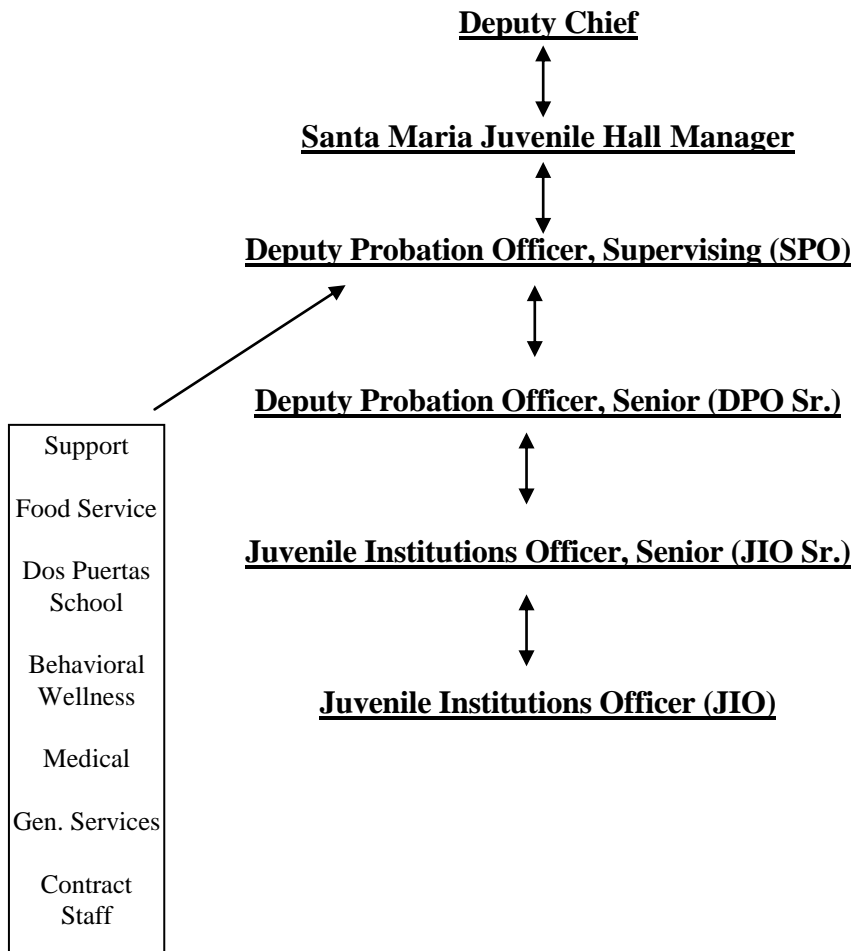


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Juvenile Hall Structure and Organization

I. Organizational Structure



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II. Job Classifications

A. The Probation Manager is responsible for the oversight of the Santa Barbara County Probation Department’s juvenile detention facilities. The Probation Manager is a senior-level manager in the civil service system and reports to executive management. The Probation Manager leads others and models behaviors that exemplify quality customer service; provides effective and ethical leadership; creatively and strategically plans, develops, and implements programs that use human and financial resources to achieve results. The Probation Manager is accountable for strategy and goal formation consistent with the County's mission and key business objectives; engages stakeholders; communicates and collaborates effectively at multiple levels; develops employees; analyzes issues and data; and efficiently uses public resources.

B. The SPO plans, assigns, and supervises the work of a group of DPO Sr., JIO Sr., JIO and assigned staff. A SPO is responsible for the operations of a probation institution and are to ensure probation institutions comply with applicable standards set by the Board of State and Community Corrections (BSCC). This class is distinguished from Probation Manager by the Manager’s greater authority and responsibility for overall administrative, fiscal, and program oversight in the institutions operation.

C. The DPO Sr. is responsible for overall supervision of shift and operations of the facility. The DPO Sr. is the first line supervisor of the institution. The DPO Sr. provides training and technical guidance to the JIO Sr., JIO and assigned staff of the facility. The DPO Sr. assists the SPO with supervisory duties on an as-needed basis and performs related duties as required.

D. The JIO Sr. is the lead responsible for JIOs engaged in the supervision, control, guidance, motivation, and routine counseling of youth in the facility. The JIO Sr. performs related duties as required. The JIO Sr. has leadership functions in assigning and reviewing work, overseeing the schedule of a unit, assisting in the training of staff, has direct responsibility for specialized programs and for the occasional supervision of operations of a probation institution in the absence of the DPO Sr.

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E. The JIO, under direction: supervises, controls, guides, routinely counsels and motivates a group of youth in detention and/or treatment facilities; performs related duties as required. The JIO is an entry-/journey-level class in the series. Juvenile Institutions Officer is distinguished from Juvenile Institutions Officer, Senior by the latter's responsibility for lead functions in assigning and reviewing the work of, and assisting in the training of staff.

III. Reporting Responsibilities

The Probation Manager is responsible for the operation at the Juvenile Hall. The Probation Manager reports to the Deputy Chief Probation Officer (DCPO) assigned to the Institutions Division. All subordinate staff report through the chain of command, as defined above.

In instances that require a Probation Manager or SPO contact and or involvement, and they are not available in the event of an emergency, staff are to contact the Probation Manager or SPO of Los Prietos Boys Camp (LPBC) for direction.

IV. Purpose, Responsibilities of Juvenile Hall

The Juvenile Hall is established by law to provide a safe and secure environment for youth who have been arrested pursuant to Section 602 of the Welfare and Institutions Code (WIC), including youth who are committed to the Juvenile Hall by the Court. The purpose of detention post-arrest in a secure detention setting is for youth accused of committing serious crime who are considered to be a risk to themselves, a risk to the community or likely to flee the jurisdiction of the Court. It is inconsistent for detention to be used for non-violent misdemeanors or to detain youth under age 14 unless involved in a serious or violent offense.

The primary responsibility of staff at the Juvenile Hall is to ensure the care of youth in a safe and secure setting. Staff are also to provide a therapeutic, trauma informed, culturally and gender responsive approach in the supervision of youth. Probation staff accomplish their responsibilities by collaborating with partner agencies by:

1. Providing counseling and education that promotes responsible behavior and the avoidance of drug and alcohol abuse.

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2. Providing an educational setting which increases basic educational competencies and academic achievements, including post-secondary educational opportunities.
3. Providing opportunities for the development of a positive work ethic, in order to increase employability and job readiness skills through available programming.
4. Assisting the youth in developing their skills and abilities to resolve conflicts in a non-violent manner.
5. Assisting youth and their families with transition upon discharge.
6. Serving the Juvenile Court and the community.
7. Maintaining a collaborative and collective partnership with the Juvenile Court, the Juvenile Justice/Delinquency Prevention Commission, medical personnel, Behavioral Wellness, Community Court Schools, and other community based organizations (CBO's).

V. Additional Juvenile Hall Providers

The Santa Maria Juvenile Hall has on-site staff from Santa Barbara County Education, Behavioral Wellness (BW), and Wellpath. These providers offer a wide range of services including education, resources, counseling, and medical care. In addition, several Community Based Organizations (CBOs), volunteers, and faith-based organizations provide a plethora of services to the youth.

VI. Institution Record-keeping, Statistics, and Communication/Correspondence

Records, statistics, and communication/correspondence systems are maintained to ensure efficient operation of the facility; legal and proper care of youth; maintenance of individual youth records; supply of information to the Juvenile Court and those authorized by the Court or by the law; release of information regarding youth; and records pursuant to the Prison Rape Elimination Act (PREA). Refer to Chapter 4104, Communications, for a complete review of related policy, procedures, and reports.

PREA
Standard
115.313
Chapter 4104

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VII. Emergency Communication System

A. Emergency alarm

1. Whenever a situation develops which is of a critical nature and requires immediate reinforcement by extra staff, the emergency alarm is to be activated (See Emergency Procedures, Chapter 4119, for details).
2. All JIO, JIO Sr., DPO Sr. and school personnel shall carry a personal alarm.

B. Weapons

1. Weapons are **NOT** allowed anywhere in the secure portion of the facility unless an emergency requires a SWAT or SET law enforcement response.
2. In the event of a mutual aid response, with the approval of the facility Manager or designee, assisting partner agencies would bring in and use their own equipment.
3. Law enforcement officers and armed probation officers are to leave their weapons in the lockers outside the door of the facility or in their vehicles.

VIII. Reporting of Legal Actions

The facility Manager will notify the Institutions Deputy Chief of any legal action pertaining to the Santa Maria Juvenile Hall (SMJH). The Deputy Chief Probation Officer (DCPO) will submit to the Board of State and Community Corrections (BSCC) a letter of notification on each legal action pertaining to conditions of confinement filed against persons or legal entities responsible for the operation of the juvenile facility. The DCPO will maintain a log of legal action and notifications.

Chapter 4119

Section 4574
PC
Section 871.5
WIC

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IX. Digital Video Recordings within the Facility

- A. The Santa Maria Juvenile Hall is under 24-hour video observation, which may be reviewed for various reasons, including de-briefing of an incident, evidence of a potential new crime, staff compliance with policies, rules, regulations, PREA, and potential staff disciplinary issues, etc. The facility’s DVR equipment allows for the review of video in real time and the ability to make DVDs of recorded incidents.

- B. As part of ongoing training for staff, it is beneficial to review an altercation or other event.
 - 1. Authorized viewers of recorded events include those staff immediately involved in the event and any others approved by administration.

 - 2. DVDs, flash drives and any other recording/digital memory devices containing recorded footage of an incident may not be removed from the facility and may not be duplicated without the specific permission of the facility manager.

- D. In the event a recording is requested by court officials, law enforcement or Probation Department management, the PRO-27 (CRIMINAL HISTORY RECORD INFORMATION AND PROTECTED HEALTH INFORMATION RELEASE SHEET) will be filled out to document the release of the recording.

- E. Should a recording be requested via a Motion for Discovery, a copy of the motion will be retained in the Discovery binder in the SPO office, as well as uploaded into the youth’s IMPACT file if the motion is specific to a youth.