

12. Contact employers to assist youth in obtaining work furlough and parole employment
13. Escort vendors on grounds
14. Forcibly remove resistant youths to their room or other place of detention
15. Gather information from youths about conflicts or personal problems
16. Hire and evaluate youths for work details
17. Instruct/train youths in safe use of tools
18. Intervene and mediate disputed between youths
19. Issue passes to youths
20. Maintain ongoing count of youths
21. Maintain sight supervision of youths
22. Make appropriate referrals to caseworker
23. Make field checks and telephone checks of youth in work programs
24. Make security rounds/checks of youths
25. Monitor youth's phone calls
26. Observe attitudes and conduct of youths, watching for signs of potential disturbance
27. Pass out medication, observe youth taking it, or document refusal
28. Prepare forms, cards and file for youths
29. Referee or officiate during youth competitions
30. Release and supervise youths during meal times
31. Respond to youth questions and requests
32. Supervise youths in/outside the facility
33. Supervise volunteers and citizen participants
34. Take corrective action when youth violate the rules
35. Wake up youths

D. Writing and Record Keeping - Minimum 150 Hours

1. Answer incoming calls; route or take phone messages
2. Complete report forms for all contraband finds
3. Enter population count data forms to update daily security tabulations
4. Fill out requisition/order forms for supplies
5. Label evidence
6. Log non-youths entering and exiting the facility
7. Log inmate movement in living units
8. Log youths' legal mail
9. Log vehicles entering and leaving the facility
10. Maintain record of all letters/packages going to or from youths
11. Maintain information on facility staff to communicate during absences and emergencies
12. Maintain inventory of facility, vehicle or office supplies
13. Maintain list of authorized youth visitors
14. Prepare correspondence or memos
15. Prepare written reports
16. Record youths' trust account activity (example: canteen)
17. Record relevant activities and incidents in daily log

18. Send and receive information on fax machines
19. Update youths' file as needed
20. Write "Use of Force" reports
21. Write a crime report
22. Write escape reports or supplementary escape reports
23. Write "Level 2" / "Level 3" Behavior Reports
24. Write youth injury reports
25. Write or update operating procedures, plans, and manuals
26. Write Special Incident Reports

E. Professional Development - Minimum 60 Hours

1. Assist in recruiting (example: job applicants, volunteers)
2. Attend out service training
3. Conduct formal training programs for staff or youths
4. Continued Education
5. Participate in professional organization
6. Participate in the activities of a professional organization
7. Participate in committees, task forces, or work groups
8. Plan and coordinate special activities (example: international week, holiday activities)
9. Represent the department to external groups (example: service clubs, private industry)
10. Submit proposals or suggestions for program, improvement
11. Submit proposal for facility improvement
12. Submit proposal for policy improvements
13. Testify in court
14. Tour other DJJ facilities, programs, or offices
15. Tour other law enforcement agencies or facilities
16. Write an article for a professional publication

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

CORRECTIONAL PEACE OFFICER APPRENTICESHIP PROGRAM

YOUTH CORRECTIONAL OFFICER

Work Processes	Min.	Actual
Security and Operations	600	
Escorting and Transporting Youth, Equip, and Evidence	500	
Supervision of Groups and Individuals	950	
Writing and Record keeping	150	
Professional Development	60	
Any combination of the above categories	1,340	
TOTAL	3,600	

