCO's file box for review and signature.
    - b. Release entries have been made on the green booking sheet.
    - c. All filing is properly completed.
    - d. All folder materials are secured by fasteners.

12. Locate the Clothing Request form (previously completed by the linen room youth) and deliver it to the linen room's mailbox at the JH Reception area.
13. Properly route all forms and filing to JH Control and JH Reception. Routing should be indicated in the upper right-hand corner of the form in red pen.
14. Record any visits or mail sent and received by youth in youth's file.
15. Clean the desk area and staff restroom, nightly. Stock all noted areas and vacuum when needed.
16. Perform other duties as requested by the unit SJCO/DO.

C. Weekly Duties

1. After reviewing youth's folders, generate a weekly folder review to show the status of casework reports and weekly comments by assigned caseload counselor.
2. Ensure that the following forms are completed for the current entry:
  - a. Grievance Procedure
  - b. Rules of Conduct
  - c. Religious Preference
  - d. Field Trip and Medical Consent Authorization Form
  - e. Gang Information Sheet (if youth identified as a gang member)
  - f. Haircut Authorization (if requested)

If any items are missing, leave a note for the unit SJCO and the youth's assigned caseload counselor.

**REFERENCES:**

Procedures:	3-1-003	Deterrence of Unacceptable Behavior
	3-1-049	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
	3-2-H	Deputy Juvenile Correctional Officer I Duties
	3-2-002	Prevention and Control of Inappropriate Behavior
	3-3-209	Deputy Juvenile Correctional Officer I Duties
Policies:	A-7	Employees as Departmental Representatives
	C-16	Employee Conducts-On Duty

C. Lopez

**APPROVED BY:**