The Commissioner of Corrections adopts this policy pursuant to the authority contained in Title 34-A M.R.S.A. Section 1403.

All Departmental Juvenile Facilities

The Department of Corrections believes work programs for residents are essential for them to learn and practice responsibility, specific job skills, the behaviors required to work with others at a job, and to help them meet their legal and social obligations. Work programs in the facility shall include individual chores, housing unit jobs, grounds maintenance, work/education programs, and off-grounds jobs. Education and treatment programs take precedence over work programs.

Procedure A: Housing Unit Chores within the Confines of the Housing Unit
Procedure B: Housing Unit Chores within the Institution but Outside of the Housing Unit
Procedure C: On-Grounds Jobs Outside of the Institution but within the Perimeter
Procedure D: Off-Grounds Jobs Outside the Secure Perimeter
Procedure E: Conditions of Employment for Off Grounds Jobs

None
Procedure A:  Housing Unit Chores within the Confines of the Unit

1. Residents shall be responsible for the upkeep and contents of their own bedrooms, whether shared with other residents or not.

2. The Unit Treatment Team shall assign all other inside Housing Unit chores to committed and detained residents alike. Those chores shall include, but are not limited to: sweeping and washing the Day Room floors, cleaning the resident shower room, bathrooms and other common areas.

3. There shall be a list of assignments posted within the housing units dayrooms.

4. The Unit Treatment Team shall review each resident's performance on their assigned job once a week and shall give appropriate comments/commendations, in accordance with Chapter 15, Behavior Management System.

5. Residents shall receive instruction in the proper use of tools, etc., and standards of acceptable cleanliness from the Juvenile Program Specialists /Workers.

Procedure B:  Housing Unit Chores within the Institution but Outside of the Housing Unit

1. The Maintenance Supervisor shall ensure that the Housing Units are notified when an outside job needs to be done and shall provide a maintenance staff person to supervise the assigned residents.

2. The Unit Treatment Team shall assign all outside Housing Unit chores. Those chores shall include, but are not limited to: raking and sweeping, shoveling snow, and general cleanup.

3. In order to obtain necessary equipment, Housing Unit staff shall contact the Maintenance Supervisor to request equipment they need.

4. The Maintenance Supervisor shall ensure that:
   a. The equipment is distributed to Housing Unit staff, upon request;
   b. The equipment is collected, inspected, and inventoried when the work period ends; and
   c. All debris is removed and disposed of properly.

Procedure C:  On-Grounds Jobs Outside of the Institution but within the Perimeter
1. Certain on-grounds jobs are available to residents who are at least 16, have graduated from high school or who have received their GED, and whose jobs do not conflict with their education or treatment program. On-grounds jobs are a privilege and may be revoked at any time.

2. Residents who are interested in working in the kitchen, laundry, maintenance, etc., on an ad hoc basis may contact their Social Worker or Juvenile Program Manager to express an interest or may volunteer when a supervisor of the above areas requests assistance, provided it would not interfere with their education or treatment program.

3. Residents who wish to be assigned jobs on grounds shall direct such requests to their Social Worker or Juvenile Program Manager. If the Social Worker or the Juvenile Program Manager approves the request, the Social Worker shall make the necessary arrangements.

4. Residents accepting a job shall be punctual and properly attired and shall follow the proper procedures and the directives of work supervisors.

Procedure D: Off-Grounds Job Outside the Secure Perimeter

1. Some residents may be eligible to work off grounds, for scheduled periods of time. Off-grounds jobs are a privilege and may be revoked at any time.

2. If, as part of the residents Case Plan, an off-grounds job has been recommended, and the Unit Treatment Team believes the resident is ready to begin work, they shall forward their recommendation to the Classification Committee for review. The Unit Treatment Team shall consider the following criteria when determining whether off-grounds work is appropriate:

   a. The resident must be free of all restrictions, reached the appropriate Maine Operating Approach Phase and maintained the appropriate Behavior Motivation Level;
   b. The Unit Treatment Team must have had sufficient time to assess the resident in order to determine that there is minimal risk of failure and a maximum opportunity for success; and
   c. There must be sufficient work history in the community, on grounds, in the unit or in school to show a positive work pattern.

3. The Social Worker shall initiate a job search, notify appropriate staff and maintain records and documentation of all off-grounds work programs.

Procedure E: Conditions of Employment for Off Grounds Jobs

1. Once the resident has obtained employment outside of the facility, the Social Worker shall ensure that Confidentiality Laws are adhered to when giving information about
the resident to the employer and shall be responsible for supervising and/or making periodic checks to track the resident’s progress on the job.

2. The resident’s employer shall provide a written schedule 48 hours prior to the start of weekly employment. The Social Worker shall make sure that copies of this schedule are distributed to the appropriate personnel (e.g.: Main Lobby, Central Control, etc.).

3. Hours outside of the regular schedule shall be reviewed on a case-by-case basis. Changes to the schedule shall only be authorized via a phone call between the employer/supervisor and the Juvenile Program Manager or, in his/her absence, the Juvenile Facility Operations Supervisor.

4. No resident may accept employment at less than minimum wage or a wage below the prevailing rate.

5. The resident, employer, and Juvenile Program Manager/Social Worker must sign the "Memo of Understanding" form prior to the resident's start of work.

6. Each resident must sign an "Off-Grounds Work Contract," prior to the start of work, which includes a description of the rules, hours and other conditions of employment.

7. No resident may work at a job which is prohibited by federal, state, or municipal laws, rules, or other regulatory standards, or by the facility.

8. All payment for work shall be by check payable to the resident. The resident shall deposit the check in their facility account. The resident shall not cash the check unless they have prior approval from the Juvenile Program Manager.

9. Residents shall not leave the employers property without prior permission from the Juvenile Program Manager or Juvenile Facility Operations Supervisor for good cause.

VII. PROFESSIONAL STANDARDS:

ACA:

4-JCF-1A-07 (MANDATORY) The facility is clean, sanitary, and safe. The facility complies with applicable federal, state, and local safety, sanitation, and health codes.

1. There is an annual health/sanitation inspection of the facility by appropriate government officials, as required by federal/local/state codes.
2. There are weekly safety and sanitation inspections of all facility areas.
3. Inspections are reviewed, and deficiencies are corrected.
4. The facility's potable water source and supply, whether owned and operated by the public water department or the institution, is approved by an independent outside source to be in compliance with jurisdictional laws and regulations.
5. Waste is disposed of according to a plan approved by the appropriate regulatory agency.
6. Vermin and pests are controlled.

4-JCF-5H-01  Juveniles are not required to participate in uncompensated work assignments, unless the work is related to housekeeping, maintenance of the facility or grounds, personal hygiene needs, or is part of an approved vocational or training program or approved community service.

4-JCF-5H-02  The juvenile work plan provides for employment for juveniles with disabilities.

4-JCF-5H-03  Juveniles employed in the community by public or private organizations in positions normally occupied by private citizens are compensated at the prevailing rate.

4-JCF-5H-04  Juveniles are not permitted to perform any work prohibited by state and federal regulations and statutes pertaining to child labor.

4-JCF-5I-04  Where statutes permit, juveniles should be afforded opportunities for graduated release and participation in employment, and education programs.