



## **GENERAL ORDER**

### **Youth Community Outreach Unit**

#### **Purpose and Scope**

The Youth Community Outreach Unit (YCOU) was established as a result of juvenile realignment to provide an opportunity for youth under the Juvenile Court jurisdiction who are committed to a secure youth treatment facility to participate in a step-down model as a graduated step towards community reintegration.

YCOU projects benefit the youth and community by fostering responsibility, accountability, self-esteem, and work-related skills, while also providing an alternative to incarceration.

#### **Affected Personnel**

All Sworn Personnel

#### **Authority**

Welfare and Institutions Code 875(f)

#### **Effective Date**

October 12, 2023

### **I. Guidelines**

- A. Youth housed at the Secure Youth Treatment Facility, referred to as the Valley Oak Youth Academy (VOYA), within the Youth Detention Facility may be ordered by a court to be transitioned to a less restrictive ("step-down") program after demonstrating progress with their rehabilitative goals.
  1. The Deputy Probation Officer assigned as the case manager will recommend participation in the Community Outreach step-down within the individualized rehabilitation plan once the youth has completed a significant portion of their treatment goals and demonstrated consistent positive adjustment.
- B. With a court order, the VOYA youth will be considered in-custody but allowed to leave the secured detention facility temporarily under the supervision of the YCOU officers as detailed in the court order.

- C. YCOU officers will complete an Operational Outline to include the expected start and end times, planned activity location(s), a brief description of planned activities, and the names of VOYA residents participating in the program.
- D. VOYA youth will be allowed to participate in YCOU activities only with other VOYA youth.
- E. Upon release for the day, YCOU officers shall advise VOYA youth of the following expectations:
  - 1. Abide by all terms and conditions set by the court.
  - 2. Remain respectful towards officers, support staff, fellow peers, and community members.
  - 3. Positively engage in program activities and cooperate with YCOU officers and community partners.
  - 4. Any disruptive behavior may result in returning to YDF, removal from the step-down, sanctions, documentation in the individualized treatment plan, and/or court action.
  - 5. Report any injury or illness immediately to a staff member.
  - 6. Consequences of escaping or attempting to escape.
- F. Upon return to YDF, booking staff will re-admit the temporarily released VOYA youth into the YDF in accordance with existing YDF policies and procedures.
- G. VOYA youth will be provided clean clothes and an opportunity to shower upon conclusion of their YCOU participation.

## **II. VOYA DPO Responsibilities**

- A. Upon receipt of the court order, the VOYA DPO will do the following:
  - 1. Ensure clearance by the clinic for VOYA youth;
  - 2. Notify YCOU officers when VOYA youth are scheduled to participate in YCOU step-down.
  - 3. Ensure the kitchen has prepared a sack lunch, snacks, and water for the VOYA youth for the day of participation.
  - 4. Speak to the youth to ensure there is no condition that might prevent or limit the youth's participation each day (injury, illness, conflict with peers).
  - 5. Ensure the VOYA youth is properly dressed and ready to work on the date/time in the court order.
    - a. Youth must be dressed in clothing for outdoor work activities. The minimum acceptable attire, which must be worn at all times, is shoes/boots, long pants, and a shirt. Youth who are not dressed properly for the day's activities will be returned to YDF.
      - 1) VOYA youth will be provided with clothing suitable for their assigned activities, which will include shoes/boots, socks, underwear and an undershirt, long pants, long-sleeved shirt, and a jacket or sweatshirt.
      - 2) Youth must wear personal protective equipment (PPE) while work is being performed. PPE includes but is not limited to gloves, ear/eye protection, hardhat, high-visibility vest, sunscreen, insect repellent, etc.

The appropriate PPE will be provided to the youth based on the planned activities.

### **III. Staffing Requirements**

- A. There shall be a minimum of two armed Probation officers for the operation of YCOU activities.
- B. There shall be one officer for every five VOYA youth.

### **IV. YCOU Officers Responsibilities**

The primary responsibilities of YCOU officers are the care/custody of the program participants and execution of program activities.

- A. YCOU officers shall perform the following duties:
  - 1. Plan and implement YCOU activities through communication and coordination with contracted community partners.
  - 2. Arrive at the YCOU staging area on time and with proper clothing and duty equipment.
  - 3. Complete an inspection of any department vehicles and equipment both prior to and after use.
    - a. Ensure a first aid kit is in the vehicle.
    - b. Document any significant damage, maintenance, or repair issues, and notify the YCOU Supervisor of equipment needs.
    - c. Officers shall refrain from using any equipment that will be unsafe to operate due to damage or disrepair.
  - 4. Obtain sufficient PPE, lunches, snacks, and drinks for participants and staff.
  - 5. Use the department-issued Sheriff's Mobile Data Terminal (MDT) and department radio to log program activities with the local jurisdiction's communications center.
  - 6. Complete a formal attendance call at the YCOU staging area at the beginning and conclusion of the program.
  - 7. Transport participants to and from program sites in accordance with existing motor vehicle laws and department policies and orders.
  - 8. Ensure youth are provided instruction in the safe and proper use of all tools and equipment;
  - 9. Direct youth in the completion of the assigned project;
  - 10. Supervise participants and monitor youth to ensure they work in a safe manner;
  - 11. Remain on the work site at all times while youth are participating in programs.
  - 12. Cease work activities when environmental conditions make it unsafe for planned activities;
    - a. This includes temperatures greater than 90° F and less than 30° F, severe rain/flooding, lightning, dangerous air quality, etc.
    - b. Cancellations due to weather conditions may require a youth's program day to be rescheduled.
  - 13. Prohibit youth from doing unassigned or unsafe work;
  - 14. Provide participants with sufficient food and beverages for the program's scheduled activities;

15. Appropriate break times will be provided throughout the workday in accordance with California law.<sup>1</sup>
16. Document injury/illness in an Institution Incident Report (IIR) or Electronic Reporting Systems (ERS) as required by policy.
17. Contact the partnering agencies' staff upon arrival at a designated work site. Act as the liaison between the site personnel and youth in directing work assignments.
18. Provide appropriate updates and notifications to Watch Commanders, Supervisors, assigned Probation Officers, and YDF/VOYA Staff regarding changes in planned activities, minor incidences, and emergencies.
19. Perform other reasonable duties as assigned by a supervisor.

**V. Youth Who Escape or Attempt to Escape**

VOYA youth who participate in step-down under the supervision of a YCOU officer are considered "in-custody".

- A. In the event a VOYA youth escapes or attempts to flee from custody, YCOU officers shall:
  1. Immediately notify the local law enforcement agency's communications center by quickest means available (radio broadcast, MDT message, phone, etc.).
  2. Provide a description of the escapee, which should include the youth's x-reference number, general description of appearance, location of incident, direction and means of travel, presence of weapons, and any other pertinent information.
  3. Ensure other participants, officers, and nearby citizens are safe.
  4. As soon as it is safe to do so, notify the Field and YDF Watch Commander and direct supervisor, or designee, of an escape or attempted escape. The Field Watch Commander and direct supervisor, or designee, will provide direction.
  5. Once safe to do so, secure other program participants onto the YCOU vehicle and return to the YCOU staging area.
  6. Document the event in an IIR or ERS.

**VI. Youth in Need of Medical Services**

- A. Officers may provide first aid, to the level of their training, which under normal circumstances could be self-administered, when needed.
- B. Officers will obtain any needed minor medical supplies from a County-provided first aid kit, which is to be kept and sufficiently stocked in each YCOU vehicle.
- C. Youth who request medical treatment for an injury/illness that does not require emergency intervention will be advised to take a break from activities. Officers will recurrently assess the youth's condition and allow the youth to resume activities once improved or summon assistance if there is a decline.
- D. Officers may contact the direct supervisor, or designee, or a YDF Watch Commander, to request a participant be transported back to the YCOU staging area / YDF due to a minor injury/illness that is affecting their ability to complete the program activities.

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<sup>1</sup>Industrial Welfare Commission Orders and Labor Code 512

- E. If a youth requires emergency treatment for an injury/illness during the program activity, the YCOU officers will render appropriate first aid, to the level of their training, and contact Emergency Medical Services by quickest means available (radio broadcast, MDT message, phone, etc.).
- F. The designated weekly transport unit will respond to assist with an emergency transport.
- G. The YDF Watch Commander or direct Supervisor, or designee, is responsible for notifying a youth's parent/guardian of an escape or attempted escape by the youth and any injury to or illness of the youth that requires transportation to a medical care facility.

## **VII. Corrective Action**

YCOU officers will be responsible for providing immediate redirection and/or corrective sanctions for misconduct while in the program.

- A. Corrective action must reflect a specific program rule, law, or probation violation. Officers should:
  - 1. Attempt to redirect misconduct through verbal commands/instructions.
  - 2. Sanctions may include but are not limited to: time-out for redirection, removal from program for the day, failure to earn a good day or dismissal from activities for a determinate amount of time.
  - 3. Request assistance from Probation Field units or local law enforcement if necessary.
  - 4. If needed, detain involved youth and terminate program activities.
  - 5. As soon as feasible, notify the direct supervisor, or designee, or a YDF Watch Commander of any incidents requiring a youth to be placed in mechanical restraints, any use of force, or an arrest for a law or probation violation. Refer to the [Use of Force General Order](#).
  - 6. Document the incident.

## **VIII. Emergencies and Unusual Circumstances**

- A. Emergencies and unusual circumstances may place the well-being of officers or participants at risk and create a liability for the officers and/or the County.
- B. Officers shall notify the direct supervisor or designee, or a YDF Watch Commander, as soon as it is safe to do so, when a situation is an emergency or an unusual circumstance that creates a disruption to the programs planned activities.
- C. The officers' responsibilities to program participants may be overridden when there is an imminent risk of serious injury or death to themselves or others.
- D. If a situation requires intervention from other law enforcement agencies or emergency services, officers shall contact the communications center of the local jurisdiction by the quickest means available (radio broadcast, MDT message, phone, etc.), and request appropriate assistance.

**Amends/Replaces Previous Order**

N/A – New

**Authorized By**  **Date** 9/18/23  
*Marlon Barber, Chief Probation Officer*