

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT  
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-500

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REPLACES: 1/30/2019

ISSUE DATE: 3/7/2019

**SUBJECT: FACILITY ACTIVITIES**

**POLICY**

The Probation Department is committed to ensuring all youth in Juvenile Detention and the Camp are provided with quality programs, recreation, exercise, and activities. The intent is to minimize the amount of time youth are in their rooms or their bed area. We strive to keep our youth engaged in activities that will provide them with valuable skills and assist them in changing the errors of their thinking. The Juvenile Detention Unit Supervisor is responsible for planning the unit's daily activities during his/her assigned shift. The Juvenile Detention Facility Supervisor assigned to the unit is responsible for ensuring unit activities and programming are consistently offered and adhere to the daily schedule.

**PROCEDURES**

A. General Guidelines

1. The Detention Administrative Team shall be responsible for ensuring a written annual review of the programs, recreation, and exercise by the responsible agency to ensure content offered is consistent and relevant to the population.
2. The Programming Unit will coordinate and plan special events throughout the year.
3. The overall responsibility for detention programming lies with the Assistant Deputy Chief Probation Officer of Operations.
4. Detention staff will be responsible for facilitating cognitive behavioral therapy groups for the youth as part of their regularly assigned duties.
5. Work programs shall be imposed as a disciplinary measure.

B. Programs

1. 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.

2. Programs should be based on the youth's individual needs based on the institutional assessment and plan and general counseling and casework services.
3. 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.
4. Programs may include but are not limited to:
  - a. Cognitive Behavioral Interventions
  - b. Management of Stress and Trauma
  - c. Anger Management
  - d. Conflict Resolution
  - e. Juvenile Justice System
  - f. Trauma-Related Interventions
  - g. Victim Awareness
  - h. Self-Improvement
  - i. Parenting Skills and Support
  - j. Tolerance and Diversity
  - k. Healing Informed Approaches
  - l. Interventions by Credible Messengers
  - m. Gender Specific Programming
  - n. Art, Creative Writing, or Self Expression
  - o. CPR and First Aid Training
  - p. Restorative Justice or Civic Engagement
  - q. Career and Leadership Opportunities
  - r. Other topics suitable to the youth population

C. Daily Schedule and Work Detail Program

1. Living Unit and Camp Daily Schedule

The living unit and Camp Peterson daily schedules vary based on the day of the week as well as the education schedule. The daily schedule is posted on the living units and Camp Peterson.

2. Work Detail Program for the Living Units/Camp

- a. All youth shall participate in a work detail program to increase their sense of responsibility.
- b. Assignment to the work detail program shall be fair and consistent.
- c. Work assigned to a youth shall be meaningful, constructive and related to vocational training or increasing a youth's sense of

responsibility.

d. Daily Unit Cleanup

- (i). Unit cleanup will be conducted by the end of each day and will include but not be limited to:

**DAY ROOM**

Carpet vacuumed  
Area organized  
Television cleaned  
Tables cleaned

**SLEEPING AREA**

Carpet vacuumed  
Beds made  
Sweep  
Mop

**UTILITY ROOM**

Sink and general area cleaned and organized

**DOORS/WINDOWS**

Cleaned

**LAUNDRY ROOM**

Dirty clothes separated.  
Clean clothes folded.  
Sweep/Mop  
Buff (as needed)

**RESTROOM/SHOWERS**

Mop  
Wall/Dividers  
Sinks/Toilet  
Shine metal surfaces

**TRASH CANS**

Empty and clean

**WATER FAUCET**

Shined

**TILE FLOOR AREA**

Sweep  
Mop  
Buff (as needed)

**MULTI-PURPOSE ROOMS**

Carpet vacuumed  
Area organized  
Tables/Furniture cleaned

e. Major Unit Cleanup

- (i). Major Unit Cleanup will be conducted on Saturdays and Sunday on the AM shift and will include all the above listed tasks as well as any ancillary tasks (i.e. shampooing carpets, spot painting rooms, replacing damaged mattresses).

- f. Unit 5 and Camp Peterson are considered working units that have added responsibilities. These youth are entrusted with completing supervised work detail outside of their respective units.

D. **Positive Youth Development Opportunities**

Positive youth development opportunities include, but are not limited to programs and activities that address:

1. Education: Promote and support school engagement and attendance. Provide daily education and extra-curricular learning opportunities.
2. Relationships: Promote and support the development of positive peer and adult relationships. Provide recreation and activities that support team-work, decision making, and fostering positive connections with adult mentors and leaders.
3. Health: Provide information, resources, and referrals to support healthy mental and physical development. Provide recreation and activities that promote healthy habits and physical exercise.
4. Creativity: Provide opportunities for creative expression including art, music, and poetry. Provide information, resources, and referrals to programs that support and encourage creative expressions, including school and community-based opportunities.
5. Community: Provide opportunities for youth to demonstrate leadership and responsibility. Provide opportunities to support community building efforts. Work: Provide opportunities for work detail shifts that entrust youth with completing supervised work detail. Provide information, resources, referrals to WorkNet and other school or community based employment training and job development programs.

E. Recreation and Exercise

1. Detention staff shall not participate in contact sports with youth, but shall coach the youth in these endeavors.
2. Planned activities, structured groups and free time are held after school, in the evening and on the weekends.
3. Staff shall encourage youth to participate in planned activities and structured groups.
4. Opportunities for programs, recreation, and exercise will be provided according to the following guidelines:
  - a. A minimum of three hours per day on each school day.
  - b. A minimum of five hours per day on each non-school day.
  - c. One hour of outdoor physical activity each day, weather permitting. If weather does not permit outdoor physical activity, at least one hour each day of exercise involving large muscle activities shall be provided.
  - d. At least one hour of daily access to unscheduled activities such as leisure reading, letter writing, and entertainment.

