





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 8 - Programs

Policy Number:	8.11
Policy Name:	Vocational Work Program
Authority:	Title 15, 1373, 1481
Replaces:	8.11 Vocational/Work Program (05/01/2000)
Effective Date:	January 1, 2019
Revision Date:	October 18, 2018
Related Policies and Procedures:	6.03 – Meal Service and Meal Supervision 8.01 – General Unit Programs 8.02 – Work Crews
Related Forms:	
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Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

The Juvenile Hall Facility Administrator shall develop policies and procedures regarding the fair and consistent assignment of youth to work programs. Work assigned to a youth shall be meaningful, constructive, and related to vocational training or increasing a youth's sense of responsibility. Work programs shall not be implemented as a disciplinary measure.

- A. Youth in Juvenile Hall are not required to participate in uncompensated work assignments unless the work is related to housekeeping, maintenance of the facility or grounds, personal hygienic needs, or part of an approved training or community service program.
- B. Youth are not permitted to perform any work prohibited by state and federal regulations and statutes pertaining to child labor.
- C. The educational program provides for a vocational program that is consistent with the needs of the youth population.
- D. The youth work plan provides for employment for youth with disabilities.
- E. Special Clothing provisions shall be made to issue suitable additional clothing essential for youths to perform special work assignments where the issue of regular clothing would be unsanitary or inappropriate. [Title 15, 1481]

II. PROCEDURES

- A. An in-house work training program for youth shall be established through the cooperative effort of the Probation Department, the School Department, and Community-Based Organizations.
- B. Juvenile Hall programs shall include work training for youth related to housekeeping maintenance of the facility and grounds. Work and vocational opportunities offered to youth shall always be directed to increase their sense of responsibility.

- C. Opportunities for youth to participate in the work training program shall be established consistently with his/her behavior and/or merit level status. Such vocational and educational opportunities shall be constructive and meaningful in nature.

- D. Juvenile Hall collaborates with multiple City and County of San Francisco Departments and Community-Based Agencies to provide a wide range of vocational education, experience, and employment opportunities. A transition plan, including vocational, educational, and employment opportunities, shall be developed for post dispositional youth in accordance with Title 15 Section 1351.

- E. The transition plan shall be developed with input from the family, supportive adults, youth, and Regional Center for the Developmentally Disabled where appropriate.