

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

TO: ALL STAFF

BULLETIN #: D-400

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**SUBJECT: STAFFING**

**POLICY**

The Probation Department is committed to recruiting and hiring members who possess knowledge, skills, and abilities appropriate to their job classification and duties in accordance with applicable civil service or merit system rules. The Department will staff the facility in accordance with all the requirements until Title 15, Article 3, Section 1321. A Deputy Chief Probation Officer is designated as the facility administrator for Juvenile Hall and Camp Peterson.

**PROCEDURES**

A. General Guidelines

1. All facility members have:
  - a. Had a medical evaluation and physical examination including a tuberculosis screening test and evaluation for immunity to contagious childhood illnesses.
  - b. Been hired in accordance with the minimum standards for the selection and training requirements adopted by the Board of State and Community Corrections pursuant to Section 6035 of the Penal Code.
  - c. Had a criminal records review and a psychological examination pursuant to Section 1031 of the Government Code.
2. Unless supervised at all times, all contract personnel, volunteers, and other non-members of the facility, who may be present at our facility, have had such clearance and qualifications as may be required by law and their presence at the facility is subject to the approval and control of the Deputy Chief Probation Officer.

B. General Staffing Requirements for Juvenile Hall and Camp Peterson

1. Have an adequate number of members sufficient to carry out the overall facility operation and its programming, to provide for safety and security of youth

and members and meet established standards and regulations. No required services shall be denied because of insufficient numbers of members on duty.

2. Have a sufficient number of supervisory level members to ensure adequate supervision of all members.
3. Have a designated Duty Officer on duty at all times who is responsible for all operations and activities and has completed the Juvenile Institutions Core Course and PC 832 Training.
4. Have at least one youth supervision officer present on each unit whenever there is a youth on the unit.
5. Have sufficient food service personnel relative to the number and security of living units, including members qualified and available to:
  - a. plan menus meeting nutritional requirements of the youth
  - b. provide kitchen supervision
  - c. direct food preparation and servings
  - d. conduct related training programs for culinary members
  - e. maintain necessary records
  - f. to serve food that meets nutritional standards prepared by an outside source.
6. Have sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, institutional security and other support members for the efficient management of the facility, and to ensure that youth supervision officers shall not be diverted from supervising youth.
7. Assign sufficient youth supervision officers to provide continuous wide-awake supervision of youth subject to temporary variations in member assignments to meet special program needs.
8. Staffing shall be in compliance with minimum youth to youth supervision officer ratios in accordance with Title 15 mandates:
  - a. Juvenile Hall
    - i. During hours that youth are awake, one wide-awake youth supervision officer for each 10 youth in detention.
    - ii. During hours that youth are confined to their rooms for the purpose of sleeping, one wide-awake youth supervision officer for each 30 youth in detention.
    - iii. At least one wide-awake youth supervision officer on duty who is the same gender as the youth housed in the facility.

- iv. Members with primary responsibility for other duties such as administration, supervision of members, academic or trade instruction, clerical, kitchen, or maintenance shall not be classified as youth supervision officer positions.

b. Camp Peterson

- i. During the hours that youth are awake, one wide-awake youth supervision officer for each 15 youth in the camp population.
- ii. During the hours that youth are confined to their bed, in the dormitory, for the purpose of sleeping, one wide-awake youth supervision officer on duty for each 30 youth present in the facility.
- iii. At least two wide-awake youth supervision officers on duty at all times, regardless of the number of youth in residence, unless arrangements have been made for backup support services which allow for immediate responses to emergencies.
- iv. At least one youth supervision officer shall be on duty who is the same gender as youth housed in the facility.
- v. In addition to the minimum youth supervision officer to youth ratio, consideration shall be given to size, design, and location of the camp; types of youth serving commitment at the camp; and the function of the camp in determining the level of supervision necessary to maintain the safety and welfare of youth and members.
- vi. Members with primary responsibility for other duties such as administration, supervision of members, academic or trade instruction, clerical, farm, forestry, kitchen or maintenance shall not be classified as youth supervision officer positions.

C. San Joaquin County Juvenile Hall Staffing, including member classifications, assignments, and number of members, may be adjusted during each shift depending on facility and unit population, as well as available members.

- 1. Each housing unit has the capacity to house 30 youth, with the exception of Unit 3, which can house 29 youth.
- 2. Camp Peterson has the capacity to house 45 youth.

3. Shift hours include:

a. Juvenile Detention Unit Supervisors and Juvenile Detention Officers

Sunday, Monday, Tuesday, Thursday, Friday, Saturday

1. 6:00 a.m. – 6:00 p.m.
2. 9:00 a.m. – 9:00 p.m.
3. 6:00 p.m. – 6:00 a.m.

Wednesdays

1. 6:00 a.m. – 2:00 p.m.
2. 2:00 p.m. – 10:00 p.m.
3. 10:00 p.m. – 6:00 a.m.

d. Juvenile Detention Facility Supervisors

1. 7:00 a.m. - 3:00 p.m.
2. 3:00 p.m. – 11:00 p.m.
3. 11:00 p.m. – 7:00 a.m.
4. 10:00 a.m. – 6:00 p.m. (Administrative Program Days)

D. Ancillary Assignments

Assignments in Visiting, Intake and Control, Court Services and Transportation and Programming are considered ancillary assignments. Officers may be assigned throughout the institution to other functions; however, depending on the needs of the facility, the officers may be reassigned to ensure minimum mandated staffing ratios are met on the housing units and in Camp Peterson. The Duty Officer may determine the number of officers needed, in accordance with Title 15 mandates.

Members assigned to work in the Control Room are not required by Title 15 to be peace officers.

E. At least one wide-awake youth supervision officer will be on duty at all times who has successfully completed Juvenile Institutions CORE through the Board of State and Community Corrections and, therefore, meets the training standards for fire and life safety. This officer is also trained on fire and life safety procedures, which relate specifically to the facility.

F. San Joaquin County Juvenile Hall and Camp Peterson shall maintain adequate members to carry out facility programs, as follows:

1. Juvenile Detention Officer Assistants (JDOA), Juvenile Detention Officers (JDO), and Juvenile Detention Unit Supervisors (JDUS) assigned to the housing units are responsible for direct supervision of youth.
2. Juvenile Detention Facility Supervisors (JDFS) are designated supervisory officers and direct the daily operations of Juvenile Hall and Camp Peterson.

There shall be a JDFS, or authorized designee serving as Duty Officer at all times.

3. The Deputy Chief Probation Officer and the Assistant Deputy Chief Probation Officers are designated administrative staff and are responsible for ensuring Juvenile Detention operates in accordance with all laws and mandates. Administration develops the policies by which Juvenile Detention Services operates and provides direction and resources, which support members in maintaining a safe and secure environment.
4. Personnel with primary responsibility for other duties listed below shall not be classified as youth supervision member positions:
  - a. Food is provided by Aramark
  - b. Laundry is provided by the San Joaquin General Hospital
  - c. Medical services are provided by Correctional Health Care and the San Joaquin General Hospital
  - d. Mental health services are provided by San Joaquin County Behavioral Health Services.
  - e. Building maintenance is provided by San Joaquin County General Services Department
  - f. Education services is provided by the County Office of Education