

FACILITY CLEARANCE REQUEST

REQUIREMENTS:

- Must be 21 years or older.
- A copy of your driver's license or state issued identification card must be submitted with this request.

DATE OF REQUEST: _____

PLEASE ENTER YOUR FULL LEGAL NAME

LAST: _____ FIRST: _____ MIDDLE: _____

AKA: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

DOB: _____ PHONE: _____ EMAIL: _____

ID / DRIVER'S LICENSE #: _____ ISSUING STATE: _____ EXP DATE: _____

HAVE YOU EVER BEEN CHARGED OR CONVICTED OF A CRIME? YES: ☐ NO: ☐ IF YES, PLEASE DESCRIBE BELOW.

INCLUDE COUNTY/STATE, ALL CASE(S), CHARGE(S) OR CONVICTION(S) THAT HAVE BEEN DISMISSED AND/OR SEALED.

EMPLOYING/REFERRING AGENCY: _____

AGENCY CONTACT: _____ PHONE: _____

ACTIVITY/ SERVICE: _____

FACILITY: _____ UNIT: _____

ONGOING CLEARANCE: ☐ 1X VISIT: ☐ DATE OF VISIT: _____

I hereby certify that the above information is true and correct. I acknowledge that this Facility Clearance Form is the property of the Orange County Probation Department. As a condition of my request to enter the Orange County Probation facility, I hereby authorize Orange County Probation Department to perform a criminal history background check.

SIGNATURE: _____ DATE: _____

In the event circumstances require denial, reason for the denial will not be disclosed to the Contractor or the individual.

OC PROBATION USE ONLY – APPLICANT DO NOT WRITE BELOW THIS LINE

AUTHORIZED BY: _____ DATE: _____

DENIED BY: _____ DATE: _____

TO BE REVIEWED (6 MONTHS): _____



DRESS, GROOMING, AND PERSONAL APPEARANCE FOR INSTITUTIONAL VIPs

The dress, grooming and personal appearance of all VIPs will project and enhance a positive and professional image and be appropriate to your assignment and responsibilities. The personal appearance of VIPs must reflect the professional nature of the department's role as part of the criminal justice system and not be distracting to the safe operations of the Department. Extremes in dress and grooming that are inconsistent with the mission of the Department are not acceptable. Any VIP reporting to their assignment whose attire or appearance is not appropriate may be directed to leave the site and return suitably dressed and groomed. These guidelines are not intended to prohibit one's personal preference in wardrobe. However, it requires that extremes in fashion not be displayed at the site. All dress and appearance should convey a positive, professional role model to probationers.

Appropriate Clothing

Males:

- Pants, shorts or jeans
- Shirts or sweater with sleeves (T-shirts are not appropriate)
- Safe footwear, closed- toed with non- skid soles and socks must be worn
- All clothing must be free of writing, pictures or advertising that supports illegal activity or negative content, i.e., alcohol, smoking, nudity or criminal lifestyle.

Females:

- Pants, shorts, jeans or capris
- Shirts, sweaters, or blouses with sleeves (T-shirts are not appropriate)
- Safe footwear, closed- toed with non- skid soles and socks must be worn
- All clothing must be free of writing, pictures or advertising that supports illegal activity or negative content i.e., alcohol, smoking, nudity or criminal lifestyle.

Inappropriate Clothing

- Recreational attire is inappropriate.
- No tank tops, short shorts, leggings, workout suits/clothing, and undershirts.
- Tight, revealing and inadequately covered chest and midriff is unacceptable.
- Ripped, torn or tatted clothing
- Inappropriate footwear includes recreational sandals and shower shoes due to appearance and inadequate protection. Any exception requires advance approval by the unit Supervisor.

Extremes in Style

Extremes in dress, grooming, hairstyle or makeup are not appropriate. Visible body art, i.e. inappropriate tattoos and excessive body piercing should be concealed.

Grooming

Personal grooming and hygiene must reflect neatness and cleanliness. Haircut/hairstyle and beard/mustache must be clean and neatly trimmed. Clothing must be clean and properly fitted.

Print Name
DL/09-09

Signature

Date

ANNUAL PRISON RAPE ELIMINATION ACT (PREA) ACKNOWLEDGEMENT

Employee: _____ Classification: _____
Employee ID#: _____

PREA Acknowledgement

The Orange County Probation Department has a zero-tolerance policy toward any acts of sexual misconduct by staff, youth, volunteers, and collaborative partners, including sexual assault, sexual abuse, and sexual harassment. This includes any sexual act, touching, comments, or gestures with or without the youth's consent.

Initial each standard below.

- _____ I have received and understand PREA Training and have had an opportunity to have my questions answered regarding the PREA standards.
- _____ I understand that the Orange County Probation Department has a zero-tolerance policy related to sexual assault, sexual abuse, and sexual harassment involving wards in custody or under the supervision of the Department.
- _____ I understand that I am to comply with this zero-tolerance policy, and I am required to immediately report any instance of suspected, reported, or observed acts of sexual assault, abuse, or harassment to a supervisor or administrator and to cooperate with an investigation of such incidents fully. I also can report abuse and sexual harassment of wards privately. I understand that failure to report may result in administrative, criminal, or disciplinary sanctions.
- _____ I understand wards and employees have the right to be free from retaliation for reporting sexual abuse and sexual harassment.
- _____ I understand that the Department will thoroughly investigate any incidents of suspected, reported, or observed sexual assault, sexual abuse, and sexual harassment. Such conduct may be subject to administrative disciplinary sanctions and may result in criminal prosecution.
- _____ I certify that I have not violated the law in or out of the state of California in the prior year.
- _____ I understand that I am required to report any law enforcement contact that may give rise to a criminal investigation or prosecution to my immediate supervisor no later than the following workday, as indicated in Policy C-17 (Employee Conduct—Off-Duty Law Violations).

