

**Option One.**

*This option maintains current staffing ratios:*

- *Awake hours, 1:10 in juvenile halls, 1:15 in camps*
- *Sleeping hours, 1:30 in juvenile halls and camps*

*Additional minor revisions for clarity.*

**§ 1321. Staffing.**

Each juvenile facility shall:

- (a) have an adequate number of personnel sufficient to carry out the overall facility operation and its programming, to provide for safety and security of youth and staff, and meet established standards and regulations;
- (b) ensure that no required services shall be denied because of insufficient numbers of staff on duty absent exigent circumstances;
- (c) have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members;
- (d) have a clearly identified person on duty at all times who is responsible for operations and activities and has completed the Juvenile Corrections Officer Core Course and PC 832 training;
- (e) have at least one staff member present on each living unit whenever there ~~is a youth~~ are youth in the living unit;
- (f) have sufficient food service personnel relative to the number and security of living units, including staff qualified and available to: plan menus meeting nutritional requirements of ~~the gender and age groups fed~~ youth; provide kitchen supervision; direct food preparation and servings; conduct related training programs for culinary staff; and maintain necessary records; or, a facility may serve food that meets nutritional standards prepared by an outside source;
- (g) have sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, ~~institutional~~ facility security and other support staff for the efficient management of the facility, and to ensure that youth supervision staff shall not be diverted from supervising youth; and,
- (h) assign sufficient youth supervision staff to provide continuous wide awake supervision of youth, subject to temporary variations in staff assignments to meet special program needs. Staffing shall be in compliance with a minimum youth-staff ratio for the following facility types:
  - (1) Juvenile ~~H~~ Halls
    - (A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each 10 youth in detention;
    - (B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth in detention;

- (C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in detention, unless an arrangement has been made for backup support services which allow for immediate response to emergencies; and,
  - (D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility.
  - (E) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen or maintenance shall not be classified as youth supervision staff positions.
- (2) Special Purpose Juvenile Halls
- (A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each 10 youth in detention;
  - (B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth in detention;
  - (C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in detention, unless an arrangement has been made for backup support services which allow for immediate response to emergencies; and,
  - (D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility, unless an arrangement has been made for immediate same gender supervision.
  - (E) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen or maintenance shall not be classified as youth supervision staff positions.
- (3) Camps
- (A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each 15 youth in the camp population;
  - (B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each 30 youth present in the facility;
  - (C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in residence, unless arrangements have been made for backup support services which allow for immediate response to emergencies;
  - (D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility;
  - (E) in addition to the minimum staff to youth ratio required in ~~(e)(2)(A)~~(h)(3)(A)-(B), consideration shall be given to the size, design, and location of the camp; types of ~~offenders~~youth committed to the camp; and the function of the camp in determining the level of supervision necessary to maintain the safety and welfare of youth and staff;
  - (F) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, farm,

forestry, kitchen or maintenance shall not be classified as youth supervision staff positions.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

**Option Two.**

*This option would modify staffing ratios for both juvenile halls and camps to 1:8 for during awake hours and 1:16 during sleeping hours.*

**§ 1321. Staffing.**

Each juvenile facility shall:

- (a) have an adequate number of personnel sufficient to carry out its program, to provide for safety and security of youth and staff, and meet established standards and regulations;
- (b) ensure that no required services shall be denied because of insufficient numbers of staff on duty absent exigent circumstances;
- (c) have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members;
- (d) have a clearly identified person on duty at all times who is responsible for operations and activities and has completed the Juvenile Corrections Officer Core Course and PC 832 training;
- (e) have at least one staff member present on each living unit whenever there is a youth or youth in the living unit;
- (f) have sufficient food service personnel relative to the number and security of living units, including staff qualified and available to: plan menus meeting nutritional requirements of the gender and age groups fed; provide kitchen supervision; direct food preparation and servings; conduct related training programs for culinary staff; and maintain necessary records; or, a facility may serve food that meets nutritional standards prepared by an outside source;
- (g) have sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, institutional security and other support staff for the efficient management of the facility, and to ensure that youth supervision staff shall not be diverted from supervising youth; and,
- (h) assign sufficient youth supervision staff to provide continuous wide awake supervision of youth, subject to temporary variations in staff assignments to meet special program needs. Staffing shall be in compliance with a minimum youth-staff ratio for the following facility types:
  - (1) Juvenile ~~H~~Halls
    - (A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each ~~10-8~~ youth in detention;
    - (B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each ~~30-16~~ youth in detention;
    - (C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in detention, unless an arrangement has been made for backup support services which allow for immediate response to emergencies; and,

- (D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility.
  - (E) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen or maintenance shall not be classified as youth supervision staff positions.
- (2) Special Purpose Juvenile Halls
- (A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each ~~40~~8 youth in detention;
  - (B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each ~~30~~16 youth in detention;
  - (C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in detention, unless an arrangement has been made for backup support services which allow for immediate response to emergencies; and,
  - (D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility, unless an arrangement has been made for immediate same gender supervision.
  - (E) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen or maintenance shall not be classified as youth supervision staff positions.
- (3) Camps
- (A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each ~~45~~8 youth in the camp population;
  - (B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each ~~30~~16 youth present in the facility;
  - (C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in residence, unless arrangements have been made for backup support services which allow for immediate response to emergencies;
  - (D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility;
  - (E) in addition to the minimum staff to youth ratio required in ~~(e)(2)(A)(h)(3)(A)-(B)~~, consideration shall be given to the size, design, and location of the camp; types of ~~offenders~~youth committed to the camp; and the function of the camp in determining the level of supervision necessary to maintain the safety and welfare of youth and staff;
  - (F) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, farm, forestry, kitchen or maintenance shall not be classified as youth supervision staff positions.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.

