

**PROGRAM SCHEDULE
YOUTH LEADERSHIP ACADEMY**

- AUTHORITY:** California Code of Regulations, Title 15, Sections 1370 through 1374
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-8-013, dated 11/20/14
- FORMS:** None
- PURPOSE:** To establish a consistent daily, weekend and holiday schedule in order to ensure a well-balanced program in each unit of the Youth Leadership Academy (YLA).

I. PROCEDURE

A. Daily Schedule Monday Through Friday

- ██████████ - SHIFT CHANGE/ ██████████
- ██████████ - Awaken all youth. SHOWERS - Youth in room to prepare for showers, small groups of youth out for showering.
- ██████████ - BREAKFAST begins. Youth to report to buffet carts for meal. Youth are allowed a **minimum of 20 minutes** to eat their meals.
- ██████████ - Youth to their rooms for hygiene, restroom, brushing teeth, washing face and hands, and picking up rooms. Assigned youth to assist with cleanup. Medications dispensed.
- ██████████ - SCHOOL MOVEMENT: FIRST PERIOD ██████████. All assigned YLA staff must supervise school movements. Youth are to be lined up prior to the warning bell and the population verified. Staff ensures that all youth have class schedules and any assigned homework.
- ██████████ - SCHOOL MOVEMENT: SECOND PERIOD ██████████. All assigned YLA staff must supervise school movements.
- ██████████ - BREAK (██████████) - All youth return to their units and refresh themselves in their rooms. This includes bathroom access.
- ██████████ - SCHOOL MOVEMENT: THIRD PERIOD ██████████. All assigned YLA staff must supervise school movements. Youth are to be lined up prior to the warning bell and the population is to be verified. Staff ensures that all youth have class schedules and any assigned homework.
- ██████████ - SCHOOL MOVEMENT: FOURTH PERIOD ██████████. All assigned YLA staff must supervise school movements.

- ██████████ - All youth return to their units and refresh themselves in their rooms. This includes bathroom access.
- ██████████ - Assigned youth out for lunch set up and cart pick up.
- ██████████ - LUNCH begins. Youth to report to buffet carts for meal. Youth are allowed **a minimum of 20 minutes** to eat their meals.
- ██████████ - Youth return to rooms for hygiene, washing faces and hands, brushing teeth and use of restroom. Assigned youth assist with dining area cleanup. Medications dispensed.
- ██████████ - SCHOOL MOVEMENT: FIFTH PERIOD ██████████. All assigned YLA staff must supervise school movements. Youth are to be lined up prior to the warning bell and the population is to be verified. Staff ensures that all youth have class schedules and any assigned homework.
- ██████████ - SCHOOL MOVEMENT: SIXTH PERIOD ██████████. All assigned YLA staff must supervise school movements.
- ██████████ - **Unit Transfers**
- ██████████ - SCHOOL OUT. Youth return to units and the population is verified.
- ██████████ - SHIFT CHANGE / ██████████. Staff structure youth regarding group schedule, work details, and recreational activities for the evening.
- ██████████ - LME – Alpha side out for LME, Bravo side out for activities.
- ██████████ - LME (SWITCH SIDES) – Bravo side out for LME, Alpha side out for activities. ALL YOUTH MUST BE OUT FROM ██████████ PM FOR LME/ FREE TIME.
- ██████████ - Youth return to units/rooms to prepare for dinner. Youth to rooms to wash up for dinner. Assigned youth out for dinner set up and cart pick up.
- ██████████ - DINNER begins. Youth report to buffet carts for meal. Youth are allowed **a minimum of 20 minutes** to eat their meals.
- ██████████ - Youth return to rooms for hygiene, washing faces and hands, brushing teeth and use of restroom. Assigned youth assist with dining area clean up. Medications dispensed.
- ██████████ - Special Programming -
Wednesday - CDM Bible Study in YLA1 for both units
Thursday - PCM Church Services in YLA2 for both units
Friday - NA group for all YLA2 youth
Individual Case Planning / EPICS – 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 assigned to EPICS may use this time to meet with their caseload and complete their recordings.

- ██████████ - ALL YOUTH OUT OF ROOMS. Unit programs conducted in the large and small groups; counseling sessions; T4C; Decision Points; VIP activities and special events; PCM Bible Study in YLA1 and YLA2 every Monday; and NA Meeting every Wednesday in YLA1 PRIDE from ██████████.
- ██████████ - FREE TIME FOR ALL YOUTH. Youth have access to the telephones, and may watch TV, play table games, etc. until bedtime. Snacks are passed out.
- ██████████ - Youth to rooms except for those youth who earn Late Night.
- ██████████ - Late Night youth in rooms, quiet time.
- ██████████ - Lights out.
- ██████████ - SHIFT CHANGE/ ██████████

B. Weekend Routine

Saturday

- ██████████ - SHIFT CHANGE / ██████████
- ██████████ - Awaken all youth. SHOWERS AND SHAVING - Youth in room to prepare for showers, small groups of youth out for showering.
- ██████████ - Assigned youth out for breakfast set up and cart pick up.
- ██████████ - BREAKFAST begins. Youth to report to buffet carts for meal. Youth are allowed a **minimum of 20 minutes** to eat their meals.
- ██████████ - Youth return to rooms for hygiene. Designated youth assist with dining area cleanup and set up for visiting. Medications dispensed. Sick Call. Staff conduct search of perimeter prior to the start of visiting. Parking lot is opened for visitors.
- ██████████ - Parents begin checking in for visiting. Three staff are assigned to the YLA administration building from ██████████ to check in and wand all visitors. ██████████ one staff remains in the administration building until all visitors have left YLA.
- 9:00 a.m. - VISITING YLA1 and YLA2: 9:00 am – 11:00 am (every Saturday).
- ██████████ - Youth not receiving a visit come out to the carpet area for free time.
- 11:00 a.m. - VISITING ENDS (every Saturday). All visitors must leave the buildings and grounds. Youth (who received a visit), visiting area and grounds are searched after visitors depart. Parking lot is also

secured by staff. Assigned youth to remain out for lunch setup. Youth down to rooms for lunch set up.

- ██████████ - LUNCH begins. Youth to report to buffet carts for meal. Youth are allowed a **minimum of 20** minutes to eat their meals.
- ██████████ - Youth return to rooms for hygiene, washing faces and hands, brushing teeth and use of restroom. Assigned youth assist with dining area cleanup. Medications dispensed.
- ██████████ - ALL YOUTH OUT FOR FREE TIME.
- ██████████ - Group down to rooms for shift change.
- ██████████ - SHIFT CHANGE / ██████████
- ██████████ - LME – Alpha side out for LME, Bravo side out for activities.
- ██████████ - LME (SWITCH SIDES) – Bravo side out for LME, Alpha side out for activities. ALL YOUTH MUST BE OUT FROM ██████████ FOR LME / FREE TIME.
- ██████████ - Group in for dinner setup. Assigned youth out for dinner setup and cart pick-up.
- ██████████ - DINNER begins. Youth to report to buffet carts for meal. Youth are allowed a **minimum of 20** minutes to eat their meals.
- ██████████ - Youth return to rooms for hygiene. Designated youth assist with dining area clean up. Medications dispensed.
- ██████████ - YLA1 PRIDE – Phase 3 and 4 youth out for early free time.
- ██████████ - FREE TIME FOR ALL YOUTH. Super Saturday & Rewards Program / Movie Night. Youth have access to the telephones, they may watch TV, play table games, etc. until bedtime. Snacks are passed out.
- ██████████ - Youth to rooms except for those youth who earn Late Night.
- ██████████ - Late Night youth in rooms, quiet time.
- ██████████ - Incentive Items turned in. Lights out.
- ██████████ - SHIFT CHANGE / ██████████

Sunday and Holidays

- ██████████ - SHIFT CHANGE / ██████████
- ██████████ - Awaken all youth.
- ██████████ - ALL YOUTH OUT FOR LME – One group to the SRA and one group to the field.

- ██████████ - Youth back to rooms for hygiene. Assigned youth out for breakfast setup and cart pick up.
- ██████████ - BREAKFAST begins. Youth report to buffet carts for meal. Youth are allowed **a minimum of 20 minutes** to eat their meals.
- ██████████ - Youth return to rooms for hygiene. Designated youth assist with dining area cleanup. Medications dispensed. Sick Call.
- ██████████ - CATHOLIC CHURCH services begin in the unit (every Sunday). Youth not attending church come out to the carpet area for free time. Church services will occur in YLA1 and YLA2.
- ██████████ - SHOWERS AND SHAVING - Youth in room to prepare for showers, small groups of youth out for showering.
- ██████████ - Assigned youth out for lunch set up and cart pick up.
- ██████████ - LUNCH begins. Youth report to buffet carts for meal. Youth are allowed **a minimum of 20 minutes** to eat their meals.
- ██████████ - Youth return to rooms for hygiene. Designated youth assist with dining area clean up. Medications dispensed.
- ██████████ - ALL YOUTH OUT FOR FREE TIME.
- ██████████ - Group down to rooms for shift change
- ██████████ - SHIFT CHANGE / ██████████
- ██████████ - Sunday unit clean up – ALPHA SIDE
- ██████████ - Sunday unit clean up – BRAVO SIDE
- ██████████ - Assigned youth out for dinner setup and cart pick up.
- ██████████ - DINNER begins. Youth report to buffet carts for meal. Youth are allowed **a minimum of 20 minutes** to eat their meals.
- ██████████ - Youth to rooms for hygiene. Designated youth assist with dining area clean up. Medications dispensed. Small group activities.
- ██████████ - YLA1 PRIDE – Phase 3 and 4 youth out for early free time.
- ██████████ - FREE TIME FOR ALL YOUTH. Youth have access to the telephones, they may watch TV, play table games, etc. until bedtime. Snacks passed out. **AA/NA program is held every other Sunday.**
- ██████████ - Youth to rooms except for those who earn Late Night.
- ██████████ - Late Night youth in rooms, quiet time.

- ██████████ - Incentive Items turned in. Lights out.
- ██████████ - SHIFT CHANGE / ██████████

REFERENCES:

Procedures:	3-1-009	Meeting the Religious and Spiritual Needs of Youth in Probation Facilities
	3-1-022	Minors' Rights
	3-8-003	Shower Guidelines Youth Leadership Academy
	3-8-021	Visiting Youth Leadership Academy
	3-8-401	Health Care Procedures for Probation Staff Youth Leadership Academy

J. Stokely

APPROVED BY: