

Watch Commander Duties and Responsibilities (Title 15, Section 1320)

533.1 PURPOSE:

To establish guidelines for the duties and responsibilities of the Watch Commander (WC) within a Juvenile Detention and Assessment Center (JDAC) or Treatment Facility (TF).

533.2 DEFINITIONS:

Round: A walk through of all areas of the facility occupied by staff, examining safety/security issues which include, but are not limited to: unit climate, the Safety Check Log, and that staff are wide-awake and performing supervision duties.

Watch Commander (WC): A designated Probation Corrections Supervisor I or II (PCSI/II) who provides leadership and supervision and has paramount authority over all staff in the facility, including those of equal rank, or separate classification, as it pertains to the safe and secure operation of the facility during that shift.

533.3 GUIDELINES:

- A. WCs may delegate authority for facility functions to competent subordinates. However, such delegation of authority shall in no way relieve the WC of the responsibility for the safety, security, well-being, and efficient operation of the facility.

533.4 RESPONSIBILITIES:

- I. Watch Commander (WC):
 - A. Ensure emergency maintenance problems are addressed by Facilities Management.
 - B. Manage critical incidents and delegate roles and responsibilities as necessary.
 - C. Document and update the required facility logs as needed.
 - D. Review Incident Reports (IRs) for accuracy and evaluate action taken by staff.
 - E. Inform Facility Division Director I/II and/or Administration of incidents, as required per applicable department procedures or as deemed necessary.
 - F. Conduct and document at minimum, one (1) round per shift.
 - G. Designate a PCSI to complete the minimum required rounds each shift.
 - H. Review and summarize all major incidents on the Third Shift Summary Report and distribute the report via the Third Shift Summary Report email distribution List.
 - I. Assume responsibility for the facility key box and ensure all keys are accounted for.

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- J. Complete an inventory of the Watch Commander Cell Phone, Guard One Pipe and Badges, and handheld camera.
- K. Ensure compliance with the County Worker's Compensation process for injuries on the job.
- L. Act as liaison between the Courts, Probation Officers, Administration, outside agencies and other JDACs and TFs.
- M. Evaluate overall professionalism of staff while performing their duties.
- N. Follow the Subpoena Service To Detained Youth and Employees procedure as needed.
- O. Be alert to safety/security issues and take immediate corrective action.
- P. Ensure staff compliance with County, Department policies and procedures, and Title 15.
- Q. Facility Operations:
 - 1. Proactively monitor the operations of the facility throughout the shift.
 - 2. Respond to all potential incidents and crisis within the facility.
 - 3. In the event of a natural disaster, the WC shall be designated the Incident Commander (IC).
- R. Staffing Functions:
 - 1. Monitor and manage the facility population, moving youth or staff, based upon staff to youth ratio requirements and needs of the facility.
 - 2. Ensure each operational unit is staffed appropriately.
 - 3. Review and approve the staffing schedule prior to the commencement of each shift and correct any known errors.
 - 4. When a staff member has not reported for duty, attempt to contact the staff to check on their well-being and eligibility to work. Notify facility Superintendents if well-being protocol has been initiated.
- S. Population (Intake/Release):
 - 1. In the absence of the Intake/Investigations SPO or designee, be responsible for all intakes during their assigned shift pursuant to the Intake Procedure.
 - 2. Follow applicable transfer procedures when transferring youth between detention and/or treatment facilities.
 - 3. Ensure youth's valuables are appropriately secured in the property safe.
 - 4. Manage Booking/Holding unit population by approving transfers out of Booking/Holding to ensure rooms are available for new intakes.
- T. Coordination with Outside Agencies/Visitor Security:

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1. Follow the Visitation in Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs) as needed.
 2. Process citizen complaints pursuant to existing procedures.
 3. Authorize Special Visits/Interviews/Tours.
- U. Documentation:
1. Ensure staff submit required Incident Reports (IRs) pursuant to applicable procedures.
- V. Notifications:
1. In the event of a critical/high liability incident, (i.e. Drugs found or Prison Rape Elimination Act (PREA) related) make notifications pursuant to the Critical Incident Notification procedure.
- II. Division Director I/II:
- A. Ensure WCs appropriately discharge responsibilities through review of documentation, which includes, but is not limited to, WC Log Books, IRs, restraint documentation forms, and additional critical incident documentation.