

## ASSISTANT DIVISION DIRECTOR'S DUTIES –JUVENILE HALL

- AUTHORITY:** Administrative Directive  
California Code of Regulations, Title 15, Section 1320 and 1321
- RESCINDS:** Procedure Manual Item 3-2-B, dated 08/12/13
- FORMS:** None
- PURPOSE:** To define the basic job duties and responsibilities of Assistant Division Directors assigned to Juvenile Hall.

### I. GENERAL INFORMATION

- A. Plan, organize, coordinate and supervise the work of a specific division within the scope and limits of general departmental policy and regulations.
1. Interprets Juvenile Hall policy and procedures.
  2. Evaluates Supervising Juvenile Correctional Officers assigned to his/her division and reviews all assigned division evaluations.
  3. Conducts quarterly division meetings as needed with Supervising Juvenile Correctional Officers to outline expectations, set goals, plan, train, exchange information, and assist the supervisors in any way possible.
  4. Reviews written material from the division as needed.
  5. May be designated in charge of another division in an Assistant Division Director's absence, or as an Acting Division Director as needed.
  6. Ensures that the **facility** is efficient in all operations and is consistent in operation with laws, court orders, Department policies, Department procedures, and performance standards.
  7. Ensures that Title 15 and Title 24 Standards as set by the Board of State and Community Corrections (BSCC) are followed throughout the facility.
  8. Is the Administrator in Charge (AIC) once per week and/or as often as assigned.
  9. Participates on oral boards, promotional interviews and other selection processes as required/needed.
  10. As designated, serves as **facility** liaison to collaborative partners such as HCA-Medical, HCA-CEGU, OC Department of Education, detention religious ministries, Juvenile Court Services, etc.
- B. Develops rules and procedures for the operation of the assigned division.
1. Actively participates in administrative business of Juvenile Hall.

2. Conducts tours and gives speeches as required.
  3. Confers with and makes recommendations to the Probation Division Director for changes in policy and procedures.
  4. Accepts additional assignments as delegated by the Probation Division Director.
  5. Encourages and enforces standards of performance.
  6. Plans quarterly and yearly projected goals for the division.
  7. Helps develop and control yearly budget for the division, and/or makes budget recommendations to the Division Director(s).
  8. Ensures compliance with State and Federal laws and standards, and County and Departmental policies and procedures.
- C. Instructs and advises staff on methods of maintaining custody and security.
1. Ensures that important information reaches the appropriate employees via meetings, phone, memos, e-mail, etc.
  2. Coordinates staff training with the Juvenile Hall administrators and with the Training Division.
  3. Conducts training in cooperation with the Training Division.
- D. Is responsible for:
1. Providing complete 24-hour coverage of the assigned division and ensures that there is sufficient staff to supervise **youth**.
  2. Delegating and supervising scheduling duties.
  3. Ensuring that all training requirements are met.
  4. Reviewing and approving annual vacation requests, compensatory time off, and shift trades by assigned supervisors.
  5. Monitoring overtime.
- E. Consults with and advises assigned division personnel on unusual behavior and disciplinary problems.
1. Makes decisions and takes necessary action in any situation pertaining to the proper operation of Juvenile Hall.
  2. Acts as the hearing officer for disciplinary hearings (DHO's) as needed.
- F. Provides Probation and Parole Officers and other **facilities** with information pertinent to detention/treatment of individual cases.

- G. Confers with service personnel, medical staff, mental health staff, and school staff to coordinate services to the units within the assigned division.
- H. Participates in professional organizations with the prior approval of the Chief/CDPO.
- I. Participates and attends Strategic Planning Sessions held by the Department.

**REFERENCES:** None

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**APPROVED BY:**