

OPENING/CLOSING UNITS

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-2-007, dated **08/18/23**
- FORMS:**
- PURPOSE:** To standardize the procedure for opening and closing Juvenile Hall units during population fluctuations.

I. GENERAL INFORMATION

- A. When **population fluctuation appears to justify** opening or closing a unit, the Probation Division Director, Assistant Director, or designee **will** make the decision and identify **which unit(s) will be opened/closed**.
- B. Staff displaced by a unit closing are reassigned to other areas per Procedure Manual item 3-1-005 (Deputy **Probation** Correctional Officer Duties).
- C. Relocation of youth should be in accordance with Procedure Manual Item 3-5-005 (Juvenile **Facility Assessment**) whenever possible.

II. PROCEDURE

- A. Closing a Unit – Staff Duties
 - 1. Prepare transfer paperwork.
 - 2. Transfer youth **and youth documents** 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 **Laundry Warehouse**.
 - 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 **by locking all** doors, desks, equipment, and shut down the computer.
12. Notify Control when the process is completed.
13. Secure unit **equipment** in the [REDACTED] office.

B. Opening a Unit - Staff Duties

1. Obtain the unit **equipment** from [REDACTED] 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 Probation Correctional Officer Duties
	3-1-002	Assistant Division Director Duties
	3-1-003	Supervising Juvenile Correctional Officer Duties
	3-5-005	Juvenile Facility Assessment
	3-14-001	Clothing Issue and Laundry Procedures
	3-2-008	Accounting of Youth - Juvenile Hall
Policies:	A-5	Communication within the Probation Department
	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: