

# Youth Supervision Staff Orientation and Training

## 907.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures for orientation and training of all youth supervision staff. This policy applies to all youth supervision staff.

## 907.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15 § 1322;
- California Penal Code §§ 830 & 6035;
- Welfare and Institutions Code §§ 209, 210 & 885.

## 907.3 POLICY

All supervision staff shall receive proper training and orientation regarding their duties prior to assuming any responsibility for the supervision of youth.

## 907.4 ORIENTATION AND TRAINING

- (a) The facility scheduler shall ensure all newly hired supervision staff are properly oriented to their duties prior to assuming any responsibilities including:
  1. Supervision duties;
  2. Scope of decision making responsibilities;
  3. Identity of immediate supervisor;
  4. Identity of persons responsible to them;
  5. Persons to contact for decisions beyond their scope of responsibility; and
  6. Ethical responsibilities.
- (b) The facility scheduler shall ensure newly hired supervision staff receive a minimum of 40 hours of facility-specific orientation and training prior to assuming any responsibility of youth, including:
  1. Juvenile Facility Services Policies and Procedures for facility staff;
  2. Individual and group supervision techniques;
  3. Regulations and policies relating to discipline and rights of youth pursuant to law;
  4. Basic health, sanitation, and safety measures;
  5. Suicide prevention and response to suicide attempts;
  6. Policies regarding use of force, de-escalation, chemical agents, mechanical and physical restraints;
  7. Policies and procedures referencing trauma and trauma-informed approaches;
  8. Procedures to follow in the event of emergencies;

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9. Routine security measures, including facility perimeter and grounds;
  10. Crisis intervention and mental health referrals to mental health services;
  11. Documentation;
  12. Policy A-58 (Information Security Training); and
  13. Fire/life safety training.
- (c) Training shall be reviewed and signed by newly hired supervision staff. Upon completion, a record of the facility-specific orientation and training shall be sent to the staff development unit and kept in the staff's division file.
- (d) After the new hire has completed their orientation, they shall be assigned and expected to complete the Trainee Observation Form.
- (e) Prior to assuming sole supervision of youth, each supervision staff member shall successfully complete the requirements of the Juvenile Corrections Officer Core course pursuant to Penal Code Section 6035.
- (f) Prior to exercising the powers of a peace officer, supervision staff shall successfully complete training pursuant to Penal Code Section 830 et seq.

Date last reviewed: 05/29/2024

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#### Attachments:

1. [Sworn Staff Orientation and Training](#)
2. [Trainee Observation Form](#)
3. [Trainee Observation Form Instructional Guide](#)