

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-226

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REPLACES: 1/28/2019

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SUBJECT: SCHEDULING

POLICY

Juvenile Detention Administrators and Juvenile Detention Facility Supervisors are vested with the responsibility of developing a schedule that responds to the needs of the institution.

A. Schedule Matrix and Assignment Rotations

1. The Matrix is designed to provide coverage to all populated living units and Camp Peterson 24 hours-per-day.
2. The number of members on duty shall conform with Title 15 staffing requirements.
3. The Matrix is prepared no less than annually, to meet the needs of the institution, consider assignment preferences and promote staff development. Officers may submit assignment preference sheets pursuant to the Administrative Manual.
4. The Monthly Schedule should be released by the 20th of each month. The Scheduler will assign each member to the same schedule and work assignment in the Matrix, unless the needs of the institution require a schedule or assignment change. Whenever practical, the Scheduler will inform the member of a schedule change with a two-week notice.

B. Assignments

The needs of the institution take first priority in member assignments.

1. Assignment Considerations

- a. Division Management will make every effort to produce a schedule that is:
 - i. Responsive to the needs of the institution
 - ii. Provides opportunities for staff development
 - iii. Conforms with Title 15 mandates
- b. The following areas may be considered:

- i. Member experience
- ii. Member skills
- iii. Assigned tasks and workloads
- iv. Diversity
- v. Gender of members to meet Title 15 mandates
- vi. Member development
- vii. Member status (probationary or permanent)
- viii. Assignment Preference Sheets