





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 8 - Programs

Policy Number:	8.01
Policy Name:	General Unit Programs
Authority:	Title 15, 1371
Replaces:	18.1 General Unit Program
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Related Policies and Procedures:	5.10 - Youth Visiting 6.01 - Food Service Management 7.01 - Sanitation and Hygiene 7.04 - Showers and Personal Hygiene 8.02 - Unit Crews 8.03 - Discipline and Discipline Process 8.07 - Youth Education Program 8.09 - Programs, Recreation, and Exercise 9.05 - Room Confinement 10.03 - Safety Checks 10.07 - Mechanical Restraint Determination 10.10 - Searches 10.19 - General Living Unit Security Procedures
Related Forms:	
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Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

Juvenile Hall has developed and implemented 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.

Juvenile Hall provides 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. A youth's participation in programs, recreation, and exercise may be suspended only upon a written finding by the Director of Juvenile Hall 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 Juvenile Hall administration to ensure content offered is current, consistent, and relevant to the population.

A. Programs

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. These programs should be based on the youth's individual needs as required by Sections 1355 and 1356. Such programs may be provided under the direction of the Chief Probation Officer or the County Office of Education and can be administered by county partners such as mental health agencies, community-based organizations, faith-based organizations or Probation staff. Programs may include but are not limited to:

- i. Cognitive Behavior Interventions;
- ii. Management of Stress and Trauma;
- iii. Anger Management;

- iv. Conflict Resolution;
- v. Juvenile Justice System;
- vi. Trauma-related interventions;
- vii. Victim Awareness;
- viii. Self-Improvement;
- ix. Parenting Skills and support;
- x. Tolerance and Diversity;
- xi. Healing Informed Approaches;
- xii. Interventions by Credible Messengers;
- xiii. Gender Specific Programming;
- xiv. Art, creative writing, or self-expression;
- xv. CPR and First Aid training;
- xvi. Restorative Justice or Civic Engagement;
- xvii. Career and leadership opportunities; and,
- xviii. Other topics suitable to the youth population.

B. 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.

C. Exercise

All youth shall be provided with the opportunity for at least one hour of large muscle activity each day.

The Director of Juvenile Hall or designee may suspend, for a period not to exceed 24 hours, access to recreation and programs. The Director of Juvenile Hall or designee shall document the reasons why suspension of recreation and programs occurs.

Juvenile Hall staff are responsible for supervision and care of youth 24 hours a day, 7 days a week. Juvenile Hall staff shall follow proper shift rotation procedures, adhere to the posted Daily Unit Activity Schedule, and coordinate movement and access to other youth activities as necessary.

II. PURPOSE

To ensure all youth rights related to accessing services (such as daily access to recreation and education) are met, Juvenile Hall staff facilitating the General Unit Program shall ensure that daily functions are undertaken in a smooth, efficient, and timely fashion. The daily activities and range of programs offered in Juvenile Hall are intended to provide opportunities for youth to, among other things, enhance individuality and respect, have privacy, exercise judgment, develop intellectual and vocational abilities, retain family and other personal ties, practice religious beliefs, have a choice of recreational activities, have normal social interactions including with peers, and be safe from physical and physiological attack and abuse.

Definitions

Daily Unit Activity Schedule

Each living unit will have a posted Daily Unit Activity Schedule provided by the Juvenile Hall School and Programs Liaison. The schedule will detail the living unit's specific schedule for each day of the week including youth activities and Juvenile Hall staff shift changes.

Living Unit

A self-contained unit containing locked sleeping rooms, single and double occupancy sleeping rooms or dormitories, day room space, water closets, wash basins, drinking fountains, and showers commensurate to the number of youths housed. A living unit shall not be divided in a way that hinders direct access, supervision, immediate intervention, or other action if needed.

Podular Design

A design concept for detention facilities in which housing cells, dormitories, or sleeping rooms are positioned around the perimeter of a common dayroom forming a housing/living unit. Generally, most services for each housing/living unit (such as dining, medical exam/sick call, programming, school, etc.) occur in specified locations within the unit.

Pilot Project

An initial short-term method to test or apply an innovation or concept related to the operation, management, or design of a juvenile facility, jail, or lockup pursuant to an application to, and approval by, the Board.

Juvenile Hall School and
Programming Liaison

A Juvenile Hall staff member designated by the Director of Juvenile Hall to coordinate all programming for youth.

