



# COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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March 27, 2024

TO: Wendelyn Julien, Executive Director  
Probation Oversight Commission

FROM: Kimberly Epps   
Chief Deputy Probation Officer

SUBJECT: **PROGRESS REPORT ON BSCC COMPLIANCE: STAFFING  
BARRY J. NIDORF AND LOS PADRINOS JUVENILE HALL**

On February 15, 2024, Los Angeles County appeared before the Board of State and Community Corrections (BSCC) for a Determination of Suitability hearing. The Board determined both Los Padrinos Juvenile Hall (LPJH) and Barry J. Nidorf (BJN) are unsuitable for the confinement of youth within the meaning of Welfare and Institutions Code section 209, subdivision (a)(4) and (d) based upon findings of non-compliance with Title 15 Minimum Standards for Juvenile Facilities at both sites. The Department has 60 days from the date of the finding to come into compliance or relocate youth from BJN and LPJH.

BJN and LPJH were found non-compliant with Title 15, 1321 based upon the following:

- BSCC determined a review of documentation indicated provided by Los Angeles County indicated that minimum staffing numbers were not being met.
- Staff reassigned to the facility were removed from the facility.
- BSCC determined without the complement of reassigned staff how compliance could be achieved or maintained.

On March 14, 2024, Probation provided a progress report to the Probation Oversight Commission (POC) regarding progress being made toward coming into compliance with BSCC. Los Angeles County was found non-compliant with Title 15 regulation 1321, Staffing at both facilities. BJN and LPJH has established a staff-to-youth ratio of 1:8 during waking hours and 1:16 during sleeping hours in accordance with Prison Rape Elimination Act (PREA) staffing ratios. This ratio allows the facility to be in the best position to prevent, detect and respond to sexual abuse and sexual harassment.

BJN is a Secure Youth Treatment Facility (SYTF) with a rated bed capacity of 414. LPJH is a pre-disposition juvenile hall with a rated bed capacity of 409. As of the date of this report, March 26, 2024, the facility population at BJN is 66 and the facility population at LPJH is 295.

As stated above, both facilities operations require a minimum supervision staff to youth ratio of 1:8 during waking hours and 1:16 during sleeping hours. Both facilities must have an adequate number of personnel sufficient to carry out the overall facility operations and its programming; to provide for safety and security of youth and staff and meet established standards and regulations. This includes having sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, facility security, and other support staff for the efficient management of the facility. We are working through technical assistance to determine an operational baseline staffing level for BJN and LPJH. This will establish the number of sworn and non-sworn personnel to carry out the overall facility operation and its programming. Since the determination of unsuitability Los Angeles County Probation continues to meet staff ratios for all facility housing units requiring direct supervision of youth. The department has taken the following steps to come into compliance with Title 15, Section 1321, Staffing.

### SHORT-TERM STRATEGIES

- Technical Assistance

We have obtained technical assistance from Michael Dempsey, Court Appointed DOJ Settlement Monitor and Lisa Southwell, BSCC Field Representative and Michael Smilor, Scheduling Management System subject matter expert.

The goal of receiving technical assistance for Los Angeles County is to improve staffing practices through reviewing materials (staffing schedules, currently defined minimal and optimal staffing baselines for BJN and LPJH, facility daily populations, and identified ancillary posts staffing numbers and defined ancillary roles and responsibilities.

- Staffing Assessment and Analysis Process

We are working with our DOJ Settlement Monitor to complete a staffing analysis of staff resources, imminent staffing needs, projected staffing based upon changing facility populations, formulating strategies to support non direct supervision operations. We are developing a staffing plan the facilities, BSCC, and others can follow more easily. Technical assistance included developing scenarios which consider different staffing levels for both facilities and varied relief factor ratios. Relief factor is defined as how many **full-time staff a facility must have to provide continuous coverage for a relieved post.**

- Establishing BJN And LPJH Baseline and Optimal Staffing Levels

Probation is still working with DOJ technical assistance to finalize optimal staffing levels based upon the number of staff needed for each role within the facility (direct supervision and ancillary posts). Superintendents Roman and Novak have provided finalized ancillary posts information which includes the number of staff required to maintain ancillary posts and defining the roles and responsibilities for each post. We are pending receipt of a final staffing plan from our DOJ monitor.

Probation continues to complete an ongoing review of daily population shifts within facilities and to address staffing levels impacted through call outs, staff injuries, and no show no calls. Probation documents staffing changes and efforts taken to readily adjust to staffing needs (hold overs, calling in additional staff, voluntary overtime, etc.).

- Scheduling Management System (SMS)

Implementing a new staff scheduling process using SMS to improve how shifts are assigned based upon an improved shift assignment process, staff availability, facility needs to meet baseline minimums or and to decrease staffing errors.

- Field Deployments:

The department has deployed field officers, directors, and bureau chiefs to BJN or LPJH. Staff reassigned from the field have prior experience as Detention Services Officers or they have completed 59-hours of STC approved Probation Officer to Detention Services Officer training.

1. Six (6) Bureau Chief have been deployed to Los Padrinos to provide technical assistance, coaching, guidance, and mentoring to unit supervisors and facility directors.
2. Three (3) directors have been deployed to BJN and twenty-five (25) directors have been deployed to LPJH.
3. 53 field officers have been deployed to BJN and 149 field officers have been deployed LPJH.

### LONG-TERM STRATEGIES

On 10/5/2023, Los Angeles County Probation (LACP) entered into a contract with CPS HR Consulting (CPS) to provide consulting services for digital talent marketing, assisting with recruitment and retention strategies. The contract is active until 4/4/25 with an option for renewal.

Achievements/progress to date:

- On 12/16/23, Facebook, Instagram, and landing page campaign ads were launched. The new landing page is <https://www.joinlacountyprobation.com/>.
- On 1/17/24 and 1/18/24, DHR and CPS toured Los Padrinos Juvenile Hall (LPJH) and Barry J. Nidorf Juvenile Hall (BJN), took approximately 1,000 photos and selected approximately 100 photos from each site to use in ads.
- On 1/30/24, a Google Ads campaign was launched.
- For marketing research, CPS conducted 10 one-on-one interviews with DSO and GSNs, analyzed responses documented in 52 exit interviews, and 30 responses from DSO and GSN online surveys; this data will serve to develop marketing strategies and campaigns.
- On 2/5/24, CPS generated the LACP 1:1 Key Takeaways report, which incorporates the collected data and focuses on the factors that attract applicants and motivate employees to stay. In the first weeks of February, CPS expanded the partnership with Indeed\* to boost the current posts and relaunch the Indeed campaign, which was initially started 9/6/23. DHR and LACP focused on the DSO and GSN positions.
- Creation of digital ads using data from staff interviews and survey to create marketing taglines and highlight organizational values.
  - Digital ads are currently running on Facebook, Instagram, and Google Ads.
  - Landing page (website) with detailed department and position information. This page is where interested parties who click “apply now” from the ad are directed for additional information and to apply.
  - Utilizing CPS contract with Indeed job search engine to post our position flyers and direct interested parties to our online application.
  - Weekly overall metrics report showing data for marketing campaign and landing page activity.
- All information from on-site recruitment sign-in sheets provided by DHR and LACP, and information entered on the landing page were used for a continuous email drip campaign, where all recipients receive multiple emails with information to apply, and details about the job, a call to action.
- CPS included geofencing for traditional on-site recruitment events; they spread DSO/GSN ads across geographical areas where LACP holds recruitment events and inform the public that LACP will be recruiting at the events.
- CPS is adjusting the campaign based on the statistics on user engagement and tracking traffic from all social media platforms and traditional on-site recruitment events. This includes comparing stats/data to information from the County’s job application site (NEOGOV) for all accepted applications.

CPS, LACP, and DHR meet weekly to monitor progress. LACP and DHR communicate actively with CPS to gather information and meet the initial goal of increasing the job application rate and quality candidate pool for the critical Detention Services Officer (DSO) and Group, Supervisor, Nights (GSN) positions.

## Juvenile Hall Allocated Direct Care FTE's

**Central Juvenile Hall  
 2019**

Title	Authorized	Filled	Vacant
GRP,SPVR,NIGHTS	102	98	4
DETNT SRVC OFFR	306	285	21
SR DETNT SRV OF	51	43	8
SPVG DETNT SRVC	22	20	2
<b>Total</b>	<b>481</b>	<b>446</b>	<b>35</b>

**Central Juvenile Hall  
 2021**

Title	Authorized	Filled	Vacant
GRP,SPVR,NIGHTS	134	111	23
DETNT SRVC OFFR	298	283	15
SR DETNT SRV OF	68	65	3
SPVG DETNT SRVC	25	14	11
<b>Total</b>	<b>525</b>	<b>473</b>	<b>52</b>

**Los Padrinos Juvenile Hall  
 2019**

Title	Authorized	Filled	Vacant
GRP,SPVR,NIGHTS	63	61	2
DETNT SRVC OFFR	180	129	51
SR DETNT SRV OF	44	28	16
SPVG DETNT SRVC	17	9	8
<b>Total</b>	<b>304</b>	<b>227</b>	<b>77</b>

**Los Padrinos Juvenile Hall  
 2021**

Title	Authorized	Filled	Vacant
GRP,SPVR,NIGHTS	0	0	0
DETNT SRVC OFFR	1	0	1
SR DETNT SRV OF	4	0	4
SPVG DETNT SRVC	6	0	6
<b>Total</b>	<b>11</b>	<b>0</b>	<b>11</b>

**Barry J. Nidorf Juvenile Hall  
 2019**

Title	Authorized	Filled	Vacant
GRP,SPVR,NIGHTS	83	76	7
DETNT SRVC OFFR	298	253	45
SR DETNT SRV OF	53	49	4
SPVG DETNT SRVC	20	20	0
<b>Total</b>	<b>454</b>	<b>398</b>	<b>56</b>

**Barry J. Nidorf Juvenile Hall  
 2021**

Title	Authorized	Filled	Vacant
GRP,SPVR,NIGHTS	122	89	33
DETNT SRVC OFFR	305	276	29
SR DETNT SRV OF	68	61	7
SPVG DETNT SRVC	28	21	7
<b>Total</b>	<b>523</b>	<b>447</b>	<b>76</b>

**Los Padrinos Juvenile Hall  
 2024**

Title	Authorized	Filled	Vacant
GRP,SPVR,NIGHTS	144	118	26
DETNT SRVC OFFR	403	281	122
DPY PRB OFFR I	20	18	2
DPY PRB OFFR II	3	1	2
SR DETNT SRV OF	94	81	13
SPVG DETNT SRVC	48	44	4
<b>Total</b>	<b>712</b>	<b>543</b>	<b>169</b>

**Barry J. Nidorf/SYTF  
 2024**

Title	Authorized	Filled	Vacant
GRP,SPVR,NIGHTS	46	35	11
DETNT SRVC OFFR	66	62	4
DPY PRB OFFR I	21	17	4
DPY PRB OFFR II	20	9	11
SR DETNT SRV OF	24	21	3
SPVG DETNT SRVC	32	25	6
<b>Total</b>	<b>209</b>	<b>169</b>	<b>39</b>

