

RECREATION/EXERCISE PROGRAM

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Section 1371
- RESCINDS:** Procedure Manual Item 3-1-014, dated 10/29/15
- FORMS:** None
- PURPOSE:** To establish goals and staff responsibility for youth facility recreation/exercise programs

PROCEDURE

Per Section 1371 of Title 15, the facility administrator shall develop and implement written policies and procedures for programs, recreation, and exercise for all youth. The intent is to minimize the amount of time youth are in their rooms or their bed area.

Recreation and exercise will be scheduled a minimum of three hours a day during the week and five hours a day each Saturday, Sunday or other non-school days. Such recreation and exercise will include the opportunity to participate in Large Muscle Exercise (LME) or outdoor activities, one hour per day each day, weather permitting. Youth who are ill, have medical restrictions, on disciplinary status, or exhibit out of control behavior at the time, may be excluded. Youth may not be excluded from LME for disciplinary purposes. Equal opportunity for both male and female youth shall exist in all recreational and athletic programs.

I. Staff Responsibilities

A. Unit staff will:

1. Familiarize themselves with the rules of the sports program or planned activity before implementing it and be sure all equipment and/or materials are accessible.
2. Implement and supervise the prescheduled program. Evaluate the acceptance and success of the program, making a brief note in the log.
3. Communicate with floating staff to ensure the implementation of scheduled programs. The need will occur when regular staff are ill, on vacation, have a shift change, etc.
4. In the appropriate facility, periodically plan a spontaneous co-educational program such as picnics, athletic events, table games, etc.
5. Supervise all activities, taking into consideration the special needs of the activity (i.e., outside activities, inside activities, co-eds) where it's easy to pass notes or contraband, etc. Deal with behavior problems as necessary, taking into consideration the activity. Some problems can be handled after returning to the unit.

6. Restructure the program if the condition of the unit or the group dynamics are such that the planned program is not practical or will not meet the group's present needs, making a brief log note including the reason for the change of program, the substitute program, and its acceptance.
 7. Always structure the group before an activity. These instructions should be simple and clear to the youth and include a description of the program, the time and place of the activity and what type of behavior will be considered acceptable. Request and answer questions from the group at the time to eliminate problems.
 8. Be alert to security and safety concerns (i.e., staff positioning or the presence of potentially dangerous equipment).
 9. Remember the best supervision is accomplished by moving around, encouraging participation and being in a position to hear what is going on between the youth.
 10. Ensure that participating youth adhere to the limits of any medical restrictions.
 11. Be familiar with all recreation programs and encourage the youth to be enthusiastic about them.
 12. Be sure equipment is returned to its proper place and the area of the activity is left in order.
 13. Plan activities to utilize volunteers. When there is a need for VIPs, it should be communicated to the unit SJCO.
 14. Suggest additions, changes and improvements to the unit recreation program during staff meetings.
 15. Consider suggestions for a successful program.
- B. Staff will not participate in sports activities, only supervise or demonstrate.
- C. The VIP Coordinator will:
1. Cooperate and coordinate with volunteers and aid in public relations (i.e., obtain and submit to volunteers the needs for personnel and funds or supplies). They should be available to accept and personally pick up donations, or arrange for pickup by other volunteers.
 2. Assist in structuring volunteers.
 3. Initiate formal appreciation of help to both volunteers and staff.
- II. Unit Supervising Juvenile Correctional Officer will:
- A. Ensure that the planning and operation of recreational activities remain within the limits of basic institutional policy.

- B. Ensure the programs include a wide range of activities (i.e., physical, group and individual programs).
- C. Ensure that the programs meet the specific needs of individual youth by affording the youth an opportunity for participation in the planning and some individual choice of activities. The unit's overall program should be taken into account.
- D. Ensure that a weekly/monthly schedule of recreation and exercise activities is posted in the living area of each unit/dorm. Such schedules are subject to modification due to operational/safety/security needs.
- E. Order supplies from the kitchen.

Only meals designated for the specific activity or holiday can be ordered from the kitchen. No alternative food orders should be requested from the kitchen; such food should be purchased separately using petty cash, if approved and available.
- F. Maintain the recreation facilities and equipment.

The unit SJCO will maintain games, athletic equipment, and electronic equipment (e.g., TV, radios, stereos, etc) and submit requests for service or replacement as needed.
- G. Be available to unit staff for advice and assistance.
- H. Continually monitor and evaluate the unit's recreation programs.

REFERENCES:

Procedures:	1-4-123	Prevention, Detection, Reporting and Response to Incidents of Sexual Misconduct
	3-10-006	Residents' Grievance Procedure
	3-5-004	Youths' Rights/Orientation
	3-8-007	Sports Activities and Supervision
	3-8-035	Sports Activities and Supervision Youth Leadership Academy
Policy:	F-12	Television, Video, Movies and Reading Material in Juvenile Institutions and Community Based Programs

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APPROVED BY: