

YOUTH SUPERVISION STAFF ORIENTATION AND TRAINING

- AUTHORITY:** California Penal Code §§ 830 & 6035; Board of State and Community Corrections Title 15 § 1322; Welfare and Institutions Code §§ 209, 210 & 885
- RESCINDS:** New
- FORMS:**
- PURPOSE:** To establish and implement written policy and procedures for orientation and training of all new Deputy Probation Correctional Officers (DPCOs). This policy applies to all DPCO's.

I. GENERAL INFORMATION

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

A. Orientation to include:

1. Youth supervision duties by DPCOs.
2. Scope of decision-making responsibilities the DPCOs shall make.
3. The identify of their direct Supervising Probation Correctional Officer (SPCO).
4. The identify of persons who are responsible to them.
5. Persons to contact for decisions that are beyond their responsibility.
6. Ethical responsibilities.

B. The facility scheduler along with the Training Coordinator SPCO shall ensure newly hired DPCOs receive a minimum of 40 hours of facility-specific orientation and training prior to assuming any responsibility of youth, including:

1. Individual and group supervision techniques.
2. Regulations and policies relating to discipline and rights of youth pursuant to law.
3. Basic health, sanitation and safety measures.
4. Suicide prevention and response to suicide attempts.
5. Policies regarding use of force, de-escalation techniques, chemical agents, mechanical and physical restraints.

6. Review of policies and procedures referencing trauma and trauma-informed approaches.
 7. Procedures to follow in the event of emergencies.
 8. Routine security measures, including facility perimeter and grounds.
 9. Crisis intervention and mental health referrals to mental health services.
 10. Documentation.
 11. Fire and life safety training.
- C. Training shall be reviewed and signed by newly hired DPCOs. Upon completion, a record of the facility-specific orientation and training shall be placed in the DPCOs drop file.
- D. Prior to assuming sole supervision of youth, each DPCO shall successfully complete the requirements of the Juvenile Corrections Officer Core Course pursuant to Penal Code Section 6035.
- E. Prior to exercising the powers of a peace officer, DPCOs shall successfully complete training pursuant to Section 830 of the Penal Code.

REFERENCES:

Procedures:	3-1-005	Deputy Juvenile Correctional Officer Duties
	3-1-011	Reporting for Duty, Rest Periods and Ending a Shift
	3-4-004	Annual Facility Safety Review
	3-5-004	Youth's Rights/Orientation
	3-6-001	Use of Force- Facilities
	3-6-002	Handcuffs, Transportation Belts, Shackles, and Flex Cuffs
	3-6-003	Oleoresin Capsicum (OC) Spray - Facilities
	3-8-001	Program Description - Juvenile Hall
	3-8-002	Program Description - Youth Leadership Academy
	3-8-003	Program Description - Youth Guidance Center
	3-12-001	Health Care Procedures for Probation Staff
	3-12-004	Suicide Prevention Program
Policies:	A-2	Upholding Departmental Philosophy and Principles
	A-16	Training
	C-7	New Assignment Orientation

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APPROVED BY: