

Initial Orientation for Non-Sworn Staff and Others

908.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures for the initial orientation of support staff, contract employees, school, behavioral health and medical staff, program providers and volunteers. This policy applies to all support staff, contract employees, school personnel, Correctional Healthcare Services (CHS) and Riverside University Health System-Behavioral Health, program providers and volunteers.

908.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15 §§ 1320,1321 & 1324

908.3 POLICY

Support staff, contract employees, school personnel, Correctional Healthcare Services (CHS) and Riverside University Health System-Behavioral Health, program providers and volunteers shall receive an initial orientation, including safety and security issues and anti-discrimination policies, by the duty officer (DO) or designee prior to assuming any responsibilities or assignment in the juvenile facility.

908.4 ORIENTATION

The initial orientation shall include the following:

- (a) Facility Overview;
- (b) Staff Classification;
- (c) Youth Status;
- (d) Safety and Security;
- (e) Handie-Talkie (HT) Radio;
- (f) Critical Incidents;
- (g) Daily Operations;
- (h) Prison Rape Elimination Act 2013 (PREA);
- (i) Non-Discrimination;
- (j) Confidentiality;
- (k) Emergency Procedures;
- (l) Meals; and
- (m) Personal Appearance.

Riverside County Probation Department

Policy Manual

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Attachments:

1. [Juvenile Facility Services Non-Sworn Orientation Packet](#)