

**SONOMA COUNTY PROBATION DEPARTMENT
JUVENILE HALL POLICY & PROCEDURES MANUAL**

SECTION:
Administration

SUBJECT:
Policy & Procedure Manual

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POLICY STATEMENT

It is the policy of Sonoma County Juvenile Hall that as part of their orientation and training, staff will read each policy and document that they understand the policy and their requirement to adhere to the procedures contained within the policy. Staff is also required to know how to access the Policy & Procedure Manual and the steps necessary for suggesting changes to existing policies and procedures. Administration is responsible to inform staff when changes are made to any policy, and provide additional training when needed.

PROCEDURES

1. ITEMS INCLUDED IN THE POLICY & PROCEDURE MANUAL

- A. Mission Statement
- B. Vision Statement
- C. Organizational structure charts / Chain of Command
- D. Specific Job Classification Descriptions:
 - i. Secretary
 - ii. Chef
 - iii. Cook
 - iv. RSW
 - v. JCC I
 - vi. JCC II
 - vii. JCC III
 - viii. JCC IV
 - ix. DD I
 - x. DD II
- E. Roles & Responsibilities of the following positions:
 - i. Administration
 - ii. JCC Staff, specific posts:
 - a) Central Control
 - b) Court Visitation
 - c) Facility Supervisor
 - d) General JCC expectations

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- e) Housing Unit staff
 - f) Intake & Release
 - g) Program Team
 - h) Security Team
 - i) Transportation
 - j) Post Duty Statements
- F. Support Services
- i. Education
 - ii. Food Services
 - iii. Health Services
 - iv. Janitorial Services
 - v. Residential Service Worker
 - vi. Volunteers & Program Providers
- G. The roles & relationships Juvenile Hall maintains with other agencies, departments and divisions can be found in Policy 1.1.8 “Roles & Relationships of Other Agencies, Departments & Divisions”.
- H. Policy & Procedure Manual Training:
- i. Staff should be trained with regard to facility policies and procedures and briefed to the extent necessary when there are changes. The manual should be incorporated into training of new employees and they should be tested to assess what they learn. Staff must be aware that they are accountable for knowing and following the procedures in the manual.
 - ii. Initial orientation and training program for JCC staff.
 - iii. Initial orientation, including safety and security issues, for the following personnel:
 - a) Support staff
 - b) Contract employees
 - c) School staff
 - d) Health Services staff
 - e) Program Providers
 - f) Volunteers
- I. Ethical responsibilities. Refer to departmental policy 2.16 “Code of Conduct”.

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2. ACCESS TO THE POLICY & PROCEDURE MANUAL

- A. An electronic version of the manual is available to all JCC staff via any network computer terminal.
- B. Administration maintains a paper copy of the Policy & Procedure Manual in the Admin area supply room.

3. REVISIONS AND MAINTENANCE

- A. Policies and procedures must be reviewed at least biennially to make sure they are current and appropriate. The facility manager is responsible for review and, when necessary, revision of the manual.
- B. When changes are made to a policy, administration, or the assigned designee, will be responsible for updating the P&P in a timely manner.
- C. As changes are made, all staff will be notified and will acknowledge receipt of the policy.
- D. Refer to policy 1.1.4 "Administrative Responsibilities".

4. SUGGESTING CHANGES TO A POLICY

- A. Staff is to adhere to the following steps for suggesting a change to a policy whenever it is believed that a policy or procedure would benefit from a review.
- B. The process starts when staff identify a problem with a policy and/or procedure that may be related to one of the following:
 - i. Need for clarification of a specific policy that is vague.
 - ii. Identification that established procedures may be in need of revision.
- C. Using the Chain of Command, staff will bring the issue to the attention of the Facility Supervisor.
- D. The Facility Supervisor may make an immediate, temporary decision if the issue is an immediate safety and security issue.
- E. The staff that identified the issue will send an email to both of the Division Director I's (DDI), which will include the following information:
 - i. Date
 - ii. Policy Number
 - iii. Identify the nature of the problem
 - iv. Explain the temporary decision made (if applicable)
 - v. Recommend a possible solution

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- F. At the next scheduled Supervisors' Meeting, P&P issues will be reviewed.
- G. Depending on the nature of the issue, administration may not wait until the next scheduled Supervisors' Meeting to make changes to policy.
 - i. If a change is made, all staff will be notified via e-mail, and Administration will update the P&P.
 - ii. If a change is not made, the staff that submitted the request will be notified of the decision.

REPLACEMENT HISTORY

Revised: 6/8/15; 6/30/20

APPROVED BY:

DAVID M. KOCH, Chief Probation Officer

REFERENCES

- Title 15 Section: 1324 "Policy & Procedures Manual"