

**Idaho Department of
Juvenile Corrections
Institutional
Policy/Procedure**

NUMBER
661

REVISED
08/21/23

REVIEWED
08/21/23

EFFECTIVE
12/03/01

PAGES
3

SUBJECT: INSTITUTIONAL NEEDS

CATEGORY: FACILITY OPERATIONS

Policy

It is the policy of the Idaho Department of Juvenile Corrections (IDJC) to provide juveniles work and service opportunities on facility grounds, as a means of treatment programming and skills enhancement, as well as sustaining the facilities. The juvenile's individual needs and maturity level are primary factors in determining when, where, and what type of work projects are assigned.

Superintendents are responsible for ensuring that juveniles engaged in work projects comply with the appropriate sections of Federal and State Labor laws.

Operating Procedures

Prior to initiating any work project, staff will instruct the juveniles on the safety precautions relevant to the job. Safety precautions will be reviewed in all relevant areas including equipment, chemicals, and tools to be used, etc. The staff presenting the precautions documents and signs the safety precautions that were reviewed and the juvenile(s) who received the precautions. Each facility will establish a process for documenting the safety training provided to juveniles.

Refer to the Local Operating Procedures below for specific direction at each facility concerning assignment and approval of work projects.

Local Operational Procedures

JCC–Lewiston

I. Institutional Needs

- A. Juveniles are responsible to keep their living area clean including individual rooms, bathrooms, showers, and dorm area, and to maintain cleanliness and order in all areas they might access.
- B. Juveniles are responsible for doing their own laundry using the method and schedule established by the facility.
- C. Juveniles are responsible for cleaning areas according to established schedules and as needed or assigned.

- D. Upper level juveniles may serve as part of the Service Learning Unit (SLU) Crew and perform duties relevant to cleaning, landscaping, maintenance, etc. according to facility schedule and need or assignment.

II. Assignment of Scheduled Institutional Needs

- A. Time is scheduled weekly for cleaning projects to ensure facility needs are met regarding cleanliness, order, and upkeep.
- B. Each living unit develops a schedule that allows all juveniles to have clean clothing available.
- C. Assignments and schedule adjustments are submitted to the staff team for approval. Any desired changes are approved by the Unit Manager, or designee. The Unit Manager, or designee, ensures that the changes are appropriately communicated.

III. Unscheduled Institutional Needs

- A. Projects not listed as scheduled institutional needs are assigned in the following manner:
 - 1. The staff team identifies the need for a project and obtains the approval of the Unit Manager, or designee.
 - 2. When approved, staff arrange juvenile participation, supervision and acquire all necessary resources.
- B. Work projects that occur during school hours are coordinated with the Education Program Manager no less than 72 hours prior to the scheduled activity. The Education Program Manager, or designee, must be consulted/informed, if spontaneous or emergency projects occur where the 72-hour coordination cannot be satisfied. In all cases, education and work project staff must communicate effectively and timely.

JCC–Nampa

I. Institutional Needs

- A. Juveniles are responsible to keep their living area clean including individual rooms, bathrooms, showers, and dorm area, and to maintain cleanliness and order in all areas they might access.
- B. Juveniles may be responsible for doing laundry using the method and schedule established by the facility.
- C. Juveniles are responsible for cleaning areas according to established schedules and as needed or assigned.
- D. Juveniles may perform duties relevant to cleaning, landscaping, maintenance, etc. according to facility schedule and need or assignment.

JCC–St. Anthony

I. Institutional Needs Rotation Schedule

A schedule of cottages assigned to institutional needs will be overseen by the facility assigned OS2 and e-mailed to JCCS All Staff. This schedule will list the cottages responsible for the various institutional needs on a rotating basis.

II. Assignment of Scheduled Institutional Needs

A. Team meeting tasks

Institutional needs schedules will be discussed in team meeting and decisions documented in the team meeting minutes.

The assigned facility OS2 will issue a weekly institutional needs and other scheduled priority projects. This will be issued on Thursday of each week and will be distributed to JCCS All Staff. The [JCCS Facility Operations Manual](#) outlines the responsibilities and tasks associated with each institutional needs assignment.

B. Unscheduled Institutional Needs

Projects not listed as scheduled institutional needs are coordinated through maintenance and/or the recreation coordinator.

C. Institutional Work Sites – a schedule will be developed to establish group rotation for all work site areas.

1. Food Services
2. Laundry
3. Car Washing
4. Snow Shoveling/Leaf Raking

Reference: [Glossary of Terms and Acronyms](#)
Facility Operations Manual

Desk Manual: *None*

Related Policies: [Juvenile Supervision \(608\)](#)

Related Forms: [Juvenile Service Activity Approval and Timesheet \(DJC-090\)](#)