

WORK CREWS-JUVENILE HALL

AUTHORITY:	California Code of Regulations, Title 15, Section 1373 Administrative Directive
RESCINDS:	Procedure Manual Item 3-2-015, dated 06/13/18
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 Juvenile Hall.

I. GENERAL INFORMATION

Per Section 1373 of Title 15, the facility administrator shall develop policies and procedures regarding the fair and consistent assignment of youth to work programs.

Work crews are part of the maintenance of Juvenile Hall designed to provide youth with meaningful, constructive, vocational training that will enhance their sense of responsibility. Proper tool use and safety is of the utmost importance. Proper tool use will be explained to the youth by the Deputy Juvenile Correctional Officers (DJCOs) supervising work crews. The DJCOs will also ensure the youth are operating the tools and equipment properly. Youth shall not be assigned to perform degrading or unnecessary tasks **nor shall a work program be imposed as a disciplinary measure.** Work assignments shall not interfere with proper sleep hours or classroom schedules. Work crews are allowed during class time in conjunction with established school to career vocational and regional occupational 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, recycling and other chores as directed. No youth will be directed to perform tasks that are inherently dangerous (i.e.: tree trimming, handling of hazardous materials, etc.).
- B. Criteria for selecting/assigning youth:
 - 1. Youth's participation on work crews is voluntary.
 - 2. Consideration of youth phase level, participation in unit programming, and recent behavior in school and the unit.
 - 3. Youth on Medical Restricted Activity (RA) may not participate.

4. 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.
5. 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. Ensure youth are wearing protective equipment such as, ear and eye protection, gloves and hats based upon the equipment being used.
3. Work crew staff shall carry a Juvenile Hall Pak-set radio and contact the Security Center at 14-1. Inform 14-1 of your location and how many youth are working. Keep all youth in clear view at all times and within close proximity of the work crew staff.
4. During emergencies, (Code Red/Code Yellow) secure the youth in the closest unit and assist with the Institutional Security Unit's 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 doing jobs that require such attention to detail that supervision of the youth is difficult.
6. Account for all tools and/or items utilized by work crews prior to returning youth to their units.
7. Staff should take appropriate safety and security measures while supervising a work crew. In accordance with PMI **3-2-11**, staff should not be alone with a youth at any time. Do not be in an isolated area alone with a youth of the opposite sex and ensure your coworkers and/or other **youths** can see you at all times.

REFERENCES:

Procedures:	3-2-011	Supervising Youth of the Opposite Sex
	3-1-005	Deputy Juvenile Correctional Officer Duties
Policy:	A-18	Staff Relationships with Clients

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APPROVED BY: