

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

TO: ALL STAFF

BULLETIN #: D-901

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REPLACES: 5/2/2016

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SUBJECT: LIVING UNIT SHIFT REPORT

POLICY

Detention staff are responsible for keeping a chronological record of all unit activity on the Living Unit Shift Report.

PROCEDURES

A. Living Unit Shift Report

1. The Living Unit Shift Report contains a chronological record of all unit activity including, but not limited to:
 - a. Transfers
 - b. Intakes/Releases
 - c. Population changes
 - d. Interviews
 - e. Youth in rooms/Lock downs
 - f. Recreation
 - g. Court lists
 - h. Room Separation
 - i. Non-Behavioral Room Separation
 - j. Count verification(s)
 - k. Oral hygiene/showers
 - l. School
 - m. Phone calls to Probation Officer/attorney/social workers, etc.
 - n. Room Searches
 - o. Programming:
 - i. Type
 - ii. Number of youth involved
2. Events must be documented as they occur.
3. Staff members are to remain consistent in their use of the report (i.e., if you skip a line, you must always skip a line).

B. Signing Into the Living Unit

1. Each staff member on duty on the unit shall sign the Living Unit Shift Report legibly immediately upon arrival on the unit.
2. He/she shall also indicate next to his/her name the number of the key set received.
3. The shift leader is required to sign in on the top line to indicate that he/she is the person in charge for that shift.
4. The Juvenile Detention Unit Supervisor/Shift Leader is responsible for ensuring the accuracy of the Shift Report and will sign the shift report at the end of the shift.

C. Accounting for Equipment

1. The Living Unit Shift Report also serves to document receipt of unit equipment by the relieving shift from the relieved shift.
2. Equipment listed, such as keys, radios, pepper spray and restraints must be accounted for between incoming and outgoing shift leaders during shift transition.
3. Any significant equipment not accounted for must be reported to the Duty Officer immediately.
4. If a staff has taken unit keys home, that staff must return them to the facility immediately.