

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

WORK PROGRAM

Title 15, Section 1373

Purpose: To establish a guideline regarding the fair and consistent assignment of youth to work programs in a Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs). Work assigned to a youth shall be meaningful, constructive and related to vocational training or increasing a youth's sense of responsibility.

Definitions:

Work Program: Various programs facilitated by staff which teach youth vocational skills.

Responsibility:

- I. Probation Corrections Officer (PCO):
 - A. Supervise the youth during the work projects.
 - B. Ensure safe practices take place throughout the class instruction and during work crews/projects.
 - C. Ensure the youth are searched prior to returning to their rooms from work crew/class.
 - D. Assist work program instructor with documenting hours the youth complete.
- II. Probation Corrections Supervisor I (PCSI):
 - A. Oversee program requirements.
 - B. Ensure work program documentation is submitted.

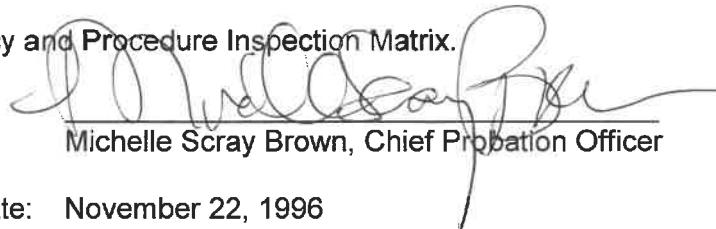
Guidelines:

- A. In a JDAC or TF youth who have a positive level of behavior and a caseload counselor's endorsement, may be selected to participate in a work program.
- B. Youth must have positive peer interaction, no school suspensions and no incidents that pose major safety risks.
- C. Youth on Physical Education (P.E.) restriction will not be eligible to participate until medically cleared.
- D. TF youth must maintain designated levels in order to be selected to participate in the work programs.
- E. TF youth who earn Supervised Community Access through the Multi-Disciplinary Team (MDT) process and successfully complete the Workforce training program, may be eligible to participate in off-site employment.
- F. Work programs shall not be imposed as a disciplinary measure.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Issued by:


Michelle Scray Brown, Chief Probation Officer

6-25-18
Date

Original Issue Date: November 22, 1996

Revised: February 25, 2008
Revised: August 04, 2017
Revised: January 31, 2018
Revised: June 25, 2018

Attachments:

Attachment A – Work Programs

Work Programs

CVJDAC	HDJDAC	Gateway Phase 1	Gateway Phase 2
ROP	ROP	ROP	ROP
FOCUS	Building Skills		Outside Employment
	FOCUS		

Program Descriptions:

Regional Occupational Program (R.O.P)

- Regional Occupational Program (ROP) is a 3 to 4 week hands-on class. The youth attend ROP class 2 days a week for 1-2 hours. While in ROP, the youth learn electrical, plumbing and estimation skills. These classes are taught by a school teacher and the youth earn 5 school credits and a certificate upon completion of the class.
- At the Treatment Facility, work crews are formed for community service projects in conjunction with Conservation Forestry Project, landscaping, and construction.

Building Skills Program

- Teach youth vocational skills for certification in a variety of jobs including, but not limited to electrical work, plumbing, heating, ventilation, air conditioning, estimation, and weatherization.

Finding Opportunities to Communicate, Understand, and Succeed (F.O.C.U.S.)

- Designed to assist identified youth with mental health needs to be productive in the facility while reducing room confinement time. The program is geared toward youth that are unable to function on a unit without continuous disruption to the regular unit programming.
- The objective is to keep the youth focused during their stay through a work program which allows them to succeed at their level and give them a sense of self-worth.
- Once a youth is accepted into the F.O.C.U.S. program, the youth will be assigned to various job duties daily. The youth will have an opportunity to earn F.O.C.U.S. dollars in which they can either spend daily, or save and combine to spend on another day. The youth may also be eligible to earn a certificate of achievement each month with good behavior and no use of force codes.

Treatment Facility Employment Opportunities Program

- A Workforce Development Agency liaison works with local companies to find employment opportunities for eligible youth.
- Youth work schedules are developed through the Workforce Development liaison and Probation.
- Bank accounts are set up for each youth for all wages earned.
- Probation transports youth to and from their job site unless otherwise arranged.