

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

- AUTHORITY:** Administrative Directive  
California Code of Regulations, Title 15, Article 6
- RESCINDS:** Procedure Manual Item 3-2-010, dated 12/27/12
- FORMS:** None
- PURPOSE:** To standardize the schedules of holiday activities for Juvenile Hall units.

## I. GENERAL INFORMATION

- A. 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.
- B. Visiting will be accommodated during the holiday schedule, depending on the day of the week on which the holiday falls. Please refer to PMIs 3-2-007, 3-2-008 and 3-2-009 for the visiting schedules.

## II. PROCEDURE

- 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, hygiene and showers.
- D. [REDACTED] a.m. **Unit programs, large muscle exercise (LME), recreation and free time.**
- E. [REDACTED] a.m. Cart pickup.
- F. [REDACTED] a.m. Lunch **in progress.**
- G. [REDACTED] p.m. Silver count. Return cart. **Begin cleanup and hygiene.**
- H. [REDACTED] p.m. **Unit programs, LME, recreation and free time.**
- I. [REDACTED] p.m. Shift change.
- J. [REDACTED] p.m. **Unit programs, LME, recreation and free time.**
- K. [REDACTED] p.m. Cart pickup.
- L. [REDACTED] p.m. **Dinner in progress.**

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

**REFERENCES:**

Procedures:	3-2-007	Daily Schedule – Weekday (Juvenile Hall)
	3-2-008	Daily Schedule – Saturday (Juvenile Hall)
	3-2-009	Daily Schedule – Sunday (Juvenile Hall)
	3-2-021	Sports Activities and Supervision
Policy:	A-1	Policy, Procedure and the Law

C. Lopez

**APPROVED BY:**