

RESPONSIBILITIES OF EMPLOYEES

6232

(May 2003)

Responsibility

All

The custody and supervision of wards is a specialized and serious undertaking. Camp staff must have a clear understanding of the principles under which all contract agencies operate. The employee must adhere to all laws, regulations and policies governing the care and treatment of wards and the conduct of employees while employed at a conservation camp. During emergencies, any employee must perform any service, including custodial functions, if so directed by the administrators of the conservation camp or their delegates.

GUIDELINES FOR RELATIONSHIPS BETWEEN STAFF AND WARDS

6232.1

(May 2003)

Responsibility

All

All personnel closely associated with wards, or charged with their custody or supervision, will be familiar with and abide by the following guidelines and regulations:

- Do not aid or assist any ward to escape.
- Do not allow or assist any ward to communicate with outsiders unless prior approval or arrangements have been made by CYA.
- Do not permit former wards or persons not associated with the conservation camp program to loiter, associate with wards, or interfere with ward activity. All visitors must conform with rules and regulations stipulated by the agency in charge of custody.
- Do not allow wards to use a telephone, mail a letter, or communicate in any manner that will permit unmonitored contact with persons not connected with the camp program.

- Do not accept gratuities or presents from wards or their families or friends.
- Do not accept from nor deliver to a ward, their associates, or their families any message, package, letter, gratuity, or gift.
- Do not in any way contact or communicate with families or known associates of wards.
- No employee will threaten, strike, or lay hands on a ward unless in self-defense of him/herself or to prevent injury to persons or property.
- No personally-owned weapons or firearms are permitted in vehicles, buildings, or storage within camp limits at any time. (Refer to [Section 6246](#))
- Guns, explosives, or any type of weapon will not be brought within the camp limits. Persons bearing firearms will be advised of this regulation and instructed to leave the area or unload and secure the firearms in a locked compartment or turn in weapons to the Camp Duty Officer while in a camp. (Refer to [Section 6246](#))
- Narcotics, drugs, or alcohol will not be brought within the camp limits or to an area where wards may be present. Prescription drugs for an employee may be brought into camp or work areas, but must be kept in the personal possession of the employee for whom they were prescribed or must be placed in a securely locked cabinet.
- There will be no drinking of alcoholic beverages while on duty or in the presence of wards.
- Under no circumstances will custody of wards be given to an employee who shows any evidence of drinking or impairment by medication.
- Gambling in the presence of, or with wards, is prohibited in any form.

- Only cooperating or sponsoring agencies' employees who have had proper training will directly supervise wards (See [6262](#)).
- No ward will be permitted to drive a vehicle of any type on a public road except in the case of extreme emergency; for example, a crew vehicle threatened by a wild-land fire which would otherwise be destroyed.
- Purchase of hobby craft from wards must be in strict compliance with institutional hobby craft regulations.
- Do not engage in any type of sexual relationship with wards.
- Wards may not perform personal services for employees or employees of contractors except as specifically authorized by institutional and camp procedures.
- Any camp employee must notify the Superintendent upon becoming aware that a relative or close personal friend has been committed to CYA.
- Do not allow an ward to be in possession of, gain access to, or bring into camp, any contraband, or anything not indicated as approved property without expressed approval of the Superintendent and/or Division Chief.

MAINTAINING IMPARTIAL RELATIONS

6232.2

(May 2003)

Responsibility

All Employees of conservation camp wards should always exhibit fairness, maturity, firmness, and impartiality in dealing with wards. Personal problems of the wards should be referred to the appropriate staff.

(see next section)

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(see Forms or Forms Samples)