

Duty Officer (DO)

1037.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and implement written policy and procedures for the responsibilities of the duty officer (DO). This policy applies to all juvenile facility staff.

1037.1.1 DEFINITION

Definition related to this policy includes:

Duty officer (DO) - A supervising probation officer (SPO) or senior probation corrections officer (SPCO) assigned to oversee the daily operations of the juvenile facility under the direction of the facility manager(s).

1037.2 AUTHORITY AND REFERENCES

- Executive Committee;
- California Penal Code § 832;
- Juvenile Facility Services Policy: Staffing.

1037.3 POLICY

Each juvenile facility shall designate one staff per shift to perform the role of the DO. The staff assigned is required to have completed the Probation Corrections Officer Core and California Penal Code (PC) Section 832 course. Refer to Juvenile Facility Services Policy: Staffing. There shall be a DO present at all times that is responsible for overseeing the daily operations of the juvenile facility and ensuring the safety and security of the youth and staff within the juvenile facility.

1037.4 REQUIREMENTS

Only an SPCO or above shall be assigned as the DO, absent exigent circumstances. In the event of an emergency, in which case the acting DO becomes incapacitated, the most senior staff shall assume the role of the DO until he/she can be relieved by an SPCO or above. The acting DO shall notify the facility manager(s) immediately in this event.

1037.5 DUTY OFFICER RESPONSIBILITIES

The DO responsibilities shall include, but not be limited to:

- (a) Carry out all procedures, directives and orders issued by the facility manager(s); serve as a resource who expedites solutions to specialized problems and ensure facility manager(s) are consulted or notified of emergency situations such as law enforcement contact, escapes, staff injuries and major youth injuries;
- (b) Provide immediate operational decisions, ensure subsequent follow-up, resolve problems, answer inquiries, coordinate population levels and resolve conflicting procedures;

Riverside County Probation Department

Policy Manual

Duty Officer (DO)

- (c) Ensure public contacts are handled properly, schedules are met, facility services continue, security needs are constantly observed and overall facility coordination of services, supervision and programs are maintained in spite of emergencies and staff shortages;
- (d) Authorize new youth intakes, releases, transfers, and transportation runs. An SPCO, acting as the DO, cannot authorize a youth to be released on a new law violation. An SPO or facility manager may approve a release;
- (e) Conduct unannounced rounds;
- (f) Ensure safety checks are completed;
- (g) Check the grievance boxes on every unit for completed grievance forms on the AM and PM shifts;
- (h) Approve overtime coverage and requests for time off in the absence of the scheduler or as needed;
- (i) Ensure staff adheres to all policies and procedures. Any policy and procedure violation shall be documented in writing and forwarded to the facility manager(s) and the staff's assigned SPO;
- (j) Respond to code calls and requests for preventive action;
- (k) Make decisions and direct functions in the absence of the facility manager(s) that contribute to the safety and security of the juvenile facility;
- (l) Maintain a duty log documenting the above list of actions, incidents, and any additional pertinent information; and,
- (m) Authorize changes in classification of youth and placement of youth on a separation status.

Date last reviewed: 09/19/2019

Date(s) revised: 09/19/2019

07/18/2016

Created: 03/01/2000

Attachments: None