



**Youth Detention Facility
OPERATIONS ORDER**

STAFFING – TITLE XV 1321

Purpose and Scope

The Youth Detention Facility minimum standards for staffing is established by the Board of State and Community Corrections. Extra staff shall be scheduled as the facility population and special needs dictate.

Affected Personnel

All Sworn Staff - YDF

Authority

Title XV1321

Review Date

January 16, 2020

I. Guidelines

A. The Youth Detention Facility shall:

1. Have an adequate number of personnel sufficient to carry out the overall facility operation and its programming, to provide for safety and security of youth and staff, and meet established standards and regulations;
2. Ensure that no required services shall be denied because of insufficient numbers of staff on duty absent exigent circumstances;
3. Have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members;
4. Have a clearly identified person on duty at all times who is responsible for operations and activities and has completed the Juvenile Corrections Officer Core Course and PC 832 training;

5. Have a least one staff member present on each living unit whenever there are youth in the housing unit;
6. Have sufficient food service personnel relative to the number and security of living units, including staff qualified and available to: plan menus meeting nutritional requirements of youth; provide kitchen supervision; direct food preparation and serving; conduct related training programs for culinary staff; and maintain necessary records; or, a facility may serve food that meets nutritional standards prepared by an outside source;
7. Have sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, facility security and other support staff for the efficient management of the facility, and to ensure that youth supervision staff shall not be diverted from supervising youth; and
8. Assign sufficient youth supervision staff to provide continuous wide awake supervision of youth, subject to temporary variations in staff assignments to meet special program needs. Staffing shall be in compliance with the minimum youth-staff ratio for the following facility types:

B. Juvenile Halls (minimum youth-staff ratio)

1. During the hours that youth are awake, one wide-awake youth supervision staff member shall be on duty for every ten (10) youth in detention;
2. During the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member shall be on duty for each thirty (30) youth in detention;
3. At least two wide-awake youth supervision staff on duty at all times, regardless of the number of youth in detention, unless an arrangement has been made for backup support services which allow of immediate response to emergencies; and,
4. At least one youth supervision staff member on duty who is the same gender as youth housed in the facility.
5. Personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen or maintenance shall not be classified as youth supervision staff positions.

Attachments

Authorized By  **Date** 1/16/2020
Dave Semon Division Chief