

## **DUTY OFFICER – YOUTH GUIDANCE CENTER**

<b>AUTHORITY:</b>	Administrative Directive California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Section 1321
<b>RESCINDS:</b>	Procedure Manual Items 3-3-204, dated 11/27/19 Procedure Manual Items 3-3-205, dated 11/27/19 (MAJOR REVISION/RENUMBERED)
<b>FORMS:</b>	None
<b>PURPOSE:</b>	To establish the duties and responsibilities for the Duty Officer at the Youth Guidance Center.

### I. GENERAL INFORMATION

#### A. Camp staffing

1. **The duty officer is responsible for coordinating with Facility Scheduling to ensure adequate staffing during each shift.**
2. **During the hours that youth are awake, Board of State and Community Corrections (BSCC) requires one wide-awake youth supervision staff member on duty for each 15 youth (1:15) in the camp population. However, Orange County Probation facilities follow the Prison Rape Elimination Act (PREA) standards of one staff to eight youth (1:8) during waking hours.**
3. **During the hours that youth are confined to their room for the purpose of sleeping, BSCC requires one wide-awake youth supervision staff member on duty for each 30-youth (1:30) present in the facility. However, Orange County Probation facilities follow the Prison Rape Elimination Act (PREA) standards of one staff to sixteen youth (1:16) during sleeping hours.**
4. **At least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youths in residence, unless arrangements have been made for backup support services which allow for immediate response to emergencies.**
5. **At least one youth supervision staff member on duty who is the same gender as youth housed in the facility.**

#### B. DUTY OFFICER

1. The Duty Officer directs the functions and makes primary decisions in the absence of the administrative and other supervisory staff.

2. Duty Officer coverage is assigned by the Assistant Division Director or scheduling coordinator everyday between the hours of:

- a. 6:00 AM – 2:00 PM
- b. 2:00 PM – 10:00 PM

An assigned Deputy Juvenile Correctional Officer (DJCO) will assume the responsibilities of the Duty Officer between the hours of 10:00 PM – 06:00 AM.

3. The Duty Officer is a ready resource that expedites solutions to specialized problems, assuring that administrative and supervisory staff are consulted or notified as necessary.

- a. The Duty Officers make immediate operational decisions, provide subsequent follow-up surveillance, keep lines of communication open, resolve problems concerning removals, escapes, medical emergencies, inquiries, coordinate population levels, and conflicting procedures.
- b. The Duty Officers evaluates procedures and recommends changes.

4. The Duty Officer is responsible for ensuring:

- a. That public contacts are handled properly.
- b. That the many schedules are met.
- c. That Youth Guidance Center services continue in spite of localized emergencies and staff shortages.
- d. That situational training needs are met.
- e. That programs are initiated and followed properly.
- f. That security needs of youth, staff, and the facility are observed constantly.
- g. That overall coordination of facility services, supervision, and programs is maintained.

#### C. NIGHT DUTY OFFICER

Night Duty Officer responsibility is assigned to a specific DJCO by the Director or their designee. The Night Duty Officer is responsible for functions similar to a regular Duty Officer.

The Night Duty Officer duties and responsibilities are as follows:

1. The Duty Officer makes decisions in the absence of administrative and other supervisory staff during the shift.

2. If the Duty Officer is uncertain of what to do in situations, they should contact the Duty Officer at Juvenile Hall for instructions. If an emergency exists, contact in descending order of priority the Director, the Assistant Director, then the SJCOS.
3. Assumes a lead role among the night staff in that the Duty Officer bears primary responsibility for the overall operation.
4. The routine requirements of the shift have been tailored to allow the Duty Officer the maximum amount of flexibility and mobility needed to perform the varied duties.

## II. PROCEDURE

### A. Control and Security

1. Supervise and maintain facility security, including outside area and fence perimeter.
2. Initiate procedures.
3. Supervise staff.
4. Evaluate results.
5. Respond to requests for preventative action and to emergency calls.
6. Obtain Division Director or Assistant Division Director approval prior to removing a youth to Juvenile Hall.
  - a. When Youth Guidance Center administration cannot be contacted, consult with the Administrator in Charge (AIC) for further direction.
  - b. Prepare the paperwork appropriately to accompany the youth to Juvenile Hall.
7. Initiate escape procedures.