ACO Contacts

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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 600 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 restricted areas
4. Ascertain whether staff, volunteers and visitors have left the facility
5. Assist in search for missing/escaped youths, inside or outside facility
6. Assist other personnel in an emergency
7. Brief oncoming shift for information exchange
8. Call communications/control center to inform of youth movement
9. Call for back up
10. Check areas for unauthorized or illegal activities
11. Check fences and walls for irregularities
12. Check youth passes
13. Check population count data to identify escapes or other security problems
14. Check to see if each youth is in his/her proper place
15. Classify youths (example: according to security risk factors and age)
16. Clean staff restrooms
17. Compare visitor identification against list of approved visitors
18. Conduct clothed body search
19. Conduct area searches
20. Conduct emergency counts
21. Conduct fire drills
22. Conduct a phone or physical search to locate youths not appearing for classes or activities
23. Conduct thorough search of living units and contents
24. Conduct unclothed body searches
25. Defend yourself against a youth armed with a weapon; disarm and subdue youth
26. Deliver Miranda Rights warning
27. Determine the identity of youths who do not appear at classes or activities
28. Disarm and subdue youths
29. Distribute and/or collect youths' mail
30. Escort visitors through metal detector
31. Extinguish or help extinguish fires
32. Fill out requisition for repairs or work requests
33. Fingerprint youths
34. Gather information regarding ward transfers to another facility
35. Identify contraband
36. Identify evidence
37. Identify potential riot situations
38. In vehicle, patrol grounds and fence perimeter

39. Inform other staff about incidents or problems
40. Inspect living units and other areas for cleanliness
41. Interview youths to gather facts concerning illegal behavior or rules violations
42. Inventory and take custody of youths' property, clothing, or money
43. Investigate accidents or crimes that occur within the facility
44. Investigate disturbances or suspicious activities
45. Isolate and preserve crime scenes
46. Issue passes/badges to visitors
47. Listen for unusual sounds that indicate illegal activity or disturbances
48. Load or unload supplies, materials or equipment
49. Lock/unlock rooms, living units, gates and doors
50. Maintain count of visitors entering and leaving the facility
51. Maintain evidence chain of custody
52. Maintain inventory of security equipment
53. Maintain security vehicles
54. Maintain visual surveillance of facility grounds from tower, or central security area
55. Make arrests of youths who commit crimes in the facility
56. Monitor movement of vehicles and pedestrians within and outside the facility
57. Monitor radio nets (such as DOF or sheriff's net)
58. On foot, patrol grounds and fence perimeter
59. Operate facility canteen
60. Operate PBX Switchboard for part or all of the facility
61. Participate in controlling riot activities
62. Participate in off-ground searches for missing (AWOL) youths
63. Participate in the facility Tactical Team
64. Pass out supplies and toiletries and account for return of supplies
65. Preserve and dispose of contraband/evidence
66. Photograph youths
67. Physically separate two fighting youths by yourself
68. Physically subdue or restrain a violent youth by yourself
69. Plan outside work details (example: forestry work)
70. Prepare crime scene diagrams
71. Read daily journal/log
72. Read facility/ Departmental rules, procedures and regulations
73. Read internal memos, correspondence, and reports
74. Release property or money to paroling youths
75. Report count to control; receive "all clear"
76. Report emergencies such as assault, fire
77. Report suspicious activity inside or outside facility/camp
78. Respond to dispatch help for emergencies inside or outside the facility
79. Run warrant checks on youths

80. Search articles, packages, property, money left by visitors for youths
81. Screen, search, and admit visitors
82. Search vehicles entering and leaving the facility
83. Search, read, and log youths' non-legal mail
84. Seize contraband/evidence
85. Tack down and put up flag
86. Use body force to gain entrance through barriers
87. Use chemical agents to quell disturbances/riots
88. Use paging/all-call system
89. Verify identity of youths before releasing
90. Verify youth counts against roster, log, or computer listed numbers
91. Watch for Indications of illegal activity or disturbances in relative darkness

B. Escorting and Transporting - Minimum 500 Hours

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

C. Supervision of Groups and Individuals– Minimum 950 Hours

1. Advise youths on facility regulations, services, sources of information
2. Answer questions/provide information to visitors
3. Apply CPR/first aid when necessary
4. Assign youths to work details
5. Break up "horseplay"/"sexplay"
6. Brief new youths regarding facility rules and schedules
7. Communicate with non-English speaking youths
8. Conduct formal or structured group sessions
9. Conduct on the spot counseling/crisis intervention with youths
10. Conduct surveillance using closed circuit television
11. Conduct tours for visitors