

## UNIT WORK ASSIGNMENTS/FRONT GATE & TELEPHONE PROTOCOLS - YOUTH GUIDANCE CENTER

**AUTHORITY:** Administrative Directive  
California Code of Regulations, Title 15, Minimum Standards for Juvenile Facilities Section 1373

**RESCINDS:** Procedure Manual Item **3-8-017**, dated **08/18/23**

**FORMS:** Work Crew Assignments Attachment A

**PURPOSE:** To divide work assignment according to units. **The front gate and telephone protocols are included as a shared responsibility between professional and sworn staff.**

### I. GENERAL INFORMATION

- A. Per Title 15 Section 1373, the facility administrator shall develop policies and procedures regarding the fair and consistent assignment of youth to work programs. Work assigned to a youth shall be meaningful, constructive and related to vocational training or increasing a youth's sense of responsibility. Work programs shall not be imposed as a disciplinary measure.
- B. Unit routines, frequency and specific instructions are to be provided by each unit Supervising **Probation** Correctional Officer (**SPCO**). All job assignments are to be thoroughly structured, supervised and checked by staff for quality upon completion.

Standard unit cleaning chores include:

1. Staff Counseling Office
2. Staff bathroom and connecting hallway between Units.
3. Main bathroom and showers, ceiling fans, vents
4. Counselor Station
5. Mop Room
6. Single rooms
7. Dormitory rooms
8. Property Room
9. Laundry Room

10. Day Room
11. Rear stairs, walkways, landings and sidewalks
12. Common areas of Units 200/300 and 400/500/600
13. Front stairs of Units 200/300 and 400/500/600
14. Outside of buildings
15. Gymnasium
16. Trash

## II. PROCEDURE

### A. Unit **400** is responsible for:

1. Cleaning/maintaining rear stairs, and **back stairwell leading to kitchen loading area.**
2. Completing daily work crews as assigned by **1-Bravo** staff. If a work crew is not assigned for the day, on duty staff are to identify and complete any **Unit 400** work detail assignments in need of completion (see attached DAILY WORK CREWS list).
3. Completing KPs, dining room cleaning duties and Saturday Kitchen Major Cleanup duties as assigned in the rotation with all YGC units.
4. Daily maintenance and cleanliness of the common areas by vacuuming, dusting, window cleaning as well as organizing the chairs and other furniture.
5. Cleaning/maintenance of the front stairwell of Units 400/500/600 every morning, cleaning the banisters and windows.

### B. Unit 500 is responsible for:

1. Cleaning/maintenance of the back stairwell of Units 500/600.
2. Completing daily work crews as assigned by **1-Bravo** staff. If a work crew is not assigned for the day, on duty staff are to identify and complete any **Unit 400** work detail assignments in need of completion (see attached DAILY WORK CREWS list).
3. Completing KPs, dining room cleaning duties and Saturday Kitchen Major Cleanup duties as assigned in the rotation with all YGC units.

### C. Unit **600** is responsible for:

1. Daily maintenance and cleanliness of the common areas by vacuuming, dusting, window cleaning as well as organizing the chairs and other furniture.
2. Cleaning/maintenance of the front stairwell of Units **400/500/600** every morning, cleaning the banisters and windows. Sweep from the front of the stairs to the parking lot.
3. Completing daily work crews as assigned by Center I staff. If a work crew is not assigned for the day, on duty staff are to identify and complete any Unit **600** work detail assignments in need of completion (see attached DAILY WORK CREWS list).
4. Completing KPs, dining room cleaning duties and Saturday Kitchen Major Cleanup duties as assigned in the rotation with all YGC units.

D. Additional Unit Assignments and Daily Schedule

**1-Bravo** will provide a daily schedule for afternoon work projects. Each unit will be assigned a specific task. The unit **SPCO** will ensure the assignments are being completed in a timely and complete manner. Additional unit assignments would be determined by the unit **SPCO** in conjunction with the Duty Officer.

E. Front Gate Supervision Responsibility and **Telephone Protocols**

1. **When the front office staff is not available**, telephone calls into YGC's main telephone number will be routed to the **units**.
2. On weekdays, **after hours the Duty Officer or Acting Duty Officer assumes** front gate supervision **and the front gate call box beginning at 5p.m. and ending at 7a.m. the next day, when front office staff arrive**. The front office telephones will be **covered by the same process**...
3. On weekends, front gate supervision and telephones **are covered by the Duty officer** calls **are no longer** forwarded to an assigned unit. **The Duty Officer** will continue from 5p.m. on Friday through the weekend until 8a.m. Monday, when the front office staff arrive. At 7a.m. on Mondays, the front office staff will assume responsibility of the front gate supervision and telephone calls into the facility.

