

Work Program (Title 15, Section 1373)

Effective Date:	7/9/26
Revised Date:	7/9/26
Issuing Authority: Chief Probation Officer	

634.1 PURPOSE:

To establish guidelines for youth to work programs in Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs).

The youth work program allows youth to improve and/or develop useful job skills, work habits, and experiences that can facilitate a successful transition back to the community (15 CCR 1373).

634.2 DEFINITIONS:

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

634.3 GUIDELINES:

- A. 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 (e.g., threats to harm others, assaults, escape attempts, etc.).
- C. Youth on Physical Education (P.E.) restriction will not be eligible to participate until medically cleared.
- D. TF youth must maintain positive behavior to be selected to participate in any work program.
- 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.

634.4 RESPONSIBILITIES:

- I. Probation Corrections Officer (PCO):
 - A. Supervise the youth during work projects.
 - B. Ensure safe practices throughout the class instruction and during work projects/class.

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- C. Assist the work program instructor with documenting the hours completed by the youth.
 - D. Screen youth considering the following:
 - 1. Charges and classification
 - 2. Capacity to perform physical tasks
 - 3. Ability to learn the necessary work routines
 - 4. Special interests, abilities, or skills.
 - E. Conduct a visual and pat-down search of the youth prior to attending work projects.
 - F. Ensure the following before the youth's return to their assigned unit:
 - 1. Account for tools and any other equipment used before the youth leaves the work location.
 - 2. Conduct a visual, pat-down, metal detector search, and/or a body scan of all youth and any clothing/property before returning to their assigned unit.
 - G. Document the type of search conducted in CE.
 - H. Document youth daily participation, behavior, and program completion or termination in CE.
- II. Probation Corrections Supervisor I (PCSI):
- A. Oversee program requirements.
 - B. Ensure work program documentation is submitted.
 - C. Finalize and approve the screening selection of youth attending the work program.