

FACILITY MANAGEMENT

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Minimum Standards for Juvenile Facilities, Sections 1324 and 1326
- RESCINDS:** Procedure Manual Item 3-1-D, dated 06/13/18
(MAJOR REVISION/RENUMBERED)
- FORMS:** None
- PURPOSE:** To describe the role and responsibilities of the facility Probation Division Director (DD) and Assistant Division Director (ADD).

I. GENERAL INFORMATION

Under the direction of the Chief Deputy Probation Officer (CDPO) of the Juvenile Operations Bureau, the DD/Facility Administrator has responsibility for the internal management of the facility and is in charge of its program and employees.

- A. All facility administrators shall develop, publish and implement policies and procedures that address, at a minimum, all regulations that are applicable to the facility. Such policies and procedures shall be made available to all employees, reviewed by all employees, and shall be administratively reviewed at a minimum every two years, and updated as necessary. Those records relating to the standards and requirements set forth in these regulations shall be accessible to the Board on request. The policies and procedures shall include:
1. Table of organization, including channels of communications and a description of job classifications.
 2. Responsibility of the probation department, purpose of programs, relationship to the juvenile court, the Juvenile Justice Commission, probation staff, school personnel and other agencies that are involved in juvenile facility programs.
 3. Responsibilities of all staff.
 4. Initial orientation and training program for staff, including safety and security issues and anti-discrimination policies, for support staff, contract employees, school, mental/behavioral health and medical staff, program providers and volunteers.
 5. Maintenance of record-keeping, statistics and communication system to ensure:
 - a. Efficient operation of the juvenile facility.
 - b. Legal and proper care of youth.

- c. Maintenance of individual youth's records.
 - d. Supply of information to the juvenile court and those authorized by the court or by the law.
 - e. Release of information regarding youth.
6. Ethical responsibilities.
 7. Trauma-informed approaches.
 8. Culturally responsive approaches.
 9. Gender-responsive approaches.
 10. A non-discrimination provision that provides all youth within the facility shall have fair and equal access to all available services, placement, care, treatment, and benefits, and provides no person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, immigration status, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status, including restrictive housing or classification decisions based solely on any of the above-mentioned categories.
 11. Storage and maintenance requirements for any chemical agents-related security devices, and weapons and ammunition, where applicable.
 12. Establishment of procedures for the collection of Medi-Cal eligibility information and enrollment of eligible youth.
 13. Establishment of a policy that prohibits all forms of sexual abuse, sexual assault, and sexual harassment. The policy shall include an approach to preventing, detecting, and responding to such conduct and any retaliation for reporting such conduct, as well as a provision for reporting such conduct by youth, staff, or a third party.
- B. Each facility administrator shall develop policies and procedures to annually review, evaluate, and document the security of the facility. The review and evaluation shall include internal and external security, including but not limited to key control, equipment, and staff training.
 - C. The Assistant Division Director (ADD) assists with the management of the facility and has direct responsibility for such management in the absence of the DD.

II. PROCEDURES

A. Duties

The DD and ADD plan, implement and/or evaluate:

1. Budget preparation.

2. Security and maintenance.
3. Human resource matters.
 - a. Recruitment.
 - b. Dismissal.
 - c. Discipline.
 - d. Performance evaluations.
 - e. Employee relations.
 - f. Training.
4. Operation of effective programs.
5. Continuous Quality Improvement (CQI) of facility operations.
6. Public relations.
7. Interaction with public or community-based organizations, and private agencies.
8. Special projects and reports as assigned by the Chief Deputy Probation Officer of the Juvenile Operations Bureau.
9. Support the integration and development of staff competencies related to the introduction of new technologies within the facility setting.

REFERENCES:

Procedure:	3-1-002	Assistant Division Director's Duties – Facilities
Policies:	A-1	Policy, Procedure and the Law
	A-2	Upholding Departmental Philosophy and Principles
	A-5	Communications Within the Probation Department
	A-7	Employees as Departmental Representatives
	B-2	Inter- and Intra-Agency Confidentiality
	C-8	Work Priorities
	C-11	Employee Personnel File
	C-12	Performance Evaluation
	C-14	Citizen Complaints, Compliments and Complaints against Peace Officers
	C-16	Employee Conduct-On Duty
	C-20	Problem/Grievance Resolution

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APPROVED BY: