

DAILY SCHEDULE – SUNDAY (JUVENILE HALL)

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Article 6
- RESCINDS:** Procedure Manual Item 3-2-009, dated 12/27/12
- FORMS:** None
- PURPOSE:** To standardize the schedule of daily activities in Juvenile Hall units.

I. GENERAL INFORMATION

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

II. PROCEDURE

- A. [REDACTED] a.m. Awaken group. Cart pickup. Breakfast preparation begins.
- B. [REDACTED] a.m. Units provide Control with their church count.
- C. [REDACTED] a.m. **Breakfast in progress.**
- D. [REDACTED] a.m. Silver count. Cart returned. Begin cleanup, hygiene **and showers.**
- E. [REDACTED] a.m. Protestant (non-XSR) services.
- F. [REDACTED] a.m. Catholic (non-XSR) services.
- G. [REDACTED] a.m. Unit programs, recreation **and free time in progress. Complete showers.**
- H. [REDACTED] a.m. **Cart pickup. Lunch preparation begins.**
- I. [REDACTED] a.m. **Pick up youth from second church service.**
- J. [REDACTED] a.m. Lunch in progress.
- K. [REDACTED] p.m. Silver count. Return cart. Begin cleanup and hygiene.
- L. [REDACTED] p.m. **Unit programs and free time.**
- M. [REDACTED] p.m. Shift change.
- N. **2:30 - 4:30 p.m. Visiting.**

- O. [REDACTED] p.m. **Unit programs, free time and large muscle exercise (LME).**
- P. [REDACTED] p.m. Cart pickup.
- Q. [REDACTED] p.m. Dinner in progress.
- R. [REDACTED] p.m. Silver count. Return cart. **Begin cleanup and hygiene.**
- S. **6:30 – 8:30 p.m. Visiting.**
- T. [REDACTED] p.m. **Unit programs, recreation, telephone calls and free time in progress.**
- U. [REDACTED] p.m. Cleanup and toilet calls.
- V. [REDACTED] p.m. **Youth return to their rooms for the night.** Late night and **cart youth** may remain out until 9:30 p.m.
- W. [REDACTED] p.m. Incentive items are turned in.
- X. [REDACTED] p.m. All **youth** to their rooms.
- Y. [REDACTED] p.m. Lights out.

III. STAFF RESPONSIBILITIES RELATIVE TO RELIGIOUS SERVICES

- A. **Prior to the start of religious services, staff should structure the group on behavioral expectations.**
- B. Sufficient staff must remain in the units to supervise **youth** not attending **religious** services.
- C. Staff are responsible for supervision during **religious** services. Staff are to remain alert and aware of potential problems **with and** conflicts between **youth** at all times during the services.
- D. **Youth** not participating in religious services should be engaged in activities in the unit.

REFERENCES:

Procedures:	3-2-007	Daily Schedule – Weekdays (Juvenile Hall)
	3-2-008	Daily Schedule – Saturday (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

APPROVED BY: