



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 6
Programs and Activities
§1373**

Topic Youth Work Program

Policy This policy establishes guidelines and requirements for the Youth Work Program. The Youth Work Program allows youth to improve and/or develop useful job skills, work habits, and experiences that will facilitate a successful transition back to the community (15 CCR 1373).

Work programs within the facility include Community Care Program (CCP), Kitchen Patrol (KP), the Culinary Arts Program (CAP) and PREP. All work assigned to a youth shall be meaningful, constructive, and related to vocational training or increasing the youth's sense of responsibility (15 CCR 1373).

Work programs shall not be imposed as disciplinary measure (15 CCR 1373).

All youth who are physically and mentally able are eligible for a work program; however, only post disposition youth shall be eligible to participate in the PREP program. The Department will abide by all laws, ordinances, and regulations when using youth to work in the facility.

1373.1 YOUTH WORKER SELECTION

All youth shall be eligible for the Work Program unless they have posed a threat in the past or have been charged with escape should be carefully screened for youth work projects. Staff shall take into consideration the following when selecting youth for the Work Program:

1. The youth's charges and classification are such that the youth will not pose a security risk to other youth, staff, or the public.
2. The youth's physical limitations in performing a particular task.
3. The special interests or abilities of the youth.

Health screening shall be done for any youth who work in the kitchen around food products or who serve meals to the youth population (15 CCR 1414).

All Work Program youth shall be properly trained if using specialized equipment (e.g., kitchen or gardening equipment).

See Procedures Manual on Community Care Program (CCP) Staff Duties for further information