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Title 22@ Social Security

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Division 5@ Licensing and Certification of Health Facilities, Home Health Agencies, Clinics, and Referral Agencies

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Chapter 12@ Correctional Treatment Centers

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Article 5@ Administration

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Section 79791@ Personnel Policies

## **79791 Personnel Policies**

### **(a)**

Each correctional treatment center shall adopt and implement written personnel policies concerning qualifications, responsibilities, and conditions of employment for each classification employed which shall be available to all personnel. Such policies shall include but not be limited to: (1) Hours of work. (2) A plan for orientation for all new staff members that shall ensure that all new staff providing program services shall receive at least 20 hours of orientation and training within 14 days of employment. Staff attendance shall be documented. Initial training shall include, but not be limited to, the following: (A) Orientation to all policies, procedures and objectives of the facility. (3) A plan for at least annual evaluation of employee performance.

#### **(1)**

Hours of work.

#### **(2)**

A plan for orientation for all new staff members that shall ensure that all new staff providing program services shall receive at least 20 hours of orientation and training within 14 days of employment. Staff attendance shall be documented. Initial training shall include, but not be limited to, the following: (A) Orientation to all policies, procedures and objectives of the facility.

#### **(A)**

Orientation to all policies, procedures and objectives of the facility.

**(3)**

A plan for at least annual evaluation of employee performance.

**(b)**

Provision of a continuing in-service education program designed to improve patient care and employee efficiency. This training shall be in compliance with Section 79797 of this Chapter. All staff members shall attend, and attendance shall be documented.

**(c)**

Personnel policies shall require that employees and other persons working in or for the facility familiarize themselves with the California Code of Regulations, Title 22, pertaining to correction treatment centers and such other regulations as are applicable to their duties.

**(d)**

The facility shall recruit qualified personnel.

**(e)**

If language or communication barriers exist between facility staff and patients, arrangements shall be made for interpreters or for the use of other means to ensure adequate communications between patients and personnel.

**(f)**

All correctional treatment center staff shall be subject to the reasonable application of security procedures necessary for the operation of the jail or prison. Written policy and procedures governing the application of security procedures to correctional treatment center programs and staff shall be developed and adopted by the jail or prison administrator with input from the correctional treatment center administrator or director. Correctional treatment center staff shall not be

primarily responsible for the enforcement of security policies or procedures.