



**Youth Detention Facility
OPERATIONS ORDER**

**POLICY REVIEW AND ACKNOWLEDGEMENT
DISSEMINATION OF NEW OR CHANGED POLICY-
TITLE XV 1324**

Purpose and Scope

Statute, regulation and County policy guide the Probation Department's policy and Procedures. All probation Department employees assigned to the Youth Detention Facility (YDF) are required to review the YDF Policy and Procedure Manual and the Probation Administrative Policy and Procedure Manual annually and acknowledge their review and understanding of the contents contained therein.

In addition, the updating of existing policies and the addition of new policy is an ongoing process. It is imperative that all staff is aware of and understands current policy and procedure.

Affected Personnel

All YDF Personnel

Authority

Title 15 - 1324
Administrative Directive

Effective Date

10/31/2012

I. Guidelines

- A. Employees must comply with the policies and procedures as set forth in the Youth Detention Facility Policy and Procedure Manual and the Administrative Policy and Procedure Manual. Failure to adhere to the policy and procedure may result in disciplinary action, up to and including termination.

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Authority: Title XV 1324

- B. All new employees assigned to the Youth Detention Facility are required to review the Youth Detention Facility Policy and Procedure Manual and the Administration Policy and Procedure Manual during their Probation Academy.
 - 1. The Youth Detention Facility Policy and Procedure Manual Review & Acknowledgement form and the Probation Administration Policy Review and Acknowledgement form are due within 30 days of completion of the Probation Academy. The signed acknowledgement form shall be turned into the Professional Standard and Training Division. Failure to adhere to the above mentioned guideline may result in disciplinary action.
- C. All current employees assigned to the Youth Detention Facility will be required to review the Youth Detention Facility Policy and Procedure Manual and the Administration Policy and Procedure Manual annually.
 - 1. The Youth Detention Facility Policy and Procedure Manual Review & Acknowledgement form and the Probation Administration Policy Review and Acknowledgement form are due within 30 days of the date the staff received the Annual Review of Policy and Procedure Manual notice by email. The acknowledgement forms shall be turned into the Professional Standards and Training Division. Failure to adhere to the above mentioned guideline may result in disciplinary action.
- D. The Training Division unit shall provide Chief Deputies, Assistant Chief Deputies and Supervisors with a monthly list of staff that has not completed the required annual review.

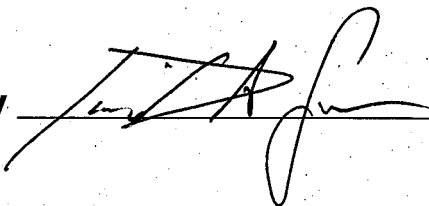
II. Dissemination of New or Changed Policy

- A. A YDF Sr. DPO will email all new and updated policies and corresponding acknowledgement forms to all the YDF staff members to review before monthly unit meetings.
 - 1. The housing unit Supervisor and housing unit Senior DPO will review the new/updated policy with staff during each monthly housing unit meeting and answer questions as needed.
 - 2. The Senior Deputy Probation Officer of each unit will ensure that all staff assigned to the unit have read the policy and returned the signed Policy Acknowledgement Form to the Professional Standards and Training Division.
 - a. All Policy Acknowledgement forms are due by the last day of the month in which they were assigned to be reviewed.
- B. The Youth Detention Facility Policy and Procedure Manual Acknowledgement Form and the Administration Policy and Procedure Manual Acknowledgement Form can be located on the Intranet under Forms/Manuals.

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Attachments

Amends/Replaces Previous Order

Authorized By  **Date** 2/26/19