

Camas-Washougal Municipal Court

Offender Work Crew Program



Offender Work Crew Program Staff

Camas-Washougal Municipal Court
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Synopsis

The Camas-Washougal Offender Crew Program participants, both male and female, will perform manual labor within the City of Camas for no wage. This program can accommodate up to 7 program participants daily. The offender crew will generally work a full day; beginning at 8am, ending by about 3pm, which includes a 30-minute lunch and two 15 minutes breaks during the day. Crews operate Monday-Saturday. Crew leaders will supervise program participants. Attendance, conduct and compliance of program participants will be documented by these personnel.

Program Intent

Work crew is an alternative sentencing program designed to reduce jail overcrowding by providing offenders a work option. Work crew is available to both misdemeanors and felony cases. Work crew accepts referrals from outside jurisdictions at the discretion of the Court.

Work Crew is an in-house program where participant reports to the work crew operations base and is placed on a supervised work crew with a crew leader to complete various projects in lieu of jail and/or paying fines and fees.

This program provides a sentencing alternative (RCW 9.94A.680) for offenders who could be given the option at the time of sentencing to perform various labor activities for the benefit of the community in lieu of incarceration. The program participant is repaying their debt to society by working in the City of Camas, thereby saving the taxpayer money. The Offender Crew Program can be an extremely useful jail management tool.

At the time of sentencing, the Judge will specifically order as a condition of probation, that the offender enter and successfully complete a certain number of days in the Offender Crew Program pursuant to program rules.

Program participants need to pre-register in person for the Offender Crew Program with the Camas-Washougal Municipal Court located at 89 C Street, Washougal, WA 98671. Thereafter, the participants will report to the City of Camas Operations Center located at 1620 SE 8th Avenue, Camas, WA 98607 to serve their workdays.

Participants will work duties based on the person's knowledge, skills and abilities as assessed and assigned by the Crew Leader. All people reporting MUST be checked in BY 7:45AM. Late arrivals will NOT be permitted to work and credit for the day will not be received.

Participant Eligibility

Eligibility for Participation in Work Crew is conditioned upon:

- The participant must be at least 18 years old; and

- The participant's ability to perform manual labor; and
- The participant's ability to adhere to instructions and safety protocols; and
- Compliance with all the rules of the program

Participants who do not believe it is safe for them to participate on Work Crew due to age/risk/existing health concerns, or as directed by the judge may be allowed to participate in community service. Work Crew or community service assignment is at the judge's discretion. The program coordinator does not track hours or manage community service. It is the responsibility of the offenders to find their own service agency and track their own hours.

Alternative Community Service

The Alternative Community Service is for those participants who:

- are medically unable to perform duties on Work Crew
- those who have had behavior issues while on Work Crew
- women who are pregnant
- those who are ordered by the Court to perform community service instead of Work Crew

Participants are provided with a list of approved non-profit agencies in the area to contact. Camas-Washougal court staff do not manage community service or track required hours.

Participant Intake Process

Offenders assigned by the judge to work crew shall contact the program coordinator at the Camas-Washougal Municipal Court upon receipt of a sentence order where Work Crew or Community Service is one of the conditions.

If the participant is assigned to work crew, the program coordinator will determine a reporting schedule and start date.

The following will be addressed with the participant:

- Emphasize to the participant they are not to report to work crew if they are sick. Direct them to call the program coordinator and reschedule.
- Cover all Administrative Regulations and work rules with the participant
- Review the consequences of reporting late (after 7:45AM)

Participants will be asked to provide an email and a current phone number.

Referrals to Outside Jurisdictions

Participants who live out of our area are allowed to complete their obligation outside the jurisdiction of Camas-Washougal. Compliance reporting and monitoring will remain in-house. These are initiated by the program coordinator. Outside jurisdictional approval for service will be decided by the judge.

The participant will be required to provide proof of compliance.

Non-English Speaking Work Crew Participants

Participants must be able to understand a minimal amount of English or Spanish to be placed on Work Crew. For safety reasons, the participant must be able to understand and respond to directions regarding personal and general Work Crew safety.

Non-English and non-Spanish speaking participants may be placed on community service but they will not be excluded from participating on work crew. They can also have their reporting schedule adjusted so they can be assigned when a Spanish speaking crew leader is available.

If the participant is placed on work crew but is then determined to be unable to respond to directions, the crew leader will transport the participant back to the crew base of operations. They will NOT be terminated from the program or lose credit, just reassigned to community service.

The crew leader is to write an incident report at the end of the day explaining the circumstances and safety concerns encountered.

Work Crew Schedule

The shift for work crew participants is 7:45 am to dismissal. They must be signed in by 7:45 am each day or they are considered late and at risk not being allowed to go out that day or being held over at the end of the day to complete extra duties.

Work crew will leave the Operations Center for their assigned job site **no later** than 8:15am.

Participants are given a 15-minute break in the morning, a half hour lunch, and a 15-minute break in the afternoon. Crew leaders are expected to supervise their participants during this time. Extreme weather conditions or poor air quality may warrant more frequent or longer break times. The crew leader has the authority to end the day early if weather or air quality is not safe to work in. Safety of participants is our first priority.

The crew will not generally return to the Operations Center before 3:00 pm unless the lead crew leader ends the day due to poor air quality or weather.

Participants are to be dismissed by the crew leader when all duties are done at the end of the day.

Work Crew Attendance

Work Crew attendance is recorded daily at morning check in by using the sign-in sheet. Sign-in sheets should be delivered to the program coordinator/court staff each day (drop off in person, scan and email, etc.) The program coordinator will monitor the attendance records to ensure credit is given to the offender.

Excessive unexcused absences by a participant may be cause for termination from the program. The program coordinator will work with participants on a case-by-case basis to resolve attendance problems.

If a Work crew participant has not been reporting as instructed, the program coordinator will report the absences to the judge for a failure to comply.

Participants are assigned to the crew based on availability and are scheduled to avoid any appearance of special selection, special treatment, and/or “crew leader shopping”.

Work Crew Check-In Process and Crew Assignment

The crew leader will have each participant sign in on the appropriate sign-in sheet next to their name. This will give credit to the participant for that day.

If a participant shows up late after the sign-in sheets have been completed, the crew leader has discretion to determine if they will be allowed to go out.

Work Crew Leaders and Participant Attire

Crew leaders shall be provided hats/shirts with the City logo to wear. Safety vest must be worn at all times.

Crew leaders receive a clothing allowance and shall use that allowance for clothing for crew leader purposes only: jackets, shirts, coveralls, work shoes/boots and/or work pants.

The City will provide safety vests and raingear for the Crew leaders.

The crew leader is to ensure the participants are properly attired. This includes safety vests, and if appropriate, helmets and other safety gear such as ear plugs and safety glasses. Shirts must be worn at all times by participants.

Clothing NOT allowed include:

- Shorts or cut offs
- Bathing suits
- Halter tops / tank tops
- Ragged apparel
- Objectionable messages on clothing
- Sandals, slippers, or flip flops

Smoking on Crew

Smoking is allowed on work crew during approved breaks and lunch, not while working.

It is the crew leader’s discretion regarding smoking while on work crew. The crew leader is to determine when smoking hazards exist and inform participants not to smoke or to take extra precautions (hot dry periods and locations especially during July - November).

Smoking is NOT allowed at any time:

- In any city vehicle or building

- In areas posted as a no smoking area
- Within 50 feet of fuel storage area
- At play areas in parks
- On any school property

Smoking material will be disposed of only in a designated can (containing sand or water) which is secured in a safe location. Do NOT extinguish cigarettes in hay, tall grass, the ground or near trees.

The crew leader is ultimately responsible for ensuring all disposed smoking materials are extinguished in a safe manner.

Use of Medications While on Work Crew

Participants are allowed to take prescription medications while on crew except narcotics and medical marijuana.

At intake the program coordinator will ask participants if they use medications that must be taken while on crew.

Participants on prescription medication will bring their prescriptions with them in a pharmacy issued and labeled prescription bottle. They are to notify their crew leader and be responsible for taking medication as prescribed.

Participants using medication to treat opioid addiction (Methadone, Suboxone, Vivitrol, Naltrexone, Zubsolv, Sublocade, Protopone) must provide documentation from their treating physician that the medication is for a therapeutic regimen and that using the medication while on Work Crew is NOT a safety concern.

If the participant appears to be a safety risk, the offender will not be allowed to participate on Work Crew. Alternatively, they may be reassigned to community service.

Participant Performance

Crew leaders will make every attempt to motivate their participants in their work performance and attitudes. Crew leaders provide guidance to improve or correct a participant's work performance and will model and reinforce positive behaviors, attitudes and work ethic.

Staff are to use progressive steps for non-performance in this order:

- Counseling/Motivation
- Verbal warning
- Removal from work site / no credit for the day
- Termination from program

Progressive Discipline:

To ensure participants are aware of the issue, the following should be observed:

- Outline clear expectations to participants
- Provide training when needed
- Provide coaching when needed
- Provide verbal warning when warranted
- Incident Report / Suspension – participant sent home for the day and credit is taken away if approved by program coordinator
- Incident Report / Dismissal – participant is terminated from the program for major rule or safety violations if approved by program coordinator

If a participant is not following directions continually after being warned, the crew leader is to send them home for the day. Crew leaders are not to keep a problem participant on their crew all day and request to take away credit at the end of the day as “punishment.” Crew leaders shall not allow bad behavior to continue to the point of frustration that can bring out unwanted behavior or cause an unpredictable negative explosive situation in the field.

Recommend loss of credit and send home immediately if:

- Continued violation of low or medium level rules that are not necessarily a safety risk
- Refusal to work or follow directions after coaching / counseling / verbal warnings

Recommend termination and send home immediately if:

- Intentional damage to equipment
- Safety compromise to self, others, public, crew leader
- Any negative public contact while on crew
- Any threatening or harassing behavior

Termination for Cause

Work Crew participants may be terminated from the program for cause. All requests for termination by crew leader staff must be reported using the incident form.

Prior to a request for termination the crew leader is expected to outline clear expectations, provide coaching when appropriate, and give fair warnings when warranted. The discipline used should be the least severe action necessary to correct the undesirable behavior, increasing the severity if the participant does not correct the problem.

Major rule violations such as intentional damage to equipment, safety compromises, negative public contact, or threatening / harassing behavior does not require the use of progressive discipline and the participant may be terminated from the program immediately.

Work Crew Equipment

Power equipment will be operated by participants after proper training and documentation of training received.

Work participants can operate power equipment (mowers, hedgers, weed eaters, edgers, blowers) unless physical or mental limitations prevent them from doing so. Participants will be instructed how to operate each piece of power equipment by the crew leader prior to its use in the field. Work Crew participants will not be trained or allowed to operate chain saws, chippers, or vehicles.

Keeping equipment serviceable and in safe working order is of prime importance. Damage, loss and repair of equipment will be reported and tracked by the crew leaders.

Before equipment is taken out each day, the crew leader is to inspect it to ensure it is in proper working condition with the necessary safety components before the equipment is taken out to the field.

At the end of the day, the crew leader is to ensure that all the equipment taken out is cleaned and in proper working condition before it is returned to its storage location. Crew leaders are to monitor their crew while equipment is being secured in the correct storage location.

Damaged tools and equipment are to be logged and estimates for fixing or replacing shall be compiled. Crew leaders shall report necessary repairs or replacements to their supervisor prior to fixing or replacing. In some cases, replacement may be more cost effective in the long run than repairing.

An incident report must be completed by the crew leader and the supervisor must be notified.

The crew leader is to clean and sanitize all goggles and helmets used at the end of each day with disinfecting products.

Operation manuals for each piece of power equipment are available with the crew leaders. These manuals are not to be removed from the base of operations.

An equipment inventory will be maintained on all power equipment to include a unique # identifier and a repair/maintenance record.

Participant Performance Restrictions

Performance restrictions do not prevent a participant from being accepted into the program.

Participants may be required to provide documentation regarding limitations and/or abilities to perform duties.

Participants who have a condition that will never improve are to be assigned to community service. Developmentally challenged participants who the program coordinator feel would

not be able to follow directions or work well in a group setting may be placed on community service.

Hearing impaired participants may be placed on a crew that will operate mainly in park settings. The program coordinator is to note "hearing impaired" on the file to alert the crew leader. They may be assigned to community service as an alternative.

Any participant who indicates they have a bee allergy is not allowed to participate on Work Crew without an EpiPen (Epinephrine Auto Injector). Participants must provide their own EpiPen. The program coordinator is to note "allergic to bees" on the file to alert the crew leader. Once a participant indicates they have a bee allergy, no matter how serious, the only exception to them carrying an EpiPen is to provide a medical clearance from their doctor stating they are not allergic to bees. There are no exceptions to this rule.

Work Crew Vehicles

Work Crew vehicles will be properly operated and maintained in a safe and responsible manner. Vans, trailers and toilets are to be kept clean and orderly. There should be no trash, litter or unassigned tools at the end of the day.

Each crew leader is to inspect their vehicle daily and report any deficiencies to the supervisor and fleet maintenance immediately. The oil in work crew vans is to be checked by the crew leader regularly.

Crew Leaders shall coordinate all servicing of vehicles with the City's fleet division. Vehicles will be taken in for servicing within 200 miles of their scheduled maintenance.

Crew leaders are required to make sure their first aid kits are adequately supplied with first aid supplies and the fire extinguishers are functional.

Non-factory installed equipment is not allowed in the vans. This includes televisions, satellite radios, etc.

The Work Crew vehicle is to remain locked when not occupied. If the vehicle is located at a work site that is not in immediate view is to be locked to prevent theft and vandalism.

Crew leaders are to lock the vehicle at the end of each day.

Crew Leader Cell Phone Use

Cell phones are to be used for work crew business use. The crew leaders share a cell phone. The phone must be turned on and carried by the crew leader at all times while on duty.

With the exception of an emergency, the cell phone will be used for business calls only. The crew leader may allow a participant to use the City phone in an emergency situation.

Crew leader staff are not to be on the phone while driving. If a crew leader receives a call while they are driving, they are to pull over at the first available opportunity to check and return messages. Crew leaders are expected to check for missed calls on a regular basis throughout the day.

Facility Security

The offender crew base of operations security is the responsibility of the Crew Leaders. Crew leaders are responsible for ensuring the trailer is locked when not in use.

Crew Leader Key Control

All assigned Work Crew and/or user agency keys are the responsibility of the staff they are assigned to. Keys are to remain in the possession of the employee to whom they are issued.

Keys are not to be left where participants have access to them.

Vehicle keys will be secured in the crew leader trailer at the end of the shift, and they are NOT to be taken home.

Lost keys are to be reported to a lead or manager immediately and the appropriate paperwork submitted. Upon receipt of the lost key report, leads may re-issue a replacement key.

Transportation of Participants

When operating city vehicles with or without passengers, the crew leader will follow all rules of the road and obey all traffic laws. Crew leaders are expected to drive courteously, cautiously, and be professional.

Work Crew Participants:

- are NOT allowed to signal other drivers in any way (good or bad)
- are NOT allowed to sit, stand or dangle from the side, back or top of the van or trailer at any time
- are NOT to have any part of their body hanging out of the van window
- are NOT allowed to operate city vehicles

Crew Leaders:

- are to concentrate on driving, free of cell phones or other distractions
- are to obey all speed limits
- are to maintain a safe distance from the vehicle ahead
- are to signal several hundred feet before turning or changing lanes
- are to stop completely at stop signs and red lights
- are NOT to run yellow lights
- are to respect pedestrian right-of-way in cross walks
- are NOT to block intersections with van and/or trailer
- are NOT to put the crew in a position of directing traffic or blocking the flow of traffic

If a crew leader is involved in an accident with another vehicle, they **must** call 911 even if there is no property damage. Any damage to a City vehicle must be immediately reported to the supervisor no matter how minor. An incident report must be filed and submitted to the supervisor for submittal to the City's risk manager. The fleet manager will determine necessary repairs.

Participants are not to be transported by other city personnel with the exception of a paramedic/EMT in the event of an emergency.

Incident Reports

The Work Crew program aims to maintain a safe and healthy work environment for staff and participants. When an incident occurs, it is important to report the occurrence immediately / accurately so appropriate action can be taken. These reports may become part of the court record.

The incident report must be submitted by the crew leader on the date of the incident, before the end of their shift. The following situations require an incident report:

- Primary rule violations / requests for termination (intentional damage of equipment, safety compromises to self or others, threatening/harassing behavior, negative public contact)
- Rule violations not corrected with progressive discipline
- Request for participant "loss of credit"
- Incidents where a participant leaves a job site unauthorized
- Situations that require a crew leader to send a participant home
- Any accident or incident that requires serious medical attention
- Any time a participant / crew leader finds drugs or weapons - describe how the items were disposed or given to law enforcement (found on a litter pick, in a park, etc)

All incidents that meet the above criteria must be reported by the crew leader by the end of the workday. The report must include the following:

- Date of incident
- Location of incident
- Crew leader name
- Names of witnesses
- The specific rule that was violated if involving a participant
- Steps taken to correct the problem
- Participant's response to prior warnings / counseling
- Prior issues with the participant
- Recommendation (sent home, loss of credit, or termination)

The incident report is to be sent to the supervisor and the program coordinator. The program coordinator is to note the incident in the offender file and provide a copy to the court, if

necessary. The supervisor will review all incident reports. If there is sufficient cause to terminate a participant or nullify their credit for the day, the program coordinator or court will make the final decision.

Participant Removal from Work Site

Work Crew participants may be removed from the work site due to termination or other reasons.

The crew leader is to transport the entire crew back to the crew base. Crew leaders are not authorized to take the individual anywhere but the crew base. The crew leader is not to allow the pickup of participants by family or friends from a job site.

If a participant states they are going to leave the work site, the crew leader is not to attempt to detain them. If a participant becomes violent or hostile, the crew leader is to call the lead or 911.

The crew leader will submit an incident report at the end of the day.

Participant Impairment/Under the Influence

Work Crew participants who are impaired in any way will not be allowed to go out on crew. The supervisor and program coordinator are to be notified immediately.

If there is probable cause to suspect the participant is impaired by alcohol, the crew leader shall ask the participant to do a breathalyzer test. Based on the outcome of the test, the leader will inform the participant if they are not allowed to work. An incident report shall be completed.

Probable Cause – reasonable suspicion or evidence to suspect an individual is using an illegal substance or is abusing other substances. Indications that reasonable suspicion reasons to test include, but are not limited to, the following:

- Odor of alcohol or marijuana on the body or breath
- Slurred speech
- Unsteady standing or walking
- Blood shot eyes
- Inability or difficulty completing routine tasks
- Disorientation or confusion
- Erratic or unusual behavior

Crew leaders are to determine if probable cause exists prior to initiating a breathalyzer test.

The incident report must articulate the behaviors and/or difficulties the participant exhibited. Copies of the report are to be given to the program coordinator. This will become part of the Court's record.

Contagious Disease

Work crew participants who have or are suspected of having a contagious disease will not be allowed to work until cleared by a physician. All medical information about offenders is confidential.

If a contagious disease is disclosed during intake, program coordinator staff will ask the participant to provide medical documentation regarding any work limitations and include a time frame for their release to work.

If a contagious disease is reported by a participant after placement on work crew, the participant will not be allowed to participate until the condition is no longer contagious. They will be asked to provide medical documentation that includes work restrictions and when they can be released to work.

If a participant becomes ill while in the field, the participant should isolate themselves from the others. At this time a sick participant can be picked up by their own arranged ride in the field to reduce the risk of exposure to the rest of the crew and crew leader. An incident report from the crew leader should be completed.

Participant Reasonable Suspicion Searches

If a crew leader has reasonable suspicion to believe a participant has dangerous materials, weapons, or illegal drugs, they will share the concern with the participant and request permission to perform a visual search of their belongings. If permission is granted to search their belongings it will be conducted in full view of the participant.

If the participant refuses to give permission to perform a visual search they will be sent home for the day and may be terminated from the program.

An incident report must be completed by the crew leader if a search takes place and/or if a participant refuses permission.

If permission to Visually Search Personal Items is Granted by Participant:

Pat-down searches / frisk searches are NOT allowed.

A crew leader will have the participant remove outer clothing, turn out all their pockets, and take off boots or shoes and conduct a visual inspection only. The participant will be asked to empty the contents of their pockets and other personal belongings so that all contents are clearly seen for a visual inspection.

If the lead crew leader finds any illegal weapons or what appears to be illegal drugs they will call 911.

The crew leader establishing reasonable suspicion to believe that a participant has dangerous materials, weapons, or illegal drugs will write a report documenting what lead

to their reasonable suspicion, actions, and outcome. The report is forwarded to the program coordinator and supervisor. The report is to document the results of the search and/or actions taken.

Traffic Control for Median Maintenance Projects

The safety of staff, crew and the public is the first priority of the Work Crew Program.

Work Crew projects include a variety of jobs and job sites, some near roadways.

Unprotected work in the interior lane of multi-lane roads and "island" area work are NOT allowed. Work is not allowed on the on/off ramps to/from Highway 14. Crew leaders are not to close, divert, or change the direction of road traffic on any work site.

When parking on the shoulder, crew leaders are to consider pedestrian and bicycle traffic where appropriate. If a blocking a bike lane or sidewalk is the only option it must be for short periods of time (60 minutes or less, a "Short Duration Work Zone").

- Blocking a sidewalk is an ADA issue
- Pedestrians are not to be diverted into conflicts with traffic / work vehicles / equipment
- Setting of safety signs & cones for awareness is appropriate
- If in a school zone, beware of student walking paths, bus and parent drop off areas, school release times, etc.

Buffer space is the lateral area that separates traffic flow from the work-space providing some recovery space for an errant vehicle. A minimum of a 2-foot lateral buffer space or more is recommended between the work-space and the open lane of traffic.

Prior to the beginning of crew activity and before any participants are exposed to live traffic, the crew leader will discuss safety relative to the planned activity. Any participant who does not comply with directions or act in any way that puts themselves or other participant in danger is to be terminated.

Ecology Work Zone

The crew leader is responsible for placing advanced traffic warning signs during an ecology litter pick, but they are NOT to control, divert, or direct traffic. Prior to beginning work, they are to consider all aspects of the location including road conditions, weather, traffic speed and volume.

Work Crew participants and crew leader staff must wear high visibility safety vests at all times.

Warning signs must be kept clean and in good condition. A sign that is in poor condition shall be replaced immediately.

Consideration of pedestrian and bicycle traffic is to be given at all times. The van is not to be parked in a manner that blocks sidewalk access during work operations. Pedestrians should not be led into conflicts with work vehicles, equipment, or vehicles moving through or around the work site.

If practical, the crew leader may follow the work crew with the van, acting as a visual presence and physical barrier. All flashing warning lights are to be used as a warning indicator to passing vehicles, but are not to be used to control, divert, or direct traffic.

If the crew leader parks the van, they will ensure that the vehicle is pulled completely off the roadway, is not blocking the sidewalk, and is not a visual impairment to other drivers and pedestrians.

Daily Activity Reports

In the morning, the crew leader will review and determine the assigned projects for the day. Daily activity reports are to be completed by the crew leader at the end of their shift in the shared "Work Crew Projects Attendance" calendar. The report should include the locations and projects completed. If a specific department requested a project, the requestor should be notified by phone or email that the project was completed, or a status update shall be provided.

Information to be included:

- Number of participants
- Litter pick Bag count
- Road miles covered
- Location of project(s)

Participant Injury Reporting

Minor Injury:

The injury can be treated by the crew leader through basic first aid in the field and the participant is able to return to work. An incident report is required to be completed and kept on file with the program coordinator.

Serious Injury:

The injury requires medical attention and/or the participant is unable to complete their day on the crew. The decision concerning the initial level of medical response is made by the crew leader. An incident report is required to be completed and kept on file with the program coordinator.

The incident report must include the following:

- Date /time of incident
- Location of incident
- Description of injury

- Information regarding personal protective equipment being used
- What environmental issues contributed to the incident
- Witness names and statements
- Any unusual circumstances surrounding the event

The program coordinator will determine if the participant receives credit for the day. Participants requiring medical attention must provide a physician's release to return to work.

Participant Supervision

Work crew participant supervision is to be the top priority of a crew leader. The crew leader is to supervise participants at all times. Safety is the main priority, over anything to do with finishing a job.

Lunch with participants is part of the crew leader's paid work time. Having friends or family drop by or doing personal things is not allowed. Crews are not to travel more than a few miles from their work location to a safe lunch site. The crew leader will use the closest, safe location if moving from the job site for lunch. Going into restaurants is not allowed unless it's to order fast food to go. Going into grocery/convenience stores is allowable for crews to get food or beverages.

Participants are not allowed to ride in any other vehicle other than the work crew van and are not allowed to operate any city vehicles.

Supervision of Participants on Moving Crews (typically used on median work):

The crew leader is expected to supervise their Work Crew participants at all times, even on a moving job assignment. It is the responsibility of the crew leader to ensure participants stay within the safety of the work zone.

The van is not to be positioned in front of the participants, out of the crew leader's vision, unless the crew leader is able to be out of the van supervising the participants (semi stationary).

Participant Unauthorized Departure from Job Site

If a participant cannot be accounted for in the field, the crew leader will immediately initiate the following procedures:

- Conduct a roll call. If the person is not present, immediately conduct a walkthrough of the job site. If the job site is near water, search immediately with help from the other participants.
- Quickly interview other participants. Find out if they heard the missing participant say they were going to leave or saw them leave.
- Check to determine if the tools the participant was using are back. Check the van to see if the participant took their personal items with them.

- Inform the supervisor of the participant's last known location. The crew leader is to obtain the participant's last known home address and all contact phone numbers on file. Attempt to make contact.
- An incident report is required to document the steps taken to locate the person and should be provided to the program coordinator and the supervisor.

Hazardous Weather Conditions

The supervisor and lead crew leader are responsible for determining if weather conditions are too hazardous to send out Work Crews.

The decision to delay the departure of crews until conditions improve or cancelling crews is the supervisor's responsibility. If a closure decision can be made prior 7:00 am, the supervisor and crew leader will initiate the inclement weather call-in line for participants. Participants do not receive credit if the crew is cancelled that day.

The crew leader will determine if there is inside work for the crew to do in the event of weather or air quality concerns.

The supervisor is responsible for communicating to the crew leader if they feel the weather conditions are hazardous once they are in the field.

In cold or windy weather, the crew leader will:

- ensure work crew participants are wearing adequate protective clothing
- allow participants to frequently warm themselves inside the work crew van or most practical alternative place available to stay warm & dry
- allow participants to return to crew base if the work conditions are unhealthy for that person in particular – credit for the day will be determined by the supervisor

In hot weather, the crew leader will:

- increase length and frequency of breaks
- direct participants to drink adequate amounts of water
- allow participants to cool themselves either in the van or most practical alternative place available to stay cool

Poor Air Quality, the crew leader will:

- Where the current air quality (AQI) reaches 101 to 150, the crew leader will provide masks to participants and encourage use
- Increase length and frequency of breaks

The crew leader will bring the crews in if:

- The temperature reaches 91 degrees
- The road conditions are too hazardous (sleet, snow, ice)
- Air quality index reaches an "unhealthy" level of 151 (unhealthy for sensitive groups) or higher

Wildfire Smoke:

Outdoor work will be avoided during periods when wildfire smoke causes the air quality to reach a AQI 151.

The crew leader will monitor the air quality throughout the day. If the AQI reaches 151, all crews will return to the base of operations and cancel the rest of the day. Individuals with underlying conditions worsened by poor air quality can come in if the AQI is under 151 and will not be penalized for doing so. Absences will not be issued during poor air quality.

Staff will:

- Work in enclosed buildings, structures, or vehicles where the air is adequately filtered
- Will be provided a mask to use when walking outside between buildings
- Reduce work intensity
- Take additional rest periods

Air Quality – Check the current reading at www.swcleanair.org for “Vancouver-Blairmont Drive” (closest to Camas) or AQI reading on weather app on cell phone of crew leader

WAQA Value	Risk	Work Crew
0 to 50	Good	Crew operates
51 to 100	Moderate	Crew operates
101 to 150	Unhealthy Sensitive Groups	Offer N95 Masks and/or find indoor work – no crew at discretion of supervisor
151 to 200	Unhealthy	No crew
201 to 300	Very Unhealthy	No crew
301 +	Hazardous	No crew

Adverse action against any participant for raising safety and health concerns is strictly forbidden. If a complaint / concern regarding safety procedures is received, it is to be directed to the supervisor immediately.