

# Probation Community Service Behavior & Van Expectations

## Search

- A. All youth will submit to a search by protective services upon entering any Juvenile Court building. **WARNING** once youth report to community service you will not be allowed to leave until instructed to do so by staff for Site assignments.

## Contraband

- A. Youth are not to bring lighters, tobacco products, matches, sharp objects, glass bottles, aerosol sprays, weapons, or utensils of any kind to the PSS program. **WARNING** Items **will not** be returned.
- B. **Stashing of contraband** prior to entry to the bldg. or on the van will result in loss of hours and possible dismissal from community service work crews.

## Attire

- A. **Clothing/Shoes**- Youth are expected to arrive on time in appropriate clothing and shoes (tennis shoes, no tank tops).

## Gang behavior

- A. **NO Gang behavior** of any kind (hands, discussion, signals, hand daps etc.....)

## Fraternization

- A. **NO Fraternalization**  
Definition-form a friendship, mix, mingle with other probationer while completing court ordered community service.

## Horse Play

- A. **NO horse play** of any kind. (Hands, feet, dapping it up, hugging etc.....)

## Metz. Lobby Seating

- A. upon arrival for SWC female will be designated to sit together in designated area.

## Community service van Seating

- A. **Community service van staff seating** (when applicable) per attendance numbers (2) staff will ride in the van.

- B. **Community service van youth seating** Male/Female will be seated separately.

i. Females will be seated in the first row together.

ii. Males will be seated in the remaining open rows together.

iii. if/when applicable, the second staff will be seated in the last row for additional rear supervision.

## Site work behavior expectations (Metz., Community Sites)

### Cell Phones

- A. Upon arrival to Site assignment, all cell phones should be put away during staff/site supervisor instructions.

Staff will provide further instruction on cell phone on site.

**Warning....** If cell phones become a distraction/barrier regarding safety when completing job assignment youth will be directed to place cell phones away.

**Warning....** Cell phone use can result in loss of community service hours and/or dismissal.

### Verbal disruption on/off Site

- A. Community service coordinators will attempt to redirect youth. If the youth does not comply, youth will be dismissed and sent home. *If applicable, the youth will be given a bus ticket to return home and/or remain on site until picked up by an authorized driver.*
- B. The Probation Officer and parent/guardian will be notified via phone/email.

### Physical disruption on/off Site or Van (can result in immediate dismissal and arrest)

#### Metz.

- A. Protective service officer/Sheriffs dept. notification will be made by staff.
- B. Parents/Guardians and youth's POs will be notified of incident. (Incident report completed)

#### Community service site

- A. Staff will immediately direct youth not involved to exit area.
- B. Staff will call 911, notify chain of command.
- C. When it safe to do so staff will direct youth to return to van to return to Metz. For dismissal.
- D. Staff will complete a Cuy. County Sheriff's Dept. Div. of Protective Services Voluntary statement. (Staff will retain a copy)
- E. Staff will copy/forward all necessary documents to all official parties. (Manager, PO)

#### Vans

- A. Driver will pull van over safely and exit vehicle inclusive of keys.
- B. Direct youth not involved to immediately exit the community service van.
- C. Notify 911, and chain of command. When it is safe to do so return to the van.
- D. Coordinator will complete/copy/submit Division of Protective Services voluntary statement.
- E. Email all official court parties (Probation officer(s), Mgr.)