

## Staff Orientation and Training-DCB (Title 15, Section 1322)

<b>Effective Date:</b>	1/8/2026
<b>Revised Date:</b>	1/8/2026
<b>Issuing Authority:</b> Chief Probation Officer	

### 533.1 PURPOSE:

To provide guidelines regarding staff orientation and training prior to the supervision of youth in the Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs).

### 533.2 RESPONSIBILITIES:

- I. Pre-Service Requirements:
  - A. Prior to assuming sole supervision of youth, each youth supervision staff shall successfully complete a Juvenile Corrections Officer Core Course (Penal Code Section 6035).
  - B. Prior to assignment, staff shall complete the Prison Rape Elimination Act (PREA) training (28 CFR, part 115).
  - C. Staff exercising peace officer powers must complete PC832 training, per state law.
- II. Staff Orientation Requirements:
  - A. Prior to assuming any responsibilities while assigned to the Juvenile Detention and Assessment Centers (JDACs)/Treatment Facility (TF), each staff member shall complete a structured orientation that includes:
    1. Responsibilities and scope of authority
    2. Lines of supervision, chain of command, and reporting structure
      - (a) The identity of their supervisor
      - (b) The identity of persons who are responsible to them
      - (c) Persons to contact for decisions beyond their authority/responsibility
    3. Responsibilities in emergency and non-routine situations
    4. Ethical responsibilities and overview of trauma-informed care principles
    5. Facility-specific policies and procedures.
  - III. Facility-Specific Orientation Training (Minimum 40 Hours):

San Bernardino County Probation Department  
MANUAL

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- A. Each youth supervision staff member shall receive no fewer than 40 hours of initial training before assuming responsibilities for youth supervision. Training shall include, but is not limited to:
  1. Youth supervision techniques (Individual and group)
  2. Title 15 regulations on youth rights and discipline (sections 1390 and 1391)
  3. Basic health, sanitation, hygiene, 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 to include incident reports and youth case notes/CE logs
  11. Fire/life safety training
  12. Medical issues, medication, and confidentiality (HIPAA)
  13. Report writing overview of Juvenile Court
  14. External programs
  15. Visiting procedures
  16. Communicable diseases and universal precautions
  17. Dealing with behavioral problems
  18. Youth classification and unit assignment
  19. Prison Rape Elimination Act (PREA).