

## Appointment and Qualifications

### 905.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures regarding the appointment of facility managers and the qualifications of youth supervision staff at all juvenile facilities. This policy applies to all juvenile facility staff.

### 905.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15 § 1320;
- California Code of Regulations Title 8 § 5193;
- California Penal Code §§ 832 & 6035;
- Government Code § 1031;
- Welfare and Institutions Code §§ 209, 210 & 885.

### 905.3 POLICY

In each juvenile facility there shall be a superintendent, director or facility manager in charge of its program and employees. Such superintendent, director, facility manager and other employees of the facility shall be appointed by the Chief Probation Officer pursuant to applicable provisions of law.

### 905.4 EMPLOYEE QUALIFICATIONS

Riverside County Probation Department (RCPD) shall:

- (a) Recruit and hire employees who possess knowledge, skills and abilities appropriate to their job classification and duties in accordance with the applicable civil service or merit system rules;
- (b) Require a medical evaluation and physical examination, including tuberculosis screening test and evaluation for immunity to contagious illnesses of childhood (i.e., diphtheria, rubeola, rubella and mumps);
- (c) Adhere to the minimum standards for the selection and training requirements adopted by the BSCC pursuant to California Penal Code Section 6035; and
- (d) Conduct a criminal records review, on each new employee, and psychological examination in accordance with Section 1031 et seq. of the Government Code.

Contract personnel, volunteers and other non-employees of the Department, who may be present at any of the RCPD facilities, shall have such clearance and qualifications as may be required by law. Their presence at the facility shall be subject to the approval and control of the facility manager(s).

Employees shall have access to the Hepatitis B vaccine and vaccination series, as required by California Code of Regulations (CCR), Title 8. Employees shall also receive training, as outlined

# Riverside County Probation Department

Policy Manual

## *Appointment and Qualifications*

---

in subsection (g) (2) (G) 9 of CCR. The Hepatitis B vaccination shall be available within 10 working days of initial assignment to all employees who have occupational exposure. If the employee initially declines the vaccination, but at a later date while still covered under the standards decides to accept the vaccination, the vaccination shall be made available at that time.

Date last reviewed: 05/24/2019

Date(s) revised: 05/24/2019

12/07/2017

02/04/2016

06/30/2014

03/28/2012

09/21/2011

03/01/2009

Created: 03/01/2000

Attachments: None