



# CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

WORKFORCE DEVELOPMENT BUREAU

200 PINE AVENUE, FOURTH FLOOR • LONG BEACH, CALIFORNIA 90802 • (562) 570-3800 • (800) 292-7200 • FAX (562) 570-3898

## POLICY MEMORANDUM: 12

DATE: OCTOBER 12, 2001

TO: GREATER LONG BEACH WORKFORCE DEVELOPMENT STAFF-YOUTH OPPORTUNITY CENTER

FROM: RAY O. WORDEN, WORKFORCE DEVELOPMENT BUREAU MANAGER

*Ray O. Worden*

SUBJECT: YOUTH PARTICIPANT DISCIPLINARY POLICY AND PROCEDURES

The attached policy provides direction for disciplinary actions for Youth Opportunity Center Youth Development Program applicants and participants. Policy Memorandum Number 12 is effective immediately.

Should you have any questions regarding this Policy Memorandum, please contact Cecile H. Walters at (562) 570-4715.

Thank you.

Attachments

ROW/gf

c: File



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## POLICY MEMORANDUM: 10-12-01 YOUTH PARTICIPANT DISCIPLINARY POLICY AND PROCEDURES

### Purpose:

To provide guidance to ensure appropriate actions are taken when addressing participant disciplinary issues.

### POLICIES AND PROCEDURES:

1. Site Supervisor shall verbally address incident (see Participant Agreement: grounds for suspension and/or termination) with Participant and Case Manager.
2. Site Supervisor shall complete Section I of the Incident Report within 24 hours of the incident.
3. Case Manager shall coordinate and participate in a conference with Participant and Site Supervisor. Conference shall be scheduled within 24 hours of receipt of Incident Report.
4. Case Manager shall document a summary of the conference in Section II of the Incident Report. Case Manager shall present the Report to the Disciplinary Committee within 24 hours. Disciplinary Committee shall consist of three members: the Case Manager of the participant involved in the incident, an uninvolved Case Manager/Program Specialist, and a Program Supervisor.
5. The Committee will review the Report and schedule an interview with the participant and a parent/responsible adult. The participant interview shall be set within 24 hours upon receipt of the Report.
6. The Committee will interview Participant, with parent/responsible adult present, and document Participant statement in Section III of the Incident Report. Following the interview, the Committee will deliberate and make recommendations for a course of action in Section IV of the Report.
7. Case Manager will contact Participant and review the recommendations of the Committee within 24 hours of completion of the Incident Report.
8. Case Manager will receive a copy of the Report to be placed in Participant file.
9. The original Incident Report will be placed in the Committee File.
10. All parties involved shall sign the Incident Report
11. Failure to follow the procedures herein will result in an administrative review and/or disciplinary action, including suspension or termination.

Attachments



# YOUTH OPPORTUNITY CENTER

350 Long Beach Boulevard, Long Beach, California 90802

## INCIDENT REPORT

Name of Participant: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Training site: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

### Partnering Agencies

Long Beach BLAST

Long Beach  
School for Adults

The Greater Long Beach  
School-to-Career  
Consortium

Employment Development  
Department

- I. Attach a description of the incident (in detail) using dates, names, location and type of behavior exhibited by the participant and actions taken to address this incident.
- II. Attach a summary of the conference held with Participant, Training Supervisor and Case Manager.
- III. Summary of Participant interview

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- IV. Disciplinary Committee recommendations

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Disciplinary Committee Member	Date	Case Manager/Program Specialist	Date
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Participant	Date	Parent/Responsible Adult	Date
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White-Committee File	Canary-Case Manager/Program Specialist	Pink-Participant
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# YOUTH OPPORTUNITY CENTER

350 Long Beach Boulevard, Long Beach, California 90802

## YOUTH DEVELOPMENT PROGRAM (YDP) PARTICIPANT AGREEMENT

Area/Service Provider \_\_\_\_\_

### Partnering Agencies

Long Beach BLAST

Long Beach  
School for Adults

The Greater Long Beach  
School-to-Career  
Consortium

Employment Development  
Department

Your first day of training is: \_\_\_\_\_ and your last day is: \_\_\_\_\_

It is your responsibility to contact your site supervisor **at least 3 business days** before the first day of training. Your supervisor will tell you the exact time you are to arrive on your first day.

If you have been selected to enroll in an academic enrichment activity, you must attend all scheduled hours to receive full pay for the week.

You are insured by the State Compensation Insurance Fund. You must report any training-related injuries to your site supervisor and/or classroom instructor.

Your site supervisor will evaluate your performance, progress, and attendance regularly. These evaluations may help you get your next job. Take them seriously and always do your best.

### The following categories are potential grounds for suspension and/or termination:

- |  |  |
|--|--|
| 1. Fraud and/or dishonesty (i.e. timesheets)     | 6. Continuous absenteeism or tardiness     |
| 2. Under the influence of drugs or alcohol       | 7. Refusal to participate in work activity |
| 3. Misuse/abuse of property                      | 8. Disruptive behavior and/or attitude     |
| 4. Fighting or use of abusive language           | 9. Theft                                   |
| 5. Inappropriate attire-violation of dress codes |  |

YDP PARTICIPANT \_\_\_\_\_ SSN \_\_\_\_\_

Case Manager Name \_\_\_\_\_ Phone \_\_\_\_\_

Site \_\_\_\_\_ Hourly Wages \_\_\_\_\_

Site Address \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Alternate Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Training \_\_\_\_\_ Training Schedule \_\_\_\_\_

By signing this Participant Agreement, I have committed myself to adhering to the policies and procedures established by the Youth Opportunity Center. I have received a Participant Handbook, and I am responsible for reading the handbook, which details the policies and procedures outlined by this agreement. I also understand when and where I will report to training and what my specific responsibilities include. Additionally, I understand that I must give the pink copy of this agreement to my supervisor on my first day of training.

\_\_\_\_\_  
YDP Participant \*\*\*\* \_\_\_\_\_  
Date

White-Participant

Canary-Case Manager/Program Specialist

Pink-Training Site

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