

DAILY SCHEDULE – JUVENILE HALL

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-2-007, dated 04/08/16
 Procedure Manual Item 3-2-008, dated 04/08/16
 Procedure Manual Item 3-2-009, dated 04/08/16
 Procedure Manual Item 3-2-010, dated 04/08/16
- FORMS:** None
- PURPOSE:** To standardize the schedule of Weekdays, Saturday, Sunday, and Holiday activities in Juvenile Hall.

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. See Unit Visiting Schedule's below.

II. PROCEDURE

A. Weekday Schedule

- ██████ - Awaken group. Shower, dress and prepare for breakfast.
- ██████ - **Meal Carts get delivered.**
- ██████ - Breakfast in progress.
- ██████ - Silver count. Return cart. Begin cleanup and hygiene.
- ██████ - Unit staff escort **youth** to school. **Youth** without a school schedule shall be out of their rooms for in-unit school program.
- ██████ - School break.
- ██████ - Unit staff return youth to school.
- ██████ - **Meal Carts get delivered.**
- ██████ - **Youth** return to units for lunch.
- ██████ - Lunch in progress.
- ██████ - Silver count. Return cart. Begin cleanup and hygiene.

- ██████████ - Unit staff escort **youth** to school.
- ██████████ - **Shift change.**
- ██████████ - School ends.
- ██████████ to ██████████ - Unit programs and **large muscle exercise (LME).**
- ██████████ - **Meal Carts get delivered.**
- ██████████ - Dinner in progress.
- ██████████ - Silver count. Cart returned. Begin cleanup and hygiene.
- ██████████ - Unit programs, recreation, telephone calls and free time in progress.

Weekday Visiting Schedules – held at the Multipurpose Rehabilitation Center (MRC) Visiting Room/Patio Area 6:30 p.m. to 8:30 p.m.

- a. **Unit M/O Tuesday**
- b. **Unit Q Thursday**
- c. **Unit G Friday**

- ██████████ - Cleanup and toilet calls.
- ██████████ - **Youth return to their rooms for the night.** Transfers are completed. Late night and **cart youth** may remain out until 9:30 p.m.
- ██████████ - **Incentive items are turned in.**
- ██████████ - Lights out.

B. **Saturday Schedule**

- ██████████ - **Meal carts get delivered.**
- ██████████ - **Awaken group. Breakfast preparation begins.**
- ██████████ - **Breakfast in progress.**
- ██████████ - Silver count. Return cart. Begin cleanup and hygiene.
- ██████████ - 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.

██████ to **Visiting Unit H in the MRC Visiting Center/Patio.**
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██████ - **Meal Carts get delivered.**

██████ - Lunch in progress.

██████ - Silver count. Return cart. **Begin cleanup and hygiene.** Complete showers.

██████ to **Free time and LME.**
-

██████ - Shift change.

██████ to **Visiting Unit A in the MRC Visiting Room/Patio.**
-

██████ to Unit programs, LME, recreation and free time in progress.
-

██████ - **Meal carts get delivered.**

██████ - Dinner in progress

██████ - Silver count. Return cart. **Begin cleanup and hygiene.**

██████ - Unit programs, recreation, telephone calls and free time in progress.

██████ - Clean up and toilet calls.

██████ - **Youth return to their rooms for the night.** Late night and **cart youth** may remain out until 9:30 p.m.

██████ - Incentive items are turned in.

██████ - Lights out.

C. Sunday Schedule

██████ - **Meal Carts get delivered.**

██████ - Awaken group. Breakfast preparation begins.

██████ - Units provide Control with their church count.

██████ - **Breakfast in progress.**

██████ - Silver count. Cart returned. Begin cleanup, hygiene **and showers.**

██████████ to Protestant Church Services in **MRC Visiting Center.**
-

██████████. to Unit programs, recreation and free time in progress.
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Complete showers.

██████████ to Catholic Services in **MRC Visiting Center.**
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██████████ - **Meal Carts get delivered. Lunch preparation begins.**

██████████ - **Pick up youth from second church service.**

██████████ - Lunch in progress.

██████████. - Silver count. Return cart. Begin cleanup and hygiene.

██████████ to Unit programs and free time.
-

██████████. - Shift change.

██████████ to Visiting Unit T in the **MRC Visiting Center/Patio.**
-

██████████ to Unit programs, free time and LME.
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██████████. - **Meal Carts get delivered.**

██████████ - Dinner in progress.

██████████. - Silver count. Return cart. **Begin cleanup and hygiene.**

██████████ to Unit programs, recreation, telephone calls and free time in
- progress.

██████████ - Cleanup and toilet calls.

██████████ - **Youth return to their rooms for the night. Late night and cart
youth may remain out until 9:30 p.m.**

██████████ - Incentive items are turned in.

██████████ - All youth to their rooms.

██████████ - Lights out.

D. Holiday Schedule

- ██████ - Awaken group. Cart pickup. Breakfast preparation begins
- ██████ - **Breakfast in progress.**
- ██████ - Silver count. Return cart. Begin cleanup, hygiene and showers.
- ██████ - **Unit programs, LME, recreation and free time.**
- ██████ - **Meal Carts get delivered.**
- ██████ - Lunch in progress.
- ██████ - **Silver count. Return cart. Begin cleanup and hygiene.**
- ██████ - Unit programs, LME, recreation and free time.
- ██████ - Shift change.
- ██████ - **Unit programs, LME, recreation and free time.**
- ██████ - **Meal Carts get delivered.**
- ██████ - **Dinner in progress.**
- ██████ - **Silver count. Return cart. Begin cleanup and hygiene.**
- ██████ - **Unit programs, recreation, telephone calls and free time in progress.**
- ██████ - Cleanup and toilet calls.
- ██████ - **Youth return to their rooms for the night. Late night and cart youths may remain out until 9:30 p.m.**
- ██████ - Incentive items are turned in.
- ██████ - **All youth to their rooms.**
- ██████ - Lights out.

REFERENCES:

Procedures:	3-8-007	Recreation/Exercise Program
	3-8-012	Visiting – Juvenile Hall

Attachment

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APPROVED BY: