

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 3-1-006, dated 08/18/23**
Procedure Manual Item 3-1-007, dated 08/18/23 (Major Revision)

FORMS: None

PURPOSE: **To outline the general duties performed by the Auxiliary Staff Unit at Youth Guidance Center.**

I. PROCEDURE

A. Per Title 15 Section 1321, Each juvenile facility shall:

1. **Have an adequate number of personnel to carry out the overall facility operation and its programming, to provide for safety and security of youth and staff, and meet established standards and regulations;**
2. **Ensure that no required services shall be denied because of insufficient numbers of staff on duty absent exigent circumstances;**
3. **Have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members;**
4. **Always have a clearly identified person on duty who is responsible for operations and activities and has completed the Juvenile Corrections Officer Core Course and PC 832 training;**
5. **Have at least one staff member present on each living unit whenever there are youth in the living unit;**
6. **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;**
7. **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; and,**

8. 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 for the following facility types:

a. **Camps**

- (1) During the hours that youth are awake, [REDACTED] youth supervision staff member on duty for each [REDACTED] youth in the camp population; (Orange County Probation camps follow the Prison Rape Elimination Act (PREA) standards of one staff to eight youth (1:8) during waking hours.)
- (2) During the hours that youth are confined to their room for the purpose of sleeping, [REDACTED] youth supervision staff member on duty for each [REDACTED] youth present in the facility; (Orange County Probation facilities follow the Prison Rape Elimination Act (PREA) standards of one staff to sixteen youth (1:16) during sleeping hours.)
- (3) At least [REDACTED] 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;
- (4) At least one youth supervision staff member on duty who is the same gender as youth housed in the facility;
- (5) In addition to the minimum staff to youth ratio required in (h)(3)(A)-(B), consideration shall be given to the size, design, and location of the camp; 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;
- (6) Personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, farm, forestry, kitchen or maintenance shall not be classified as youth supervision staff positions.

B. Duties of the ASU

- 1. Coordinate with the Duty Officer (DO) or Acting Duty Officer (ADO) on all scheduled and unscheduled activities.
- 2. Be aware of the location of the on-duty staff and their groups.

3. Assist with group supervision as needed. Augment supervision during all movements.
4. Communicate information to the Deputy Probation Correctional Officers (DPCOs) and Supervising Probation Correctional Officers (SPCOs).
5. Help provide supervision during meals and school breaks.
6. Coordinate program schedule to make sure everything runs smoothly and on time.
7. Be available as a resource to the on-duty staff and keep line staff and the DO informed as to your whereabouts.
8. Act as a lead DPCO to maintain a positive program, conduct investigations, coordinate coverage, etc.
9. Perform miscellaneous duties as directed.
10. Assist the DO in preparation of paperwork including removals.
11. Liaison between Rio Contiguo School and Probation

C. ASU Schedule

The following is a general timeframe of activities for the ASU DPCO:

- Sign in, obtain pak-set, pepper and handcuffs. Perform radio checks for the facility. Check in with the Duty Officer for information regarding staff coverage and the day's events. If no staff are available to provide coverage, ASU will cover the shift until scheduled staff (or someone) arrives.
- Arrive in kitchen. Call groups down to dining room. Remain in kitchen to supervise breakfast.
- Supervise the KP crew with trash and mop buckets. If no Indians are available, escort those youth who have finished KP to their unit.
- Make sure school radios and cell phone are charged and ready for deck coverage. Pick up morning reports from school office.
- Distribute school morning reports SPED Class assignments and deck coverage assignments.
- Coordinate a dismissal of units to school and assist in supervising school movements. Announce any classroom closures. Assure that unit staff are positioned at assigned areas for maximum supervision at each movement.

Block One		
Period One		
Period Two		
BREAK		
Block Two		
Period Three		
Period Four		
LUNCH Break		
Block Three		
Period Five		
Period Six		
	Conduct perimeter check and radio DO when completed.	
	Conduct walk through rounds the units to determine where your assistance may be needed. Tour the facility to determine possible PM work crew projects.	
	Contact each unit to determine the number of youths who will be eating lunch upstairs. Notify kitchen of any "trays" needed.	
	After school movement, assist in calling groups down to dining room and supervising the dining room.	
	Assist KP unit as needed.	
	Complete work crew assignment sheets and distribute to the units. Complete a separate sheet for the DO for follow up.	
	Inform DO of any pending items prior to end of shift.	

REFERENCES:

Procedure: 3-1-005 Deputy Probation Correctional Officer Duties

Policy: C-5 Work Assignments

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APPROVED BY: