

Sacramento County Probation Department

Juvenile Corrections Officer (JCO) Core Training

Unit 6.0: Booking, Receiving, and Releasing

Module 6.3: Orientation, Clothing and Supplies

Instructional time: 1 hour

1. Welcome and introductions
2. Objectives:
  - a. 6.3.1 Identify the procedure for orienting incoming juveniles, according to Title 15
  - b. 6.3.2 Identify the correct procedure for orienting an incoming juvenile when communication barriers exist (e.g., non-English speaking, hearing or speech impaired, etc.)
  - c. 6.3.3 Identify the major steps in processing juveniles prior to housing
  - d. 6.3.4 Identify the minimum type of clothing and bedding required, according to Title 15
  - e. 6.3.5 Identify the consequences of issuing prohibited supplies to juveniles
3. Orientation for incoming juveniles, per Title 15: Facility rules including contraband and searches and disciplinary procedures; system of positive behavior interventions and consequences for violating rules; age appropriate information explaining how to report incidents of sexual abuse or harassment; grievance procedure; access to legal service and medical/mental health care, etc.
4. Orientation for incoming juveniles with communication barriers: Referrals for those juveniles with suspected developmental disabilities
5. Discuss steps in processing juveniles prior to housing: Complete process with Intake Officer, shower/issue clothing, classification/records check, complete necessary documentation
6. Identify the minimum type of clothing and bedding required, according to Title 15: Socks and serviceable footwear, outer garments, new non-disposable underwear, undergarments, mattress, blanket, etc.
7. Discuss the consequences of issuing prohibited supplies to juveniles: Danger to officers and others, distrust from other officers, distrust and beliefs of favoritism from other juveniles
8. Identify important things to be aware of when communicating with juveniles during orientation: Provide correct information, be thorough, try to alleviate the juvenile's anxiety, establish rapport, etc.
9. Discuss the benefits of providing a thorough orientation: Reduces the juvenile's tension by providing expectations, eases their transition into a custody setting, etc.
10. Discuss the importance of issuing clothing in good condition