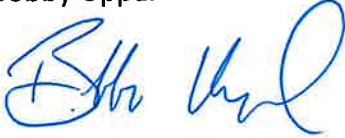





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 2 - Personnel

Policy Number:	2.01
Policy Name:	Staffing Requirements
Authority:	28 CFR 115.313 Title 15, 1320, 1321, 1323 PREA: 115.317
Replaces:	3.8 Staffing Requirements (03/17/09)
Effective Date:	January 1, 2019
Revision Date:	November 22, 2018
Related Policies and Procedures:	2.03 – Youth Supervision Staff Orientation and Training 5.07 – PREA Policy 8.05 – Counseling and Supporting Youth 8.15 – Volunteers
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

2.01 Staffing Requirements

I. POLICY

All Juvenile Hall management and staff shall perform their duties in alignment with their respective roles and in compliance with staffing requirements. Juvenile Hall management shall evaluate the number of Juvenile Hall staff needed to run the facility safely and efficiently.

II. PURPOSE

- A. The ratio of Juvenile Hall staff to youth often has a significant impact on the safety of the facility as well as the rehabilitative opportunities for youth while in custody. Connectedness to adults is integral to healthy and productive development for youth in custody. In addition to the necessary support, Juvenile Hall youth will benefit from individualized attention, supervision, and engagement from Juvenile Hall staff that promotes healthy connectedness.
- B. Lower Juvenile Hall staff to youth ratios increases the availability of Juvenile Hall staff allowing for the type of interactions that foster connectedness including informal socializing, responsiveness to youth's needs and desires, skills teaching, sharing of interest and respectful relationships. See policy 8.05, Counseling and Supporting Youth, for additional information pertaining to positive interactions with youth.

III. Appointment and Qualifications

A. Appointment

In each juvenile facility there shall be a Director in charge of its program and employees. Such Director and other employees of the facility shall be appointed by the Chief Probation Officer pursuant to applicable provisions of law.

B. Employee Qualifications

Each facility shall:

- i. recruit and hire employees who possess knowledge, skills, and abilities appropriate to their job classification and duties in accordance with applicable civil service or merit system rules;
 - ii. require a medical evaluation and physical examination including tuberculosis screening test and evaluation for immunity to contagious illnesses of childhood (i.e., diphtheria, rubeola, rubella, and mumps);
 - iii. adhere to the minimum standards for the selection and training requirements adopted by the Board pursuant to Section 6035 of the Penal Code; and
 - iv. conduct a criminal records review, on each new employee, and psychological examination in accordance with Section 1031 of the Government Code.
- C. Contract personnel, volunteers, and other non-employees of the facility, who may be present at the facility, shall have such clearance and qualifications as may be required by law, and their presence at the facility shall be subject to the approved and control of the facility manager. [Title 15, 1320].

D. Staffing

Each Juvenile Facility Shall:

- i. 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;

- ii. ensure that no required services shall be denied because of insufficient numbers of staff on duty absent exigent circumstances;
- iii. have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members;
- iv. 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;
- v. have at least one staff member present on each living unit whenever there are youth in the living unit;
- vi. 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 servings, 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;
- vii. 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,
- viii. 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 a minimum youth-staff ratio for the following facility types:

a. Juvenile Halls

1. during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each 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 on duty for each 30 youth in detention;
3. at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youths in detention, unless arrangement has been made for backup support services which allow for 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.

b. Special Purpose Juvenile Halls

1. during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each 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 on duty for each 30 youth in detention;
3. at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youths in detention, unless an arrangement has been made for backup support services which allow for 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, unless an arrangement has been made for immediate same gender supervision.
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.

c. Camps

1. during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each 15 youth in the camp population;
2. during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30-youth present in the facility;
3. at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youths in residence, unless arrangements have been made for backup support services which allow for immediate response to emergencies;
4. at least one youth supervision staff member on duty who is the same gender as youth housed in the facility;
5. in addition to the minimum staff to youth ratio required in (H)(3)(a)-(b), consideration shall be given to the size, design, and location of the camp; types of youth committed to the camp, and the function of the camp in determining the level of supervision necessary to maintain the safety and welfare of youth and staff;

6. personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, farm, forestry, kitchen, or maintenance shall not be classified as youth supervision staff positions.

E. Fire and Life Safety

Whenever there is a youth in a juvenile facility, there shall be at least one wide awake person on duty at all times who meets the training standards established by the Board for general fire and life safety which relate specifically to the facility.