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.

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



- 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.

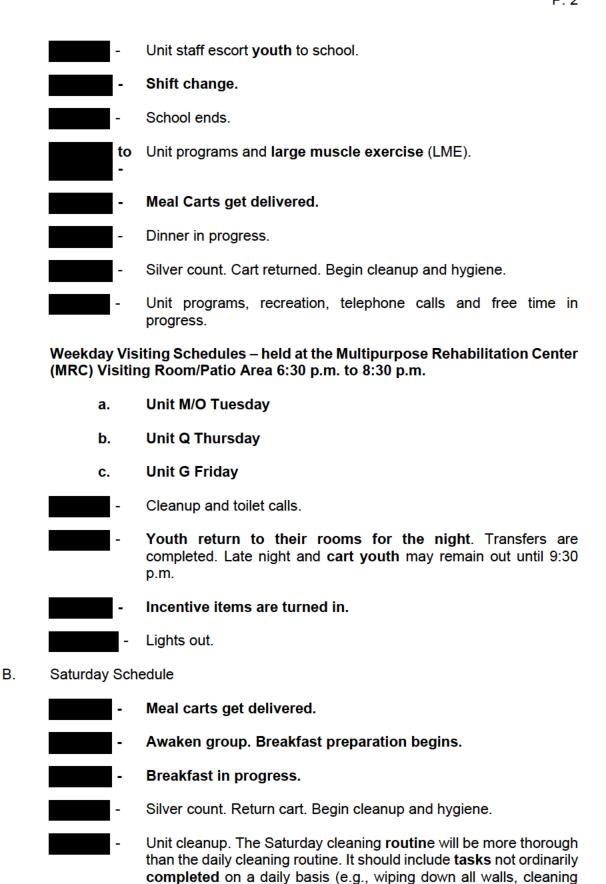
Unit staff return youth to school.

- Meal Carts get delivered.

- **Youth** return to units for lunch.

. - Lunch in progress.

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



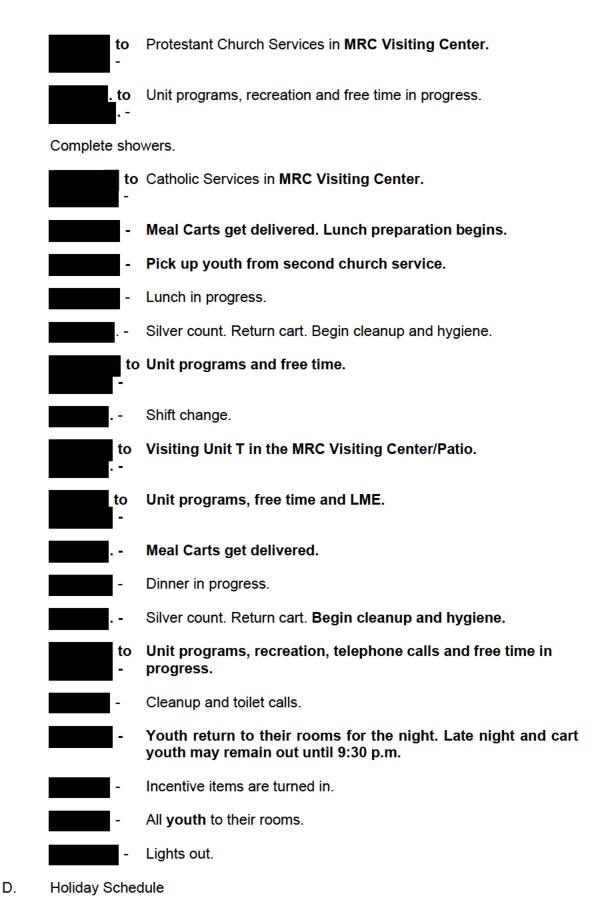
doors, mopping all rooms, etc.). Assigned job postings for the youth

should be followed, if applicable. Unit activities begin. Complete showers.

Visiting Unit H in the MRC Visiting Center/Patio. Meal Carts get delivered. Lunch in progress. Silver count. Return cart. Begin cleanup and hygiene. Complete showers. to Free time and LME. Shift change. Visiting Unit A in the MRC Visiting Room/Patio. Unit programs, LME, recreation and free time in progress. to 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.



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

R. Allen

APPROVED BY: