

## WORK CREWS-YOUTH LEADERSHIP ACADEMY

- AUTHORITY:** California Code of Regulations, Title 15, Section 1373  
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-8-036, dated 01/07/15
- FORMS:** None
- PURPOSE:** To establish guidelines for the assignment of youth to work crews, and for delineating safe and proper tool usage for youth performing work crew chores at the Youth Leadership Academy (YLA).

### I. GENERAL INFORMATION

Work Crews are a significant part of the maintenance of YLA and are designed to provide youth with meaningful, constructive, vocational training that will enhance a youth's sense of responsibility. Proper tool use and safety is of the utmost importance. Proper tool use will be explained to the youth by the DJCO **II (Days)** supervising work crews, and will ensure the youth are operating the tools and equipment properly. Youth shall not be assigned to perform degrading or unnecessary tasks. Work assignments shall not interfere with proper sleep hours, YLA programming or classroom schedules. Work crews are allowed during class time in conjunction with established school to career vocational programs (ROP).

### II. PROCEDURE

- A. Acceptable types of work crew jobs include carpet cleaning, lawn maintenance and grounds keeping, trash pickup and removal, furniture moving, painting, washing vehicles, and other chores as directed. No youth will be directed to perform tasks that are inherently dangerous (i.e.: handling of hazardous materials, etc). In addition, repairs performed by trade union staff of OCPW shall not be performed without administrative approval.
- B. Criteria for selecting/assigning youth:
1. Youth's participation on work crews is voluntary.
  2. Youth on Medical Restricted Activity (RA) may not participate.
  3. Committed youth may work in unsecured areas of YLA with SJCO approval, with the exception of the administrative building and areas outside the perimeter fence. Exceptions can be made with administrative approval.
  4. Youth who have an ICE hold **or Escape Risk status** will not be allowed to work in unsecured areas of YLA.

5. Youth are not to lift more than 50 lbs. The amount of weight a youth can lift will be based on body size and the youth's capabilities. Also, youth will not be forced to accomplish chores they are not physically able to do.
6. Youth will not operate circular saws, table saws, or other hazardous equipment.

C. Responsibilities for staff supervising work crews:

1. Plan, coordinate, and complete assigned tasks.
2. Instruct and train youth on proper tool and equipment use. Keep youth using lawnmowers or string trimmers 15' away from each other. Ensure youth are wearing protective equipment such as ear and eye protection, gloves, and hats, based upon the equipment being used.
3. Carry YLA Pak-set radio and maintain communication with the youth's housing unit, informing unit staff of your location, and how many youth are working. Keep all youth in clear view at all times.
4. During emergencies (Code Red / Code Yellow), secure the youth in the closest unit and assist with the code response as directed.
5. Some jobs will not include the use of youth. These jobs include: fueling county vehicles off grounds; obtaining supplies at stores; replacing locks or tamperproof hardware; or jobs that require such attention to detail that supervision of the youth is difficult.

**REFERENCES:**

Procedures:

3-1-001	Care and Use of County-Owned Facilities/Equipment
3-2-A	Deputy Juvenile Correctional Officer II Duties
3-2-015	Juvenile Hall Work Crews
3-4-039	Work Crews – Joplin Youth Center
3-8-D	Deputy Juvenile Correctional Officer II Duties <b>(Days)</b> -Youth Leadership Academy

Policy:

A-18	Staff Relationships with Clients
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**APPROVED BY:**