

 <p><b>JUVENILE PROBATION SERVICES</b></p> <p>POLICY &amp; PROCEDURE MANUAL</p>	SECTION: SPECIAL PROGRAMS	POLICY No: SP-502
	SUBJECT: COMMUNITY WORKSITE SIGN UP	PAGES: 2
	REFERENCE: N/A	EFFECTIVE: 27-FEB-09
	FORMS: SP 502.1 Worksite Community Service Release SP 502.2 Community Worksite Time Sheet	REVISED: 07-SEP-12 26-NOV-13

**I. POLICY:**

Deschutes County Juvenile Community Justice ensures all youth and legal guardians review and sign required paperwork and consent to participate in community worksite community service projects.

**II. PURPOSE:**

To describe the process to provide youth and legal guardians with community service (worksite) program rules, requirements, expectations and potential liabilities and to receive legal guardian authorization for youth participation.

**III. APPLICATION:**

Community Programs Supervisor, Community Justice Officers (CJO's), Community Justice Specialists (CJS's) and Front Office Technicians (FOT's).

**IV. DEFINITIONS:**

*Community worksites:* Agencies providing supervised community service opportunities for individual juveniles.

**V. PROCEDURE:**

**A. Scope**

1. The community programs supervisor (supervisor) is responsible for locating and maintaining a selection of community worksites: agencies willing to provide individual, supervised community service opportunities for appropriate youth.
2. Assigned Community Justice Officers (CJO's) may refer to the community programs supervisor a youth they would like to be considered for placement at a community worksite instead of the community service crew.
3. The supervisor makes the final decision concerning a youth's appropriateness for placement at a particular community worksite and may deny and/or remove a youth from a worksite with reasonable cause.

**B. Permission and consent**

1. After a youth has been court or department ordered to complete community service, the assigned CJO ensures that the youth and legal guardian receive and complete form SP 502.1, *Worksite Community Service Release* prior to the first day the youth is scheduled to perform community service.
2. CJO's file the original signed SP 502.1 in the youth's case file, and provide the youth/family with a copy.
3. CJO's provide the youth and family with a blank form SP 502.2, *Community Worksite Timesheet*.
4. CJO's provide a copy of SP 502.1 and verbally inform the community programs supervisor that a community worksite is being requested / considered, including any special instructions or requests.

C. Assigning and scheduling a worksite

1. The assigned CJO directs the youth to contact the community programs supervisor directly to discuss placement options, review program expectations and schedule hours at the specified worksite.
2. Community worksite personnel schedule available work hours for each youth.

D. Managing attendance and performance

1. Each community worksite establishes its own volunteer policies, procedures and performance management systems and has the right to deny or remove a youth based on agency criteria.
2. Each youth placed at a community worksite is responsible for documenting their work hours by completing and signing form SP 502.2.
  - a. The designated worksite's supervisor documents work hours completed using agency letterhead or initialing each day's hours on form SP 502.2 to verify the hours worked.
  - b. Hours are not credited at the department until verified by the community programs supervisor through contact with the worksite supervisor or when the youth returns a completed form SP 502.2 after he/she has completed all community service obligations.
3. When the community programs supervisor becomes aware that a youth failed to report within a reasonable timeframe to the community worksite as directed, he or she immediately informs the assigned CJO through a note in the Juvenile Justice Information System (JJIS) if the youth in question has a JJIS case record, or verbally if no JJIS record exists.
4. The supervisor maintains regular contact with all active worksite supervisors to monitor each youth's progress.
5. The supervisor immediately informs the assigned CJO through a note in JJIS if any problem with the youth is reported by the community worksite.
6. When the youth has completed his or her community service obligation the supervisor:
  - a. Forwards the completed form SP 502.2 to the designated FOT for documentation in the youth's JJIS case record (see policy SP 512, *Hours Documentation*) and provides a copy to the assigned CJO or referring agency.
  - b. Provides SP 502.2 to the assigned CJO for youth without a JJIS case record.