



**SAN MATEO COUNTY
PROBATION DEPARTMENT
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 6
Programs and Activities
§1371**

Topic Programs, Exercise, and Recreation

Policy This policy establishes guidelines and procedures to ensure that juvenile facilities have sufficiently scheduled programs, exercise, and recreation periods, and sufficient space for these activities, as required by law (15 CCR 1371).

Youth shall be provided the opportunity for programs, recreation, and exercise at least three hours a day during the week and five hours a day each Saturday, Sunday, or non-school day, of which one hour shall be outdoor Large Muscle Activity (LMA), weather permitting.

A youth's participation in programs, recreation, and exercise may be suspended upon the approval and in writing by the Superintendent or the authorized designee when a youth represents a threat to the safety and security of self, others, or the facility. The Superintendent or the authorized designee may suspend access to recreation for a period not to exceed 24 hours. Any suspension of program, recreation, and/or exercise that exceeds a 24-hour period must be re-evaluated by the Superintendent or the authorized designee. Reasons for program, recreation, and/or exercise suspension must be documented in the unit logbook and youth log.

The Superintendent or the authorized designee shall be responsible for ensuring there is sufficient secure space for programming, physical exercise, and recreation. A schedule should be developed to ensure accessibility for all youth without interfering with other daily activity requirements (meals, education, religious services, other regularly scheduled events). The recreation and exercise schedule shall be posted in the living unit (15 CCR 1371).

Daily unit log sheets shall be collected monthly and shall be maintained in accordance with established records retention schedules.

There will be an annual written review of the programs, exercise, and recreation to ensure content is current, consistent, and relevant to the population (15 CCR 1371).

If the Superintendent or the authorized designee denies any youth or group of youth the programs, exercise, or recreation time period, documentation should exist that verifies that the denial is based on good cause in relation to a security need.

1371.1 ACCESS TO EXERCISE

Youth, including those on discipline, shall have an opportunity for at least one hour of large-muscle activity each day. When weather permits, the youth' exercise time shall be outdoors (15 CCR 1371).

Staff shall ensure that youth appropriately wear necessary personal protective equipment during exercise as required.

No staff shall deprive any youth of the required one hour of large muscle activity unless there is a written finding by the Facility Superintendent or the authorized designee that the youth represent a threat to safety and security.

Recreation activities other than exercise should not be substituted for the required one hour of large muscle activity.

Exercise areas, as specified by federal, state, and/or local laws or requirements, should be sufficient to allow each youth at least one hour of exercise every day. Use of outdoor exercise is preferred, but weather conditions may require the use of covered/enclosed space. Dayroom space is not considered exercise space (24 CCR 1230.1.11).

1371.2 ACCESS TO 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 shall include orientation and may include coaching of youth. Televisions, newspapers, table games, and other items may also be provided to enhance recreation time (15 CCR 1371).

1371.3 ACCESS TO PROGRAMS

All youth shall be provided with the opportunity for at least one hour of daily programming. The program should be structured and designed to enhance socialization, and youth participation shall be monitored.

Juvenile facilities programs shall include any additional activities required under 15 CCR 1371(e.g., trauma-focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate prosocial intervention and activities designed to reduce recidivism).

Programs

1. All youth shall be provided with the opportunity for at least one hour of daily programming to include, but not limited to, trauma focused, cognitive, evidence-based, best practice interventions that are culturally relevant and linguistically appropriate, or prosocial interventions and activities designed to reduce recidivism.

2. These programs are based on the youth's individual needs. Such programs may be provided under the direction of the Chief Probation Officer or the assigned designee, with the collaboration of the County Office of Education, and county partners such as mental health agencies, community-based organizations, faith-based organizations, or Probation staff.

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-expressions.
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.

1371.4 COMPUTER AND INTERNET ACCESS

The Superintendent or the authorized designee may authorize providing a youth with reasonable access to computer technology and the internet so that the youth can maintain relationships with family members (Welfare and Institutions Code § 851.1; Welfare and Institutions Code § 889.1).

1371.5 SECURITY AND SUPERVISION

The staff supervising youth during programs, exercise, and recreation time shall document when each youth actively participates.

Staff shall be responsible for inspecting exercise and recreational equipment to ensure it is safe for use. Broken equipment or equipment that is in an unsafe condition shall not be used. Youth may not use equipment without supervision. All equipment shall be accounted for before youth return to their housing unit.

The supervising staff may terminate the exercise or recreation period and escort back to the housing unit any youth who continues to act in an aggressive or disorderly manner after being ordered by staff to stop the behavior. Whenever an exercise or recreation period is involuntarily terminated, the staff will document the incident and the rationale for terminating the exercise period. The ISM or authorized designee will determine whether disciplinary action is warranted. The Superintendent or the authorized designee may suspend for a period not to exceed 24 hours

access to recreation and programs (15 CCR 1371). Any suspension of program, recreation, and/or exercise that exceeds a 24-hour period must be re-evaluated by the Superintendent or the authorized designee.

A youth's participation in programs and recreation may only be suspended upon a written finding by the Superintendent or the authorized designee that a youth presents a threat to the safety and security of the facility. The Superintendent or authorized designee shall document the reasons why suspension occurs (15 CCR 1371).

1371.6 INABILITY TO MEET REQUIREMENTS

In the event that the youth population exceeds the ability of the facility to meet the exercise and recreation requirements, the Superintendent or authorized designee should notify the Chief and the Board of State and Community Corrections-that there is a deficiency in space for exercise, that the deficiency may violate the law and/or space requirements, and that the Superintendent requests funds to remedy the situation. The Superintendent or the authorized designee should document all action taken to try to remedy the situation, including funding requests, population reduction requests, and all responses to those requests.