### B. Training Duties

1. Assists in the training of new staff, In-Service Training, and allied training services as needed.
2. Furnishes pertinent information requested by Supervising Juvenile Correctional Officers completing evaluations.
3. In cases of corrective action taken with staff, leaves written report for the Supervising Juvenile Correctional Officers and Division Director or designee.

### C. Daily Routine

1. Unless emergency prohibits, sign in each unit logbook and/or ICMS at least once per shift.
2. Handle policy/procedural questions from staff.
3. Takes calls from the public.

D. Post Coverage

1. Approves impromptu sick leave, personal emergency, and special circumstance requests in supervisor's absence.
2. Maintains security precautions during staff shortage or special supervision problems.
3. Coordinates scheduling and authorizes overtime as necessary.
4. Lists pending items for subsequent Duty Officers.

E. Night Duty Officer

1. Duty Officer responsibilities are to be performed by the staff member regularly assigned to the shift.
  - a. In the event the staff member assigned to the shift is not on duty, the staff member regularly assigned to cover the weekends will be pulled from their unit in order to cover.
  - b. If the weekend D.O. is not on duty, another staff member with the necessary expertise will be pulled from their assignment. The selection of this staff member will be the responsibility of the scheduling supervisor or the preceding D.O.
2. The Night DJCO Duty Officer is responsible for the following:
  - a. Respond to emergency situations as needed. These emergencies may include, but are not limited to, illnesses, injuries, fire, earthquake, escape or attempted escape, and disruptive behavior.
  - b. Ensure that escape procedures are followed in the event of an escape and ensure [REDACTED]
  - c. In concert with the Juvenile Hall Duty Officer and/or A.I.C. will remove youth to Juvenile Hall if necessary.
  - d. Complete the Duty Officer Shift Summary by the end of each shift. Include the tray count for breakfast, scheduled releases, transportation needs (this information can be obtained from the units), schedule changes, and all pending items, including any from the preceding shift. Prepare AM and PM D.O. shift notes for next day.

- e. Perform at least three walk-through rounds per shift. Ensure all staff are doing well and there are no issues in the unit.
- f. Print ICMS rosters and reports for the Intake Unit by 12:00 AM (midnight).
- g. Make all needed copies of documents left on the D.O. clipboard and distribute as necessary, including the previous day's D.O. Shift Summaries.
- h. Fill shifts that open up on an impromptu basis as needed and record the information in the Duty Officer Scheduling Notes. Note any changes on both the Scheduling Notes and the Daily Schedule. Route previous completed daily schedule to the YGC Scheduler SJCO. Email scheduling notes to SJCOs and administration at the end of the shift.
- i. Provide breaks as scheduled for the staff working in the units. This schedule should be adhered to as closely as practical.
- j. Complete a full perimeter check of the facility. Ensure all doors are closed and locked. This includes school, administration buildings and all vehicles.
- k. Call OCJH D.O. by 4:00 AM to check in on status of YGC. Contact kitchen by 5:00 AM to inform them of population and tray count.
- l. Complete the Town Run List Sunday through Thursday nights. Add youth to Town Run List sheet and pass the list to all units.
- m. Pass on verbally any necessary information to the relieving Duty Officer and/or Supervision Coverage staff.

#### REFERENCES:

Procedures:	3-1-003	Supervising Juvenile Correctional Officer (SJCO) Duties
	3-1-012	<b>Facility Scheduling</b>
	3-3-001	Reporting Juvenile Facility Escapes
	3-3-003	Death and Other Serious Incidents Related to Youths in Custody
	3-4-002	Professional Standards – Facilities
	3-4-005	Public Tours
	3-5-006	Transfer of Youth Between Open Institutions/Returning Youth To Facilities
Policy:	C-4	Work Schedules, Overtime, Sick/Annual Leave and Compensatory Time
	C-10	Administrator in Charge, Officer of the Day or Duty Officer

A. Thompson

**APPROVED BY:**