



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

Admissions Lead Staff Duties

Procedure

Admissions Lead Staff Duties

PURPOSE AND SCOPE

This policy provides general guidance for the Admissions Lead Staff who oversees the daily activities and operations of Admissions and interacts with the youth in an ethical, professional manner while providing security and also performs all of the duties of the Admissions Staff. They are responsible for delegating responsibility to the GSI/II's on shift, verifying their duties are completed and don't in a timely manner. Although they are "Lead Staff", they likewise will participate and assist in ensuring the workload is distributed and without prejudice.

GSIII's may be asked to be the Acting Officer of the Day (OD). They will assume all the responsibilities of the Institution Services Manager (ISM) they are replacing. In such a case, OD pay (011) can only be assigned to a GS III when the ISM is off site and there is not another ISM on the site to cover.

BRIEFINGS

The incoming staff will attend the shift briefing at beginning of their scheduled shift time. Following the shift briefing all staff will report to their assigned unit. Upon arriving, they will read the Log Book, inspect the area, and inquire with the departing staff if there are any issues that need attention. Incoming staff should verify that a working flashlight and a well-stocked first aid are always available. Similarly, any relevant information exchanged during the earlier shift briefing should be passed along to their co-workers.

SHIFT DAILY ASSIGNMENTS FILLED OUT BY LEAD STAFF

The Admissions Lead Staff fills out the Admissions staff assignments. Including assignment to: Central Control rotation, Court Officer, Nurse Call, Visits rotation, YSC Reception and other Admissions related duties.

Including:

- a. Incident Report Distribution updated on PIMS
- b. Short Term and Therapeutic Detention List updated on PIMS
- c. Deliver/ Pick Up/ Distribute Mail
- d. Inventory (Clothing, Bedding, Hygiene Supplies)
- e. Court Lid
- f. Finger Prints

- g. DNA
- h. Photo Updates
- i. Email Alpha Roster and Ice Holds
- j. Fax Probable Cause Determinations
- k. Medical Consent Form Updated
- l. Filling in as acting ISM OD
- m. Follows all General Duties for Admissions Staff duties

COUNTS

At the beginning of each shift, Admissions Lead Staff ensures the counts from the Detention Facility Pop Summary, and the Juvenile Hall Population Report, which includes the Unit Roster are correct and youth are accounted for. These reports are generated from PIMS.

STAFF BREAKS

Lead staff responsible for setting break schedule for Admissions staff, and Reception. Admissions staff is not to break in the visiting, reception or work area and should utilize the designated staff break area.

MAIL

The Admissions Lead Assigns Staff to pick up the Outgoing and PONY departmental mail from the Courier Box and delivers it to the Probation Mail Room once during the AM shift and once during the PM shift. Admissions Staff picks up all of the Juvenile Hall Mail and sorts all mail according to Housing Unit

VISITS – PERSONAL AND PROFESSIONAL

The Admissions Lead Staff assigns staff to monitor visits and assist when necessary. Admissions Lead staff will make necessary accommodations for the Professional visits to be met within the approved professional visiting hour whether in Admissions or in visiting.

ADMITTANCE/ INTAKE DUTY

Admissions Lead staff ensure the organization, proper booking procedures, documentations completed and transition from youth to the assigned Housing Unit.

See Policy and Procedures on Admittance Procedures

RELEASES

Admissions Lead staff ensures youth approved for release are transitioned out from the facility in a timely manner. Youth complete property is collected, and proper documentations completed.

See Policy and Procedures on Release Procedures