

# MINIMUM TRAINING FOR SUPERVISION OF WARDS

6262

(May 2003)

## Responsibility

### **CDF and CYA**

CDF, assisted by CYA shall provide a training program for employees who will be assigned to supervise wards. The training shall cover basic regulations, custody, and supervision of camp wards. The required training must be completed and documented prior to transfer of ward custody and supervision. The training may follow these guidelines.

#### ORIENTATION (2 Hours)

- Crew description and definitions
- Background of ward crew program
- Rules and regulations
- General information
- Escape Procedures

#### SUPERVISION (3 Hours)

- Information
- Responsibilities
- Techniques
- Expectations
- Pitfalls
- Security counts

#### GENERAL SAFETY (2 Hours)

- Limited first-aid
- Contraband Control
- Medical Procedure for Injured Wards.

#### REVIEW (1 Hour)

- Digest of laws form
- Supervision of wards
- Emergency procedures
- Work interference by public

[\(see next section\)](#)

(see HB Table of Contents)

(see Forms or Forms Samples)