Employee's Signature

Date

Supervisor's Signature

Date

How to report observed or suspected incidents of sexual abuse, assault, and/or harassment

Probation staff including volunteers, contractors and vendors are required to immediately report any instance of suspected or observed sexual abuse, sexual assault or sexual harassment verbally to a supervisor or administrator then to document the matter in writing within 24-hours.

- Inform the Institution Duty Officer, any Supervisor or Administrator of the facility where the alleged abuse occurred
- Report anonymously on the Probation Hotline 1-(888) 296-3389
- Contact the Probation Dept. PREA Coordinator 1-714-935-7095
- Orange County Child Abuse Hotline 1 (800) 207-4464

No probation staff member, individual subject to probation supervision, facility resident, volunteer, or collaborative partner will be subject to retaliation for acting in good faith to intervene in, report or document any incident of sexual abuse, sexual assault or sexual harassment.

Orange County Probation Department currently partners with the following agencies for victim support:

Community Service Program (CSP)

24-Hour Crisis Hotlines
(714) 957-2737
(949) 831-9110

Report any concern of sexual misconduct:

PREA Coordinator : (714) 935-7095

Probation Hotline 1-(888) 296-3389

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<http://egov.ocgov.com/ocgov/Probation>

Your Responsibilities in the Prevention and Reporting of Sexual Misconduct with Probation Clients



For Volunteers, Contractors,
Collaborative Partners and Vendors of
the Orange County Probation
Department

Staff Sexual Misconduct

The Orange County Probation Department has a **zero tolerance policy** regarding sexual assault, sexual abuse and sexual harassment. Residents of probation facilities, individuals under probation supervision, probation staff, volunteers, contractors, vendors and collaborative partners have a right to an environment that is free from sexual abuse, sexual assault and sexual harassment.

Department policy and state law specifically forbids sexual misconduct, including sexual harassment between probation clients and staff. For this purpose, "staff" includes: contractors, vendors, and volunteers of the Orange County Probation Department as well as staff from other Federal, State and Local jurisdictions. A "probation client" means someone incarcerated/detained in a correctional facility or under supervision in the community.

Sexual misconduct is defined in the Prison Rape Elimination Act (PREA) 2003. Forms of sexual misconduct include, but are not limited to:

1. Any behavior of a sexual nature directed toward a probation client by a Department staff, contract staff, vendor, or volunteer.
2. Inappropriate touching between probation clients and staff.
3. All completed, attempted, threatened, or requested sexual acts between Department staff, contract staff, vendor, or volunteer, and a probation client.
4. Sexual comments and conversations with sexually suggestive innuendos or double meanings.
5. Display or transmittal of sexually suggestive posters, objects, or messages.

The department will fully investigate and immediately address all allegations of sexual assault, sexual abuse and sexual harassment to include criminal and administrative sanctions as appropriate.

An Abuse of Power

Due to the imbalance of power between probation clients and staff in correctional settings, sexual interactions between staff (who have power) and probation clients (who lack power) are unprofessional, unethical, and illegal.

Some probation clients who lack power may become sexually involved with staff in an effort to equalize the imbalance of power. Occasionally a probation client may try to use sex to improve his/her standing or circumstances (e.g., better job, avoid disciplinary action, affect a release plan, gain privileges, etc.).

As a Probation Department contractor, vendor or volunteer, your assignments can place you in a position of authority over the clients with whom you interact in a professional capacity. It is not possible to have a relationship as equals because you have a responsibility to maintain custody, evaluate work performance, and/or provide input to issues that affect release dates, return to prison, or other sanctions.

Because of the imbalance of power between clients and staff, vendors, contractors and volunteers, there can never be a consensual relationship between staff and clients. In fact, 'consent' is not a defense to prosecution.

History of Victimization

Some staff don't think of clients as "victims" of staff sexual misconduct, especially when the client appears to be a willing participant or even initiated the sexual or 'romantic' interactions with a staff member. The client is always the victim because of the imbalance of power. The consent or willingness of a client to participate may be a survival strategy or a learned response to previous or current victimization.

Many clients have a history of victimization (physical and/or sexual abuse), which may make them especially vulnerable to the sexual overtures of persons in positions of authority. Their perception of

affection/love may be skewed by this background of abuse, making it impossible for them to refuse advances of a staff member. In some instances, particularly for female clients, their survival in the community has been directly related to using their sexuality to obtain the means to survive. Coupled with low self-esteem, this carries over into their conduct in prison and while under community supervision.

As the person in authority, it is your responsibility to discourage, refuse and report any overtures as well as maintain professional boundaries at all times.

Boundaries in relationships can be difficult. If you question your professional boundaries with an client or feel uncomfortable with his/her actions or advances toward you, talk to another person you respect and/or bring this matter to the attention of a Probation supervisor or administrator before it gets out of control.

Red Flags:

The following are behaviors or 'red flags' that may signal you or someone you work with is in danger of engaging in sexual misconduct with a client:

- Spending a lot of time with a particular client
- Change in appearance of a client or staff member
- Deviating from agency policy for the benefit of a particular client
- Sharing personal information with a client
- Horseplay
- Doing favors for a client
- Consistently volunteering for a particular assignment or shift
- Coming to work early/staying at work late
- Flirting with a client
- Overlooking infractions of a particular client