

OPENING/CLOSING UNITS

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-2-017, dated 09/11/15
- FORMS:** Divisions II and III Change Sheet (F057-6275)
Division I Change Sheet (F057-6276)
- PURPOSE:** To standardize the procedure for opening and closing Juvenile Hall units during population fluctuations.

I. GENERAL INFORMATION

- A. When it appears that population fluctuation justifies opening or closing a unit, the Probation Division Director, Assistant Director, or designee makes the decision and identifies the unit.
- B. Staff displaced by a unit closing are reassigned to other areas per Procedure Manual item **3-1-005 (Deputy Juvenile Correctional Officer Duties)**.
- C. Relocation of **youth** should be in accordance with Procedure Manual Item **3-5-005 (Juvenile Assessment/Classification of Youth at Outer Facilities)** whenever possible.

II. PROCEDURE

- A. Closing a Unit – Staff Duties
 - 1. Prepare transfer paperwork.
 - 2. Transfer **youth** to other units (including unit folders, school schedules, medical sheets and medications).
 - 3. Notify the kitchen, Medical Unit and school.
 - 4. Clean the unit.
 - 5. Remove dirty linen and clothing.
 - 6. Remove perishable food items.
 - 7. Return excess linen and clothing to the Linen Room.
 - 8. Notify the adjoining units of the closure.
 - 9. Make the necessary **ICMS** entries that cover the unit's closure.
 - 10. Turn off all lights in the unit.

11. Secure the unit's doors, desks, key sets, equipment, pepper spray, Pakset radio and shut down the computer.
12. Notify Control when the process is completed.
13. **Secure unit keys in the SJCO office.**

B. Opening a Unit - Staff Duties

1. Obtain the unit key set from **Unit SJCO Office.**
2. Identify the **youth** to be transferred into the unit.
3. Ensure that the unit is stocked with sufficient supplies.
4. Make the appropriate ICMS entries.
5. Notify the adjoining units.
6. Notify Control.
7. Notify the kitchen, Medical Unit and school.

REFERENCES:

| | | |
|-------------|-----------|---|
| Procedures: | 3-1-001 | Facility Management |
| | 3-1-017 | Care and Use of County-Owned Facilities, Keys and Equipment |
| | 3-11-001 | Youth's Facility Folders |
| | 3-11-002 | Integrated Case Management System (ICMS) Automated And Manual Logbook |
| | 3-1-005 | Deputy Juvenile Correctional Officer Duties |
| | 3-1-002 | Assistant Division Director Duties |
| | 3-1-003 | Supervising Juvenile Correctional Officer Duties |
| | 3-5-005 | Juvenile Assessment/Classification of Youth at Outer Facilities |
| | 3-14-001 | Clothing Issue and Laundry Procedures |
| | 3-2-008 | Accounting of Youth - Juvenile Hall |
| | Policies: | A-5 |
| C-4 | | Work Schedules, Overtime, Comp. Time, and Sick/Annual Leave |
| C-5 | | Work Assignments |
| G-1 | | Appropriate Use of Facilities Occupied by Departmental Staff |
| G-3 | | Building Security and Safety |
| G-7 | | Distribution and Use of County Services, Supplies and Equipment |

APPROVED BY: