

**PROBATION DEPARTMENT
JUVENILE HALL MANUAL**

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**Notes and
References**

Programs, Recreation and Exercise for Youth

I. Procedures

- A. All youth must be provided the opportunity for programs, recreation, and exercise, at a minimum of three (3) hours a day during the week and five (5) hours a day each weekend or non-school day. This shall include at least one (1) hour of outdoor large muscle physical activity each day, one (1) hour of programming and one (1) hour of dayroom time. Staff shall document youth participation and refusal each day on the Daily Title 15 Activities Log.
- B. In the event weather does not permit outdoor physical activity, at least one (1) hour each day of exercise involving large muscle activity shall be provided indoors. All recreation activities must be supervised by staff and include orientation and coaching of youth.
- C. All youth will be offered one hour of Programming, one hour of Dayroom/Free Time and one hour of Exercise (LMA) each day. Staff will document they offered the activity and if the youth declined to participate. In particular staff will document the title of the program offered. Staff will note attempts made to encourage youth to participate and not self-separate. Staff are not to make the alternative activity to programming more appealing than the programming which could discourage youth from participating in programming.
- D. 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. Such 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.
- E. Program, recreation, and exercise schedule(s) shall be posted in the living units.
- F. 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.

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II. Inside Recreation - Unit Games, Dayroom/Free Time and Activities

- A. 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
- B. When youth are using the unit day rooms, staff will provide and supervise a variety of activities for them and encourage their participation in these activities. A daily schedule of youth activities is posted in each unit.
- C. Television/Video viewing protocol
 1. Only staff will operate the television or electronic equipment and select which shows and events are to be viewed.
 2. The volume is to be kept at a reasonable level.
 3. Movies or television programs, which are excessively violent, sexually explicit or condone substance abuse, gang activity, criminal behavior or the use of profanity, shall not be viewed. Movies are not to condone the use of racial, ethnic or religious slurs, or promote mayhem. Staff shall carefully screen PG-13 or those listed as ***Not Rated*** to ensure they do not contain the aforementioned content. If a movie or television program is questionable, staff must obtain approval from the Deputy Probation Officer, Senior (Sr. DPO) and the approval must be documented in the end of shift report.
 4. Any movie or television program carrying an R or NC-17 (formally known as X) rating shall not be viewed. Exceptions for R rated programs must have the approval of the Supervising Probation Officer (SPO).
- D. Crafts
 1. Craft supplies may be issued with the approval of the Sr. DPO, provided nothing is issued which would jeopardize safety or security.

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2. All craft supplies must be collected and accounted for upon completion of the activity.
- E. Games
1. All game supplies will be issued by staff provided nothing is issued which would jeopardize safety and security.
 2. All games must be collected and accounted for upon completion of the activity.
 3. Any games not supplied by the facility must be approved by administration.
 4. Food cannot be included in the game or as a reward due to nutritional guidelines and mandates. Exceptions can be approved by administration.
- F. Youth will have the opportunity to read or write letters during recreation time. Upon request, all youth will be provided a pencil.
- G. Staff may provide the option of a variety of music pre-approved by a Sr. DPO or SPO.
- H. No balls (other than the stress ball) or any type of sports/crafts equipment is allowed in the youth's rooms.
- I. There are educational and recreational programs scheduled for youth.
1. During these programs, it is expected that the youth will give their full attention to the program.
 2. Youth are to conduct themselves in a way that reflects discipline and good manners.
 3. Any youth who is disrespectful or disruptive is to be removed from the group and appropriately counseled and disciplined if necessary.

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- I. Some programs will be voluntary. Those who do not wish to participate are to remain quiet, read or write, and not disrupt the program. A youth may choose to lock down in his/her room during the voluntary program.

II. Exercise Activities (LMA)

- A. All youth shall be provided with the opportunity for at least one hour of large muscle activity each day
- B. Exercise area procedures
 - 1. All youth, regardless of their discipline status, shall be given the opportunity to exercise outside at least one hour daily. If weather does not permit outdoor physical activity, at least one hour each day of exercise involving large muscle activity will be provided in unit dayrooms.
 - a. Hard restraints (handcuffs, leg shackles) are not to be used when youth are exercised, unless authorized by a court order. If determined that it is necessary to exercise a youth in hard restraints, then the appropriate documentation must be submitted to the Court for permission to proceed. If hard restraints are authorized, the youth will be exercised alone.
 - b. Consideration must be given to the number, types of youth, behavior and composition of the youth, as well as the number of staff available to supervise.
 - (1) At times, it may be necessary to split into separate groups in order to safely provide outside exercise to all youth safely.
 - c. Youth that are identified as an escape risk, those identified as having a propensity for violence against staff or other youth, or youth with other significant behavioral problems may be exercised separately from the rest of the youth.

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- d. Youth on MS status will be exercised individually and at a different time from the general population.
 - e. Youth on MS/RCS status will be exercised as detailed in the MS/ RCS contract.
 - f. That one hour of exercise is suspended only upon a written finding by the administrator/manager that the youth represents a threat to the safety and security of the facility.
 - g. The administrator/manager may suspend for a period not to exceed 24 hours access to recreation and programs
2. Before taking youth outside, MCR must be notified and the perimeter of the fence in the area checked for contraband.
 3. After the above procedures are completed, youth are to be lined up, a population count is to be taken, and reported to MCR.
 - a. One staff is to walk outside to receive the group, and another staff is to remain inside at the end of the line.
 - b. Staff must be aware at all times of the exact number of youth under their supervision and continually verify this information by counting the youth periodically.
 - c. All available staff are to supervise the group when they are outside.
 4. While outside, youth will complete warm-up exercises or calisthenics and jog for a minimum of three minutes. Youth will then keep active walking (in groups no larger than two) or participating in some type of sports activity.
 - a. Group activities may include volleyball, basketball and handball.
 - b. No contact sports are allowed.

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- c. There is to be no misuse of equipment.
 - d. Constant supervision is necessary to insure a safe and secure activity.
 - e. Staff will supervise and not participate in any sporting activities, engage in any contests, demonstrations of strength, unauthorized physical contact, or any activity which diminishes supervision. Exceptions may be made with the approval of Sr. DPO.
5. During exercise:
- a. Youth are to not to linger unnecessarily near the fences and are to be instructed to move away from them.
 - b. Any youth who appears to be “examining” the fences or making an attempt to climb the fence will be immediately returned inside and counseled. They may be considered an “escape risk.”
 - c. Youth deemed too ill by medical staff to participate in physical education are to be confined to their rooms or the dayroom if practical until the completion of the outside activities.
 - d. Staff are not to group together and are to arrange themselves around the area for proper supervision.
 - e. Youth are to line up to re-enter the building, at which time staff will take a final population count and advise MCR that the group is returning to the unit. During movement of youth, one staff always remains at the end of the line until the exercise area is clear.
 - f. Staff will search all youth prior to entering the building to reduce the transportation of contraband into the facility.

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6. Youth who are not participating in exercise or are on a room confinement are to be housed in their rooms until the exercising is completed.
 - a. These youth are to be checked regularly according to policy.
 - b. They will be offered the opportunity to exercise at a later time.
- B. Work Detail/Program
 1. Work projects may be assigned to be completed by youth under the supervision and direction of Juvenile Institutions Officers (JIO). These projects may include:
 - a. Unit clean-up
 - b. Laundry
 - c. Yard clean-up
 2. Selection of youth for work detail must be cleared by the lead staff person.
 - a. All youth shall have exhibited good behavior in order to perform work projects.
 - b. Staff shall vary the youth used to perform work projects/details, giving all eligible youth an opportunity to assist.
 3. Youth with a history of physical ailments or who are on medical restricted status will only be allowed to perform a work detail appropriate for their condition.
 4. Staff assigned to supervise youth performing work detail are not to compromise their security responsibilities when they instruct youth how to work properly.
 5. It is the responsibility of the JIO to clean and return all tools and equipment.

Also see
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6. Youth are not required to do maintenance or other work assignments as substitutes for regular juvenile hall staff.
 - a. Youth are not to be assigned dangerous tasks.
 7. Staff will conduct a thorough search on youth after all work details, inside or outside the facility. If a more intrusive search is required, staff will follow established protocol.
 8. Prop-57 youth will not engage in work details, unless approved by a Sr. DPO or above. They shall not have access to any potential weapons, such as chemicals, tools, etc.
 9. Points are not awarded for participation in these activities as points are intended for good behavior, not work.
 10. Youth shall not be provided extra snacks as a reward for participation in these activities, unless approved by administration.
 11. The reward for the youth is the opportunity to come out of his/her room, be productive and to have a feeling of importance and accomplishment.
- C. Work Detail Under Direction of Utility Worker
1. All youth selected for work crews will be screened and approved by a SPO prior to participation.
 2. MCR will routinely scan the work areas to provide additional visual oversight.
 3. The floater or other designated sworn staff will conduct 15-minute safety checks on the work crew area and document them on the log sheet (Pro-086) that identifies which youth were on the work crew, where the work crew was and the date/time the check was completed.
 4. Work crews completed in the unit with the JIO staff present are excluded from this process and regular supervision requirements apply.

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III. Programs

- A. All youth shall be provided with the opportunity for at least one hour of daily programming to include, but not be limited to, trauma focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate, or pro-social interventions and activities designed to reduce recidivism.
- B. Programs should be based on the youth’s individual needs and can be administered by county partners such as mental health agencies, community based organizations, faith-based organizations or Probation staff.
- C. Programs may include but are not limited to:
 - 1. Cognitive Behavior Interventions;
 - 2. Management of Stress and Trauma;
 - 3. Anger Management;
 - 4. Conflict Resolution;
 - 5. Juvenile Justice System;
 - 6. Trauma-related interventions;
 - 7. Victim Awareness;
 - 8. Self-Improvement;
 - 9. Parenting Skills and support;
 - 10. Tolerance and Diversity;
 - 11. Healing Informed Approaches;
 - 12. Interventions by Credible Messengers;
 - 13. Gender Specific Programming;
 - 14. Art, creative writing, or self-expression;
 - 15. CPR and First Aid training;
 - 16. Restorative Justice or Civic Engagement;
 - 17. Career and leadership opportunities; and,
 - 18. Other topics suitable to the youth population.
- B. 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.

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See
Attachment A

ATTACHMENT A

Sample list of Programs in Santa Maria Juvenile Hall

- A. Educational group discussions and individual counseling sessions.
- B. Pregnancy Prevention Program - Small discussion groups focused on methods for preventing teenage pregnancies, lifestyle choices, etc.
- C. Group discussions on a variety of life style choices, decision making and handling peer influences.
- D. Alcoholics Anonymous - Panel discussions with the problems group about alcohol use and abuse.
- E. Narcotics Anonymous - Panel discussions about the problems associated with drug use and abuse.
- F. Volunteers - Visits by community members who act as mentors, run discussion groups and participate in group recreation activities.
- G. Girls Circle
- H. Cultural Programs (Quarterly)
- I. El Joven Noble con Palabra
- J. Moral Reconciliation Therapy (MRT)
- K. Girls Group (facilitated by Behavioral Wellness)
- L. Conflict Solutions and Restorative Justice
- M. Life Skills Program
- N. Educational Video Library Series