

**INITIAL ORIENTATION FOR NON-SWORN STAFF, COLLABORATIVES AND OTHERS**

**AUTHORITY:** Administrative Directive  
Board of State and Community Corrections Title 15 Sections 1320 & 1324  
New Policy

**RESCINDS:** None

**FORMS:**

**PURPOSE:** The purpose is to establish and implement written policy and procedures for the initial orientation of support/professional staff, contract employees, school personnel, Juvenile Health Services (JHS), Behavioral Health Services/Clinical Evaluation Guidance Unit (CEGU), collaborative partners, faith-based organizations, program providers and volunteers.

**I. GENERAL INFORMATION**

- A. Support/Professional staff, contract employees, school personnel, Juvenile Health Services, Behavioral Health Services, collaborative partners, faith-based organizations, program providers and volunteers shall receive an initial orientation, including safety and security protocols and anti-discrimination policies by a designee of the Orange County Probation Department prior to assuming responsibilities or assignment in any facility.
  1. Orientation shall include the following:
    - a. Facility Overview;
    - b. Staff Classification and Key roles;
    - c. Youth Status;
    - d. Safety and Security Protocols;
    - e. Radio Protocols;
    - f. Critical Incidents;
    - g. Daily Operations;
    - h. Prison Rape Elimination Act 2013 (PREA);
    - i. Non-Discrimination Policy;
    - j. Confidential;
    - k. Emergency Procedures;
    - l. Meals;
    - m. Personal Appearance and Dress Code Policy;

**REFERENCES:**

Procedures:	1-2-007	Probation Staff Chaplaincy Program
	1-2-102	Volunteers in Probation Program
	1-2-104	Volunteer Probation Officer Program

1-4-123	Prevention, Detection, Reporting and Response to Incidents of Sexual Abuse, Harassment and Misconduct in Juvenile Facilities (PREA)
1-4-203	Security Clearance Volunteers, Vendors, Contractors, and Orange County Public Works Personnel
3-1-009	Meeting the Religious and Spiritual Need of Youth in Probation Facilities
3-4-003	Non-Discrimination and Zero tolerance Guidelines
3-4-107	Administration and Operation of School Education Programs within Facilities
Policy:	
A-2	Upholding Departmental Philosophy and Principles
B-1	Case Confidential-Client's Right to Privacy
	E-8 Volunteers
C-21	Prevention of Sexual Harassment
F-5	School Programs in Probation Department Juvenile Facilities.
G-3	Building Safety and Security

R. Martinez

**APPROVED BY:**



