

DAILY SCHEDULE - SATURDAY (JUVENILE HALL)

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Article 6
- RESCINDS:** Procedure Manual Item 3-2-008, dated 12/27/12
- FORMS:** None
- PURPOSE:** To standardize the schedule of Saturday activities in Juvenile Hall units.

I. GENERAL INFORMATION

The California Administrative Code requires that policies, procedures, and communications systems to 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. Cart pickup. Breakfast preparation begins. |
| B. | [REDACTED] a.m. | Breakfast in progress. |
| C. | [REDACTED] a.m. | Silver count. Return cart. Begin cleanup and hygiene. |
| D. | 9:00 – 11:00 a.m. | Visiting. |
| E. | [REDACTED] a.m. | Unit cleanup. The Saturday cleaning routine will be more thorough than the daily cleaning routine. It should include tasks not ordinarily completed on a daily basis (e.g., wiping down all walls, cleaning doors, mopping all rooms, etc). Assigned job postings for the youth should be followed, if applicable. Unit activities begin. Complete showers. |
| F. | [REDACTED] a.m. | Cart pickup. |
| G. | [REDACTED] a.m. | Lunch in progress. |
| H. | [REDACTED] p.m. | Silver count. Return cart. Begin cleanup and hygiene.
Complete showers. |
| I. | [REDACTED] p.m. | Free time and large muscle exercise (LME). |
| J. | [REDACTED] p.m. | Shift change. |
| K. | 2:30 - 4:30 p.m. | Visiting. |
| L. | [REDACTED] p.m. | Unit programs, LME, recreation and free time in progress. |

M.	█ p.m.	Cart pickup.
N.	█ p.m.	Dinner in progress.
O.	█ p.m.	Silver count. Return cart. Begin cleanup and hygiene.
P.	6:30 – 8:30 p.m.	Visiting.
Q.	█ p.m.	Unit programs, recreation, telephone calls and free time in progress.
R.	█ p.m.	Cleanup and toilet calls.
S.	█ p.m.	Youth return to their rooms for the night. Late night and cart youth may remain out until 9:30 p.m.
R.	█ p.m.	Incentive items are turned in.
S.	█ p.m.	All youth to their rooms.
T.	█ p.m.	Lights out.

REFERENCES:

Procedures:	3-2-007	Daily Schedule – Weekday (Juvenile Hall)
	3-2-009	Daily Schedule – Sunday (Juvenile Hall)
	3-2-010	Daily Schedule – Holiday (Juvenile Hall)
	3-2-021	Sports Activities and Supervision
Policy:	A-1	Policy, Procedure and the Law

C. Lopez

APPROVED BY: