


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES  
JUVENILE INSTITUTIONS**

<b>Subject:</b> <b>Community Workforce Program</b>		<b>Policy Number: XIII. 23</b>
<b>Number of Pages: 2</b>		<b>Section: 13</b>
<b>Attachments</b>	<b>Related Standards &amp; References</b>	
<b>A. OCWP Application form</b> <b>B. Treatment Team Form (Form XIII.4.a)</b> <b>C. Work Form</b>		
<b>Effective Date:</b> <b>February 15, 2017</b>	<b>Approved:</b>  <b>James V. Maccarone, Director</b>	

**I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that a community workforce program shall be a structured program within the facility where youth have the opportunity to work within the facility for time off of their commitment.

The Division of Youth Services shall ensure that the program is voluntary. That the candidates are canvassed to determine those who want to perform duties and are selected based on set criteria.

**II. DEFINITIONS**

As used in this policy and procedure, the following definitions apply:

Classification System- An objective system composed of a progressive series of environmental structures, each of which afford a specific level of supervision and freedom of movement throughout the facility. This system is a fundamental component of the overall behavior management system, in which youth are methodically classified based on their scores on a number of factors, including but not limited to: history of assault, history of escape, major or minor disciplinary infractions, performance and/or participation in scheduled activities and programs, and the prescribed length of stay. (See Length of Stay Policy XIII.15.) The Classification System is intended to provide limits, supervision, and surveillance corresponding to the student's need for structure in daily living in order to reduce risk for violence, aggressive and destructive behavior, and elopement while residing at Oakley Youth Development Center.

Educational Compliance- Successfully complete class assignments and appropriate behavior in the educational setting.

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### III. PROCEDURE

- A. The community workforce program is voluntary and the admission criterion includes, but is not limited to the following:
  1. The classification status of,
    - a. Stage H
    - b. Stage A
    - c. Stage B
  2. Educational Compliance
  3. Behavioral History- Evidence of violence will eliminate a youth from the selection process
  4. Time served- must have been at OYDC for a minimum of six weeks
- B. The process for admission to the Community Workforce Program
  1. The youth shall submit an application to his/her OYDC counselor,
  2. The counselor shall a treatment team within five days of receiving the application,
  3. The treatment team will make their recommendation to the facility administrator/designee.
- C. When the selection process is completed, the youth shall be assigned to various duties and areas of the facility based on availability of supervisory staff.
  - No youth will be given a task that is, or could be, dangerous or hazardous to their health.
- D. Evidence of violence, excessive disruptive behavior and/or educational noncompliance may result in the youth's suspension from the program
- E. This policy shall be reviewed and/ or revised annually.