

AUXILIARY STAFF RESPONSIBILITIES – YOUTH GUIDANCE CENTER

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Section 1321
- RESCINDS:** Procedure Manual Item 3-3-201, dated 11/27/19
- FORMS:** None
- PURPOSE:** To establish the policies and procedures in providing assistance to the kitchen and supplies clerk at Youth Guidance Center.

I. PROCEDURE

- A. The 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.**
- B. The duty officer will ensure the appropriate supervision is in place for youth to assist in the kitchen, warehouse, or COP DJCO.**
- C. When appropriate, youth will be provided to assist the kitchen **COP** staff, horticulture staff building maintenance or supplies clerk as needed. If any of the aforementioned staff relates a behavior problem and/or requests a youth's removal from the work area, the unit staff shall submit a Special Incident Report to the Duty Officer. The staff requesting of the removal shall contact the Duty Officer if staff are unavailable or if they are a part of the problem. The Duty Officer will determine an appropriate course of action to follow and what corrective action will be utilized to resolve the problem. At no time will a cook, supplies clerk or horticulture staff be responsible for disciplining youth.
- D. Communication between kitchen and unit staff must be made whenever a youth goes to or from the kitchen. This also applies to the supplies clerk regarding their work location.
- E. Youth doing after-meal and general weekly cleanups shall be closely supervised by DJCO staff.
- F. Youth participating in Culinary Arts, Laundry and Landscaping Programs will be supervised and instructed by sworn Probation staff, Supplies Clerk or Landscaping Instructor while "on the job."
- G. Center-One and ROP staff are to assist with supervision during all meals in the dining room and assist units with behavioral removals.

REFERENCES:

Procedure:	3-1-005	Deputy Juvenile Correctional Officer Duties
	3-13-006	ROP Culinary Arts Food Handlers Health Screening, Education and Monitoring – Youth Guidance Center

Policy:	C-5	Work Assignments
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J. Hernandez

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