

Sentence to Service

Juvenile program orientation and requirements

About the program

The Sentence to Service (STS) Program is designed to have a positive impact by helping you meet your court-ordered condition by providing work projects as a chance for you to give something back to the community. The work may include physically challenging outdoor labor in all types of weather. Examples of work locations include but are not limited to county and state parks/trails, townships and municipalities, wildlife management areas, and historical sites.

Your participation is important in the Juvenile STS Program, and you will be expected to be a good example for your peers. This packet is to provide you and your parent(s) with a guide as to what is expected of you and to prepare you for a successful Juvenile STS experience.

Please read this packet in its entirety. If after reading it you believe you can participate in the program, sign the work agreement below, and return it to your crew leader on your first day.

STS Juvenile Crew Member Work Agreement

Name (print): _____

I have been ordered by the Court to complete Sentence to Service (STS) hours. I understand that my failure to abide by the general rules of probation and the Crew Member Work Agreement will result in termination from the program and a report will be submitted to the Court through my Probation Officer. I have read and understand the Crew Member Work Agreement with the STS Program and agree to comply with the program rules. The crew leader has final authority in determining whether a crew member is fit to participate in the crew's daily activities.

Crew Member Signature

Date

Crew Leader Signature

Date

Note: This Work Agreement must be signed and returned to the Crew Leader on your first working day with STS.

Parent(s)/Guardian(s): Please fill out the Medical Information Sheet on the next page.

**Minnesota Department of Corrections
Community Work Programs
CREW MEMBER MEDICAL INFORMATION SHEET**

CREW MEMBER SHOULD COMPLETE THIS FORM BEFORE STARTING FIRST ASSIGNMENT

NAME _____ D.O.B. _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE (home) _____ (work) _____

EMERGENCY CONTACT PERSON _____ TELEPHONE _____

To assist in your job or task placement, please check all that apply (if you have had or are now experiencing):

Poison Ivy Allergy Allergic to Bee Stings Other Allergies Diabetes Frostbite
 Fainting/Blackouts Heart Trouble Heat Stroke Asthma Epilepsy
 Now Pregnant HIV Positive Hemophilia Cancer Back Injury
 Other Disability _____

Do you have medical restrictions limiting the work you can do? Yes No If yes, please explain:

Please list all current medications:

Are you currently under a doctor's orders regarding work? Yes No If yes, please explain:

Physician: _____ Clinic: _____

Clinic Phone: _____ Do you currently have health care coverage? Yes No

Medical Assistance/Insurance Co.: _____ Policy/Account No.: _____

I understand the medical information I provide will be used to determine suitability for participation in a community work program and may be released to medical professionals in the event of a medical emergency. I understand I must notify the crew leader **immediately** if I am injured while performing work service. I also understand that my health care coverage must pay for medical costs. If I do not have health care coverage or incur costs not covered, I must contact the crew leader within **30 days** of the date of injury to file a claim or I will be fully responsible for my medical costs. I declare under penalties of perjury that the information provided in this document is true, correct and complete to the best of my knowledge and belief.

Signature: _____ Date: _____

Parent/Guardian: _____ Date: _____

STS Juvenile Program Information Guide

Where and when to report

Washington County Courthouse, 14949 62nd St. N, Stillwater, MN 55016.

Arrive between 8:50 – 9 a.m. and check in with the STS Crew Leader. Look for STS crew van.

Workday time

STS is 9 a.m. – 3 p.m. Parent(s) arrive by 3 p.m. to pick up your child.

Absences

If you are unable to attend on your designated workday, please contact your **probation officer**.

Crew cancellations

- **STS crews work in all types of weather.** Be prepared to work on all assigned days.
- It is important that we have current contact information for you, so that we can inform you within a reasonable time if the crew is cancelled.
- The crew leader makes the decision whether the crew will cancel. If the decision to cancel is made when the crew is in the field, parent(s)/guardian(s) will be notified when and where to pick up their child.
- If you haven't arrived for crew and the decision to cancel is made before the workday starts, an effort will be made to announce the cancellation.
- We strongly suggest you wait until the van has left the pick-up site to ensure that the crew is up and running.

Clothing policy

- **All attire must be appropriate for working within Washington County.**
- Crew leaders will have discretion to judge the appropriateness of any clothing or accessories worn.
- You will be responsible for dressing appropriately for **safety** and the **weather**.
- **You will not be allowed to work unless you are dressed appropriately.**

Required clothing

- Full length jeans or work pants.
 - No shorts, leggings, or pajama pants.
- Shirt (T-Shirt or Sweatshirt).
 - Must have sleeves.
- Tennis shoes or work boots.
- Hats, jackets, and gloves are required during winter weather workday.

What to bring

- Bring your own lunch, or money to buy a lunch.
- You may also bring your own beverage. (STS provides water.)

Prescribed medications

You may bring your prescription medication. **You must only bring the quantity needed for the 6-hour day and must be in the prescription bottle.** You must show the crew leader the prescription when you arrive in the morning.

Do not bring

The possession or use of any **tobacco products (including E-cigarettes/vapes), lighters or matches** are not permitted on the crew at any time. Violations may result in termination.

Cell phones or any other electronic devices are allowed but will be placed in a locked box during the shift. **You will not be allowed to use your phone while on crew.**

STS is a drug- and alcohol-free program

The use of alcohol and illegal chemicals is prohibited for the duration of your participation in the STS program. If it appears you are under the influence, you will not be allowed to work and law enforcement will be notified.

Safety

Safety is a key factor during an STS workday. Safety must be considered in all phases of our work. We will emphasize the importance of doing the work safely. Safety is a key factor during an STS workday.

The following safety measures must be adhered to:

- Your crew leader will issue the necessary safety equipment for each project.
- Seat belts must be worn when traveling in county vehicles.
- **HyViz Safety Vests** will be provided and **must be worn** while on the work crew.
- The operation of tools and equipment is prohibited unless you have received specific instructions from your crew leader.
- When using tools, maintain a safe distance from other workers. Carry tools close to your body with sharp or cutting edge away from you.
- When tools are not in use, follow the crew leader's instructions for proper storage.
- When lifting heavy objects, use proper lifting procedures (bending knees, back straight, object close). Avoid straining your back.
- The crew leaders are not responsible for administering medication. If you have a need for medication such as an epi-pen for bee stings or asthma medication, it is your responsibility to inform the crew leader that you have those medications in your possession.
- Any accidents, injuries, or incidents causing damage to equipment must be reported to your crew leader **immediately**.

Behavior and work performance

You are expected to participate in all work assignments as directed by the crew leader. Failing to do so will result in loss of credit for the day and your probation officer will be notified.

Harassment

Harassment of any kind is **not tolerated**. If you feel you are being harassed, please report it to your crew leader.

(UPDATED JUNE 2024)

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Courthouse | 14949 62nd Street North | P. O. Box 6 | Stillwater, MN 55082-0006
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