

<p align="center">GEORGIA DEPARTMENT OF JUVENILE JUSTICE</p>	<p align="center">Transmittal # 16-14</p>	<p align="center">Policy # 18.10</p>
<p>Applicability: <input type="checkbox"/> All DJJ Staff <input checked="" type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards & References: DJJ 8.8, 15.4, 18.1, 18.2 ACA Standards: 4-JCF-5G-04, 4-JCF-5A-03, 4-JCF-5D-03, 4-JCF-5D-10, 4-JCF-5F-02, 4-JCF-5G-03, 4-JCF-5G-04.</p>	
<p>Chapter 18: PROGRAMS AND SERVICES</p>	<p>Effective Date: 9/27/16 Scheduled Review Date: 9/27/17</p>	
<p>Subject: PROGRAM ACTIVITY SCHEDULE</p>	<p>Replaces: 2/1/13 Division of Support Services</p>	
<p>Attachments: A. Master Schedule Template B. Location Exception Request Form</p>	<p>APPROVED:  <hr/> Avery D. Niles, Commissioner</p>	

I. POLICY:

Department of Juvenile Justice secure facilities shall provide 14 hours of out-of-room activities every day for youth. Each facility will maintain a schedule of these daily activities and make it accessible to staff members.

II. DEFINITIONS:

Isolation: Placing a youth in a locked room for a period of 15 minutes or more, unless it is a scheduled sleep period or there is a medical or urgent security need (e.g. emergency count, group disturbance, etc.).

Individual Programs Protocol: An initial plan of programs and services for youth who are admitted to a secure facility. This plan includes delivery of generalized counseling, programs, and case management services that are to be implemented prior to development of the Service Plan.

Master Schedule Template: The framework for facilities to build their individual schedules utilizing the blocks of time established within the template.

Regional Program Administrator: The Office of Behavioral Health staff that provides support and oversight to facility program staff to enhance the quality and accessibility of all program and case management services provided in the facility.

III. PROCEDURES:

A. The facility Director will implement a posted master schedule that includes 14 hours of out-of-room activities, utilizing the Department’s Master Schedule Template (Attachment A). The schedule will be accessible to all youth and staff members, and it will provide for:

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1. All daily living activities (e.g., meals, recreation, showers, housekeeping, etc.);
 2. School/Class schedule which must have at least five hours and thirty minutes of instructional time;
 3. The opportunity for no less than 7 hours of continuous sleeping time during the night time hours;
 4. Structured activities during evening programming, school holidays, and weekends;
 5. Generalized or specialized treatment services, as applicable based upon the youth's individual programs protocol or service plan, behavioral health treatment plan, sex offender treatment plan, and/or substance abuse treatment plan;
 6. Life and social skills training;
 7. Structured leisure activities; and
 8. Planned, structured, outdoor and indoor recreation activities that teaches social skills and sportsmanship.
- B. Youth participating in Physical Education classes must be provided with one hour of recreation any day they are not in school, in accordance with DJJ 18.2, Recreational Programming.
- C. The only approved general exceptions to the 14 hours of out-of-room activities are:
1. Youth may be placed in a locked room for up to 15 minutes during a transition period (e.g., during meal times, after school, etc.);
 2. Youth may be placed in a locked room for up to 45 minutes during a shower period; and
 3. Youth may be placed in a locked room for a period of time necessary for staff to respond to an emergency or threat to the security of the facility. The facility Director or the Administrative Duty Officer must be immediately notified and give approval for the isolation. The approval will be documented in the logbook. The isolation will be limited to the time necessary to safely and adequately manage the emergency, or to immediately investigate emergencies or threats to safety, security, or order, in accordance with DJJ 8.8, Use of Isolation.

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4. These exceptions are not a part of regular, daily programming. Additional exceptions will be made only with the approval of the facility Director or designee. Upon written approval of the facility Regional Administrator, the facility Director may temporarily adjust the exception timeframes for the minimum amount of time necessary to address the issue needing the exception.

- D. The facility Director or designee, in consultation with the Regional Programs Administrator (RPA) will ensure that any changes to the facility master schedule are completed on the Master Schedule template. The facility Director or designee will load the schedule into the Master Schedule folder for the facility on the OBHS Programs SharePoint site.

- E. Youth will not be allowed out of their rooms after the designated bedtime. Youth will not be awakened or disturbed during sleeping hours for routine tasks such as signing documents (e.g. youth statements or other administrative purposes) or detail work.

- F. All Master Schedule evening, weekend or holiday programming and activities will take place in the school's approved recreation areas. The facility Director or designee must make a request to the RPA using Attachment B to provide services in an area outside of the school. The RPA in consultation with the Regional Behavioral Health Services Administrator will approve all facility programming and scheduling.

- G. The RPA will monitor the delivery of programs for consistency with the Master Schedule and will document findings in accordance with DJJ 18.1, Facility Programs and Case Management Services.

- H. Television watching may be a part of an organized leisure activity. Staff shall ensure that the television program is age and content appropriate (see DJJ 15.4, Viewing, Listening and Reading Materials for further guidance).

- I. All youth must participate in their assigned groups, classes or activities based on their individualized evening programming or weekend schedule. Those youth who choose not to participate in visitation periods or religious services will not be confined during those activities.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO