
Policy and Procedures Manual

910.1 PURPOSE AND SCOPE

The purpose is to establish and implement a manual of written policies and procedures that address all regulations applicable to juvenile facilities. This policy applies to all juvenile facility staff.

910.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15 § 1324;
- Welfare and Institutions Code §§ 209, 210, 885 & 14029.5.

910.3 POLICY

The Chief Probation Officer shall develop, publish and implement a manual of written policies and procedures that address, at a minimum, all regulations that are applicable to the facility. The manual shall be made available to all employees, reviewed by all employees, and shall be administratively reviewed at a minimum of every two years, and updated, as necessary. All records relating to the standards and requirements set forth in Title 15 shall be accessible to the Board of State and Community Corrections (BSCC) upon request.

910.4 POLICY AND PROCEDURE MANUAL

The manual shall include:

- (a) Table of organization, including channels of communications and a description of job classifications. The following links are provided for the organizational chart and job classifications: ([Organizational Chart](#)) ([Job Classifications](#));
- (b) Responsibility of the probation department, purpose of programs, each facility's relationship to the juvenile court, the Juvenile Justice and Delinquency Prevention Commission (JJJPC), probation staff, school personnel and other agencies that are involved in juvenile facility programs;
- (c) Responsibilities of all employees;
- (d) Initial orientation and training program for employees;
- (e) Initial orientation, including safety and security issues, and anti-discrimination policies, for support staff, contract employees, school, behavioral health and medical staff, program providers and volunteers;
- (f) Maintenance of record-keeping, statistics and communication systems to ensure:
 1. Efficient operation of the juvenile facility;
 2. Legal and proper care of youth;
 3. Maintenance of individual youth's records;
 4. Supply of information to the juvenile court and those authorized by the court or by the law; and

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5. Release of information regarding youth.
- (g) Ethical responsibilities;
 - (h) Trauma informed approaches;
 - (i) Culturally responsive approaches;
 - (j) Gender responsive approaches;
 - (k) A non-discrimination provision that provides all youth within the juvenile facility shall have fair and equal access to all available services, placement, care, treatment, and benefits, and provides that no person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, immigration status, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status, including restrictive housing or classification decisions based solely on any of the above mentioned categories;
 - (l) Storage and maintenance requirements for any chemical agents related security devices, and weapons and ammunition, where applicable;
 - (m) Establishment of procedures for collection of Medi-Cal eligibility information and enrollment of eligible youth;
 - (n) Establishment of a policy that prohibits all forms of sexual abuse, sexual assault, and sexual harassment. The policy shall include an approach to preventing, detecting and responding to such conduct and any retaliation for reporting such conduct, as well as a provision for reporting such conduct by youth, staff, or a third party; and
 - (o) All other regulations necessary for the safe and secure operation of all juvenile facilities.

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