

9. Conduct formal or structured group sessions
10. Conduct on the spot counseling/crisis intervention sessions for youths
11. Conduct surveillance using closed circuit television
12. Conduct tours for visitors
13. Contact employers to assist youth in obtaining work furlough or parole employment
14. Control/monitor youth TV use
15. Enforce appropriate disciplinary action
16. Escort vendors on grounds
17. Escort youths to dining hall for meals at appropriate times
18. Explain personal hygiene procedures to youths
19. Forcibly remove resistant youths from their room or other place of detention
20. Gather information from youths about conflicts or personal problems
21. Give directions for destinations within the facility
22. Hire and evaluate youths for work detail
23. Instruct or assist youths in learning work related skills
24. Instruct youths in housekeeping or sanitation procedures
25. Instruct youths in various recreational activities
26. Instruct youths in vocational activities and projects
27. Instruct/train youths participating in voluntary activities such as drama, scouts
28. Instruct/train youths working within the facility
29. Intervene and mediate disputes between youths
30. Investigate youth complaints, grievances, or injuries
31. Control/monitor youth TV use
32. Issue supplies (such as pencils, paper, etc.) to youths in school, trades or library
33. Make field checks of youths in work furlough program
34. Make telephone checks of work furlough program youths
35. Monitor youth behavior for possible involvement in gang activities
36. Observe youths in receiving room/holding unit while he/she awaits move to assigned living unit
37. Obtain emergency medical or dental assistance for youths
38. Process "fast track" youth grievances
39. Process regular ward grievances

D. Writing and Record Keeping - Minimum 350 Hours

1. Answer incoming phone calls, route calls, or take messages
2. Calculate youth wages
3. Complete standardized report forms for all contraband finds
4. Enter population count data forms to update daily
5. Fill out requisition/order for facility/camp supplies
6. Log all youth movement in and out of living units and facility
7. Log facility keys in and out
8. Log facility/unit inspections and security checks
9. Log non-youths entering and leaving the facility (example: attorneys, visitors)
10. Log vehicles entering and leaving the facility

11. Log youth movement in and out of living units
12. Log youths legal mail
13. Maintain a log of personal phone calls placed to or by youths on living unit
14. Maintain a record of all letters written to or by youths
15. Maintain casework notes about youth's progress in program
16. Maintain information on facility staff to communicate during absences and emergencies
17. Maintain inventory of facility, vehicle or office supplies
18. Prepare casework reports/recommendations for case conference
19. Prepare/update forms, cards, file jackets to initiate youth's facility record (example: Comm. Center Status Card)
20. Record or log wards trust account information
21. Record relevant activities and incidents occurring during shift in daily journal or log
22. Write "Use of Force" reports (example: after use of restraints and chemical agents)
23. Write a crime report
24. Write board report for appearance at YOPB hearing
25. Write escape reports or supplementary escape reports
26. Write letters for youths
27. Write level "2" or "3" behavior reports
28. Write or update operating procedures, plans and manuals
29. Write special incident /injury reports

E. Casework - Minimum 300 Hours

1. Arrange for special visits to the youth from parents or others
2. Assign youth to program/counselor
3. Assist youths in solving problems
4. Assist youths with school work
5. Complete/update Youth Employment Development Plan form
6. Compute time/add time cut for casework purposes
7. Conduct and write initial evaluation on individual youths
8. Conduct counseling sessions with youths and members of their families
9. Confer with other staff about the status of youths
10. Counsel youths on a one-on-one basis
11. Develop counseling strategies, goals and individualized treatment plans
12. Evaluate extent to which youth is making satisfactory progress towards program goals
13. Manage and monitor casework for assigned caseload or youths
14. Monitor youth treatment schedule
15. Notify parents, guardians and parole officer of changes in youth status
16. Participate in the classification of assigned youths
17. Review youth case files and case file summaries to collect relevant information

F. Professional Development - Minimum 60 Hours

1. Assist in recruiting, task force, committees, or work groups
2. Continued education
3. Participation in professional organization

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

CORRECTIONAL PEACE OFFICER APPRENTICESHIP PROGRAM

YOUTH CORRECTIONAL COUNSELOR

Work Processes	Min.	Actual
Security and Operations	250	
Escorting and Transporting Offenders, Equipment, and Evidence	200	
Supervision of Groups and Individuals (Offenders and Public)	1,050	
Writing and Record Keeping	350	
Casework	300	
Professional Development	60	
Any combination of the above categories	1,390	
TOTAL	3,600	

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This list is provided as a tool to assist in determining how to categorize, on your monthly DAS-103, the various activities that you may be called upon to perform. This list is NOT meant to be a summary of expected job duties, nor does it represent requirements to complete the Apprenticeship Program.

