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<b>Revised:</b> 05/09/19	

**Notes and  
References**

**WORK TRAINING AND PROGRAMS**

**I. Los Prietos Boys Camp Work Programs**

- A. The Los Prietos Boys Camp (LPBC) work programs include in-Camp and out-of-Camp jobs and work crews. Assignment to individual jobs or work crews provides opportunities for youth to learn individual responsibility, teamwork, the elements of a work ethic, self-satisfaction, and the vocational skills required in various jobs.
- B. Youth not assigned to a Camp-specific job are required to participate in in-Camp work crews. Those participating on a work crew will be eligible to earn a work vote and work hours. If a youth refuses to participate in a work crew, he may be given a below-minimum vote that may result in an overall less-than-satisfactory score in weekly voting.
- C. Work crews will not be imposed as a disciplinary measure.

**II. Available Jobs**

**A. In-Camp**

In-Camp jobs include the kitchen crew, laundry crew, grounds maintenance crew, calisthenics leader, barber, office aide (ADC), dormitory boy, school clerk, recycling crew, wood chopping, and zen garden maintenance.

**B. Out-of-Camp**

Out-of-Camp work crews consist of the landscape/horticulture crews, road maintenance crews, forestry crews, Los Prietos Business Center vocational training program, and other as-needed special work crews.

**III. Securing and Maintaining Camp Job**

- A. All jobs require applications to be completed by youth and submitted to a Deputy Probation Officer, Senior (Sr. DPO) for review.

Addendum  
Work Area  
Rules

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1. Assignment to jobs will be fair and consistent so as to avoid favoritism but will also take into consideration safety and security concerns.
- B. In order to secure and maintain a job while at LPBC, a youth must first demonstrate overall satisfactory-or-above behavior in the program. Youth will be evaluated as to their work performance and given a daily work vote.
- C. Youth must earn two successful weeks and be free of any disciplinary issues before they can apply for a LPBC job; they must earn four successful weeks before applying for a job in the kitchen.
- D. If a youth is dismissed from a job assignment due to poor performance or noncompliance, the dismissal notice will be in writing in a Worker's Special Report (WSR) along with any other disciplinary documentation.

**IV. Work Crew Supervision**

- A. When selecting youth for work crews, jobs, and selected work projects, staff will evaluate the general makeup of the crew, a youth's demonstrated behavior and ability to follow directions, security status (escape risk), the location of out-of-Camp crews, a youth's gang affiliation, and any medical conditions noted. Work crew sizes will vary depending on the make up of the crew, the type of work being completed, the location of the work site, and the expertise and experience of the officer assigned to the crew.
- B. In-Camp work crews will be reviewed and approved by the Juvenile Institutions Officer, Senior (Sr. JIO), or designated lead staff, on duty; out-of-camp work crews will be reviewed and approved by the Sr. DPO or Deputy Probation Officer, Supervising (SPO) prior to the deployment of the crew. All work crew assignments will be documented on the shift duty sheet.
  1. Out of Camp work crews require staff to complete appointments in Impact when youth leave Camp and the completion of that appointment when they return.
  2. Staff must also review Impact appointments prior to taking youth out of Camp to ensure they have no other scheduled appointments that conflict.

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- C. Staff assigned to select job or work crew supervision will provide the youth with behavioral expectations as well as clear instructions on how to perform the required task(s).
- D. Proper work clothing, footwear, eye protection, and gloves will be provided for special projects. Weather, outdoor temperature and the availability of shade will also be considered.
- E. Staff will ensure all youth remain in the direct supervision of staff.
- F. Safety and security will be maintained at all times. Youth will be required to remain two tool lengths from one another when working to prevent injury. If a staff member becomes aware of a safety concern including, but not limited to: peer conflict, potential escape, unauthorized contact with the public, possession of contraband, or a condition requiring immediate medical attention, the staff will immediately notify the shift supervisor or designee, secure the crew, and return to the dormitory.
- G. All work crews will have immediate access to medical care or a first aid kit, and crew supervision staff will be certified in CPR and first aid.
- H. Water and restroom breaks will be held on a regular basis. Staff will provide their work crews the opportunity to use the restroom prior to beginning work.
- I. If a youth needs to leave an in-Camp work site, all staff shall be advised via radio of the youth's name and location to which he is being sent. Receiving staff must confirm/notify sending staff member upon receipt of the youth via radio.
- J. If the circumstances are such that sending a youth to an alternate location on his own would present a safety or security concern, the entire work crew will leave the work site with the assigned staff member.
- K. Staff will note all tools being used by members assigned to their work crew and ensure that all youth are using them appropriately. Staff will ensure that all vans are cleaned and searched before and after use noting any safety concerns or graffiti and that all tools are properly stored. Missing or damaged

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tools will be documented and reported to staff assigned to the oversight of tool inventory. Staff will also assign youth to the same seat for the duration of the work crew, noting any graffiti or damage that was not there upon initial inspection, documenting this, and issuing discipline as appropriate.

- L. Staff will immediately report to the appropriate authorities if they observe smoke, fire, or suspected illegal activity while in the field.
- M. Prior to returning from an out-of-Camp work site, all youth will be subject to a pat down search to detect contraband before entering the vehicle. A secondary pat down search will be conducted prior to returning to the main population. After the transport has been completed, a search of the vehicle will also be conducted to ensure there is no hidden contraband remaining.
- N. A visual body search may be authorized by the Sr. DPO or SPO should there be reasonable suspicion that the youth is in possession of contraband.

**V. Completion of Daily Work Crews**

- A. At the completion of a daily work crew, each staff will document the number of actual work hours completed on the youth's work log sheet.
- B. Work evaluations will also be completed and logged upon the completion of the work crew. These evaluations range from 0 to 10, with 10 points being the highest.
- C. If a youth's work vote is 5.0 or below, the staff on the work crew will counsel the youth regarding his efforts, how he can improve and notify the youth's squad counselor.
  - 1. The staff will also document a comment next to the vote to substantiate the low vote.
  - 2. Documentation must also accompany a vote of 8.0 or higher, noting behaviors contributing to the above average vote.

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**VI. Peer Mentor Job Application**

- A. A peer mentor is a youth who is advanced in his program, has demonstrated above average behavior by way of consistent silver and gold votes, and has strong leadership skills.
- B. The application process for this assignment is different than the other camp jobs.
  - 1. The youth completes the job application, noting the peer mentor assignment, and turns it in to the Sr. DPO responsible for camp jobs.
  - 2. The Sr. DPO will screen the application for eligibility and notify LPBC administration if he meets eligibility.
  - 3. At the next scheduled school meeting, the youth will be added to the Treatment Team agenda.
  - 4. School, Behavioral Wellness and Probation will provide input and determine if the youth should be a peer mentor.
  - 5. If appointed a peer mentor, Behavioral Wellness will train the youth and conduct weekly follow-ups with him to provide on-going support and guidance.

**V. Special Projects/Events**

- A. Forestry Projects
  - 1. The Forestry Officer is the liaison with the US Forest Service. This officer will coordinate all canyon work crew activities, including:
    - a. Trail restoration
    - b. Recycling
    - c. Wood
    - d. Weed abatement out of camp

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2. The Forestry crew will also complete all standing out-of-canyon work crew activities that have been approved by Administration, such as projects at other county properties.
- B. Community Events
  1. Administration approval is required before agreeing to participate in community events, such as:
    - a. United Way Day of Caring
    - b. Serve Santa Maria
    - c. Fiesta
    - d. Summit for Danny
  2. Special requests from community groups, such as service groups and non-profits, also must be approved by Administration.
- C. Work locations
  1. Work will only be done in public areas, such as parks, schools, etc.
  2. Work will not be done for private citizens, including at private homes through community-based events such as Day of Caring or Serve Santa Maria.

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## **FORESTRY CREW WORK AREA RULES**

1. Hard hats, gloves, boots and safety glasses will be worn at all times unless indicated otherwise by the staff.
2. The safe working distance between two crewmen is two-tool lengths.
3. When you are not using the tools, do not lay them on the ground. Lean them against something or stand the tools up.
4. No one will leave the staff area of supervision without permission.
5. No rock throwing.
6. No sniffing gas or paint.
7. No cruelty to animals.
8. No hand signals or calling out to people passing by.
9. Carry the tools with the sharp ends down.
10. On a slope or hill, carry the tools on the downhill side.
11. No contraband of any kind will be in the possession of a crewman at any time. Cigarettes, matches, and other contraband are to be left alone, and reported to the staff.
12. No fighting or body contact.
13. Seatbelts will be worn at all times.
14. No plant will be picked or eaten.
15. Red voters will stay in camp until improved behavior warrants a re-evaluation of their eligibility.
16. All snakes are to be left alone. Always report a snake to the staff.
17. Do not touch the first aid kit, the two-way radios, staff keys or staff vehicles.
18. Never run with a tool.
19. Absolutely no graffiti will be written or scratched on any tree, rock building or vehicle.

I, \_\_\_\_\_ understand the terms and conditions of the work area rules.

Date \_\_\_\_\_ Staff Signature \_\_\_\_\_