

ASSISTANT DIVISION DIRECTOR DUTIES - FACILITIES

AUTHORITY:	Administrative Directive
RESCINDS:	Procedure Manual Item 3-2-B, dated 07/31/15 Procedure Manual Item 3-8-J, dated 01/15/20
FORMS:	None
PURPOSE:	To define the basic job duties and responsibilities of Assistant Division Directors.

I. GENERAL INFORMATION

- A. Plan, organize, coordinate and supervise the work of facility operations within the scope and limits of general departmental policy and regulations.
 - 1. Interprets facility policy and procedures.
 - 2. Evaluates Supervising Juvenile Correctional Officers (SJCOs) and other staff assigned to the facility and completes/reviews all assigned performance evaluations.
 - 3. Conducts meetings, as needed, with SJCOs to outline expectations, set goals, plan, train, exchange information, and assist the supervisors in any way possible.
 - 4. Reviews written material from the facility as needed.
 - 5. May be designated as an Acting Division Director, as needed.
 - 6. Ensures that the facility is efficient in all operations and is consistent in operation with laws, court orders, Department policies, Department procedures, and performance standards.
 - 7. Ensures that Title 15 and Title 24 Standards as set by the Board of State and Community Corrections (BSCC) are followed throughout the facility.
 - 8. Is the Administrator in Charge (AIC) once per week and/or as often as assigned.
 - 9. Participates on oral boards, promotional interviews and other selection processes as required/needed.
 - 10. As designated, serves as facility liaison to collaborative partners such as HCA-Medical, HCA-CEGU, OC Department of Education, detention religious ministries, Juvenile Court Services, etc.
- B. Develops rules and procedures for the operation of the assigned facility.

1. Actively participates in administrative business of the facility.
 2. Conducts tours and gives speeches as required.
 3. Confers with and makes recommendations to the Probation Division Director for changes in policy and procedures.
 4. Accepts additional assignments as delegated by the Probation Division Director.
 5. Encourages and enforces standards of performance.
 6. Plans quarterly and yearly projected goals for the division.
 7. Helps develop and control yearly budget for the division, and/or makes budget recommendations to the Division Director(s).
 8. Ensures compliance with State and Federal laws and standards, and County and Departmental policies and procedures.
 9. As designated, serves as the facility liaison to collaborative partners such as HCA – CEGU, OC Department of Education, Detention Ministries, Juvenile Court, etc.
- C. Instructs and advises staff on methods of maintaining custody and security.
1. Ensures that important information reaches the appropriate employees via meetings, phone, memos, e-mail, etc.
 2. Coordinates staff training with the facility administrators and with the Employee Development and Support Division.
 3. Conducts training in cooperation with the Strategic Development Division.
- D. Is responsible for:
1. Providing complete 24-hour coverage of the facility and ensures there is sufficient **staffing in the facility** to supervise youth.
 2. Delegating and supervising scheduling duties.
 3. Ensuring that all annual training requirements are met.
 4. Reviewing and approving annual vacation requests, compensatory time off, and shift trades by assigned supervisors.
 5. Monitoring overtime.
 6. Maintaining facility Key and Parking Card inventories and tracking assignments thereof.
- E. Consults with and advises assigned division personnel on unusual behavior and

disciplinary problems.

1. Makes decisions and takes necessary action in any situation pertaining to the proper operation of the facility.
 2. Consults with SJCOs on recommended disciplinary action.
 3. Acts as the hearing officer for disciplinary hearings (DHO's), as needed.
- F. Provides Probation and Parole Officers and other facilities with information pertinent to detention/treatment of individual cases.
- G. Confers with service personnel, medical staff, mental health staff, and school staff to coordinate services to the units within the facility.
- H. Participates in professional organizations with the prior approval of the Chief/CDPO.
- I. Participates and attends Strategic Planning Sessions held by the Department.

REFERENCES:

Procedure: 3-1-001 Facility Management

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APPROVED BY: