

Orientation

944.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures for the orientation of youth who are detained in juvenile facilities. This policy applies to all juvenile facility staff.

944.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15 § 1353;
- Juvenile Facility Services Policies: Admittance Procedures; & Prison Rape Elimination Act (PREA) of 2003.

944.3 POLICY

All youth detained in Riverside County Probation juvenile facilities shall receive both written and verbal orientation prior to placement in the living areas. This may be supplemented with video orientation if feasible. Provisions shall be made to provide accessible orientation information to all detained youth including those with disabilities, limited literacy, or English language learners.

944.4 ORIENTATION

Upon admittance to a juvenile facility, each youth shall be oriented during the admittance process. The detention control officer (DCO) shall provide written and verbal facility orientation information to each youth.

Prior to placement in a living unit, each youth should review the orientation video when possible and be given an opportunity to ask questions.

The detention control officer (DCO) shall review the Juvenile Detention Orientation Handbook, in the Client Management System (CMS) admittance packet, with each youth during the admittance process. Both youth and staff shall sign the Juvenile Detention Orientation Handbook Receipt. The original shall be placed in the youth's facility file. Staff shall make an entry under the youth's detention contacts, in the CMS, verifying the orientation process has been completed.

944.4.1 ORIENTATION SHALL ADDRESS

- (a) Facility rules including contraband, searches, and disciplinary procedures;
- (b) The existence of the grievance procedure, the steps that must be taken to use it, the youth's right to be free from retaliation for reporting a grievance, and the name of the person or position designated to resolve the issue;
- (c) The facilities system of positive behavior interventions and supports, including behavior expectations, incentives that youth will receive for complying with facility rules, and consequences that may result when youth violate the rules of the facility;
- (d) Identification of key staff and their roles;
- (e) Access to legal services and information on the court process;

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- (f) Access to routine and emergency health and behavioral health care;
- (g) Access to education, religious services, and recreational activities;
- (h) Housing assignments;
- (i) Opportunity for personal hygiene and daily showers including the availability of personal care items;
- (j) Rules and access to correspondence, visits and telephone use;
- (k) Availability of reading materials, programming and other activities;
- (l) Recreation/exercise program;
- (m) Temporary releases;
- (n) Work program;
- (o) Policies on use of force, use of restraints, chemical agents, and room confinement;
- (p) Immigration legal services;
- (q) Emergencies including evacuation procedures;
- (r) Non-discrimination policy and the right to be free from physical, verbal, or sexual abuse and harassment by other youth and staff;
- (s) The availability of programs in a language other than English if appropriate;
- (t) The process for requesting different housing, education, programming and work assignments;
- (u) The process for which parents/guardians receive information regarding the youth's stay in the facility that at a minimum includes answers to frequently asked questions and provides contact information for the facility, medical, school, and behavioral health;
- (v) Prison Rape Elimination Act (PREA), including age appropriate information that explains the facility's policy prohibiting sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment;
- (w) A process by which youth may request access to Title 15 Minimum Standards for Juvenile Facilities; and,
- (x) Youth Bill of Rights.

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Attachments:

1. [Juvenile Detention Orientation Handbook English](#)
2. [PTS Orientation Handbook English](#)
3. [YTEC Orientation Handbook English](#)