

FACILITY MANAGEMENT

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Minimum Standards for Juvenile Facilities
- RESCINDS:** Procedure Manual Item 3-1-D, dated 11/20/15
- FORMS:** None
- PURPOSE:** To describe the role and responsibilities of the facility Probation Division Director (DD) and Assistant Division Director (ADD).

I. GENERAL INFORMATION

Role of **Facility** Management

- A. Under the direction of the Chief Deputy Probation Officer, Juvenile Intake and Detention Bureau, the DD has responsibility for the internal management of the facility. His/her function is:
1. To integrate all segments of the operation into a unified system that provides maximum opportunity for youth to learn skills that lead to productive and law abiding lifestyles.
 2. To delegate authority over a wide range of activities.
 3. To develop, implement and evaluate a productive organization that is consistent with laws, court orders and department policies.
 4. Review the facility's security measures annually **or as needed** to provide for the safety of staff, youth and the community by preventing escapes and adverse incidents. Further, the facility administrator must examine internal and external security, including key control, equipment, training and retraining of staff as outlined under Section 1326, Board of State and Community Corrections, Juvenile Title 15.
- B. The ADD assists with the management of the facility and has direct responsibility for such management in the absence of the DD.

II. PROCEDURES

The DD and ADD plan, implement and/or evaluate:

- A. Budget preparation
- B. Security and maintenance
- C. Human resource matters

1. Recruitment
 2. Dismissal
 3. Discipline
 4. Performance evaluations
 5. Employee relations
 6. Training
- D. Operation of effective programs
- E. Continuous Quality Improvement (CQI) of **facility** operations
- F. Public relations
- G. Interaction with public or **community based organizations**, and private agencies
- H. Special projects and reports as assigned by the Chief Deputy Probation Officer of the Juvenile **Facilities** Bureau.
- I. Support the integration and development of staff competencies related to the introduction of new technologies within the facility setting.

REFERENCES:

Procedure:	3-2-B	Assistant Division Director's Duties-Juvenile Hall
Policies:	A-1	Policy, Procedure and the Law
	A-2	Upholding Departmental Philosophy and Principles
	A-5	Communications Within the Probation Department
	A-7	Employees as Departmental Representatives
	B-2	Inter- and Intra-Agency Confidentiality
	C-8	Work Priorities
	C-11	Employee Personnel File
	C-12	Performance Evaluation
	C-14	Citizen Complaints, Compliments and Complaints against Peace Officers
	C-16	Employee Conduct-On Duty
	C-20	Problem/Grievance Resolution

Management Performance Standards Orange County Probation Department
Orange County Probation Department Business Plan

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APPROVED BY: