

**DAILY SCHEDULE - WEEKDAY (JUVENILE HALL)**

- AUTHORITY:** Administrative Directive  
California Code of Regulations, Title 15, Article 6
- RESCINDS:** Procedure Manual Item 3-2-007, dated 12/27/12
- FORMS:** None
- PURPOSE:** To standardize the schedule of daily activities in Juvenile Hall units.

**I. GENERAL INFORMATION**

The California Administrative Code requires that policies, procedures and communications systems be established to ensure the efficient operation of Juvenile Hall in accordance with legal requirements.

**II. PROCEDURE**

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|----|-----------------|--|
| A. | [REDACTED] a.m. | Awaken group. Shower, dress and prepare for breakfast.   |
| B. | [REDACTED] a.m. | Cart pickup.   |
| C. | [REDACTED] a.m. | Breakfast in progress.   |
| D. | [REDACTED] a.m. | Silver count. Return cart. Begin cleanup and hygiene.  |
| E. | [REDACTED] a.m. | Unit staff escort <b>youth</b> to school. <b>Youth</b> without a school schedule shall be out of their rooms for in-unit school program. |
| F. | [REDACTED] a.m. | School break.  |
| G. | [REDACTED] a.m. | Unit staff return <b>youth</b> to school.  |
| H. | [REDACTED] a.m. | Cart pickup.   |
| I. | [REDACTED] a.m. | <b>Youth</b> return to units for lunch.  |
| J. | [REDACTED] a.m. | Lunch in progress.   |
| K. | [REDACTED] p.m. | Silver count. Return cart. Begin cleanup and hygiene.  |
| L. | [REDACTED] p.m. | Unit staff escort <b>youth</b> to school.  |
| M. | [REDACTED] p.m. | <b>Shift change.</b>   |
| N. | [REDACTED] p.m. | School ends.   |

- O. [REDACTED] p.m. Unit programs and **large muscle exercise** (LME).
- P. [REDACTED] p.m. Cart pickup.
- Q. [REDACTED] p.m. Dinner in progress.
- R. [REDACTED] p.m. Silver count. Cart returned. Begin cleanup and hygiene.
- S. [REDACTED] p.m. Unit programs, recreation, telephone calls and free time in progress.
- T. [REDACTED] p.m. Cleanup and toilet calls.
- U. [REDACTED] p.m. **Youth return to their rooms for the night.** Transfers are completed. Late night **and cart youth** may remain out until 9:30 p.m.
- V. [REDACTED] p.m. **Incentive items are turned in.**
- W. [REDACTED] p.m. All **youth** return to their rooms.
- X. [REDACTED] p.m. Lights out.

**REFERENCES:**

Procedures:	3-2-008	Daily Schedule – Saturday (Juvenile Hall)
	3-2-009	Daily Schedule – Sunday (Juvenile Hall)
	3-2-010	Daily Schedule – Holiday (Juvenile Hall)
Policy:	A-1	Policy, Procedure and the Law

C. Lopez

**APPROVED BY:**