Officer of the Day

A Senior Counselor responsible for operations and activities in Juvenile Hall during each shift.

Runners

Juvenile Hall staff available during the 11-7 Shift to act as back up to living unit staff as well as to perform bookings or other tasks as necessary.

III. PROCEDURES

Juvenile Hall Staff Shift Changes

A. Shift Change

- i. Juvenile Hall staff shall perform shift change duties in a timely manner and in accordance with the Daily Unit Activity Schedule unless there is a security concern.
- ii. Juvenile Hall staff on duty for the ending shift shall have every youth secured in his or her assigned room with the door locked for the shift relief staff who shall perform the following duties:
 - a. A Youth Count (Policy 10.06 – Youth Count)
 - b. A silverware count to ensure that this number matches the living unit supply.
- iii. Juvenile Hall staff ending their shift may not leave until the incoming Juvenile Hall staff have done a successful Youth Count, their assigned shift is completed, and they conferred with them about any questions.

- iv. Incoming Juvenile Hall staff should arrive 15 minutes before the assigned shift begins to leave ample time to accomplish shift rotation tasks and relieve the previous shift staff in a timely manner.
- v. Juvenile Hall staff shall perform the following security tasks when commencing a new shift:
 - a. Check to ensure that all doors in the living unit are locked including all closet/storage rooms, laundry rooms, classrooms, and exit doors.
 - b. Perform a Youth Count (Policy 10.06 – Youth Count)
 - c. Count security equipment and unit utensils to ensure that the count matches the living unit supply.
 - d. Scan the unit for any unnecessary or potentially dangerous items such as pens and can openers and put any such items in their proper place.
- vi. Juvenile Hall staff shall review the Daily Unit Activity Schedule and check for any limitations in youth participation in any activity or portion of the day's General Unit Activity Schedule. Juvenile Hall staff shall check:
 - a. The medical board for youth assigned to bed rest and/or unable to participate in gym or Kitchen Crew.
 - b. Review Room Confinement paperwork for youth who are to remain in his or her assigned room (see Policy 9.05 – Room Confinement, 9.03 – Separation and 8.03 –

Behavioral Management and Special Management Programs as applicable).

- vii. Juvenile Hall staff shall check for any other new memos so that they are apprised of any updates or information necessary for the upcoming shift.
- viii. Juvenile Hall staff shall read the Unit Log back to their last shifts and ask any relevant questions of the previous shift staff.

B. Daily Schedules

The following activities shall take place in accordance with the order and times reflected on each living unit's Daily Unit Activities Schedule.

- i. Youth Wake Up
 - a. Juvenile Hall staff shall use the in-room speaker system to do a general wakeup call 5 minutes prior to wake up time; and shall do so in a manner that is gentle, respectful, and sets a positive tone for the day.
 - b. At wake up time, Juvenile Hall staff shall provide individual wake-up calls for each youth. Juvenile Hall staff may choose to use the in-room speaker or conduct in person wakeups by going from room to room.
 - 1. In either case, Juvenile Hall staff should have a brief and supportive conversation with each youth, asking how he or she is feeling, and noting any concerns.
 - 2. When providing in-person wake up calls, Juvenile Hall staff shall follow applicable security

procedures (Policy 10.19 –
General Security Procedures).

- c. Juvenile Hall staff shall provide each youth with the opportunity to brush his or her teeth after each meal (see Policy 7.04 – Showering and Personal Hygiene) [Title 15, 1486].
- d. When youth are ready for their first activity of the day, Juvenile Hall staff shall ask the youth if any of them would like to make a legal call or a call to their Probation Officer during the day.
 - 1. Juvenile Hall staff shall inform the youth that all calls including legal calls and calls to Probation Officers shall be requested in the morning of each day if the youth desires to make the call (Policy 5.09 – Telephone Access).

ii. Daily Activities

- a. The following activities are conducted daily in adherence to the posted Daily Unit Activities Schedule.
 - 1. Showering and Personal Hygiene (Policy 7.04 – Showering and Personal Hygiene)
 - 2. Meals (see Policy 6.01 – Food Service)
 - a. Youth shall be provided with the opportunity to brush their teeth after every meal [Title 15, 1486].

