

JUVENILE HALL WORK CREWS

- AUTHORITY:** California Code of Regulations, Title 15, Section 1373
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-2-015, dated 10/29/15
- 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 Juvenile Hall.

I. GENERAL INFORMATION

Work crews are a significant part of the maintenance of Juvenile Hall 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 Deputy Juvenile Correctional Officer IIs (DJCO IIs) supervising work crews. The DJCO IIs will also 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 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. Youth on Medical Restricted Activity (RA) may not participate.
 3. Youth on Disciplinary Room Confinement (DRC) time may participate as an alternative to room confinement, if their behavior is acceptable, with Supervising Juvenile Correctional Officer (SJCO) approval.
 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-I. Inform 14-I 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.

REFERENCES:

Procedures:	3-2-A	Deputy Juvenile Correctional Officer II Duties
Policy:	A-18	Staff Relationships with Clients

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APPROVED BY