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## Staffing

### 906.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures to outline the general staffing requirements of juvenile facilities. This policy applies to all juvenile facility staff.

### 906.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15 § 1321;
- California Penal Code § 832;
- Prison Rape Elimination Act of 2003;
- Welfare and Institutions Code §§ 209, 210 & 885.

### 906.3 POLICY

All juvenile facilities shall be in compliance with the minimum youth-to-staff ratio in living units, recreation, exercise, dining and other program areas within the juvenile facility. All juvenile facility staff shall remain awake and alert at all times while on duty.

### 906.4 STAFFING REQUIREMENTS

Each juvenile facility shall:

- (a) Have an adequate number of personnel sufficient to carry out its programs, provide for safety and security of youth and staff, and meet established standards and regulations;
- (b) Ensure that no required services shall be denied because of insufficient numbers of staff on duty, absent exigent circumstances;
- (c) Have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members;
- (d) Supervisory staff shall not be included in the youth to supervision staff ratio, although some of their duties could include the periodic supervision of youth. Youth supervision staff include: probation corrections officers (PCO) and senior probation corrections officers (SPCO);
- (e) Have a clearly identified person on duty, the duty officer (DO), at all times who is responsible for operations and activities and has completed the Juvenile Corrections Officer Core Course and PC 832 training;
- (f) Have at least one staff member present on each living unit whenever there is a youth in the living unit;
- (g) 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 prescribed for the gender and age groups fed; provide kitchen supervision; direct food preparation and servings; conduct related training programs

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for culinary staff; and maintain necessary records; or, a facility may serve food that meets nutritional standards prepared by an outside source;

- (h) Have sufficient administrative, clerical, recreational, medical, dental, behavioral health, building maintenance, transportation, control room, security and other support staff for the efficient management of the juvenile facility, and to ensure that youth supervision staff shall not be diverted from supervising youth; and
- (i) 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.

### **906.5 YOUTH-TO-STAFF RATIO BY FACILITY**

Staff shall be in compliance with a minimum youth-to-staff ratio for the following facility types:

Juvenile detention facilities:

- (a) Juvenile detention facilities shall be staffed at a ratio of one wide awake youth supervision staff on duty for each 10 youth in the facility, during the hours that youth are awake.
- (b) During the hours youth are confined to their room/bed for the purpose of sleeping, there shall be one wide awake youth supervision staff on duty for each 30 youth in the facility.
- (c) There shall always be at least two wide awake youth supervision staff on duty at all times, regardless of the number of youth in the facility, unless an arrangement has been made for backup support services which allow for immediate response to emergencies.
- (d) There shall always be at least one male and one female youth supervision staff on duty whenever male and female youth are housed in the facility.
- (e) 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.

Juvenile treatment facilities:

- (a) Juvenile treatment facilities shall be staffed at a ratio of one wide awake youth supervision staff on duty for each 10 youth in the facility, during the hours youth are awake.
- (b) During the hours that youth are confined to their room/bed for the purpose of sleeping, there shall be one wide awake youth supervision staff on duty for each 30 youth present in the facility.
- (c) There shall be at least two wide awake youth supervision staff on duty at all times, regardless of the number of youth in the facility, unless arrangements have been made for backup support services which allow for immediate response to emergencies.
- (d) There shall be at least one male and one female youth supervision staff on duty whenever male and female youth are housed in the facility.

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- (e) Consideration shall be given to the size, design and location of the facility, types of offenders committed to the facility and the function of the facility in determining the level of supervision necessary to maintain the safety and welfare of youth and staff.
- (f) 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.

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