

## STAFFING

- AUTHORITY:** Administrative Directive  
California Code of Regulations, Title 15, Minimum Standards for Juvenile  
Facilities Section 1321
- RESCINDS:** Procedure Manual Item 3-2-021, dated 08/18/23
- FORMS:** None
- PURPOSE:** To define the minimum standards on maintaining sufficient staff on duty to carry out the programs of the facility, to provide for the safety and security of youth and staff and meet established standards and regulations.

### I. GENERAL INFORMATION

Each juvenile facility shall:

- A. Have an adequate number of personnel sufficient to carry out the overall facility operation and its programming, to provide for the safety and security of youth and staff and meet established standards and regulations.
- B. Ensure that no required services shall be denied because of insufficient numbers of staff on duty absent exigent circumstances.
- C. Have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members.
- D. Have a clearly identified person on duty at all times who is responsible for operations and activities and has completed the Juvenile Corrections Officer Core Course and PC 832 training.
- E. Have at least one staff member present in each living unit whenever there are youth in the living unit.
- F. Have sufficient food service personnel relative to the number and security of living units, including staff qualified and available to plan menus meeting nutritional requirements of youth; provide kitchen supervision; direct food preparation and servings; conduct related training programs for culinary staff; and maintain necessary records; or, a facility may serve food that meets nutritional standards prepared by an outside source.
- G. Have sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, facility security, and other support staff for the efficient management of the facility, and to ensure that youth supervision staff shall not be diverted from supervising youth.
- H. Assign sufficient youth supervision staff to provide continuous wide-awake supervision of youth, subject to temporary variations in staff assignments to meet

special program needs. Staffing shall be in compliance with a minimum youth-staff ratio of:

1. During the hours that youth are awake, staffing shall meet the following minimum standards:
  - a. There shall be a minimum of one wide-awake youth supervision staff member on duty for every 10-youth housed in detention. The Board of State and Community Corrections (BSCC) requires one wide-awake youth supervision staff member on duty for each 10 youth (1:10) in detention facilities. 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. There shall be a minimum of one wide-awake youth supervision staff member for every 15-youth housed in the camp. 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 camps follow the Prison Rape Elimination Act (PREA) standards of one staff to eight youth (1:8) during waking hours.
  - c. **There shall be at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in detention, unless an arrangement has been made for backup support services which allow for immediate response to emergencies.**
2. During the hours the youth are asleep, staffing shall meet the following minimum standards:
  - a. There shall be a minimum of one wide-awake youth supervision staff member on duty for every 30-youth housed in both detention and camp. 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.
  - b. All supervision staff shall remain awake while on duty at all times, regardless of the number of youths in detention or camp.
- I. At least one youth supervision staff member on duty who is the same gender as youth housed in the facility.
- J. Personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen, or maintenance shall not be classified as youth supervision staff positions.
- K. In addition to the minimum staff-to-youth ratio required, consideration shall be given to the size, design, and location of the camp, the types of youth committed

to the camp, and the function of the camp in determining the level of supervision necessary to maintain the safety and welfare of youth and staff.

- L. The Supervising **Probation** Correctional Officer (SPCO) or designee will be responsible for assigning staff to shifts in such a manner as to meet the required staffing ratios.
- M. The SPCO or designee will be responsible for arranging coverage for the absences of staff and for assigning additional staff as needed for the most efficient and secure operation of the facility. Staff adjustments may be made by adjusting schedules or authorizing overtime (Voluntary or Mandatory) if necessary to meet the required staffing ratios. All overtime and variations in staffing shall be authorized by the SPCO and logged on the daily schedule.

**REFERENCES:**

Procedures:

3-1-003	Supervising <b>Probation</b> Correctional Officer (SPCO)
Duties	
3-1-011	Reporting for Duty, Rest Periods and Ending a Shift
3-1-012	Facility Scheduling

Policy:

A-1	Policy, Procedure and the Law
A-2	Upholding Departmental Philosophy and Principles

P. Suzuki

**APPROVED BY:**