

FACILITY MANAGEMENT

AUTHORITY:	Administrative Directive California Code of Regulations, Title 15, Minimum Standards for Juvenile Facilities, Sections 1324 and 1326
RESCINDS:	Procedure Manual Item 3-1-001 , dated 08/18/23 Procedure Manual Item 3-1-002, dated 08/18/23
FORMS:	None
PURPOSE:	To describe the role and responsibilities of the facility Probation Division Director (DD) and Assistant Division Director (ADD).

I. GENERAL INFORMATION

Under the direction of the Chief Deputy Probation Officer (CDPO) of the Juvenile Operations Bureau, the **Division Director (DD) and the Assistant Division Director (ADD)** have a responsibility, **as Facility Administrators, to be in charge of all internal operations** of the facility.

- A. All facility administrators **are required to** develop, publish, and implement policies and procedures that address, at minimum, all regulations that are applicable to the facility. Such policies and procedures shall be made available to all employees, reviewed by all employees, and **will** be administratively reviewed, at a minimum **of** every two years, and updated, as necessary. Those records relating to the standards and requirements set in these regulations shall be accessible to the Board on request. The policies and procedures **are required to**:
 1. **Include an Organizational Chart**, including **the chain of command** and a description of job classifications.
 2. **Include the** responsibility of the **Probation Department; the** purpose of programs; **the** relationship to the juvenile court, the Juvenile Justice Commission, probation staff, school personnel and other agencies that are involved in juvenile facility programs.
 3. **Ensure that Title 15 and Title 24 standards, as set by the Board of State and Community Corrections (BSCC), are followed.**
 4. **Include the duties and** responsibilities of all staff.
 5. **Include the** initial orientation and training program for staff, including safety and security issues and anti-discrimination policies, for support staff, contract employees, school, mental/behavioral health and medical staff, program providers and volunteers.
 6. **Maintain a system** of record-keeping, statistics and communication system **that** ensure:

- a. Efficient operation of the juvenile facility.
 - b. Legal and proper care of youth.
 - c. Maintenance of individual youth's records.
 - d. Supply of information to the juvenile court and those authorized by the court or by the law.
 - e. Release of information regarding youth.
7. **Include** ethical responsibilities.
 8. **Include** trauma-informed approaches.
 9. **Include** culturally responsive approaches.
 10. **Include** gender-responsive approaches.
 11. **Have a** non-discrimination provision that provides all youth within the facility **to** have fair and equal access to all available services, placement, care, treatment, and benefits; and provides no person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, immigration status, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status, including restrictive housing or classification decisions based solely on any of the above-mentioned categories.
 12. **Have** storage and maintenance requirements for any chemical agents-related security devices, and weapons and ammunition, where applicable.
 13. **Contain an established set** of procedures for the collection of Medi-Cal eligibility information and enrollment of eligible youth.
 14. **Contain an established set** of a policy that prohibits all forms of sexual abuse, sexual assault, and sexual harassment. The policy shall include an approach to preventing, detecting, and responding to such conduct and any retaliation for reporting such conduct, as well as a provision for reporting such conduct by youth, staff, or a third party.
- B. Each facility administrator **are required to** develop policies and procedures to annually review, evaluate, and document the security of the facility. The review and evaluation shall include internal and external security, including but not limited to key control, equipment, and staff training.
 - C. The ADD assists with the management of the facility and has direct responsibility for such management in the absence of the DD.

II. PROCEDURES

- A. Duties

The DD and ADD plan, implement and/or evaluate:

1. Budget preparation.
2. Security and maintenance.
3. **Serves as a facility liaison to collaborative partners.**
4. **Interpret facility policy and procedures.**
5. **Is the Administrator in Charge, as needed.**
6. Human resource matters. **Enforcing standards of performance.**
7. Recruitment – **Participates in oral boards, promotional interviews and other selection processes, as needed.**
 - a. **Consults and addresses disciplinary issues.**
 - b. Performance evaluations – **tracks, reviews, completes; as needed.**
 - c. Employee relations.
 - d. **Conducts and coordinates training.**
 - e. **Conducts meetings to outline expectations, goals, plan and exchange of information.**
8. Operation of effective programs.
9. **Acts as the Hearing Officer in grievance procedures.**
10. Continuous Quality Improvement (CQI) of facility operations.
11. Public relations.
12. **Ensures there is sufficient staffing and monitors overtime.**
13. Interaction with public or community-based organizations, and private agencies.
14. **Maintaining facility key and parking inventories.**
15. Special projects and reports as assigned by the Chief Deputy Probation Officer of the Juvenile Operations Bureau.
16. Support the integration and development of staff competencies related to the introduction of new technologies within the facility setting.

REFERENCES:

Procedure:

Policies:	A-1	Policy, Procedure and the Law
	A-2	Upholding Departmental Philosophy and Principles
	A-5	Communications Within the Probation Department
	A-7	Employees as Departmental Representatives
	B-2	Inter- and Intra-Agency Confidentiality
	C-8	Work Priorities
	C-11	Employee Personnel File
	C-12	Performance Evaluation
	C-14	Citizen Complaints, Compliments and Complaints against Peace Officers
	C-16	Employee Conduct-On Duty
	C-20	Problem/Grievance Resolution

Management Performance Standards Orange County Probation Department
Orange County Probation Department Business Plan

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APPROVED BY: