

Juvenile Work Crews Programs Policy

DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE INSTITUTIONAL POLICY	
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DATE:	<i>to Amber Kears 7/13/15</i>
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ATTACHMENTS:	None

I.i POLICY:

The juvenile correctional facilities of the Division of Child and Family Services, Juvenile Services will afford opportunities for youth to pursue vocational training through various on and off-site work programs. Each facility shall develop protocol regarding youth guidelines for work programs that are specific to the individual facility programming opportunities.

II.i DEFINITIONS:

As used in this document, the following definitions apply:

- A. Eligible Youth: Youth who have been in the program for at least thirty (30) days, have earned an upper level status and through the treatment process, and have been

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determined that participation is consistent with the youth's individual treatment program.

- B. Community Service: Uncompensated work projects approved by the facility's Superintendent to assist Federal, State and local agencies, senior citizens and the disabled to accomplish tasks and projects.
- C. Personal Protection Equipment: Personal protective equipment refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection.
- D. Trained Employee: Employees that have had at a minimum; Supervision of Juveniles training course, Basic First Aid and CPR course, participated in supervised on-the-job training on a work project with a senior employee, and has been employed a minimum of ninety (90) days. Work projects requiring special skills or knowledge will require employees to be trained to or provide proof of necessary skills and knowledge related to the agreed upon project.
- E. UNITY: Unified Nevada Information Technology for Youth – is the Statewide Automated Child Welfare Information System for Nevada. It is used to record foster care, adoption, child protective services, licensing and other child welfare activities.

III. PROCEDURES

- A. Participation: Off-grounds vocational opportunities, various work programs, and community service work projects are available to eligible youth in the following areas:
 - 1. Vocational Programs – Opportunities are available to obtain vocational training and High School work credits through site-specific educational programming.
 - 2. Community Projects – Off-grounds work opportunities are occasionally available in the surrounding communities assisting Federal, State and local agencies. These may be paid or non-paid projects and provide the youth a means to complete individual court-ordered community service hours.
 - 3. Work Programs – Youth may be afforded the opportunity to participate in work programs for local individuals or businesses. The youth must be compensated for their work. Compensation must comply with the Federal standard regarding the Minimum Wage Laws. All earnings must be deposited into the youth's individual money accounts. All work that the youth contracts to do must also comply with State and Federal Child Labor Laws.
 - 4. Individual cottages or housing units may contract work as a group. If they do, earnings will be deposited into a cottage or unit account, which in turn will fund activities for that cottage or group. All state and local laws regarding wages and labor conditions must still apply. Bartering arrangements must be approved by the Superintendent in situations where work requests are completed in exchange for admission to an event (i.e., sporting event, concert, play) or equipment.

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5. Youth will be selected for work programs based on program performance and individual need. Youth performing at unacceptable levels shall not be afforded the privilege of participation on work crews.
 6. The Assistant Superintendent must approve high-risk offenders, such as youth incarcerated with severe chemical dependency or sex offender issues, for participation in work programs.
 7. Facility employees may not hire youth in any work activity or in any location.
 8. Non-paid participation in work projects may be applied towards court ordered community service hours. Completed community service hours will be documented and reported to Youth Parole Counselors when the youth is released.
 9. Youth may be required to apply for various work projects verbally or in writing.
- B. Staff Supervision and Safety: With the approval of the Superintendent or his/her designee, trained employees may take youth off facility grounds for paid and community service work crews. The following guidelines must be followed at all times:
1. Employees must keep youth under sight supervision at all times.
 2. The location, type of project and employee experience and training will dictate the employee to youth supervisory ratio. The ratio will never exceed a one to eight (1:8) employee to youth ratio.
 3. In the event of dangerous conditions, employees will immediately terminate outside projects and move exposed youth to available shelter until conditions become safe.
 4. Youth and employees will not work without appropriate personnel protective equipment at any time.
 5. Youth shall not attempt to lift any item that exceeds 1/3 of their body weight, or a maximum of fifty pounds. When necessary, staff will directly supervise the transportation or movement of heavy items exceeding this weight limit.
 6. Youth shall not work on or along highways, as defined by Nevada Revised Statute; this means a street, road, alley or thoroughfare of any kind used by the public.
 7. Employees will directly supervise all youth operating power tools or machinery.
 8. No youth under the age of sixteen (16) shall operate power tools or machinery.

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9. No youth under the age of eighteen (18) shall operate a chainsaw or chipper/shredder.
 10. Employees will directly supervise all youth handling potentially dangerous chemicals and harmful inhalants.
 11. During overnight work projects, youth will remain in close proximity to employees and shall sleep in employee arranged order.
 12. Youth shall remain in designated work areas, unless otherwise instructed and directly supervised by employees. Youth shall not work in areas where there is significant possibility of injury.
 13. Youth are not allowed in vehicles without the presence of an employee.
 14. Youth are never allowed to operate any motorized vehicle.
 15. Youth and employees must use safety restraint devices when in the vehicle.
 16. Employees are not permitted to transport youth in their private vehicles. Youth are not permitted to go to a staff's residence. Staff is never permitted to provide the youth with their personal or home phone numbers, e-mail address or residential address.
 17. Employees personal needs will not be met by youth under their supervision. Youth are not permitted to complete work tasks for staff that are not part of the regular and approved work programming. Employees shall not use or permit the use of their position, title, or any authority associated with their public office to coerce or induce another person, including a subordinate or a youth under their supervision, to provide any benefit, financial or otherwise, to themselves or others.
 18. All tools and potentially dangerous chemicals will be secured in a locked area.
 19. Vehicle headlights will be on whenever youth are transported.
- C. Youth Expectations and Safety: All youth participating in work programs must comply with the facilities' procedures and practice regarding youth dress codes, acceptable behaviors, and standards for safety and health.
1. Youth and employees must dress appropriately for anticipated weather and work site conditions. Additional clothing, equipment and supplies must be included on all scheduled overnight work projects in case of emergency or severe weather changes.
 2. Employees in charge of the work project are responsible to insure the appropriate equipment is available and in good working condition prior to departure.

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3. Food orders must be submitted through the Head Group Supervisor and Administrative Services Officer a minimum of seven (7) days prior to the project start.
 4. Equipment orders must be submitted to the Head Group Supervisor and the Administrative Services Officer a minimum of fourteen (14) days prior to project start.
 5. The Head Group Supervisor is responsible to insure the facility maintains a cache of equipment necessary to accomplish approved work projects.
- D. Training: All youth and staff participating on work programs and projects must receive training/instruction to include, but not limited to, the following:
1. Identification, purpose, use and care of tools
 2. Use of personnel protective equipment such as hard hats, gloves, boots and safety glasses
 3. Wearing of proper clothing
 4. Sun exposure and the use of sun screen
 5. Appropriate hydration and food intake
 6. Appropriate and safe lifting techniques
 7. Animal, reptile and insect dangers and precautions
 8. Hygiene issues to include personnel care and proper disposal of human waste
 9. Reporting all issues or unusual circumstances to staff/supervisors immediately
 10. Remaining in eye contact of staff at all times, reporting whereabouts and asking permission
 11. Turning in all found items to staff
 12. Expected behaviors
 13. Contact with the public
 14. Disciplinary consequences
 15. Work ethic expectations
 16. Compensation

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- E. Disciplinary Process: All youth will be afforded a progressive disciplinary system that provides for maximum participation in approved work programs, keeping in mind that most of these programs are highly visible in the community. It is imperative that supervising employees be pro-active while observing youth on work programs to resolve issues at the earliest possible time. When possible the following process will be utilized in disciplining youth for inappropriate behaviors:
1. The supervising employee shall deal with minor behavior and work infractions by youth through a verbal warning.
 2. Multiple minor infractions shall constitute a minor rule infraction as outlined in statewide policy resulting in an incident report being written by the supervising employee and may result in removal from the work crew.
 3. Major rule infractions (fighting, contraband, escape, etc) shall require an incident report and will result in removal from the work crew.
 4. Law violations committed while participating in work crew activities may result in criminal charges being filed with the appropriate law enforcement authority.
- F. Communications: To provide for the safe and efficient operation of work programs, employees supervising work projects must have the ability to contact the facility and other staff as necessary.
1. For local projects, the supervising employees will be issued a radio that has the ability to communicate with the facility base station as well as a state mobile phone.
 2. For projects located in remote areas or areas that are known to have poor or nonexistent mobile phone coverage, the employee will be issued programmable radios through the Head Group Supervisor.
- G. Each facility shall develop a Standard Operating Procedure (SOP) for this policy.
- H. This policy will be reviewed annually and revised as needed.