

## EDITED TASK LISTING

**CLASSIFICATION: SERGEANT, YOUTH AUTHORITY**

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**NOTE: Each position within this classification may perform some or all of these tasks.**

<b>Edited Task Statements</b>	
1.	Maintain uniformity and continuity of custody and security of a facility/camp to diffuse incidents by providing a safe and secure environment for the public, staff and youthful offenders utilizing the Crisis Prevention Management policy and procedures, and Institution and Camps Manual (I&C), on a continuous basis.
2.	Assign specific tasks to staff by conducting briefings to minimize disruptions to the daily operations of a facility/camp utilizing various methods (e.g., verbal/written instruction, post orders, duty statements, etc.), on a daily basis.
3.	Review various reports to make recommendations and take appropriate action utilizing various resources I&C, Disciplinary Decision Making System (DDMS), laws, rules and regulations, on a continuous basis.
4.	Prepare various reports to comply with Departmental policy and procedures utilizing various resources (e.g., Ward Information Network [WIN], I&C, etc.), as required.
5.	Disseminate information and administrative directives to keep staff apprised of departmental and institutional changes in operations utilizing radios, telephones, emails, on the job training (OJT), log book entries, memorandum, etc., on a daily basis.
6.	Communicate youthful offender's behavior to institutional staff to pass on pertinent information utilizing the crisis intervention plan (CIP), verbal instruction and/or written documentation, on a daily basis.
7.	Provide formal/informal training to various classifications (i.e., institutions, camps, transportation, etc.) to keep staff updated regarding departmental policy and institutional procedures utilizing staff briefings, memorandum, and lesson plans, on a daily basis.
8.	Maintain safety and security of the facility/camp to provide a safe and secure environment for the public, staff, and youthful offenders by ensuring staff are in compliance with departmental policy and institutional procedures, on a continuous basis.
9.	Confirm staff takes appropriate action when dealing with various situations to maintain a safe environment for staff, the public and youthful offenders by observing, documenting, counseling, and training staff, on a continuous basis.
10.	Oversee the distribution of keys, radios, personal alarms, and security equipment to ensure accountability and provide a safe environment for staff/visitor/youthful offender by monitoring on a continuous basis.
11.	Monitor institutional security systems to maintain the safety and security of the facility/camp utilizing video monitors, personal alarm, fence alarm, fire alarm, two-way radio, intercom, telephone, etc., on a continuous basis.
12.	Communicate information to the Watch Commander regarding emergency situations to keep him/her informed utilizing verbal/written communications (e.g., radio, telephone, memorandum, notes, reports, etc.), on a continuous basis.

*Tasks highlighted in bold text are not currently on the SPB classification specification*

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13.	Reconcile facility/camp counts to verify all youthful offenders are accounted for utilizing telephones, intercoms, two-way radio, count sheets, physical observation (face-to-face), computer software, Youth Accountability Board (YAB), identification cards, etc., as established by departmental policy.
14.	Maintain log entries to disseminate information utilizing daily operations, fence, alarm, control/unit log book, computer software, etc., on a continuous basis.
15.	Make recommendations related to plans, procedures, and policies to minimize disruptions to the daily operations in the facility/camp utilizing departmental policy and procedures, personal experience/knowledge, training, briefings, etc., on a continuous basis.
16.	Provide input for the selection of subordinate employees to fill vacant positions utilizing direct supervision, evaluation reports, etc., on as needed basis.
17.	Conduct staff meetings to keep staff informed of updated information and training utilizing memoranda of understanding (MOU), OJT, Departmental/local operational procedures (OP), on a daily basis.
18.	Prepare performance appraisals of subordinate employees to maintain a standard level of performance, by observing, documenting, reviewing supervisory files, and soliciting feedback from other supervisory staff, as required.
19.	Recognize the outstanding performance of staff by making recommendations for special assignments and/or provide letters of recognition, etc., to encourage exceptional job performance, as needed.
20.	Recommend appropriate disciplinary/corrective action to address employee deficiencies utilizing the progressive disciplinary procedures (e.g., verbal counseling, written documentation, adverse action, etc.), as needed.
21.	Input or retrieve information electronically to maintain records utilizing personal knowledge, training and understanding of various software programs (e.g., File Maker Pro, WIN, Microsoft Office), as needed.
22.	Operate a motor vehicle (e.g., automobiles and vans) to provide transportation for youthful offenders, patrol/monitor grounds, and respond to emergencies in-and-out of the facility/camp, etc. utilizing institutional policies and procedure, California laws, rules and regulations, defensive driving techniques, and good driving practices, as required.
23.	Carry a firearm to perform specific assignments (e.g. transportation, training, tactical team, escape detail, etc.) utilizing state/federal laws, rules and regulations, I&C, Division of Juvenile Justice (DJJ) policies and procedures, etc., as required.
24.	Prepare schedules for the transportation of youthful offenders to facilitate/coordinate various movements (court appearances, medical appointments, transports, etc.) utilizing state/federal laws, rules and regulations, DJJ policies and procedures etc., as needed.

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25.	Train transportation staff in primary and secondary routes, transportation protocol, application of restraints, and vehicle/equipment inspection to ensure the safety and security of the public, staff and youthful offenders utilizing state/federal laws, rules and regulations, DJJ policies and procedures, as required.
26.	Make sure staff are knowledgeable of emergency procedures specific to transportation for the safety of staff, youthful offenders and the public utilizing in service training (IST)/OJT, Departmental/local OP, etc., on a daily basis.
27.	Maintain contact with transportation teams via radio or telephone to monitor progress (e.g., estimated time of arrivals [ETAs], route, emergencies, etc.) for the safety of staff, youthful offenders, and the public, in compliance with Departmental/local OP, etc., on a daily basis.
28.	Make sure staff meets mandated training requirements in the use of equipment (i.e., keys, expandable baton, pepper spray, firearms, etc.) to maintain safety and security in compliance with I&C, on a daily basis.
29.	Assist the master scheduler to fill vacant posts to meet operational needs are met utilizing Tele-staff, staff sign in/sign out sheets, MOU, Fair Labor Standards Act (FLSA), Departmental/local OP etc., on a daily basis.
30.	Assess the level of response needed during emergencies to maintain personal safety and institutional security utilizing correctional awareness, Alarm Response and Use of Force Policy/Training, Departmental/local OP, etc., as needed.
31.	Make sure Post Orders are updated, completed, and signed to provide guidelines for staff accountability and knowledge of job functions utilizing frequent tours, inspections, Departmental/local OP, etc., on a daily basis.
32.	Make sure all staff are accounted for after an emergency/incident/alarm to maintain personal safety and institutional security by utilizing staff accountability, per Departmental/local OP, as needed.
33.	Make sure all youthful offenders are accounted for after an emergency/incident/alarm to maintain personal safety and institutional security by utilizing Emergency Count Procedures, per Departmental/local OP, as needed.
34.	Make sure staff is trained with the basic principles of the integrated behavior treatment model (IBTM) to rehabilitate youthful offenders utilizing the I&C on a daily basis.