**Option Three.**

*This option would modify staffing ratios for both juvenile halls and camps to 1:8 for during awake hours and 1:16 during sleeping hours.*

*In addition, facility administrators would be able to apply to the BSCC Board for a two-year waiver for staffing ratios provided that the administrator provide a detailed statement of the circumstances that prevent compliance and proposed alternative means for meeting the safety, security and programmatic needs of the facility.*

**§ 1321. Staffing.**

Each juvenile facility shall:

- (a) have an adequate number of personnel sufficient to carry out its program, to provide for safety and security of youth and staff, and meet established standards and regulations;
- (b) ensure that no required services shall be denied because of insufficient numbers of staff on duty absent exigent circumstances;
- (c) have a sufficient number of supervisory level staff to ensure adequate supervision of all staff members;
- (d) have a clearly identified person on duty at all times who is responsible for operations and activities and has completed the Juvenile Corrections Officer Core Course and PC 832 training;
- (e) have at least one staff member present on each living unit whenever there is a youth or youth in the living unit;
- (f) have sufficient food service personnel relative to the number and security of living units, including staff qualified and available to: plan menus meeting nutritional requirements of the gender and age groups fed; provide kitchen supervision; direct food preparation and servings; conduct related training programs for culinary staff; and maintain necessary records; or, a facility may serve food that meets nutritional standards prepared by an outside source;
- (g) have sufficient administrative, clerical, recreational, medical, dental, mental health, building maintenance, transportation, control room, institutional security and other support staff for the efficient management of the facility, and to ensure that youth supervision staff shall not be diverted from supervising youth; and,
- (h) assign sufficient youth supervision staff to provide continuous wide awake supervision of youth, subject to temporary variations in staff assignments to meet special program needs. Staffing shall be in compliance with a minimum youth-staff ratio for the following facility types:
  - (1) Juvenile ~~H~~Halls
    - (A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each ~~40-8~~ youth in detention;
    - (B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each ~~30-16~~ youth in detention;

- (C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in detention, unless an arrangement has been made for backup support services which allow for immediate response to emergencies; and,
  - (D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility.
  - (E) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen or maintenance shall not be classified as youth supervision staff positions.
- (2) Special Purpose Juvenile Halls
- (A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each ~~40~~8 youth in detention;
  - (B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each ~~30~~16 youth in detention;
  - (C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in detention, unless an arrangement has been made for backup support services which allow for immediate response to emergencies; and,
  - (D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility, unless an arrangement has been made for immediate same gender supervision.
  - (E) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction, clerical, kitchen or maintenance shall not be classified as youth supervision staff positions.
- (3) Camps
- (A) during the hours that youth are awake, one wide-awake youth supervision staff member on duty for each ~~45~~8 youth in the camp population;
  - (B) during the hours that youth are confined to their room for the purpose of sleeping, one wide-awake youth supervision staff member on duty for each ~~30~~16 youth present in the facility;
  - (C) at least two wide-awake youth supervision staff members on duty at all times, regardless of the number of youth in residence, unless arrangements have been made for backup support services which allow for immediate response to emergencies;
  - (D) at least one youth supervision staff member on duty who is the same gender as youth housed in the facility;
  - (E) in addition to the minimum staff to youth ratio required in ~~(e)(2)(A)(h)(3)(A)-(B)~~, consideration shall be given to the size, design, and location of the camp; types of ~~offenders~~youth committed to the camp; and the function of the camp in determining the level of supervision necessary to maintain the safety and welfare of youth and staff;
  - ~~1.~~(F) personnel with primary responsibility for other duties such as administration, supervision of personnel, academic or trade instruction,

clerical, farm, forestry, kitchen or maintenance shall not be classified as youth supervision staff positions.

(4) Waiver of staffing ratio requirements

The facility administrator may apply to the Board for a waiver of the staffing ratio requirements set forth in this subsection. The request for waiver shall be in writing and shall include the following:

- (A) A statement of the circumstances preventing the facility from complying with the staffing ratios with supporting documentation. Such documentation may include fiscal analyses and records of attempts to hire qualified staff; and
- (B) Proposed alternative means for meeting the safety, security and programmatic needs of the facility.

The Board shall review and provide written notice of its decision to approve or deny the application within 30 calendar days of receipt of the application. Such notice shall include the rationale for the Board's decision and the terms of any waiver granted. Unless otherwise specified, a waiver shall be effective for 2 years from the date of approval.

Facility administrators may appeal any Board decision pursuant to § 1314.

Note: Authority cited: Sections 210 and 885, Welfare and Institutions Code. Reference: Section 209, Welfare and Institutions Code.