## ANCILLARY POST

<b>LPJH SPECIAL ASSIGNMENTS</b>			
8-Hour/5-Day Ancillary Posts	Number of staff to operate	Light Duty/Sworn	Description
Movement Coordinator	2	Non-sworn	<ul style="list-style-type: none"> <li>•Coordinate medical, court, and special movements in and out the facility</li> <li>•Maintain Housing Protocol</li> <li>•Work closely with external and internal partnered agencies</li> <li>•Input pertinent data into PCMS and disseminate pertinent emails and documents to appropriate personnel and departments</li> <li>•Work closely with partnering coordinators at CJH as it relates to population balance and appropriate housing of youth</li> <li>•Assist with emergencies within the facility</li> <li>•Maintain records of all pertinent documents as it relates to transmittals, detaining orders, Movement Sheets, and emails</li> </ul>
Boys/Girls intake	5	sworn	The intake staff complete the intake paperwork for all youth entering the facility. They also conduct the initial orientation. The intake officer escorts the youths to the medical unit for clearance and then to the identified youth housing unit. The staff also assists Movement and Control (MC) with various movements around the facility throughout the day, including but not limited to escorting a youth from the unit to medical, from the holding area to the unit following court appearances, and any time the youth exits the facility or returns. They are responsible for all releases from the facility regardless of the nature. They assist/overlap as the Crisis Response Team (CRT) when necessary.
Movement Control	6	sworn/Light Duty	Employees in this assignment assist the Officer of the Day (O.D) in assigning staff to the housing units and assignments throughout the facility. These employees also complete the facility paperwork which is included in the O.D. packet, answer phone calls and clear movements throughout the facility. In the event of a major incident, the EEs will provide a written scribe of the information for the O.D and will contact the medical unit or emergency personnel if required. They Control all facility movements, control the daily schedule, control all visitors while inside the facility. They are responsible for providing emergency response to incidents through-out the facility as necessary.
Yard posts	30	Non-sworn if they aren't expected to respond/light duty	<p>These employees provide observation of the interior of the facility in a stationary booth. They provide observation and support deterrence of intruders and contraband.</p> <p>J Post            Mechanical Yard Post            AB Post            CD Post            PQ Post            EF Post            RS Post            XY Post            North School Post            South School Post</p>
Facility Cameras	3	Non-sworn	Provide monitoring of the security cameras which display the various interior/exterior and surrounding camera views within the facility
Livescan & DNA	3	Non-sworn if they have the operational knowledge	collect court order DNA swabs / livescan new intakes
School Posts	4	Sworn	available to respond to incidents while youth are attending school
Dental	1	Sworn	supervise youth from 8:30am -2pm dental office
Family Resource Center	2	Non-sworn	Provide outside resource information to parents
BMP/DSS	6	4 Sworn, 2 non-sworn	Maintain daily recreation log and audits. Submit weekly BMP Report, BMP distributor [Thursday], youth council coordinator [schedule monthly meetings and submit report], as-needed assistance to weekend visitation, liaison officer to all living units regarding programs, volunteers, etc., auditor to youth point sheets in living units, BMP board auditor [ensures all 22 BMP boards are current and maintained, monthly calendars [word of the day, BMP calendar, outdoor recreation, living unit calendar], liaison for CBOs, escort/supervision barber [haircuts request for services]. Coaching and training of officers in the units
Utility/Response/CIT	6	Sworn	Responds to incidents within the facility. De-escalate, counsel

STC/Scheduler/RTW	1	Non-sworn if they have the operational knowledge	<p>Scheduler Duties:</p> <ul style="list-style-type: none"> <li>•Provide daily schedules with the facilities numbers</li> <li>•Assist with in the monitoring of attendance</li> <li>•Participate in scheduling meetings with Assistant Superintendent to gain insight on scheduling issues withing the facility</li> <li>•Work alongside Return to Work to keep track of people that are out on medical leave or FMLA</li> <li>•Organize time off request and vacations</li> <li>•Create monthly schedules that are provided to administration to assist them with tracking staff</li> </ul> <p>STC Coordinator Duties:</p> <ul style="list-style-type: none"> <li>•coordinate classes</li> <li>•Work very closely with the probation training center (PTC)</li> <li>•Keep track of Directors, Supervisors, Sr. DSO's, DSO's, and GSN's annual training hours</li> <li>•Input training hours into Microsoft Teams Matrix</li> <li>•Make copies of all training packets submitted</li> <li>•Set up packets of completed training that go to PTC</li> <li>•Work with outside agencies in setting up classes for training purposes</li> <li>•Complete a monthly training schedule</li> </ul>
Recreation Team	4	Sworn	monitors outdoor recreation and ensures it is completed in a timely manner
MAT - Medical Transport	4	Sworn	Transport youth to all outside medical appointments
IHTP/IBMP	1	Sworn	<p>IBMP Coordinator</p> <ul style="list-style-type: none"> <li>•IBMP Meeting is held weekly. The length of the agenda is determined by the number of incidents the week prior, amount of new levels/referrals/ new DD's.</li> <li>•IBMP log is required to be updated monthly for any new youth that have been discussed/accepted during the IBMP Meetings.</li> </ul> <p>IHTP (DD) Coordinator</p> <ul style="list-style-type: none"> <li>• For each youth the DD Coordinator is responsible for Discharge Plan, IBMP, MDA, and IHTP. (This includes interviewing each youth, completing packets/plans prior to the IHTP date)</li> <li>•Each IHTP is allotted 45 minutes to complete (which includes attorney, social worker, DMH, and LACOE, etc.)</li> <li>•After each IHTP Meeting is completed they are am required to complete an updated packet to distribute to all DD units.</li> </ul> <p>Reclassification Coordinator</p> <ul style="list-style-type: none"> <li>•Meet with youth on Specialized Supervision Plans along with, their unit supervisor, mental health clinician and LACOE to devise a plan for reunification with assigned living unit, as well as school activities. Discuss behavior and mental health, LACOE needs and what the team can do to better assist the youth. Youth suggests input as well.</li> </ul>
WEBEX COURT	1	Sworn	Coordinate all court web ex appointments, escorts and supervises youth during the court hearing.
Chapel/ Visiting Center	2	Light Duty	Transports youth, attorneys, psychiatrists to the chapel. They supervise the meetings with the youth
IEP'S/Reclassification	1	Sworn	At the end of every week, LACOE will send the schedule for the following week's IEPs. LACOE normally will coordinate the IEP schedule around the IHTP schedule. Probation assists with presenting the youth at the IEP and representing on behalf of probation.
Quality Control	10	6 sworn 4 non-sworn if they have the operational knowledge	<ul style="list-style-type: none"> <li>•Retrieve and review the SIRs &amp; PIRs from the previous day</li> <li>•Verify in PCMS that all SIRs and PIRs print outs were submitted. Make note of any paperwork that is missing, contact the officer/supervisor</li> <li>oVerify that all the SIRs/ PIRs requiring medical form were submitted and print out if it was not submitted.</li> <li>oInput Mental Health Referrals</li> <li>•Make a cover sheet for the SIR/SCM Packet</li> <li>•Mechanical restraint log</li> <li>•Incident Log</li> <li>oUse of Force Log</li> <li>o Self-harm Log</li> <li>•File all completed SCM reviews.</li> <li>•Responsible for bi-annual OC facility weighing .</li> <li>•Guard One audits</li> <li>•Weekly SCM meetings</li> <li>•LACOE: monitor school arrivals, joint meetings, attendance, enrollment and audits</li> <li>* Youth orientations</li> <li>oProcess and resolve youth grievances</li> </ul>

