

UNIT WORK ASSIGNMENTS – YOUTH LEADERSHIP ACADEMY

AUTHORITY:	Administrative Directive California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Section 1373
RESCINDS:	Procedure Manual Item 3-8-016 , dated 08/18/23
FORMS:	None
PURPOSE:	To divide work assignments according to designated units, establish guidelines for the assignment of youth to work crews, and for delineating safe and proper tool usage for youth performing work crew chores in the Youth Leadership Academy (YLA).

I. GENERAL INFORMATION

- A. As outlined in 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. WORK ASSIGNMENTS

Unit routines, schedule of activities and work assignments are to be provided by each unit **Supervising Probation Correctional Officer (SPCO)**. 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:

1. **SPCO** Offices (2)
2. Staff bathrooms (3) and hallway between break room and upstairs staff bathrooms
3. Youth's bathrooms and showers (2), and ceiling vents
4. **Deputy Probation Correctional Officer (DPCO)** Control Desk area
5. Counseling/observation room
6. Laundry/mop rooms (2)
7. Kitchen area
8. Storage rooms

9. Large and small conference rooms and offices on the second floor
10. Day room (4-areas)
11. Rear stairways, upper floor walkways and landings
12. Eating areas of units
13. Outside of buildings (trash and weeds)
14. Administration Building: floors, carpets, bathrooms - assigned to YLA-1
15. Staff and visitor's parking lots - assigned to YLA

C. WORK CREWS

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 **DPCOs** 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 **educational** schedules. Work crews are allowed during class time in conjunction with established school to career occupational programs (COP).

II. PROCEDURE

A. UNIT WORK ASSIGNMENTS

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.
8. Daily maintenance of the sidewalks adjacent to the front office – assigned to YLA.
9. Sweeping sidewalks around the buildings.

10. Sweeping the asphalt parking areas to keep them free of trash and debris – assigned to YLA.
11. Keeping the patio areas clean and trash free.

Additional Unit Assignments and Daily Schedule

SPCOs will provide a schedule for work projects that need to be completed. 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 will be determined by the unit **SPCO** in conjunction with the Duty Officer (DO).

B. WORK CREWS

1. 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 Orange County Public Works (OCPW) shall not be performed without administrative approval.
2. Criteria for selecting/assigning youth:
 - a. Youth's participation on work crews is voluntary.
 - b. Youth on Medical Restricted Activity (RA) may not participate.
 - c. Committed youth may work in unsecured areas of YLA with **SPCO** approval, with the exception of the administrative building and areas outside the perimeter fence. Exceptions **for these areas** can be made with administrative approval.
 - d. Youth who have a **Security Precaution** status will not be allowed to work in unsecured areas of YLA.
 - e. 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.
 - f. Youth will not operate circular saws, table saws, or other hazardous equipment.
3. Responsibilities for staff supervising work crews:
 - a. Plan, coordinate, and complete assigned tasks.
 - b. 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.

- c. Carry YLA Pak-set radio and maintain communication with the youth's housing unit, informing unit staff of your location, and how many youths are working. Keep all youth in clear view at all times.
- d. During emergencies (Code Red / Code Yellow), secure the youth in the closest unit and assist with the code response as directed.
- e. 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:	3-1-017	Care and Use of County-Owned Facilities/Keys/Equipment
	3-8-015	Work Crews-Juvenile Hall
	3-8-017	Unit Work assignments – Youth Guidance Center
Policy:	A-18	Staff Relationships with Clients

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APPROVED BY: