



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 3
Training, Personnel, and Management
§1323**

Topic **Fire and Life Safety**

Policy Probation staff shall be trained in fire and life safety.

1. Whenever there is a youth in the facility, there shall be always at least one person on duty.
2. All Group Supervisors shall attend the Juvenile Corrections Officer Core course that includes fire and life safety instruction. At least one staff that has completed the core training in fire and life safety shall be present on every shift.
3. Group Supervisors will be certified in CPR and first aid biannually. In addition, youth supervision staff will participate in quarterly fire drills.
4. During orientation training, Group Supervisors shall be trained in the fire and life safety policies and practices of department juvenile detention facilities, including the location of fire doors and barriers and evacuation procedures.

See Procedure Manual on Fire and Life Safety for further information.