5. Equal opportunity for male and female youth shall exist in recreational and athletic programs.
6. Recreation and exercise shall be supervised and not be inherently dangerous.
7. Staff shall ensure orientation, proper instruction, and coaching is given, proper equipment is used, and the equipment is in safe and good working condition.
8. A recreation and exercise schedule shall be posted on all the living units and the Camp.
9. Youth on Room Confinement shall continue to have an opportunity to a minimum of one hour of large muscle exercise.
10. The Duty Officer may suspend, for a period not to exceed 24 hours, access to recreation and programs. One hour of large muscle exercise may be suspended only upon a written finding by the Duty Officer that the youth represents a threat to the safety and security of the facility.
11. Any suspension by the Duty Officer shall be documented in the Incident section of JJIS and shall indicate the reason for the suspension.
12. The Duty Officer shall also notify the Assistant Deputy Chief Probation Officer of Operations of any suspensions of recreation or exercise.

F. Religious Services and/or Religious Counseling

1. Religious services and/or religious counseling will be offered at least once a week.
2. Attending religious services and/or religious counseling shall be voluntary.
3. A youth shall be allowed to participate in other activities outside of their room if he/she elects not to participate in religious programs.
4. A parent and/or guardian and/or youth may request a specific religious service or practice. Programming staff will attempt to secure the requested type of religious program based on availability of clergy and/or reasonableness.
5. A parent and/or guardian and/or youth may request that the youth's minister, priest or youth pastor be allowed to visit. The visitors must present proper identification, proof of church affiliation, and have authorization from the Duty Officer.
6. A youth may request a religious diet, which will be provided.

7. Volunteers may distribute religious materials while conducted religious services. A youth may keep these religious materials, including a Bible, in his/her room and may take them home when they are released from detention.

G. Correspondence

1. Youth may send and receive unlimited written correspondence.
2. Juvenile Detention will provide postage for seven letters per week.
3. Correspondence to the Courts, Attorneys, Public Officials, or to the Board of State and Community Corrections is confidential and unlimited. Such mail may only be searched for contraband and must be searched in the presence of the youth.
4. Juvenile Detention will provide unlimited postage for official mail.
5. Staff shall scan all nonofficial correspondence and will withhold mail if it:
  - a. Encourages acts of criminal violence or physical harm to any one person or group of people
  - b. Advocates and/or plans for an escape
  - c. Promotes gang activity
  - d. Contains contraband
  - e. Advocates or encourages racial or ethnic hatred
6. Staff shall scan all correspondence in the presence of the youth.
7. Any pictures will be viewed for appropriateness. Pictures displaying illegal activity or are sexually provocative will be confiscated and destroyed.
8. Staff may read mail only when there is reasonable cause to believe that the safety and security of the facility, youth, and/or public may be jeopardized and shall be approved by the ADCPO of Operations.

H. Telephone Access

1. Within one hour of when a youth first arrives to the Juvenile Detention facility, he/she will be given a minimum of two free telephone calls.
  - a. One completed telephone call is to his/her parents and/or guardians, or a responsible relative.
  - b. A youth may contact his/her employer.

- c. A youth may contact his/her attorney.
2. All living units and the Camp are equipped with pay telephones.
3. Youth shall be allowed to make daily collect telephone calls with the approval of Detention staff.
4. Youth who have a block on the residence phone are allowed one (1) direct free call per week. This telephone call is limited to five (5) minutes.
5. A youth will be allowed an additional telephone call if it has been court ordered.
6. A youth who makes a threatening and/or abusive telephone call will result in the loss of telephone privileges for two weeks. However, the youth shall still be allowed to make a telephone call to his/her attorney during this time.

I. Access to Legal Services

1. Youth in the Juvenile Detention Facility have a legal right to access, upon request, to a licensed attorney and their authorized representative.
2. Youth will receive confidential attorney interviews to be conducted in the facility interview rooms.
3. Youth will receive unlimited postage free, legal correspondence and cost free telephone access as appropriate to their licensed attorney.

J. Television/Computer Games

1. All movies and/or television entertainment shown to youth shall be age appropriate. The following guidelines shall be adhered to:
  - a. Movies with G and PG ratings may be shown to youth.
  - b. Un-rated movies or movies with PG-13 rating shall not be shown unless approved by the Programming Unit Juvenile Detention Unit Supervisor.
  - c. Movies rated R or X shall not be shown.
2. Under no circumstances are staff to bring their own or rented movies into the institution.
3. Staff may request movies by contacting the Programming Unit the day before the requested movie night. The Programming Unit will deliver movies to the units, which may be shown on Saturday and Sunday evenings.
4. Television shows, movies, or computer games that deal with or promote

themes of heavy violence, explicit sex, or illegal behavior are detrimental to the well-being of the youth in our custody and shall not be shown.

5. Local news may not be viewed by youth.
6. Due to the possibility of some movies or TV entertainment being mislabeled or inappropriate, all staff are responsible for insuring that movies and television observed by youth is in accordance with the above policy.
7. Juvenile Detention staff are the only persons authorized to operate television equipment. Under NO circumstances will youth be allowed to operate, clean, or touch the equipment.

K. Literature

1. The facility will provide access to the facility's library when appropriate as well as a variety of magazines, books, and pamphlets for the youth to read.
2. Each living unit and the Camp has a bookshelf of reading material.
3. The local paper is not to be viewed by the youth, with the exception of the sports page.
4. If a youth receives books in the mail while in detention, the books are forwarded to the Programming Unit. These books will be considered a donation and will become the property of Juvenile Detention.
5. A youth may keep three books in his/her room.
6. Staff are responsible for screening and removing inappropriate reading material.