




TITLE: Community Service	PAGE 1 OF 9
	NUMBER: 183-CSS-01
RELATED RULE/CODE:	SUPERSEDES: Policy 183-CSS-01 dated 1/21/2013 SOP 183-CSS-02 dated 5/18/2009 Policy 400-PAR-18 dated 9/28/17
RELATED ACA STANDARDS: 4-JCF-5G-06; 2-7151; 2-7157	EFFECTIVE DATE: March 27, 2018
RELATED PREA STANDARDS:	APPROVED:  Harvey J. Reed, Director

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5139.01, which delegates to the Director of the Department of Youth Services the authority to adopt rules for the government of the department, the conduct of its officers and employees, the performance of its business, and the custody, use, and preservation of the department's records, papers, books, documents, and property.

II. PURPOSE

The purpose of this policy is to establish operational policy and procedures for the community service program and provide guidelines for the writing of policies and post orders for community service projects involving youth and staff.

III. APPLICABILITY

This policy applies to all Ohio Department of Youth Services (DYS) facilities and parole offices that provide community service partners with youth efforts for community service projects.

IV. DEFINITIONS

Community Based Volunteer Application (CBV) - A secure web application and database that tracks information related to volunteer and community service organizations and all agency volunteers.

Community Engagement Liaison (CEL) - Staff member designated by the director/designee to serve as the agency contact person responsible for overseeing and coordinating community service projects and activities department wide.

Community Service - Productive and meaningful work provided by youth benefiting 501(c)(3) tax-exempt organizations: government agencies, schools, churches, charitable and non-profit organizations.

Community Service Coordinator (CSC) - Facility/parole staff designated by the superintendent/designee or regional administrator/designee to identify and evaluate community service

projects, coordinate procedures for approval of projects, and ensure the project and partnership data are entered into the Juvenile Justice Case Management System (JJCMS) and CBV for the completion of the community service monthly report.

Community Service Orientation - An overview of the community service program conducted during youth orientation.

Community Service Partner - A school, government agency, church, or non-profit/charitable organization that can verify its 501(c)(3) or other tax-exempt status either with the Office of the Secretary of State or with the Internal Revenue Service of the Federal Government.

Inside Community Service Project - Community service work that is performed on the grounds of a facility.

Non-Profit/Charitable Organization - An organization that has received a 501(c)(3) tax-exempt status from the Internal Revenue Service, Department of Treasury.

Outside Community Service Project - Community service that is performed off the grounds of a facility.

Work Site Supervisor(s) - Staff designated to supervise youth working inside and outside community service projects.

V. POLICY

It is the policy of the Ohio Department of Youth Services (DYS) to provide productive and meaningful community service work to schools, government agencies, churches, and non-profit/charitable organizations by using youth volunteers. Community service is an integral part of teaching youth personal accountability while building competencies. It also allows youth the opportunity to learn more about community resources. The community service projects shall be age, gender and developmentally appropriate. Special needs youth (e.g., Sex Offenders, Substance Abusers, chronically ill, loss of life, physically, mentally and emotionally challenged) shall be offered community service activities that meet their individual needs and do not disadvantage them or the community.

VI. PROCEDURE

A. General Conditions and Preparation

1. Each youth shall receive an overview of the community service program during youth orientation. The staff person who oversees community service shall assign a designee to facilitate the overview. The overview shall not apply to youth under parole supervision.
2. Youth work performed for a facility, office, bureau, or division of DHS shall not be recorded as community service hours.
3. A [Community Service Application \(DYS2311\)](#) shall be completed by the community service partner and approved by the Community Engagement Liaison prior to the acceptance of a

community service project. The community service partner, excluding schools and government agencies, shall provide documentation to verify its 501(c)(3) status.

4. Prior to the acceptance of an outside community service project, the community service coordinator or individual designated by the superintendent/designee and the operations administrator/designee shall visit the work site and complete the Community Service Work Site Plan (DY2312) for final approval by the superintendent/designee.
5. When possible, a youth's skill should be properly matched with the community service assignment.
6. Youth shall be transported to and from outside community service project work sites in accordance with DYS Policy 185-RPS-04, Transportation of Youth, and monitored in accordance with DYS Policy 185-RPS-11, Off Grounds Activities.
7. Youth working off the grounds of a facility shall have access to adequate restrooms, breaks, meals, and liquids.
8. Work site supervisors may search youth at any time. Staff shall comply with appropriate policy and procedures governing youth searches. If contraband is found, the work site supervisor(s) shall do the following:
 - a. Handle the contraband pursuant to DYS Policy 184-SEC-03, Searches;
 - b. Secure or lock the contraband in the contraband container and complete the contraband log;
 - c. Contact the local Ohio State Highway Patrol Post for the proper handling of major contraband (i.e. weapons, ammunition, credit cards, drugs, and/or drug paraphernalia, etc.);
 - d. Contact the facility operations manager.
9. The work site supervisor(s) shall follow the facility post order whenever a youth working off grounds of a facility requires medical treatment. If there is a serious injury of a youth requiring transportation to an emergency room, the facility post order may specify a separate appropriate procedure, dependent on whether one or more supervisors are assigned and present at the community service project work site. Under no circumstance shall uninjured youth be left unsupervised.
10. In the event of an escape, the work site supervisor(s) shall follow the facility post order, according to the DYS Policy 185-RPS-03, Post Orders. The facility post order may specify a separate appropriate procedure, dependent on whether one or more supervisors are assigned and present at the community service project work site. Under no circumstances shall the remaining youth be left unsupervised.

B. Community Service Referral Process

The following process shall be followed when referring a community service project request to a facility:

1. A prospective community service partner shall contact the CEL or CSC.
2. The CEL/CSC shall verify the partner status (new or established partner) and screen for eligibility (i.e., government agency, school, church, or non-profit/charitable organization) and the type of project requested.
3. If not eligible, the CEL/CSC shall contact the organization and advise them of the reason the DYS cannot assist with the project requested. If eligible, the CEL shall refer the community service partner to the appropriate CSC. If eligible, the CSC shall notify the CEL via email with a copy of the eligible Community Service Application.
4. The community service partner shall abide by federal laws and regulations governing the employment or work to be performed by the youth manufacturing or producing goods, wares, or merchandise. The community service partner assumes the responsibility of informing itself of these laws and regulations.

C. Inside Community Service Projects Process

The following process shall be followed when completing a community service project on the grounds of a facility:

1. The CSC who receives a request for community service support from a new or established community service partner shall forward the Community Service Application (DYS2311) to the partner for completion. The partner shall complete and return the application with verification of tax-exempt status, if applicable, to the CSC.
2. The CSC shall review the application to ensure completion. If incomplete, the CSC shall forward the incomplete application to the partner requesting additional information. A community service project shall not be approved if the application is incomplete and the verification of tax-exempt status is not supplied, if applicable.
3. If complete, the CSC shall forward the application with a recommendation to the superintendent/designee for approval/disapproval. The superintendent/designee shall approve or disapprove the Community Service Application (DYS2311).
4. If disapproved, the CSC shall forward written notification of the decision to the community service partner. If approved, the CSC shall contact the community service partner and coordinate the delivery of supplies and materials to the appropriate site.
5. The CSC shall initiate the community service project by entering the required information from the application into CBV electronically and forward the form to the work site supervisor(s) assigned to supervise the project.
6. The work site supervisor(s) shall complete the [Community Service Hours Tracking \(DYS2313\)](#) when the youth being working on the project.

7. The work site supervisor(s) shall forward the Community Service Hours Tracking (DYS2313) to the individual responsible for entering the community service data into JJCMS. All data must be entered within two (2) business days after project completion.
8. Upon project completion, the work site supervisor(s) shall notify the CSC to arrange project pick-up. Within one (1) week of project completion, the CSC shall forward the community service partner a [Community Service Provider Survey \(DYS2314\)](#). The community service partner shall return the completed survey electronically to the CEL, who shall track and monitor results.

D. Outside Community Service Project Process

The following process shall be followed when completing a community service project off the grounds of a facility:

1. The CSC who receives a request for community service support from a new or established community service partner shall forward the Community Service Application (DYS2311) to the partner for completion. The partner shall complete and return the application with verification of tax-exempt status, if applicable, to the CSC.
2. The CSC shall review the application to ensure completion. If incomplete, the CSC shall forward the incomplete application to the partner requesting additional information. A community service project shall not be approved if the application is incomplete and the verification of tax-exempt status is not supplied, if applicable.
3. If complete, the CSC shall forward the application with a recommendation to the superintendent/designee for approval/disapproval. The superintendent/designee shall approve or disapprove the Community Service Application (DYS2311).
4. If disapproved, the CSC shall forward written notification of the decision to the community service partner. If approved, the designated facility staff shall screen the youth for the project in accordance with DYS Policy 185-RPS-11, Off Grounds Activities, and contact the community service partner and schedule the date and time for the project site visit.
5. The operations administrator/designee shall conduct the project site visit and complete the [Community Service Work Site Plan \(DYS2312\)](#).
6. The CSC shall forward the Community Service Work Site plan (DYS2312) with a recommendation to the superintendent/designee. If disapproved, the CSC shall forward written notification of the decision to the community service partner. If approved, the appropriate facility staff shall assign a work site supervisor(s) to the project. The work site supervisor(s) shall receive a copy of the approved Community Service Work Site Plan (DYS2312) and a copy of the approved Community Service Application (DYS2311).
7. The CSC shall initiate the community service project by entering the required information from the application into CBV electronically and forward the form to the work site supervisor(s) assigned to supervise the project.

8. The designated facility staff shall finalize the community service project work site schedule and contact the partner notifying them of the date the work shall begin.
9. The work site supervisor(s) shall complete the Community Service Hours Tracking (DYS2313) when the youth being working on the project.
10. The work site supervisor(s) shall forward the Community Service Hours Tracking (DYS2313) to the individual responsible for entering the community service data into JJCMS. All data must be entered within two (2) business days after project completion.
11. Upon project completion, the work site supervisor(s) shall notify the CSC. Within a one (1) week of project completion, the CSC shall forward the community service partner a Community Service Provider Survey (DYS2314). The community service partner shall return the completed survey to the CEL who shall track and monitor results.

E. Parole and Community Services

1. The Bureau of Parole (BOP) shall identify current and potential future community service projects for youth where applicable and shall make this information available to the youth. BOP regional/district offices shall incorporate community service into youth case planning. These activities shall promote healthy life choices, personal wellness, civic responsibility, victim awareness, restitution and a crime free alternative for the use of leisure time.
2. The senior juvenile parole officer (SJPO) shall serve as the regions CSC.
3. When reviewing/referring youth under supervision to community service projects, factors that shall be taken into consideration by the assigned juvenile parole officer (JPO) and the SJPO and may include:
 - a. Youth's risk level;
 - b. Court orders;
 - c. Victim proximity;
 - d. Youth's skills and interests;
 - e. Youth's approved risk assessment instrument;
 - f. Violations sanctions; and
 - g. Youth's offense
4. BOP shall identify current and potential future community service projects for youth where applicable and shall make this information available to the youth.
 - a. When referring youth for community service the SJPO shall:
 - i. Initiate the community service project by entering the required information from the Community Service Application (DYS2311) into CBV electronically and forward the form to the work site supervisor(s) assigned to supervise the project;

- ii. Review regional/district office procedures on community service and make recommendation(s) for improvement;
 - iii. Develop and keep current a list of community agencies that agree to provide community service activities and/or projects to the regional/district office;
 - iv. Act as a liaison between the regional/district office and the providing agency;
 - v. Take steps to ensure that the local annual goals are being achieved by assigning projects to regional parole youth for completion.
- b. The JPO shall:
- i. Document youth participation in the Integrated Treatment Plan (ITP) in JJCMS.
 - ii. Enter the number of hours in the JJCMS case note.
- c. Any parole staff assigned to directly oversee/monitor a community service activity shall:
- i. Complete the Community Service Hours Tracking (DYS2313) to show participation levels and accommodations made for special needs youth;
 - ii. Calculate the number of hours performed in increments of fifteen (15) minutes to be documented as .25 hours. (Ex. 15 =.25, 30 =.50, 45 =.75) ;
 - iii. Ensure that all assigned youth have equal access to the activity;
 - iv. Ensure that all assigned youth participate in the activities equally;
 - v. Ensure that community service introduces and develops life-long interests and skills rather than just atonement or restitution;
 - vi. Remain close to and attentive to the activity as needed;
 - vii. Take measures to assure quality in the assigned projects and completion in a timely manner;
 - viii. Proactively supervise in a manner as to avoid accidents;
 - ix. Accurately maintain, organize inventory, ensure safety and security for all equipment, supplies and materials before, during, and after activities;
 - x. Volunteers should be utilized whenever possible to regional staff in overseeing the work of youth on community service projects;

- xii. Coordinate with JPO to document community service completion in the JJCMS case notes within two (2) business days of completion;
- xiii. The CEL shall track and monitor all forms and tracked hours quarterly;
- xiv. All Community Service Applications (DYS2311) shall be maintained electronically in the CBV and the form shall be forwarded to all appropriate parties. The file shall include documentation on those projects that were denied and the reason for such denial
- xv. When feasible, a Community Service Provider Survey (DYS2314) shall be made available to the community service partner in order to provide feedback to the department. The partner shall return the completed survey to the CEL, who shall track and monitor the results.

F. Reports

1. From the Community Service Hours Tracking Form (DYS2313), youth community service hours data shall be entered into JJCMS within two (2) business days after project completion by facility/parole staff. The community service partners shall be identified by entering the following group numbers:
 - a. Group 1: Schools (i.e., elementary, middle, junior, and high school), Universities and Colleges;
 - b. Group 2: Churches;
 - c. Group 3: Government (i.e., city, state, and federal agencies/entities);
 - d. Group 4: Community, Non-Profit/Charitable Organizations (i.e., Crayons to Computers, Habitat for Humanity, etc.).
2. The CEL shall complete a departmental community service report quarterly and shall be provided by the 15th of the quarterly month. The report shall be provided to agency, facility, and parole leadership.
3. The CSC shall report, in writing, all community service incidents to the superintendent/regional administrator and the CEL in accordance with DYS Policy 101-COM-08, Incident Reporting.

VII. ATTACHMENTS

DYS2311	Community Service Application
DYS2312	Community Service Work Site Plan
DYS2313	Community Service Hours Tracking Form
DYS2314	Community Service Provider Survey

Table of Effective Changes

Number	Effective Date	Superseded/Modified	Significant Changes
506.02	09/03/2001	NA	First Issuance
506.02	03/03/2003	09/03/2001	
506.02	05/18/2009	03/03/2003	
506.02	01/21/2013	05/18/2009	
183-CSS-01	03/27/2018	01/21/2013	Merged SOP with policy. New policy number assigned. All forms replaced.