





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 8 - Programs

Policy Number:	8.09
Policy Name:	Programs, Recreation and Exercise
Authority:	Title 15, 1371
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Related Policies and Procedures:	2.01 - Staffing Requirements 8.03 - Discipline and Discipline Process 8.05 - Counseling and Supporting Youth 8.10 - Religious Programming
Related Forms:	
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I. POLICY

The Director of Juvenile Hall or designee 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 the youth are in their rooms or their bed area.

Juvenile Hall shall provide the opportunity for programs, recreation, and exercise a minimum of three hours a day during a school day and five hours a day each Saturday, Sunday, or other non-school days, of which one hour shall be an outside 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 to the facility. Such programs, 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 Juvenile Hall to ensure content offered is current, consistent, and relevant to the population. [Title 15 Section 1371]

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.

II. PURPOSE

Daily programming including physical exercise and recreation are essential for the health and well-being of youth. These activities also present an opportunity for relationship and trust building amongst youth and Juvenile Hall staff. Providing fulfilling, engaging, and fun recreation and exercise opportunities can make for a more cooperative, safe, and successful living unit.

Making the most out of recreation and exercise requires quality planning, execution, and regular evaluation. Juvenile Hall staff members involved in programming should be constantly assessing youth responses to various activities and consider the usefulness of the programming in achieving their rehabilitative goals.

Large muscle exercise is one of the most important activities in a youth's day. Ensuring at least one hour of rigorous exercise is important for a youth's physical and mental health and can help youth release extra energy that may otherwise lead to misbehavior or restlessness. Juvenile Hall staff should plan activities in which youth are physically engaged for most of the programming period such as basketball, soccer, flag football, volleyball, and calisthenics.

Whenever possible, Juvenile Hall staff engaged in recreation programming should choose activities that will help youth cultivate social awareness. In addition to being mandated by Title 15, studies indicate that skill building, counseling, and access to multiple services have a greater potential to reduce recidivism over alternatives such as discipline, deference, and surveillance alone.

There will be a written annual review of the programs, recreation, and exercise by Juvenile Hall to ensure content offered is current, consistent, and relevant to the population.

III. PROCEDURE

A. Minimum Requirements for Recreation and Exercise Programming

- i. The Officer of the Day is responsible for ensuring that recreational and exercise activities scheduled for each living unit meet or exceed the minimum standards outlined by law and in accordance with this policy.
- ii. The Officer of the Day may call upon Juvenile Hall staff to assist in organizing and running recreational activities and exercise.
- iii. The Officer of the Day shall ensure that the following minimum standards are met by each living unit's Daily Unit Activity Schedule:
 - a. Programming shall minimize the amount of time youth are in their assigned rooms. [Title 15, 1371]
 - b. Youth shall be afforded a minimum of three (3) hours of recreation programming on weekdays (Monday through Friday) and five (5) hours a day on weekends or other non-school days. Recreation and exercise should take place outdoors whenever possible and

for at least one hour a day, weather permitting. [Title 15, 1371]

- c. Youth must be afforded a minimum of one hour of daily access to unscheduled activities such as leisure reading, letter writing, and entertainment. [Title 15, 1371]
 - d. At least 1 hour of exercise a day must be large muscle exercise.
- iv. 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. [Title 15, 1371]
 - v. The Officer of the Day must ensure that female and male youth have equivalent recreation access and programming (though such programming does not have to be identical for males and females).
 - vi. Juvenile Hall staff organizing recreational and exercise activities must choose activities consistent first and foremost with the needs and preferences of the youth, not the staff.
 - vii. Special Events
 - a. When designated on the Daily Unit Activity Schedule, Juvenile Hall staff shall organize activities for special events in addition to daily routine programs.
 - viii. The Juvenile Hall School and Programming Liaison shall ensure that the weekly schedule of recreational activities and exercise is posted in the living unit for youth to observe. [Title 15, 1371]

B. Guidelines for Exercise Programming

The Juvenile Hall School and Programming Liaison may schedule activities that are physical in nature. All programs shall be vetted through the Director of Juvenile Hall or designee.

C. Guidelines for Recreational Programming

- i. The Juvenile Hall School and Programming Liaison is responsible for planning and organizing recreation activities which may include but are not limited to:
 - a. Free recreation time during which youth may engage in leisure reading, letter writing, and entertainment.
 - b. Counseling by Juvenile Hall staff. (Policy 8.05 – Counseling and Supporting Youth)
 - c. Counseling and behavioral health services and support from non-Juvenile Hall staff.
 - d. Other organized activities in promotion of the youth's well-being and/or as an alternative to other scheduled activity.
- ii. The Juvenile Hall School and Programming Liaison shall offer recreational programming options that cultivate social awareness skills and have the potential to reduce recidivism.
- iii. Programming for Special Populations
 - a. Juvenile Hall staff shall coordinate youth movement and access for particular youth scheduled to participate in population-specific programming.

D. Review of Recreational and Exercise Programming

- i. The Juvenile Hall School and Programming Liaison shall solicit youth input about recreation activities to determine inclusion in the future schedule.
- ii. The Juvenile Hall School and Programming Liaison or designee shall monitor and evaluate the quality of recreation activities regularly.
 - a. He or she shall prepare quarterly and annual reports for the Director of Juvenile Hall describing the status of programming including any major progress or problems.
 - b. These written annual review of the programs, recreation, and exercise by Juvenile Hall shall ensure content offered is current, consistent, and relevant to the population.

E. Recreation and Exercise Participation

- i. The Director of Juvenile Hall or designee may suspend, for a period not to exceed 24 hours, access to recreation and programs. The Director or designee shall document the reasons why the suspension of recreation and programs occurred.
- ii. Juvenile Hall staff shall review room confinement paperwork to determine if any youth pose a risk to themselves or others and unable to participate in recreation and/or exercise.
- iii. If a youth is cooperative but does not wish to participate in a program or recreational activity, the youth shall be given an alternative program option.

F. Recreation and Exercise Supervision and Safety

- i. Juvenile Hall staff are responsible for supervising youth during recreation and shall work together to provide careful and adequate supervision of all youth.**
- ii. Juvenile Hall staff shall make every effort to make recreational activities successful by being engaged when appropriate, respectful of all guests and speakers, and otherwise modeling good behavior.**
- iii. Juvenile Hall staff shall provide orientation for all organized activities.**
- iv. When an instructor is working with youth, Juvenile Hall staff shall stay and assist with the supervision of youth.**
 - a. If a Juvenile Hall staff member must leave during recreation, he or she shall inform the Officer of the Day prior to leaving.**
 - b. Juvenile Hall staff on duty shall work together to ensure that minimum staffing requirements are met for the number of youth being supervised. (Policy 2.01 – Staffing Requirements)**
- v. Juvenile Hall staff may participate in games and other recreation activities with youth so long as supervision requirements are met. Before participating, the Juvenile Hall staff must contact the Officer of the Day for approval.**