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| GEORGIA DEPARTMENT OF JUVENILE JUSTICE | Transmittal # 17-11 | Policy Number: 18.4 |
| Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs) | Related Standards & References: O.C.G.A. § 39-2-1, et seq. Labor Dept. Rules and Regulations 300-7-2-01 4-JCF-5H-0102, 03, 04, 3-JDF-5C-05, 06, 08, 4-JCF-4B-05 DJJ 7.30, 7.31, 8.4, 13.33, 16.5, 18.6, 18.10 | |
| Chapter 18: PROGRAM AND SERVICES | Effective Date: 11/15/17 | |
| Subject: WORK ACTIVITIES FOR YOUTH | Scheduled Review Date: 11/15/18 Replaces: 1/15/12 Secure Facilities | |
| Attachments: A – Work Assignment Detail Form | APPROVED:  <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> Avery D. Niles, Commissioner | |

I. POLICY:

Able-bodied youth assigned to Department of Juvenile Justice facilities are expected to participate in the care of the facility and its property and in approved work activities that contribute to the daily maintenance and operation of the facility. Youth shall not perform work prohibited by state or federal law pertaining to child labor nor shall youth be exposed to dangerous work conditions.

II. DEFINITIONS:

Able-bodied youth: A youth who has the physical and mental capability to perform a particular work assignment.

III. PROCEDURES:

- A. All youth are required to clean and care for their personal sleeping and housing area, in accordance with DJJ 8.4, Inspections. This will not be considered a work assignment.
- B. No private organization or individual will profit from work performed by youth.
- C. Work performed will be activities approved by the facility Director and shall be supervised by staff. Approved activities may include housekeeping, maintenance of

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the facility or grounds, personal hygiene services as part of an approved vocational program, training or community service.

- D. Work activities will be performed when the youth is not involved in education or other facility approved programming or activity, unless it is a part of that programming (e.g. Graduate Education Program). Staff are prohibited from taking youth from school for the purpose of performing a work assignment.
- E. Positive work performance should be recognized and rewarded as part of the PBIS (see DJJ 18.6, Positive Behavior Intervention and Support). Youth will not be monetarily compensated for work assignments within the facility.
- F. Youth may be assigned work activities to assist in other areas of the facility. All specific work assignments that are utilized by a facility will be identified and documented on the Work Assignment Detail Form (Attachment A). The Director will approve all work assignments identified and utilized within the facility.
- G. Youth will be trained in the proper and safe operation of any equipment that they may use in a work assignment.
- H. Work Assignment Detail Forms will be maintained by work area supervisors.
- I. All work assignments will be supervised by staff knowledgeable in performing the assignment. Staff will ensure that work is performed properly and in a safe manner. When required, proper safety equipment or tasks-related clothing will be provided (e.g. eye protection, hats, or hair nets in food services).
- J. If a work supervisor believes that an activity is hazardous, he/she shall immediately discontinue the work activity and report the hazard to his/her supervisor.
- K. Some work assignments may be associated with vocational training programs. The vocational instructor or other trained staff is responsible for supervision of youth in a particular training program. Use of equipment and supplies directly associated with the program will be permitted in accordance with DJJ 7.30, Tool Control; DJJ 7.31, Control of Hazardous Material; and DJJ 13.33, CTAE.
- L. Pursuant to DJJ 16.5, Disciplinary Reports and Hearings, additional work details may be utilized as a disciplinary sanction. However, work activities designed to humiliate or that are pointless except as punishment are not authorized.

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M. Youth will have completed medical evaluations prior to any assignment. Assignments will be in keeping with a youth's assessed capabilities, disabilities and facility classification. The age and maturity level of individual youth will be considered when making work activity assignments.

N. Work will not be planned during the facilities "lights out" hours, which are for rest and sleeping, unless approved by the facility Director as needed. Youth assigned to work assignments will still receive their seven hours of continuous sleep in accordance with DJJ 18.10, Program Activity Schedule.

IV. LOCAL OPERATING PROCEDURES REQUIRED: YES

Each facility or program will have a standard procedure for assigning youth to work assignments. The procedure will identify:

- Who (person or committee) may make work assignments, and
- How work assignments are changed. The person or committee who makes or approves work assignments will have access to and will utilize classification/assessment information in this decision.