

OPENING/CLOSING UNITS

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-2-017, dated 09/19/13
- FORMS:** Divisions II and III Change Sheet (F057-6275)
Division I Change Sheet (F057-6276)
- PURPOSE:** To standardize the procedure for opening and closing Juvenile Hall units during population fluctuations.

I. GENERAL INFORMATION

- A. When it appears that population fluctuation justifies opening or closing a unit, the Probation Division Director, Assistant Director, or designee makes the decision and identifies the unit.
- B. Staff displaced by a unit closing are reassigned to other areas per Procedure Manual item 3-1-203 (Reassignment of Deputized Staff to Work Station and Shift).
- C. Relocation of **youth** should be in accordance with Procedure Manual Item 3-2-005 (Classification of **Youth** at Juvenile Hall) whenever possible.

II. PROCEDURE

- A. Closing a Unit – Staff Duties
 - 1. Prepare transfer paperwork.
 - 2. Transfer **youth** to other units (including unit folders, school schedules, medical sheets and medications).
 - 3. Notify the kitchen, Medical Unit and school.
 - 4. Clean the unit.
 - 5. Remove dirty linen and clothing.
 - 6. Remove perishable food items.
 - 7. Return excess linen and clothing to the Linen Room.
 - 8. Notify the adjoining units of the closure.
 - 9. Make the necessary IMS entries that cover the unit's closure.
 - 10. Turn off all lights in the unit.
 - 11. Secure the unit's doors, desks, key sets, equipment, pepper spray, Pakset radio and shut down the computer.

12. Notify Control when the process is completed.

13. Deliver one key set to Control.

B. Opening a Unit - Staff Duties

1. Obtain the unit key set from Control.

2. Identify the **youth** to be transferred into the unit.

3. Ensure that the unit is stocked with sufficient supplies.

4. Make the appropriate ICMS entries.

5. Notify the adjoining units.

6. Notify Control.

7. Notify the kitchen, Medical Unit and school.

REFERENCES:

Procedures:	3-1-D	Institutional Management
	3-1-001	Care and Use of County Owned Equipment
	3-1-010	Youth's Institutional Folders
	3-1-049	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
	3-1-203	Reassignment of Deputized Staff to Work Station and Shift (DJCOI, DJCO II, SR. JCO)
	3-2-A	Deputy Juvenile Correctional Officer II Duties
	3-2-B	Assistant Division Director's Duties-Juvenile Hall
	3-2-F	Juvenile Hall Supervising Juvenile Correctional Officer (SJCO) Role & Responsibilities
	3-2-H	Deputy Juvenile Correctional Officer I Duties
	3-2-003	Care and Use of Keys (Juvenile Hall)
	3-2-005	Classification of Youth at Juvenile Hall
	3-2-006	Clothing and Linen
	3-2-301	Accounting of Youth Assigned to Juvenile Hall

Policies:	A-5	Communication within the Probation Department
	C-4	Work Schedules, Overtime, Comp. Time, and Sick/Annual Leave
	C-5	Work Assignments
	G-1	Appropriate Use of Facilities Occupied by Departmental Staff
	G-3	Building Security and Safety
	G-7	Distribution and Use of County Services, Supplies and Equipment

C. Lopez

APPROVED BY: