

**DEPUTY JUVENILE CORRECTIONAL OFFICER DUTIES**

- AUTHORITY:** Administrative Directive
- RESCINDS:** New Item
- FORMS:**
- |  |                    |
|--|--------------------|
| Institutional Casework Report (TANF)     | (F057-6309)        |
| Unit Room Roster                         | (F057-6230)        |
| Record of Minor's Outgoing Mail          | (F057-6273)        |
| School Absentee and Special Status       | DOE (782007)       |
| Sick Call Request Form                   | HCA(F04220.2320)   |
| Boy's Clothing Order                     | (F057-6202)        |
| Girl's Clothing Request                  | (F057-6212)        |
| Weekly Folder Review                     | (F057-6277)        |
| 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)(SP)(V) |
| Religious Preference Forms               | (F057-9129)        |
| Special Incident Report                  | (F057-7018)        |
| Unit Face Sheet                          | (F057-6010/6009)   |
- PURPOSE:** To outline the general duties of the Deputy Juvenile Correctional Officer positions.

**I. GENERAL INFORMATION****A. Primary Duties:**

1. Above all, staff must 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.
2. Implements and supports Probation Department and facilities policies, procedures, and standards.
3. Shall establish and maintain a professional demeanor when working with youth, coworkers, departmental personnel, and outside agencies.
4. ██████ should remain stationed behind the unit control desk at all times when there are youth in the unit.
5. Actively supervises incarcerated youth controlling their activities in order to assure a safe environment for youth and staff. Staffing ratios ██████ during waking hours and ██████ during sleeping hours.

6. Maintains facility security by controlling keys, access cards and assuring locked doors are secure. Maintains safety by being alert to possible contraband and maintaining close proximity supervision of the youth.
7. Arrive on time for the scheduled shifts and return promptly from breaks
8. Upon arrival at the workstation, sign into ICMS, per PMI **3-11-002**.
9. Perform an equipment check, obtain a set of keys and make the related log entries.
10. Complete a unit roster Safety Check. Physically pull and push on each room door handle for security purposes.
11. Departing staff should verify, account for, and log the unit population prior to leaving.
12. Staff should review the ICMS log, familiarizing themselves with entries made within the past 24 hours (at a minimum), and confer with on-duty staff regarding potential problems that may arise during the shift.
13. Safety Checks are to be made with direct visual observation of youth and completed in random and varied intervals no greater than [REDACTED]
  - a. **Observation Status**-requires [REDACTED]
  - b. **Suicide Observation Status** requires Medical 1:1 and Security 1:1 youth require constant one-on-one staff supervision.
14. Staff must not engage in any activity that leaves the desk unattended and/or diverts their attention. Unit televisions and audio devices may only be on at a volume level that does not interfere with the supervision or security of the unit. Headset-type devices may not be worn.
15. Staff shall respond to emergencies quickly, professionally, and within departmental guidelines. Control staff, or supervisors, will direct the manner in which staff assigned to supervise a housing unit will respond. Staff should not leave their assigned unit unless directed to do so, or in cases where exigent circumstances exist (i.e. staff can see/hear that an adjoining unit's staff needs immediate assistance, and a delayed response would place the safety and security of staff or youth at great risk).
16. Staff may take breaks in other units, provided it does not interfere with the unit DJCOs duties and unit security, or disturb the youth.
17. Treats incarcerated youth with dignity and respect; applies the elements of due process to all disciplinary actions; upholds youth rights as guaranteed by law.
18. Directs and controls the daily unit activities (e.g., all individual and group movements, meals, showers, unit cleaning, orientation, visiting, medications, recreations, etc.).

19. Shall accurately maintain the unit ICMS and make necessary entries, notes, summaries, and reports as required by Department policy/procedure or as directed by a supervisor.
20. Staff shall be issued departmentally approved equipment specific to their assignment and location including but not limited to keys, [REDACTED] (if certified), [REDACTED] (as required) at the beginning of their shift. In view of overall facility security, non-approved equipment is prohibited. Equipment is to be checked in and out and properly logged into ICMS and/or logbook at the beginning and end of each shift by each staff member. Further, equipment will be worn/carried while on duty.
21. Shall provide casework services, which will include individual/group counseling; goal setting; securing resources; identifying special needs; observing and recording all behaviors via weekly facility file notes, casework report forms, and Special Incident Reports. Staff will be trained in and facilitate cognitive-behavioral change treatment programs proven effective in reducing recidivism.
22. Encourages youth to maintain a clean and undamaged living area by conducting regular inspections and actively supervising cleanup periods.
23. Promptly attends staff meetings and STC training sessions as scheduled.
24. Reads, understands, and applies all Probation materials such as memos, meeting minutes, new and revised Performance Manual Items and Policies.
25. Assists in training new staff and supervising volunteers.
26. Shall remain alert to potential problem areas, and will take corrective action or advise a supervisor, when appropriate.
27. Ensure the staff desk area and unit are in order. Mop and vacuum when needed.
28. Accepts additional duties, as assigned.
29. Thoroughly and effectively conveys essential information to coworkers, peers, and management either verbally or in writing.
30. Conducts investigations into misbehaviors of youth. Secures evidence and protects scene relating to misbehavior/event until supervisor/administrator arrives on scene.

B. Secondary Duties

1. Serves as acting Supervising Juvenile Correctional Officer, as needed.
2. Completes special projects and/or serves on committees, as assigned.
3. Enforces Department policies/procedure and standards in the absence of supervisory personnel.

4. Thoroughly and properly completes all shift duties and has the unit organized and clean for smooth transition for oncoming staff.

C. Nighttime duties

1. Before a youth is allowed out of their room, notify staff in an adjacent unit so they may provide additional visual supervision; request additional visual supervision from the Security Center, Duty Officer, or Control.
  - a. If adjoining unit staff are not available, request the unit be monitored by the Security Center, Duty Officer, or Control and request the Security Unit staff stand by prior to opening the youth's door.
  - b. Adjacent units will not allow youth out of their rooms at the same time.
  - c. If an adjacent unit requests your visual supervision, advise the Security Center, Duty Officer or Control and go to the unit doorway to allow adequate supervision.
2. When a youth comes out of their room, ensure that:
  - a. The youth closes their room door upon exiting.
  - b. The youth's movements are monitored by direct eye contact at all times.
  - c. Males exit their rooms dressed only in their pants/shorts and socks or sliders (pants/shorts and socks are required). Females exit their rooms dressed only in their nightwear and sliders.
  - d. The youth's hands remain at their sides and free of any objects.
  - e. As soon as the youth returns to their room, immediately check the door by pushing and pulling on the handle.

D. Daily Duties

1. Medical Sheets
  - a. Check active medical sheets for proper charting of all medical orders.
  - b. Review inactive sheets.
  - c. Notify the Duty Officer and the Medical Unit if a youth has missed required medication(s) and complete a Special Incident Report prior to the end of the 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 unit's file cabinet. Rosters over 30 days old will be pulled and placed inside one of the shredding containers located within the facility.
3. Fill out a School Absentee form listing each youth enrolled in school who will not be attending any portion of the school day.
  - a. This includes youth going to court or sick call, youth being released or transferred to other facilities and youth on discipline status or who have medical orders that will affect their school attendance.
  - b. Take the form to the facility school office or outgoing mail box.
4. Check the unit roster and 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 a youth is on Extreme Security Risk status (XSR) mark an "X" in the appropriate box listed under "Status" on the School Enrollment Information form.
  - b. If a youth was taken off of Extreme Security Risk (XSR) status, mark the appropriate box listed under "Status" on the School Enrollment Information form.
  - c. If the youth is a transfer from another unit and was already enrolled in school, obtain their schedule from the previous unit. When a youth is transferred out, call the new unit and provide their school schedule.
5. File all documents and other appropriate materials in the youth's folder (see PMI 3-1-010 for filing instructions). All papers filed by the DJCO should be initialed by the unit SJCO before filing.
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 of any discrepancies.
8. Update the unit caseload board daily.
9. Check and maintain a supply of forms for the unit.
10. Wake designated youth for urine specimens between [REDACTED]  
[REDACTED] Have the samples ready for Medical Unit staff to pick up [REDACTED]
11. Check the medical drawer for standard medication supplies (e.g., Tylenol, Mylanta, etc.). Acquire medication supplies as needed from the Medical Unit.

- a. Return all empty medication containers and discontinued medications to the Medical Unit.
12. Review the folders of released youth before transfer or release. Ensure:
    - 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.
  13. Fill out the Clothing Request form, using the face sheet in the youth's file for the clothing size. Deliver it to the designated location within the facility.
  14. Properly route all forms and filing within the facility. Routing should be indicated in the upper right-hand corner of the form in red pen.
  15. Properly route youth's personals. If a youth was released, take the personals directly Intake Release Center. If a youth was transferred to another unit, coordinate the transfer of the personals with the staff currently working in that unit; do not leave any personals at the facility.
  16. Complete behavior summary log notes in each youth's folder as required by that day's logbook entries. Record any visits or mail sent and received by youth in the youth's files.
  17. Perform other duties as requested by the unit SJCO/Duty Officer.

E. Weekly Duties

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

If any items are missing, email the unit SJCO and the youth's assigned DJCO.

**REFERENCES:**

Procedures:	<b>3-10-003</b>	Deterrence of Unacceptable Behavior
	<b>3-6-001</b>	Use of Force – <b>Facilities</b>
	<b>3-11-002</b>	Intergraded Case Management Systems (ICMS) Automated and Manual Logbook
	<b>3-1-003</b>	Supervising Juvenile Correctional Duties
	<b>3-1-019</b>	Care and Use of Keys <b>at Juvenile Facilities</b>
	<b>3-1-014</b>	Use of Radio Pak-Set
Policies:	A-7	Employees as Departmental Representatives
	C-1	Maintaining Employment Status
	C-5	Work Assignments
	C-8	Work Priorities
	C-12	Performance Evaluation
	C-16	Employee Conduct – On Duty
	C-17	Employee Conduct – Off Duty - Law Violations

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**APPROVED BY:**