

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

SECTION:
*Housing Unit
Operations*

SUBJECT:
Shift Changes

PAGE:
1 of 1

IDENTIFIER:
3.1.11

POLICY STATEMENT

It is the policy of Sonoma County Juvenile Hall to allow staff time between shifts to exchange information concerning security issues, resident behaviors, program changes, and any other pertinent information.

PROCEDURES

1. GENERAL INFORMATION

- A. Outgoing staff will touch base with incoming staff and share information regarding how the shift went, and any incidents of which the incoming staff should be made aware.
- B. Shift exchanges occur at the following times:
- C. The following should be completed during this time:
 - i. Daily Point Sheet
 - ii. Incident Reports
 - iii. Resident & Group Behaviors
 - iv. Shift Operational Report
 - v. Touchscreen updates
 - vi. Other required paperwork

REPLACEMENT HISTORY

Revised: 10/9/15

APPROVED BY:

DAVID M. KOCH, Chief Probation Officer