## **BJN/SYTF 24-Hour/7-Day Ancillary Posts**

### **Movement & Control (8 of 9) Sworn**

Employees in this assignment assist the Officer of the Day (O.D) in assigning staff to the housing units and assignments throughout the facility. These employees also complete the facility paperwork which is included in the O.D. packet. These EEs also answer phone calls and clear movements throughout the facility. In the event of a major incident, the EEs will provide a written scribe of the information for the O.D. In the event of said incident, the EEs will contact the medical unit or emergency personnel if required. They Control all facility movements, control the daily schedule, control all visitors while inside the facility. They are responsible for providing emergency response to incidents through-out the facility as necessary.

### **Programming (2 of 6) Sworn**

Staff working in the programming assignment are required to contact the Community Based Organizations (CBOs) in ensure proper programs for the youth. This staff will assist with making sure the CBOs are scheduled at the appropriate time to report to the facility adhering to what the schedule for the housing unit entails and ensuring that CBOs are not scheduled at the same time. The staff also provide skill classes for the youth. The staff are responsible for collecting daily programming logs following the conclusion of programs and ensuring adherence with the contractual obligations (SOW).

### **Security Gate Cameras (3 of 3) Light Duty**

Provide monitoring of the security cameras which display the various interior/exterior and surrounding camera views within the facility.

### **Intake (3 of 5) SWORN**

The intake staff complete the intake paperwork for all youth entering the facility. They also conduct the initial orientation. The intake officer escorts the youths to the medical unit for clearance and then to the identified youth housing unit. The staff also assists Movement and Control (MC) with various movements around the facility throughout the day, including but not limited to escorting a youth from the unit to medical, from the holding area to the unit following court appearances, and any time the youth exits the facility or returns. They are responsible for all releases from the facility regardless of the nature. They assist/overlap as the Crisis Response Team (CRT) when necessary.

### **Crisis Response Team (2 of 9) Sworn**

These staff aid housing units and/or school staff when an incident take places. If a youth is out of compliance with the rules and regulations, the staff will counsel the youth to gain compliance. If compliance is not achieved, and an intervention is deemed necessary by a supervisor or higher, the response team is available to assist the youth in following the instructions. The response team also conducts a thorough search of the facility and housing units following an incident. The response team may also be required to escort a youth to the medical unit for evaluation following an incident and if need be, provide an escort out of the facility to the hospital or emergency room.

### **Yard Observation Post (3 total / OP3) Light Duty**



These employees provide observation of the exterior of the facility in a stationary booth. They provide observation and support deterrence of intruders and contraband.

