

CONTROL/ACTIVE STAFF RESPONSIBILITIES

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item **3-1-008**, dated **08/18/23**

FORMS: None

PURPOSE: To describe a standardized procedure for Control **Staff**/Active **Staff** at the Youth Guidance Center

I. PROCEDURE**A. Control Staff**

The staff member working this position deals with the mechanical issues that affect the unit. The Control **Staff** must remain around the desk area, answer the telephone, control movements of the youth to and from the unit, and maintain **the Integrated Case Management System (ICMS)** in an accurate and updated manner. The Control **Staff** will also do the following:

1. Keep the unit running on schedule.
2. Ensure that work is completed as assigned.
3. Ensure the unit is clean at all times, including staff areas, and that the trash is emptied.
4. Ensure that safety checks, **population checks**, damage control inspections, **room inspection** and random room searches are completed as required.
5. Ensure unit ICMS entries are accurate and document verification checks as reported by the Active **Staff**.
6. Ensure medications are dispensed and urinalysis tests are completed.
7. Ensure showers **and shaving** are supervised.
8. Assume rear position during line movements.
9. **Note location of each youth assigned to the unit in ICMS.**
10. **Complete a house run (population verification) when leaving the unit.**
11. **Make sure points are completed, Behavior Notices are signed off.**

B. #1 and #2 Active Staff

1. Assists the **Control staff** by ensuring that youth conform to time frames and events occurring in the unit during the shift.
2. Continuously circulates around the unit to **actively supervise**, motivate youth, listen to conversations, intervene before problems arise, confront negative behavior and ensure youth participate in unit activities such as unit programming, making beds, cleanup, etc.
3. Perform situational counseling as needed.
4. Conduct counseling or caseload counseling sessions, programs, activities, and ensure program time frames and **Title 15 mandates** are met.
5. Assume forward and middle positions during line movements.
6. Conduct safety checks **and population checks** as necessary.
7. **Conduct cursory searches, pat down searches and body scans per policy.**

NOTE: The authority of the #1 and #2 Active **Staff** positions are identical to that of the Control **Staff**; however, each serves a different role. When the Control **Staff** leaves the unit, then the #1 Active **Staff** must assume the Control **Staff** responsibilities in the immediate vicinity of the desk. If the Control **Staff** and the #1 Active **Staff** are absent from the unit, the #2 Active **Staff** assumes the Control **Staff** responsibility. The positions may rotate during the shift.

REFERENCES:

Procedures:	3-11-002	Integrated Case Management System (ICMS)
		Automated Logbook and Manual Logbook
	3-14-004	Supervising Showers
	3-8-006	Daily Schedule-Youth Guidance Center
	3-2-001	Facility Security

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APPROVED BY: