

RECREATION/EXERCISE PROGRAM

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Section 1371
- RESCINDS:** Procedure Manual Item 3-1-014, dated 08/18/23
- FORMS:** None
- PURPOSE:** To establish goals and staff responsibility for youth facility recreation/exercise programs

I. GENERAL INFORMATION

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.

- A. Juvenile facilities shall provide the opportunity for programs, recreation, and exercise a minimum of three hours a day during the week and five hours a day each Saturday, Sunday, or other non-school days, of which one hour shall be an outdoor activity, weather permitting.**
- B. Program, recreation, and exercise schedule shall be posted in the living units. There will be a written annual review of the programs, recreation, and exercise by the responsible agency to ensure content offered is current, consistent, and relevant to the population. A youth's participation in programs, recreation, and exercise may be suspended only upon a written finding by the administrator/manager or designee that a youth represents a threat to the safety and security of the facility.**
- C. Recreation. All youth shall be provided the opportunity for at least one hour of daily access to unscheduled activities such as leisure reading, letter writing, and entertainment. Activities shall be supervised and include orientation and may include coaching of youth.**
- D. Exercise. All youth shall be provided with the opportunity for at least one hour of large muscle activity each day. Youth who are ill or have medical restrictions may be excluded. Youth may not be excluded from LME for disciplinary purposes.**
- E. The administrator/manager may suspend, for a period not to exceed 24 hours, access to recreation and programs. The administrator/manager shall document the reasons why suspension of recreation and programs occurs.**

II. PROCEDURE

- A. Staff Responsibilities**

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. **Before unit staff take the youth out to the unit patio, unit staff are to conduct a safety sweep of the area to ensure there is no contraband.**
9. **When the unit is outside for physical activities, etc., first aid kits are to be taken out to the field/courts for easy access.**
10. **Engage in active supervision that consists of staff being physically and mentally present and adjusting to the group movement and activities. Being readily aware and able to respond to situations as they arise.**
11. **Be alert to security and safety concerns (i.e., staff positioning or the presence of potentially dangerous equipment). Staff members must directly supervise LME from a standing position. Standing signifies active engagement, provides better visibility, enhances command presence, and allows staff to quickly respond to any situations that may arise.**
12. **The use of personal cell phones while supervising LME is a distraction to safety/security concerns, diminishes supervision and**

ability to respond to various situations, further it is a violation of PMI 3-1-013. Per PMI 3-1-013, Probation staff are to keep their cell phones securely locked in their personal vehicle or assigned lockers while on duty.

13. 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.
14. Ensure that participating youth adhere to the limits of any medical restrictions.
15. Be familiar with all recreation programs and encourage the youth to be enthusiastic about them.
16. Be sure equipment is returned to its proper place and the area of the activity is left in order.
17. Plan activities to utilize volunteers. When there is a need for VIPs, it should be communicated to the unit SPCO.
18. Suggest additions, changes, and improvements to the unit recreation program during staff meetings.
19. Consider suggestions for a successful program.

B. Staff will not participate in sports activities, only supervise or demonstrate.

III. Unit Supervising **Probation** Correctional Officer will:

- A. Ensure that the planning and operation of recreational activities remain within the limits of basic **facility** 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. Maintain the recreation facilities and equipment.

The unit **SPCO** will maintain games, athletic equipment, and electronic equipment (e.g., TV, radios, stereos, etc) and submit requests for service or replacement as needed.

- F. Be available to unit staff for advice and assistance.
- G. Continually monitor and evaluate the unit's recreation programs.

REFERENCES:

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| Procedures: | 1-4-123 | Prevention, Detection, Reporting and Response to Incidents of Sexual Misconduct |
| | 3-1-013 | Personal Electronic Devices |
| | 3-2-001 | Facility Security |
| | 3-5-004 | Youths' Rights/Orientation |
| | 3-10-006 | Residents' Grievance Procedure |
| Policy: | F-12 | Television, Video, Movies and Reading Material in Juvenile Institutions and Community Based Programs |

P. Suzuki

APPROVED BY: