



SAN MATEO COUNTY PROBATION DEPARTMENT INSTITUTIONS SERVICES MANUAL

Community Care Program (CCP) Staff Duties

Procedure

Community Care Program (CCP) Staff Duties

PURPOSE AND SCOPE

This policy provides general guidance for the Community Care Program Staff. The Community Care Program (CCP) provides an alternative for youth. The Community Care Program (CCP) is a court ordered diversion program for youth offenders and provides an alternative for youth to serve court ordered custody time by working on weekend community projects. Deputy Probation Officers can also use the program as an immediate consequence for youth who are not meeting the conditions on their probation. Youth in the program generally work on outdoor landscaping or maintenance projects for school, parks, and city agencies. These projects present opportunities for youth to give back to their communities and to develop goal setting and a sense of job satisfaction and completion.

BRIEFINGS

The oncoming CCP staff arrives at their scheduled work time, reports to their post, and inspects the area for their shift. ISM OD is notified of their CCP assignments for the day. CCP staff report any issues or concerns the ISM OD.

OBJECTIVES

CCP program is designed to:

- a. Educate the youth on developing work and team building skills
- b. Establish in our youth the role of consequences and punishment for negative behavior, as well as a sense of self-fulfillment by giving back to their community.
- c. Encourage and motivate youth to change their attitudes, build self-esteem and promote a positive alliance with their community
- d. Cooperation from youth, staff and the courts in assisting, changing and guiding youth in a positive direction
- e. Create a inclusivity environment for all youth.

PROGRAM COMMITMENT

Court ordered youth are expected to participate in the program. They will be required to complete their court ordered service days. Youth are expected to follow all of the rules, regulations and guidelines established by CCP program staff. Alternative to detention by assigned probation officers, DPO's may have their youth serve weekends as immediate consequence.

PROGRAM STANDARDS

High standards are encouraged and expected by program participants. Evaluating performance standards is the responsibility of program staff. Participants are graded on attitude, performance and behavior. Any youth who displays less than satisfactory standards will be referred back to the courts and may be terminated from the program.

YOUTH SIGN UP AND ORIENTATION

The CCP staff meets with the youth and their parents or guardians to:

- a. Complete the CCP Contact Sheet (Medical and Emergency Information)
- b. Explain the Rules and Guidelines
- c. Review the Grading System
- d. Complete the Physical Examination waiver and Medical Consent Form
- e. Take photo of youth for file
- f. Provide program contact information

Both youth and Parent / Guardian must be present to sign all forms.

SHIFT TASK ASSIGNMENTS

Every Monday:

- a. Print out current CCP Program roster from PIMS
- b. Call youth Probation Officer (PO) to let them know youth status
- c. Research youths status such as gang affiliation,
- d. File CCP attendance sheet in proper folder, most current goes on top
- e. File attendance grading sheets in youth's folder
- f. Update CCP database
- g. Send no show and graduation notices, put one copy in youth's folder
- h. File grading sheets in folders
- i. Assist Transportation and/ or Admissions if necessary
- j. Do staff scheduling (weekly and monthly)
- k. Reply to all email, text and voicemail messages
- l. Type up graduation certificates for upcoming weekend
- m. Type up any new directions for upcoming weekend
- n. Print out updated wait list from PIMS
- o. Print out updated CCP list and post
- p. Submit meal count to Food service unit with the Sheriffs department.
- q. Vehicle maintenance through Motor pool or Grant Yard in Redwood City.
- r. Make purchase when requested through Grangers and Homedepot.
- s. Maintenance on tools and equipment as needed.
- t. Submit weekend shift report summary to management.
- u. Sign up appointments as scheduled.
- v. Monthly Stats submission to management.

Fridays:

- a. Check weather reports / conditions
- b. Prepare food bins
- c. prepare vehicle for weekend project
- d. Make sure vans are fueled Confirm staff scheduling
- e. Reply to all email, text and voicemail messages
- f. Assist Transportation and/ or Admissions if necessary
- g. Pick up supplies from /Grainger/Home depot
- h. Type up CCP attendance sheets and put in binders
- i. Print out CCP grading sheets and put in binders
- j. Print out certificates of graduation (As they are scheduled)
- k. Check the binders and make sure the CCP info and medical sheets are updated (including, removing the old ones. Put the CCP info and medical sheets back in youth's folders for next time)
- l. Check Terminations
- m. Change of Court Orders
- n. Attend appointments

Monthly:

- a. Total Month End STATS, submitted to Administrative Secretary

LOCATIONS OF WORK SITES

Work sites are scheduled and provided throughout San Mateo County. These sites are established based on the needs of the community, participating agencies, transportation and individuals participating in the program. Youth are advised location each week. Depending on the number of youth on CCP work site, site may vary per group or combine to a central location such as the YSC campus.

WORK PROJECTS

Work projects including but not limited to are:

- a. Landscaping
- b. Brush/pruning removal
- c. Trail Building and Maintenance
- d. Assisting parks, Schools, County Facilities, Community Properties with Beautification Projects
- e. Trash Clean-up
- f. Graffiti removal
- g. Fire Abatement
- h. Sandbags
- i. Painting and Prep
- j. Vehicle wash

- k. Usage of power tools
- l. Mulch Spread

EMERGENCY SITUATIONS

In the event of an emergency, CCP staff immediately notifies 911 if necessary, staff explain the situation, implements the appropriate procedures and takes direction from the ISM-OD, Lead of the day and / or Emergency Personnel. Complete Incident Report upon return on PIMS and submit to ISM OD.

EMERGENCY TREATMENT OF YOUTH INJURIES / ILLNESS

If youth are seriously injured while on CCP contact 911. Minor injuries will be addressed on site by the CCP staff who will administer first aid if needed. CCP staff will contact the youth's parents/guardian as soon as possible. Complete Incident Report upon return on PIMS and submit to ISM OD.

VEHICLE ACCIDENTS

CCP notifies the Lead staff and ISM-OD. Call 911 for any Medical Emergency. CCP staff fills out Accident report and Fax to Risk Management. Any need for Road assistance staff will notify ISM-OD then call Action Tow. Complete Incident Report upon return on PIMS and submit to ISM OD.

YOUTH SEARCHES

Staff conducts visual pat search and metal detection to all youth upon arrival at the CCP designated pick up and drop off area. Check temperature and confiscate any cell phones or devices to be returned by the end of the program.

INCIDENT REPORT

If Staff encounters or has direct knowledge of a situation that requires an Incident Report, they will complete a report on PIMS and submit it to the ISM-OD.

STAFF BREAKS

Staff eats their meal during their approved 15 minute, 15 minute, or 30 minute lunch as scheduled by the Lead staff

See Policy Manual on Youth Work Programs for further information