**Section 702.30 Personnel**

a) Introduction

Improving staff performance to meet the expanded objectives of secure custody is ongoing. Group supervisors have moved rapidly toward professional status and many persons now select group work as a career. Management must provide positive direction for staff members.

b) Minimum Standards

1) Detention Staffing

Each detention facility must have sufficient personnel to provide adequate 24-hour supervision of youth seven days a week.

A) A superintendent, qualified by training and experience to supervise staff and youth, shall be appointed for each detention facility.

B) An assistant superintendent, qualified by training and experience to supervise staff and youth, shall be designated for a detention facility of 25 or more rated capacity.

C) No youth shall be confined without a staff member on continuous duty in the living unit, awake and alert, at all times.

D) Supervision by a female staff shall be required any time a female youth is in custody.

E) No detention facility shall have fewer than three persons on duty per shift. On the midnight shift, two persons may be on duty and one on call. (See Section 702.130 (b)(1)(A).)

2) Staff Selection

Selection criteria for a potential staff member whose job responsibility requires immediate and direct contact with detained youth shall include attention to such characteristics as emotional maturity; physical stamina; sense of humor; imagination; freedom from hostility; attitudes towards racial, ethnic, and religious differences; skills suitable for use in dealing with disturbed youth; and special experience. A background screening shall be conducted which may include, among other factors, a criminal history check.

3) Rules and Regulations

Each staff member working with youth shall have a thorough knowledge of all rules and regulations.

A) Detention staff shall be thoroughly acquainted with all security features of the facility and all emergency equipment.

B) Staff members working with youth shall not offer casework advice regarding the individual's alleged offenses and/or legal issues.

4) Casework

Professional staff shall possess appropriate qualifications as required by law, e.g. social workers shall be qualified in accordance with The Social Workers Registration Act (Ill. Rev. Stat. 1985, ch. 111, par. 6301 et seq.).

5) Certificate, Licenses, Registration

Duties which require possession of a current certificate, license or registration as evidence of special competence to perform those duties shall be licensed and certified by the Department of Professional Regulation.

6) Disciplinary and Grievance Procedures

Procedures regarding employee disciplinary matters and grievances shall be established and made known to all employees.

(Source: Amended at 12 Ill. Reg. 12340, effective October 1, 1988)