**Quality Control (4 of 5) Non Sworn**

These employees monitor the documentation that is required to be completed by the housing units, including any incidents that take place during the day. This team also provides the statistic/data for the activities that take place on any given shift. Staff ensure that compliance with the standards of the BSCC and DOJ are being followed by reviewing daily documents. This includes reviewing grievances, conducting school audits (students receiving IEP), conducting IBMP meetings with various facility agencies. These employees also monitor the safety checks (Guard1) and the paperwork for room confinements.

**Movement Coordinator (3 of 3) Non Sworn**

These staff members coordinate the movement of the youth into and out of the facility. This includes but is not limited to youth coming from LPJH following a commitment from a juvenile court; movements to a medical appointment ordered by the court, movements to tattoo removals, dental appointments, funerals, court appearances, and any other cause for the youth to exit the facility for a period. These officers also ensure that the paperwork is communicated to the housing unit, the intake staff, the transportation division, and communicate with the locations that they youth are going to ensure readiness and acceptability.

**Livescan & DNA (1 of 1) Recommend Pretrial**

This employee aids the court with regards to obtaining DNA and conducting Livescan for youth who may be currently released and are attending a court appearance at the Sylmar Courthouse. These cases take place during court hours and require a staff to be present should the court order DNA to be obtained from a youth or another member of the community.

**School/College Posts (4 of 6 [including college staff]) Sworn**

These officers provide escort from the housing unit to school/college for the youth and provide security while the youth are at the **school/college** setting. The staff ensure that the youth maintain a positive and constructive demeanor during the school periods and are in compliance with the rules of the school environment. The staff are also responsible for ensuring that in the event of any non-compliance of the youth, that the youth is escorted out of the classroom setting for an adjustment period. These officers may also respond to the unit in the event an incident takes place and assistance in gaining control of the situation.

**Court Holding Area (2 of 2) Sworn**

These officers provided supervision for youth coming from LPJH and are scheduled for court appearances at the Sylmar juvenile court. These officers provide supervision and security while the youth interact with their attorney. The officers ensure the paperwork is received from the court following the appearance and provide this paperwork and any valid information to the housing unit, movement coordinators, or other necessary parties.

### **Visiting (0 of 2) Light Duty**

When an attorney or outside entity needs to interview a youth, these officers contact the housing unit to advise that said youth is needed in the visiting center. Once that youth arrives, the officer provides supervision for youth and attorneys during visits. When a visit/interview concludes, the officer will contact Movement and Control to have the youth escorted back to the unit. The officer must ensure that the attorney or visitor completes the sign in book verifying with whom the interview session take place.

### **Medical/Dental Transports (of 9) Sworn**

These officers would provide transportation of a youth to an outside medical appointment or dental procedure. The officers provide security at the outside location to ensure the youth does not abscond and then provides transportation back to the facility.

### **BMP/DSS (2 of 4) Sworn**

These officers are responsible for all facility activities, special events, community engagement, holidays celebrations, and recognition programs. They track and distribute canteen, calculate the merit ladder and ensure youth receive incentives and points earned daily. They are instrumental in providing for morale of both the staff and youth, and act as the spirited face of the facility.

### **CIT (0 of 6) Sworn**

This team responds to situations involving youths and provides a means of de-escalation and support to regulate behavior. This team is currently staffed with a combination of: MC, Intake, School Staff (due to inadequate staffing numbers).

### **DMC (1 of 1) Clerical/Light Duty/Non Sworn**

This employee gathers medical notes and confidential information of the employees who may have an injury related to the job site as well as those incidents that take place outside of the scope of work. The employee monitors when the injured staff will return and ensures that the proper medical note is provided. The employee also completes the necessary paperwork when the employee is placed on a work hardening status or scheduled to work to the facility.

### **STC/Scheduler (1 of 1) Non Sworn**

STC: This staff is responsible for ensuring that all other staff members/ officers obtain the proper training during the year. This includes trainings that may be at the facility, at the department training center, and well as outside agencies. The officer ensures that rosters are prepared for those staff being trained and notifies the officers when they have the training. The officer also completes the log of when officers have obtained their training, what trainings are still pending and how many hours each officer has completed.

Scheduler: Prepares/maintains the facility schedule to ensure the facility is adequately staffed and the schedule is balanced. Maintains tracking and monitoring of all staff time-off/leaves.

### **Recreation Team (0 of 4)**

This team is responsible for providing additional supervision, escorting, monitoring, and supports of daily recreation for youth. This team remains present during the recreation period and provides security and response if an incident occurs.