

## Responsibilities of All Juvenile Facility Staff

### 1049.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures for the responsibilities of staff employed in the Riverside County Probation Department juvenile facilities. This policy applies to all juvenile facility staff.

### 1049.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15 § 1324;
- Juvenile Facility Services Policies: Prison Rape Elimination Act (PREA) of 2003; & Reporting Suspected Child Abuse.

### 1049.3 POLICY

Employment with the Riverside County Probation Department signifies a commitment to the department's mission of, "Serving Courts, Protecting our Community, Changing Lives."

### 1049.4 RESPONSIBILITIES

- (a) All juvenile facility staff have a primary responsibility to ensure the health, safety and welfare of all youth.
- (b) All juvenile facility staff shall treat all youth with respect and consideration for their physical, psychological and emotional well-being.
- (c) All juvenile facility staff shall ensure all youth have fair and equal access to available services, placement, care, treatment, and benefits.
- (d) All juvenile facility staff shall ensure they are aware of the facility's emergency procedures and evacuation plan.
- (e) All juvenile facility staff shall ensure the confidentiality of probation department records, legal files, and juvenile facility records and only discuss or share such information with persons who have an official right and need to know such information in the performance of their duties, i.e., probation officers, the court, law enforcement or others by court order. The need for confidentiality also extends to visual, auditory, and physical contact with the youth. All juvenile facility staff shall ensure only persons involved in actual county business with youth are granted access to youth. All other persons shall obtain prior approval from the facility manager(s).
- (f) All juvenile facility staff are mandated reporters and shall ensure a report is made when abuse is observed or suspected. Refer to Juvenile Facility Services Policy: Reporting Suspected Child Abuse.
- (g) All juvenile facility staff who have knowledge, suspicion, or information regarding sexual abuse or harassment, shall immediately report the incident to the duty officer (DO). All juvenile facility staff shall document in an incident report and/or Prison Rape Elimination Act (PREA) forms any knowledge, suspicion, or information regarding an incident of sexual abuse or harassment, retaliation against youth or staff who

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reported such incidents, staff neglect or violation of responsibilities which may have contributed to an incident or retaliation; and/or any information that a youth may be at substantial risk of sexual abuse. Refer to Juvenile Facility Services Policy: Prison Rape Elimination Act (PREA) of 2003.

Date last reviewed: 05/24/2019

Date(s) revised: 05/24/2019

Created: 11/22/2016

Attachments: None