3. Exercise/Gym and Recreations
(Policy 8.09 – Youth Recreation,
Exercise, and Programming)
 4. Room Searches (Policy 10.10 –
Searches).
- iii. Additional Weekday and Weekend Specific Activities
- a. The following additional activities are
conducted Monday through Friday in an
order designated by the Daily Unit Activity
Schedule:
 1. Morning Sweep and Mop which
includes sanitizing all youth's
rooms including door handles,
mattresses, sinks, and toilets.
(Policy 8.02– Unit Crews)
 2. School and Educational
Programming provided by the San
Francisco Unified School District
(see Policy 8.07 – Youth Education
Program).
 - b. The Juvenile Hall School and Programming
Liaison will coordinate additional weekend
activities for each living unit. Juvenile Hall
staff shall check the Daily Unit Activities
Schedule for details.
- iv. Holiday Activities

The Juvenile Hall School and Programming Liaison will coordinate Holiday activities for each living unit. Juvenile Hall staff shall check the Daily Unit Activities Schedule for details.

v. Weekly Services

a. The following services shall be conducted on a weekly basis in adherence to the posted Daily Unit Activities Schedule and in accordance with Title 15:

1. Visiting hours (Policy 5.10 – Youth Visiting) [Title 15, 1374].
2. Youth development programs (Chapter 8)
3. Cottage Clean Up (Policy 7.01 – Sanitation and Hygiene and 8.02 – Unit Crews).

vi. Hygiene Program (see Chapter 7.01 - Sanitation and Hygiene)

a. Juvenile Hall staff shall ensure all youths are issued laundered and clean clothing (Policy 7.03 – Clothing, Bedding and Linen).

1. If any items are missing, Juvenile Hall staff shall notify the Officer of the Day.

b. Showering and Personal Hygiene (Policy 7.04 – Showering and Personal Hygiene).

viii. Bedtime

a. Juvenile Hall staff shall provide youth with the opportunity to brush their teeth after dinner and before bedtime (Policy 7.04 – Showering and Personal Hygiene) [Title 15, 1486].

- b. Youth shall be secured in their assigned rooms at bedtime (Policy 10.19 – General Security Procedures). Youth who are not participating in After Bedtime Clean-up may read or do other quiet or authorized activities in his or her assigned room until Lights Out at 10:00pm.
- ix. P.M. Clean-up
- a. Juvenile Hall staff shall designate medically cleared youth to participate in the P.M. Unit Crew (Policy 8.02 – Unit Crews).
 - b. Juvenile Hall staff shall secure youth participating in P.M. Crew according to policy.
 - c. After P.M. Crew, Juvenile Hall staff may give workers time to quietly watch TV until Lights Out at 10:00pm.
 - d. Juvenile Hall staff shall secure all youths in their assigned rooms by 10:00pm to ensure youths are resting when the 11:00pm to 7:00am shift change takes place.

C. Additional Procedures for the 11:00pm to 7:00am Shift

i. Shift Change

Shift rotation procedures are the same as for all other shifts as mentioned above.

ii. Supervision Duties

- a. Juvenile Hall staff on duty shall call the Officer of the Day if they require backup from Runners or need to leave the living unit for any reason.

- b. Juvenile Hall staff shall conduct Youth Counts and Safety Checks in accordance with Policy 10.06 – Youth Count and Policy 10.03 – Safety Check.

D. Maintenance and Organization Duties Prior to Wake

- i. Juvenile Hall staff shall check that each youth is issued clean clothing including a towel, underwear, and socks.
 - a. If any items are missing, Juvenile Hall staff shall notify the Officer of the Day.
 - b. See Chapter 7 for further information on Clothing, Bedding and Linen (Policy 7.03) and Showering & Personal Hygiene (Policy 7.04).
- ii. Juvenile Hall staff shall ensure that there is enough soap and toothpaste available for all youths.
- iii. Juvenile Hall staff shall create new versions of the following forms:
 - a. Room Assignment Sheet
 - 1. Include all codes next to names.
 - 2. Write in 7 a.m. above the first count block.
 - 3. Include the count in at that time (written in ink).
 - b. Linen Inventory Slip
 - 1. Indicate count in the unit.

2. Make a copy for delivery to the Admissions Office at the end of the shift.
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- c. Complete miscellaneous functions as directed by the Officer of the Day including, but not limited to, Admissions Office duties, transportations duties, perimeter inspections, and various administrative and institutional tasks as directed.