





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 8 - Programs

Policy Number:	8.02
Policy Name:	Unit Crews
Authority:	Title 15, 1373, 1481
Replaces:	
Effective Date:	January 1, 2019
Revision Date:	December 1, 2018
Related Policies and Procedures:	6.03 - Meal Service and Meal Supervision 7.01 - Sanitation and Hygiene 8.01 - General Unit Programs
Related Forms:	Unit Inspection Sheet
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I. POLICY

Juvenile Hall staff shall ensure that all youth participate in Unit Crews. This excludes those who are medically incapable or currently exhibiting behaviors that indicate safety concerns.

Juvenile Hall staff shall encourage youth to participate in fair and consistent work assignments within the facility. Work assigned to youth shall be meaningful, constructive, and related to vocational training or increasing a youth's sense of responsibility. Work programs shall not be imposed as a disciplinary measure. [Title 15, 1373].

Juvenile Hall staff shall follow the unit cleaning program as defined in the Daily Unit Activities Schedule. Juvenile Hall staff shall always direct and observe youth cleaning activities to ensure that youth perform the tasks safely, properly, and thoroughly, and that equipment and supplies are utilized as efficiently as possible.

When selecting youth to participate in Unit Crews, Juvenile Hall staff shall consider youth behavior in accordance with the guidelines set in this policy. Participation in these activities should be a privilege earned by youth who have demonstrated a strong sense of responsibility [Title 15, 1373]. Counselor II's and Senior Counselors shall conduct weekly sanitation inspections and respond to any noted deficiencies.

Provision shall be made to issue suitable additional clothing essential for minors to perform special work assignments where the issue of regular clothing would be unsanitary or inappropriate [Title 15, 1481].

II. PURPOSE

Youth have a right to a clean and hygienic living environment as well as a responsibility to help maintain such an environment as part of their rehabilitative experience in Juvenile Hall. Ensuring that youth maintain a clean and orderly living environment not only makes for a safer and more sanitary facility but is also an opportunity for Juvenile Hall staff to instill in youth pro-social skills including accountability, responsibility, and pride in one's community.

Social accountability and positive habit formation have been shown to reduce youth likelihood of recidivism. While, at times, youth may have to clean their rooms as the result of hygiene or cleanliness related behavior such as graffiti, in general, cleaning should not be used as a disciplinary measure but as a sign of trust and recognition of a youth's responsibility and growth.

III. PROCEDURES

A. Cleaning of Youth Rooms

- i. All youths are required to clean their assigned rooms daily.
 - a. This shall include sanitizing all surfaces including, but not limited to, the sink, toilet, mattress, door handles, sweeping and moping, and cleaning the walls and graffiti as needed.
- ii. Juvenile Hall staff shall secure all youth in their assigned rooms prior to room cleaning and then obtain and prepare the cleaning equipment.
- iii. Juvenile Hall staff shall spray sanitizer on all surfaces. At no time shall youth handle any cleaning supplies.
- iv. After a release, the assigned room shall remain vacant for at least 24 hours. All Covid-19 related requests shall go through the Director of Juvenile Hall's Office.

B. Cottage Cleanup

Cottage clean up shall be performed on Saturdays or as necessary and in accordance with the Daily Unit Activity Schedule. Cottage clean up shall include the cleaning of all rooms and all common areas in unit.

C. Unit Crew Rotation

- i. Juvenile Hall staff shall conduct Unit Crew rotation by going down the room assignment sheet from 1 to 20.
- ii. For the A.M. Crew: Juvenile Hall staff shall select two (2) youth.
- iii. For the P.M. Crew: Juvenile Hall staff shall select three (3) youth, starting from the last youth that worked in the a.m.
- iv. Juvenile Hall staff shall vet the A.M. Crew for the following day starting from the last eligible youth that worked Crew on the previous day.
- v. All youth who have been medically cleared and who are demonstrating good behavior and cooperation with staff are eligible for work crew rotations.

D. Kitchen Crew

- i. Juvenile Hall staff shall serve all food items at meals.
- ii. At mealtimes, Juvenile Hall staff may assign one or more youths to assist with meal related tasks and clean up.
- iii. Participation in cleaning crews is a privilege and a demonstration of trust.
- iv. See Policy 6.03 - Meal Service and Supervision for Kitchen Crew specifics

E. After Bedtime Cleaning

- i. After Bedtime Cleaning commences after all youths have been secured in their assigned rooms for bedtime.
(Policy 8.01 – General Unit Program)
- ii. Juvenile Hall staff shall assign a group of youths to this crew as well as assign the associated tasks to each youth.
- iii. Only youth who are medically cleared, have demonstrated good behavior and have not had recent room confinement are eligible as participation in cleaning crews is a privilege and a demonstration of trust.
- iv. At the discretion of Juvenile Hall staff, youths who participate in after bedtime cleanup crews may be allowed to have additional leisure time after the tasks are completed and before lights out.

F. Cleaning Supervision

- i. At any time when youths are cleaning, Juvenile Hall staff shall utilize proximity control and maintain visual contact with youth. This includes stationing a Juvenile Hall staff member on the upper tier when youths are cleaning on the second floor and in the outdoor courtyard.
- ii. Juvenile Hall staff shall check that youths are performing cleaning tasks properly throughout the cleaning process and inspect the results of the cleaning once the youths are finished to ensure that safety, hygiene, and maintenance standards are maintained.

- iii. At no time shall youths be given access to any cleaning agent. Juvenile Hall staff shall be responsible to maintain the possession of and the dispensing of cleaning agents.

G. Unit Inspection Report

- i. Each Counselor II and Unit Manager shall conduct a daily walk thru and inspect areas of the living unit for cleanliness.
- ii. Areas needing improvement shall be noted on the Unit Inspection Sheet and addressed during the coming week.
- iii. Unit cleaning shall be documented in the unit log.