A. Security and Operations - Minimum 250 Hours

1. Account for facility keys (count keys, verify against key log)
2. Activate alarm system to alert all staff in case of an emergency
3. Admit or release vehicular traffic to or from controlled or restricted areas
4. Apply restraints
5. Ascertain whether staff, volunteers and visitors have left the facility
6. Assist in search for missing/escaped youth, inside or outside facilities/camps
7. Assist other personnel in an emergency
8. Brief incoming shift for information exchange
9. Call Communications Center to inform them of youth movement
10. Check areas for unauthorized or illegal activities
11. Check fences and walls for irregularities
12. Check youth's passes
13. Clean staff restrooms
14. Collect or turn in canteen or trust fund draw forms from youths
15. Communicate via radio telephone with Communications Center or other staff
16. Compare visitor identification against list of approved visitors
17. Complete work order forms requesting repairs of building and equipment
18. Conduct a phone or physical search to locate youths not appearing for classes or activities
19. Conduct area searches/ fire drills
20. Conduct investigation interviews with youths
21. Conduct periodic and emergency counts of youths to establish number of youths at a location
22. Conduct search of living unit and it's contents
23. Conduct security checks of living units (example: bars, locks, windows)
24. Conduct unclothed body search
25. Defend yourself against a youth with a weapon
26. Defend yourself against an unarmed youth
27. Deliver Miranda Rights warning
28. Determine the identity of youths who do not appear at classes or activities
29. Escort visitors through metal detector and screen/search or admit visitor, volunteers, citizen participants
30. Fingerprint youths
31. Gather information regarding youth transfers to another facility
32. Give assignments or instructions to other facility personnel
33. Identify contraband, evidence, and potential riot situations
34. In vehicle, patrol grounds and fence perimeter
35. Inform other staff about incidents or problems
36. Isolate and preserve crime scenes

37. Interview youths to gather facts concerning illegal behavior or rule violations
38. Inventory and take custody of youth's property, clothing, or money
39. Investigate accidents or crimes that occur within the facility
40. Issue equipment/tools/cleaning supplies
41. Issue passes to visitors
42. Keep inventory of all dangerous tools, weapons, silverware, etc.
43. Listen for sounds that may indicate illegal activity or disturbance
44. Load or unload supplies, materials, or equipment
45. Lock and unlock rooms/living units and other gates/doors within the facility
46. Maintain count of visitors entering and leaving the institution
47. Maintain evidence chain of custody
48. Maintain inventory of living unit supplies and security equipment
49. Maintain visual surveillance of facility grounds from tower or central security area
50. Make arrests of youths who commit crimes in the facility
51. Make fence check prior to escorting youths outside (example: for recreation)
52. Make security rounds/checks, making visual check of youths
53. Monitor movement of vehicles outside and within the facility or in the immediate area
54. Monitor radio nets (such as D.O.F. or Sheriff's net)
55. On foot, patrol grounds and fence perimeter
56. Operate and control lights in rooms/living units
57. Operate PBX Switchboard for part or all of the institution
58. Participate in controlling riot activities
59. Participate in off-ground searches for missing (AWOL) youths
60. Patrol areas within the facility other than living units
61. Photograph youths
62. Physically separate, subdue, and restrain fighting youths and/or violent youths
63. Pick up living unit supplies from institutional warehouse
64. Pick up medication and distribute it to the living unit staff
65. Plan outside work details (example: forestry and/or work crews)
66. Prepare and preserve crime scene diagrams/evidence/contraband
67. Prepare meals/snack for youths
68. Process work furlough funds and/or moneys received from parents/guardians
69. Read daily journal/log and take down/put up flag
70. Read facility/departmental rules, procedures and regulations
71. Release property or money to paroling youths
72. Report count to control, receive the all clear
73. Report emergency, such as assault or fire
74. Report food shortage to shift supervisor or kitchen staff

75. Report suspicious activity inside or outside facility/camp
76. Respond to or dispatch help for emergencies or disturbances within or outside the facility
77. Run warrant check on youths
78. Search articles, packages, property, money left by visitors for youths
79. Search incoming and outgoing vehicles for youths and contraband
80. Search, read, and log youths non-legal mail
81. Seize contraband/evidence and store or safeguard youth property
82. Testify at DDMS Hearing
83. Use force to gain entrance through barriers
84. Use gas/mace to restrain out of control youths
85. Use paging/call system
86. Verify identity of youths being released
87. Verify youth counts against roster, log, or computer listed numbers
88. Withhold contraband mail and notify youth of withhold

B. Escorting and Transporting Offenders, Equipment, and Evidence - Minimum 200 Hours

1. Apply physical restraints
2. Apply restraints for transportation, such as handcuffs, or waist chains
3. Complete a trip report or travel record
4. Conduct vehicle safety check/inspection prior to transporting youth
5. Escort youth in restraints within facility
6. Escort youth within facility (example: to classrooms, work details, or infirmary)
7. Evacuate youths from area or facility
8. Evaluate problem potential of youth being transported or escorted (example: risk of escape)
9. Get youths ready for transportation to court, hospital, etc.
10. Search transportation vehicles
11. Transport and supervise youths outside the facility (example: to hospitals, courts, jobs)
12. Transport equipment and/or evidence
13. Verify youths identity before escorting or transporting

C. Supervision of Groups and Individuals (Offenders and Public) - Minimum 1,050 Hours

1. Accompany MTA's during medical rounds or visits
2. Advise youths on facility regulations, services, sources of information
3. Apply CPR/ first aid when necessary
4. Answer questions/provide information in person to visitors
5. Assist in preparing or organizing youth work schedules
6. Breakup horseplay/sex play
7. Brief new youths regarding facility rules and procedures, meal schedules, etc.
8. Communicate with non-English speaking youths