**REFERENCES:**

None

**J. Hernandez**

**APPROVED BY:**

ROUTINE/MANDATORY (CIRCLE ONE) TODAY'S DATE \_\_\_\_\_

UNIT \_\_\_\_\_

**WORK CREW ASSIGNMENTS**

**PLEASE COMPLETE TASKS LISTED UNDER HEADING CHECKED OFF BELOW**  
**NOTIFY CENTER 1 OR THE DUTY OFFICER IF YOU CANNOT COMPLETE YOUR ASSIGNMENT**  
**WHEN PREPARING FOR EVENTS/INSPECTIONS, EACH UNIT MAY BE REQUIRED TO DO TASKS OTHER THAN**  
**THOSE LISTED HERE. THESE WILL BE ADDED AT THE BOTTOM.**

 **GYM AND LOCKER ROOMS**

- SWEEP/DUST MOP GYM AND LOCKER ROOM FLOORS, WET MOP AS NEEDED.
- CLEAN LOCKER ROOMS IN GYM. REPLACE SOAP, TOILET PAPER, TOWELS, TISSUE. EMPTY TRASH.
- RUN WATER IN SHOWER AREAS AND SINKS ONCE A WEEK.
- ONCE A MONTH, DRAPE ALL GYM DOOR MATS OVER PICNIC TABLE AND RINSE OFF. ALLOW TO DRY. **DO NOT LEAVE MATS ON GRASS.**

 **WEIGHT ROOM**

- WIPE DOWN ALL EQUIPMENT WHERE HANDS TOUCH WITH SANITIZING WIPES.
- DUST ALL OTHER PARTS OF EQUIPMENT AS WELL AS TOP OF CHAIR RAIL.
- SWEEP MATS WITH SOFT BRISTLE (BLACK) FLOOR BROOM
- **DAMP** MOP MAT AREA WITH A WRUNG-OUT SPONGE MOP. **DO NOT USE A SOPPING STRING MOP.** WATER WILL GET UNDER THE MATS AND CAUSE UNHEALTHY MOLD.

 **OUTSIDE/AROUND GYMNASIUM BUILDING/BLACKTOP/SOCCER FIELD, SERENITY & ZEN GARDEN**

- SWEEP/HOSE DOWN CONCRETE FROM PRINCIPAL'S BACK DOOR/NURSE'S OFFICE, DOWN WALKWAY BETWEEN GARDEN AREAS TO BLACKTOP (INCLUDING BLACKTOP AS NEEDED), AND AROUND NORTH SIDE OF GYM (WHERE BLEACHERS ARE STORED).
- CLEAN EXTERIOR DRINKING FOUNTAIN ACROSS FROM WEIGHT ROOM.
- CLEAN EXTERIOR DRINKING FOUNTAIN ADJACENT TO CASE CONFERENCE ROOM.
- SWEEP PAVED PASSAGEWAY AREA ONLY IN SERENITY GARDENS ADJACENT TO BLACKTOP AS NECESSARY. PICK UP AND DISPOSE OF TRASH FROM PLANTED AREAS.
- WIPE OFF FENCE RAILING/BENCHES/CHAIRS/OTHER FURNITURE IN BOTH GARDEN AREAS.
- PATROL SOCCER/BASEBALL FIELD TO PICK UP TRASH, DEBRIS, ROCKS, STICKS, ETC. DISPOSE OF APPROPRIATELY.
- BAG ALL TRASH AND LEAVES AND DISPOSE OF IN DUMPSTER.
- EMPTY TRASH CANS, REPLACE LINERS THROUGHOUT ASSIGNED AREA REGULARLY.

 **BREEZEWAY/FROM BEHIND KITCHEN/DINING ROOM TO SCHOOL DECK AREA**

- SWEEP CONCRETE FROM FRONT OFFICE/BREEZEWAY TO PRINCIPAL'S OFFICE. SCRUB STAINS/HOSE OFF SAME AREA WEEKLY AS NECESSARY.
- WIPE OFF ANY TABLES IN ASSIGNED AREA.
- SWEEP/HOSE OFF CONCRETE/ASPHALT AREA BEHIND KITCHEN TO CONCRETE AREA OUTSIDE DINING ROOM/ROP CLASSROOM AND TO THE END OF THE PLANTING AREA OUTSIDE ROOM 142 (ACROSS FROM M-1) AS NECESSARY. SCRUB ANY STAINS ON CONCRETE AREAS AND ON BLACKTOP AS NECESSARY.
- KEEP DRAINAGE GUTTER SWEPT OUT.
- ENSURE ALL CARDBOARD BOXES/MATERIALS ARE FLATTENED AND PLACED IN RECYCLE BINS
- CLEAN MOP DRAIN OF DEBRIS.
- SWEEP CONCRETE DECK AREAS FROM MODULAR OFFICES ALL THE WAY DOWN TO M7 CLASSROOM.
- CLEAN ALL MODULAR BUILDING WINDOWS ON OUTSIDE.
- WATER ROSES OR ANY CONTAINER PLANTS ON DECK **ONCE A WEEK.** DO NOT WEED OR RAKE PLANTERS. DO NOT TRIM BUSHES.
- BAG ALL TRASH AND LEAVES AND DISPOSE OF IN DUMPSTER.

 **TRACK/INFIELD/CENTRAL LAWN AREA AND HANDBALL/VOLLEYBALL AREA**

- PICK UP AND DISPOSE OF TRASH, LEAVES AND DEBRIS FROM CENTRAL LAWN AREA, INFIELD AND TRACK.
- RAKE LEAVES FROM GRASS IN ASSIGNED AREAS AS DIRECTED.
- RAKE DEBRIS AND LEAVES FROM TRACK SURFACE.
- SWEEP/HOSE OFF CONCRETE BEHIND SCHOOL LOUNGE, LIBRARY AND ROOM 160. ONCE A MONTH, DRAPE ALL DOOR MATS OVER PICNIC TABLE AND RINSE OFF. ALLOW TO DRY. **DO NOT LEAVE MATS ON GRASS.**
- CLEAN PICNIC TABLE(S), BENCHES OR OTHER FURNITURE OUTSIDE SCHOOL LOUNGE, LIBRARY AND ROOM 160.
- SWEEP/HOSE OFF HANDBALL COURT AS NECESSARY.
- RAKE VOLLEYBALL COURT.
- RAKE TRACK RUNWAY ON BOTH SIDES OF HANDBALL COURT AND ANY TURF AREAS AS NEEDED.
- BAG ALL TRASH AND LEAVES AND DISPOSE OF IN DUMPSTER.
- PICK UP TRASH, EMPTY TRASH CANS, REPLACE LINERS THROUGHOUT ASSIGNED AREA REGULARLY.

 **FRONT PARKING LOT AND LAWN AREA / WEST LAWN AREA**

- SWEEP SIDEWALK FROM FRONT OFFICE TO HANDICAPPED PARKING/HORTICULTURE DUMPSTER. HOSE OFF/SCRUB CONCRETE AS NECESSARY.
- RAKE FRONT LAWN AREAS BELOW 200/300 STAIRWELL AND IN FRONT OF ADMIN OFFICE AS NECESSARY.
- CLEAN UTILITIES COMPOUND AREA. KEEP FREE OF TREE DEBRIS.
- MAINTAIN WEST LAWN AREA FROM FRONT GATE PAST GAZEBO AREA TO SUPERVISOR'S PARKING AREA. PICK UP TRASH, DEBRIS, RAKE LEAVES, CLEAN OFF PICNIC TABLES AND EMPTY TRASH.
- DURING JULY/AUGUST/SEPTEMBER CLEAN UP/SWEEP/RAKE FALLEN FRUIT FROM GINKO TREE DAILY FROM PARKING SPACES AND IN GRASS AREAS.
- PICK UP TRASH AROUND/ BEHIND FLAGPOLE. RAKE GRAVEL AREA AND SWEEP SUPERVISOR PARKING AREA.
- **KEEP ENTIRE** PARKING LOT SWEPT. THIS MEANS BETWEEN THE CARS ON BOTH SIDES.

**PLEASE DO NOT SWEEP DEBRIS INTO GRASS AREAS OR PLANTING AREAS. COLLECT, BAG AND DISPOSE OF IT IN THE PROPER DUMPSTERS.**

- **KEEP GATE TRACK CLEAN.** SWEEP GUTTER AREA ALONG CURB **OUTSIDE FRONT GATE.** CLEAN ENTIRE AREA AROUND GATE CONTROL BOX.
- CLEAN OVERFLOW PARKING AREA AS NECESSARY. ENSURE SIDE GATE TRACK IS CLEAR OF DEBRIS.
- BAG ALL TRASH AND LEAVES AND DISPOSE OF IN DUMPSTER.
- EMPTY TRASH CANS, REPLACE LINERS REGULARLY.

OTHER TASKS AS NEEDED \_\_\_\_\_

