

DAILY SCHEDULE YOUTH LEADERSHIP ACADEMY

AUTHORITY: California Code of Regulations, Title 15, Minimum Standards for Juvenile Facilities Sections 1370-1374
Administrative Directive

RESCINDS: Procedure Manual Item 3-8-013, dated 06/13/18 (RENUMBERED)

FORMS: None

PURPOSE: To establish a consistent daily, weekend and holiday schedule in order to ensure a well-balanced program **at** the Youth Leadership Academy (YLA).

I. General Information

- A. All youth are to be out of their rooms unless otherwise noted per the Room Confinement Policy 3-5-014.**
- B. Institutional Operations refers to the necessary activities that require the temporary placement of youth in a locked single-person room to ensure the safety and security of both the youth and staff. These activities include, but are not limited to, shift change, immediate post-incident activities, and the transition periods following activities such as school, programs, hygiene, exercise, or recreation.**

II. Daily Schedule Monday Through Friday

- 6:00 a.m. - SHIFT CHANGE/Roster Safety Check. Between the hours of 6:00 am to 7:00 am staff shall complete administrative duties as outlined in PMI 3-1-005.**
- 7:00 a.m. Awaken all youth. SHOWERS – All youth are out of their rooms and in the day area to prepare for showers.**
- 7:45 a.m. BREAKFAST begins. Individual meal trays provided to all youth. Youth are allowed a minimum of 30 minutes to eat their meals in the day area.**
- 8:15 a.m. Youth return to their rooms for personal hygiene and restroom needs. The youth are also encouraged to prepare their rooms for room inspection. Assigned youth assist with dining area cleanup. Medications dispensed.**
- 8:30 a.m. - SCHOOL MOVEMENT: Core A FIRST PERIOD 8:30 – 9:15 am. Youth are to be lined up prior to the warning bell and the population verified. Staff will ensure that all youth have class schedules and any assigned homework.**
- 9:15 a.m. - MOVEMENT: Core A SECOND PERIOD 9:15 – 10:00 am.**

- 10:00 a.m. - BREAK (20 minutes) – All youth return to their rooms for personal hygiene and restroom needs. Once complete, the youth are allowed to return to the day area and prepare for Core B, Third Period.**
- 10:20 a.m. - SCHOOL MOVEMENT: Core B THIRD PERIOD 10:20 – 11:05 am.** Youth are to be lined up prior to the warning bell and the population is to be verified. Staff **will** ensure that all youth have class schedules and any assigned homework.
- 11:05 a.m. - SCHOOL MOVEMENT: Core B FOURTH PERIOD 11:05 – 11:50 am.**
- 11:50 a.m.- All youth return to their rooms for personal hygiene and restroom needs. Assigned youth out for lunch set up.**
- 12:00 p.m. Lunch begins. Individual meal trays provided to youth. Youth are allowed a minimum of 30 minutes to eat their meals in the day area.**
- 12:30 p.m. - Youth return to their rooms for personal hygiene and restroom needs.** Assigned youth assist with dining area cleanup. Medications dispensed.
- 12:40 p.m. - SCHOOL MOVEMENT: Core C FIFTH PERIOD 12:40 – 1:25 pm.** Youth are to be lined up prior to the warning bell and the population is to be verified. Staff **will** ensure that all youth have class schedules and any assigned homework.
- 1:25 p.m. - SCHOOL MOVEMENT: Core C SIXTH PERIOD 1:25 pm – 2:10 pm.**
- 2:00 p.m. - SHIFT CHANGE/Roster Safety Check. Staff shall complete administrative duties as outlined in PMI 3-1-005. 2:10 p.m. - SCHOOL OUT.** Youth return to units and the population is verified. **Staff structure youth regarding group schedule, programs, and recreational activities for the evening.**
- 2:25 p.m. - LME – Alpha side out for LME, Bravo side out for program/activities.**
- 3:25 p.m. - LME (SWITCH SIDES) – Bravo side out for LME, Alpha side out for program/activities.**
- 4:25 p.m. - Youth return to their rooms for personal hygiene and restroom needs and prepare for dinner.** Assigned youth out for dinner set up.
- 4:30 p.m. - DINNER begins. Individual meal trays provided to youth. Youth are allowed a minimum of 30 minutes to eat their meals in the day area.**

- 5:00 p.m. - Youth return to their rooms for personal hygiene and restroom needs.** Assigned youth assist with dining area clean up. Medications dispensed.
- 5:10 p.m. - Free time/ Special Programming – Monday – Visiting**
Wednesday – CDM Bible Study.
Thursday – PCM. **Bible Study**
Individual Case Planning/**Evidence based programs/Incentive based programs** – Staff will work on casework and meet with their assigned youth who are not participating in special programming individually during this time to work on case plans and objectives. **Staff or collaboratives may lead programs which include: Decision Points, EPICS, family re-unification visits, special projects, court-ordered visits/calls, YLA Phase program incentives, and special collaborative-led events/programing. Any youth that are not participating in specialized programs will be offered free time in the day area.**
- 6:30 p.m. - ALL YOUTH REMAIN OUT OF ROOMS. MONDAY-Visiting. Free time for all youth. Youth have access to a variety of activities including but not limited to telephones, TV, table games, letter writing, talking/socializing etc. Snacks passed out.** Unit programs conducted in the large and small groups; counseling Sessions; Decision Points; VIP activities and special events; and NA Meeting every **third Saturday** from **3:00 pm – 4:00 pm.**
- 7:30 p.m. - FREE TIME FOR ALL YOUTH. Youth have access to a variety of activities including but not limited to telephones, TV, table games, letter writing, talking / socializing etc.**
- 8:00 p.m.- Phase 0 youth in room for the night.**
- 8:30 p.m. – Phase I youth in for the night.**
- 8:45 p.m. - Phase II youth in for the night.**
- 9:00 p.m. – Phase III youth in for the night.**
- 9:05 p.m. - UNIT TRANSFERS.**
- 9:15 p.m. - Phase IV youth in for the night, quiet time.**
- 9:30 p.m. - Lights out.**
- 10:00 p.m. - SHIFT CHANGE. Staff shall complete administrative duties as outlined in PMI 3-1-005.**

III. Weekend Routine

A Saturday

- 6:00 a.m. - **SHIFT CHANGE/Roster Safety Check. Equipment check and medical sheet review. Staff shall complete administrative duties as outlined in PMI 3-1-005.**
- 7:00 a.m. - **Specialized LME – Staff may offer a specialized LME program that may include long-distance running, cross-fit, or weightlifting as part of an incentive group to those youth who are interested in participating.**
- 8:00 a.m. - **Assigned youth out for breakfast set up.**
- 8:15 a.m. - **Breakfast begins. Youth are allowed a minimum of 30 minutes to eat their meals in the day area.**
- 8:45 a.m. - **Youth return to their rooms for personal hygiene and restroom needs. The youth are also encouraged to prepare their rooms for room inspection. Assigned youth to assist with dining area cleanup. Medications dispensed.**
- 9:00 a.m. - **All youth out of rooms, Alpha side out for LME. Bravo side out for Saturday major clean-up.**
- 10:00 a.m.- **All youth remain out of rooms. Bravo side out for LME. Alpha side out for Saturday major clean-up.**
- 11:00 a.m.- **Group return to their rooms for personal hygiene and restroom needs. Assigned youth out for lunch set up.**
- 11:15 a.m.- **Lunch begins. Youth are allowed a minimum of 30 minutes to eat their meals in the day area.**
- 11:45 a.m. - **Youth return to their rooms for personal hygiene and restroom needs. Assigned youth assist with dining area cleanup. Medications dispensed.**
- 12:00 p.m.- **All youth return to the day area for free time and showers.**
- 1: 55 p.m. - **Group return to their rooms for operational needs/shift change.**
- 2:00 p.m. - **SHIFT CHANGE/Roster Safety Room Check. Equipment check/medical sheet review. Staff shall complete administrative duties as outlined in PMI 3-1-005.**
- 2:30 p.m. - **Program/Free time – Alpha side out for program, Bravo side out for free time/activities.**
- 3:30 p.m. - **Program/Free time (SWITCH SIDES) – Bravo side out for program, Alpha side out for free time/activities.**

- 4:30 p.m. - Youth return to their rooms for personal hygiene and restroom needs. Assigned youth assist with dining area cleanup.
- 4:45 p.m.- DINNER begins. Individual meal trays provided to youth. Youth are allowed a minimum of 30 minutes to eat their meals in the day area.
- 5:15 p.m.- Youth return to their rooms for personal hygiene and restroom needs. Designated youth assist with dining area clean up. Medications dispensed.
- 5:30 p.m. Group out- All youth out for free time or, if applicable, collaborative programs. Youth have access to a variety of activities including but not limited to; using telephones, watching TV, playing table games, talking / socializing etc. until bedtime. Snacks are passed out.
- 8:00 p.m.- Phase 0 youth in for the night.
- 8:30 p.m. – Phase I youth in for the night.
- 8:45 p.m. - Phase II youth in for the night.
- 9:00 p.m.- Phase III youth in for the night.
- 9:15 p.m.- Phase IV youth in for the night, quiet time.
- 9:30 p.m. - Incentive Items turned in. Lights out.
- 10:00 p.m. - SHIFT CHANGE/Roster Safety Check. Equipment check/medical sheet review. Staff shall complete administrative duties as outlined in PMI 3-1-005.

B Sunday and Holidays

- 6:00 a.m. - SHIFT CHANGE/Roster Safety Check. Equipment check/medical sheet review. Staff shall complete administrative duties as outlined in PMI 3-1-005.
- 7:30 a.m. - Awaken all youth. Assigned youth out for breakfast setup.
- 7:45 a.m. - BREAKFAST begins. Individual meal trays provided to youth. Youth are allowed a minimum of 30 minutes to eat their meals in the day area.
- 8:15 a.m.- Youth return to their rooms for personal hygiene and restroom needs. Designated youth assist with dining area clean up. Medications dispensed. Sick Call.
- 8:30 a.m. - PROTESTANT CHURCH services begin at the MRC (every Sunday). Youth not attending church are out in the day area for free

time or LME. Once church services are complete, attending youth are allowed to join their group activities.

- 9:30 a.m. - All youth remain out for free time or LME.
- 10:30 a.m. - CATHOLIC CHURCH services begin at the MRC (every Sunday). Youth not attending church remain out in the day area for free time or LME. Once church services are complete, attending youth are allowed to join their group activities.
- 11:30 a.m. - LUNCH begins. Individual meal trays provided to youth. Youth are allowed a minimum of 30 minutes to eat their meals in the day area.
- 12:00 p.m.- Youth return to their rooms for personal hygiene and restroom needs. Designated youth assist with dining area clean up. Medications dispensed.
- 12:10 p.m. - Group out. Bravo side out for LME, Alpha side out for free time/showers.
- 1:00 p.m. Free time/showers both sides.
- 1:55 p.m. - Group return to their rooms for operational needs, shift change.
- 2:30 p.m. - SHIFT CHANGE/Roster Safety Check. Equipment check/medical sheet review. Staff shall complete administrative duties as outlined in PMI 3-1-005.
- 2:30 p.m.- Alpha side out for program, Bravo side out for free time/activities.
- 3:30 p.m. - (SWITCH SIDES) – Bravo side out for program, Alpha side out for free time/activities.
- 4:30 p.m. Youth return to their rooms for personal hygiene and restroom needs. Assigned youth out for lunch set up.
- 4:45 p.m. - DINNER begins. Individual meal trays provided to youth. Youth are allowed a minimum of 30 minutes to eat their meals in the day area.
- 5:15 p.m.- Youth return to their rooms for personal hygiene and restroom needs. Designated youth assist with dining area clean up.
- 5:30 p.m. 5:30 pm- Group out for free time/showers.
- 6:30 p.m. - FREE TIME FOR ALL YOUTH. Group out- All youth out for free time. Youth have access to a variety of activities including but not limited to; using telephones, watching TV, playing table games, talking / socializing etc. until bedtime. Snacks are passed out.
- 8:00 p.m. - Phase 0 youth in for the night.
- 8:30 p.m. – Phase I youth in for the night.

- 8:45 p.m. - Phase II youth in for the night.
- 9:00 p.m. - Phase III youth in for the night
- 9:15 p.m. - Phase IV youth in for the night.
- 9:30 p.m. - Incentive Items turned in. Lights out.
- 10:00 p.m. - SHIFT CHANGE/Roster Safety Check. Equipment check/medical sheet review. Staff shall complete administrative duties as outlined in PMI 3-1-005

REFERENCES:

Procedures:	3-8-011	Meeting the Religious and Spiritual Needs of Youth in Probation Facilities
	3-5-004	Youth's Rights/Orientation
	3-5-014	Room Confinement
	3-8-012	Visiting / Video Conferencing
	3-12-001	Health Care Procedures for Probation Staff
	3-1-005	Deputy Probation Correctional Officer Duties

Roland Lopez

APPROVED BY: