

Orange County Community & Family Services Department
Head Start Division
Updated Standard Operating Procedures

- **Program Administration**
 - 3.2 Lease Contracts and Agreements
- **Human Resources**
 - 9.2 Hiring Senior Management Staff
 - 9.3 Hiring Qualified Staff
 - 9.4 Hiring Casual Staff
 - 9.6 Background Screening Process
 - 9.8 Code of Conduct and Confidentiality
 - 9.12 New Hire Performance Evaluation
 - 9.18 Professional Development Plan
 - 9.23 CDA Credential
 - 9.25 Dress Code
 - 9.31 Defensive Driving
 - 9.38 Remote Work Policy
- **Fiscal**
 - 12.13 Warehouse Procedures