

UNIT WORK ASSIGNMENTS YOUTH LEADERSHIP ACADEMY

- AUTHORITY:** California Code of Regulations, Title 15, Section 1373
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-8-022, dated 12/13/17
- FORMS:** None
- PURPOSE:** To divide work assignment in the Youth Leadership Academy (YLA) according to designated units.

I. GENERAL INFORMATION

Unit routines, schedule of activities and work assignments are to be provided by each unit Supervising Juvenile Correctional Officer (SJCO). All work assignments are to be thoroughly structured, supervised and checked by staff for quality upon completion.

Standard unit cleaning chores in each unit include:

- A. SJCO Offices (2)
- B. Staff bathrooms (3) and hallway between break room and upstairs staff bathrooms
- C. Youth's bathrooms and showers (2), and ceiling vents
- D. DJCO Control Desk area
- E. Counseling/observation room
- F. Laundry/mop rooms (2)
- G. Kitchen area
- H. Storage rooms
- I. Large and small conference rooms and offices on the second floor
- J. Day room (4-areas)
- K. Rear stairways, upper floor walkways and landings
- L. Eating areas of units
- M. Outside of buildings (trash and weeds)
- N. Administration Building: floors, carpets, bathrooms - assigned to YLA-1

O. Staff and visitor's parking lots - assigned to YLA-2

II. PROCEDURE

A. Youth will be responsible for the following duties:

1. All kitchen duties (set up for breakfast, lunch and dinner)
2. Serving food, kitchen and dining room cleanup after meals
3. Mopping the floors daily or on an as needed basis. This will include: laundry room floors, hallways, kitchen, landings, dining room floor and staff break room floor.
4. Youth may also be involved in general maintenance of YLA
5. Washing the exterior patios of the facility
6. Vacuuming all carpeted areas of the unit
7. Maintain outside grounds around unit, weeding, etc. - assigned to YLA-1
8. Daily maintenance of the sidewalks adjacent to the front office - assigned to YLA-1
9. Sweeping sidewalks around the buildings.
10. Sweeping the asphalt parking areas to keep them free of trash and debris - assigned to YLA-2
11. Keeping the patio areas clean and trash free

B. Additional Unit Assignments and Daily Schedule

SJCOs will provide a daily schedule for afternoon work projects. Each unit will be assigned a specific task. The unit SJCO will ensure the assignments are being completed in a timely and complete manner. Additional unit assignments will be determined by the unit SJCO in conjunction with the Duty Officer (DO).

G. Dransfeldt

APPROVED BY: