

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Recreation
Subject: Recreation
Policy: 5E-01
Page: 1 of 1
Standard: ACA-3-JCRF-5E-01
Revised: January 2005
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice provide for adequate and appropriate areas for indoor and outdoor recreational and leisure time needs of juveniles. Juveniles should be encouraged to be physically active, dependant on their capabilities, and receive at least two (2) hours of planned recreation per day.

II. Definition

1. Recreation- Refreshment of one's mind and/or body after work of activity that amuses or stimulates. Activities can range in nature, from leisure, (i.e., television, reading, study, etc.), to physical, (i.e., tournaments, weight lifting, etc.).

III. Procedure

A. Facility Areas Allocated for Recreation and Leisure Activities:

1. Areas designated for recreation activities include the following:
 - a. Indoor Gymnasium
 - b. Indoor Weight Room
 - c. Outdoor Recreation
2. Areas designated for leisure activities include the following:
 - a. Bay Unit Day Room
 - b. Dock Unit Day Room
 - c. Pier Unit Day Room
 - d. Harbor Unit Day Room

B. Recreation Plan & Schedule

1. Residents will have staff supervised access to recreational opportunities and equipment, including, when climate permits, outside exercise.
2. Unit and program schedules will include at least two (2) hours of planned recreation each day. These schedules will include the following indoor and outdoor recreational and leisure time activities:
3. One (1) hour of recreation (large muscle activity) per living unit, seven (7) days a week. This may occur in the gym and/or on the outdoor recreation area, weather permitting.
4. One (1) hour of leisure time, normally scheduled in the late evening, seven (7) days a week. This may occur in the living unit and/or classroom, to allow residents to play games, read, visit, and watch television.
5. Physical education classes that are conducted at least twice weekly per the Academy schedule.
6. Additional recreational activities may be planned during school breaks and/or on weekends, as well as additional constructive leisure time activities.

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Chapter: Administration and Management
Subject: Coordination with Community Groups
Policy: 5E-02
Page: 1 of 2
Standards: ACA 3-JCRF-5E-02
Issue Date: 12/2001
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Authorized by: Mike Garrett, Director

I. Policy: It is the written policy, procedure and practice of the facility to provide that staff seek the cooperation of various community groups offering activities that benefit juveniles.

II. Definitions

- A. Community-Based Programs: Programs in which the community and the resident participate in to enhance the Re-Entry efforts specific to each youth in the program.
- B. Educational Resources: Public school boards, colleges and other institutions of higher learning and/or individual school programs or services offered to residents returning to the Community.

III. Procedures

- A. The Director or designee will coordinate planning efforts with community-related groups and service providers to assure maximum use of resources for youth residing in the program. He/she shall also cooperate with other departments, divisions and agencies of the state, its political subdivisions and municipalities, as well as appropriate private agencies and organizations, and shall collaborate with educational resources in programs of mutual concern. Juveniles will participate in community involvement when programming permits.
- B. Coordination with Community-Based Programs and Services
 - 1. Maintaining ties with the community requires the following:
 - a. Opportunities for juveniles to visit with family through planned family sessions, family counseling sessions, and scheduled structured home visits on Re-Entry Phase;
 - b. Involvement in appropriate community resources and activities. Re-Entry Phase residents are permitted, if deemed appropriate, to participate in community-based activities. This is structured with the assigned Family Specialist in advance of the resident's involvement;
 - c. CAS Administration and Family Specialists coordinate opportunities for volunteers from the community to work directly with the juveniles.
 - 2. A Citizen Advisory Board shall be appointed by the parent agency, the Montgomery County Juvenile Court. The members shall be a representative group of citizens who are active in community affairs. Degrees of authority are delegated to the Advisory Board including evaluating, advising, recommending and supporting policies and procedures that are in the best interest and general well-being of the juveniles. The Advisory Boards specific functions are:

- a. To evaluate existing programs and funding needs;
- b. To assist in securing needed funds from governmental sources, etc.;
- c. To provide input about the facility's decision-making process affecting the public.

C. Facility and Community-Based Programs

1. Maintain a current inventory of all state and local juvenile justice and delinquency prevention services. This inventory will aid the facilities planning process by both identifying existing programs and determining program needs.
2. The Program Manager will keep an up-to-date file on available community-based program and services, which can be used as referral sources for juveniles. Examples include but are not limited to following:
 - a. Gender specific programming, i.e., Girl Scouts Groups.
 - b. Religious Service Programming

D. Coordination of Educational Resources

1. The Director and MCJC Academy Principal will make an assessment of the educational needs of the facility on an annual basis.
2. The Director or Designee will notify the state or local educational institution of the educational service needs of the facility, as well as any needs that might qualify the residents remedial and/or special education assistance.
3. Appropriate notification shall be made in time to assure that annual budget planning and fiscal arrangements can be made to assure effective delivery of educational support services.

E. Professional Membership

1. Staff members are encouraged to apply for membership in related professional organizations to enable them to stay abreast of developments in the field, and to upgrade their skills through participation in workshops and conferences.

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Center for Adolescent Services

Chapter: Recreation
Subject: Community Services Programming
Policy: 5E-03
Pages: 1 of 1
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Authorized by: Mike Garrett, Director

I. Policy: It is the policy, procedure, and practice of the facility to govern the use of community service programming.

II. Procedure

- A. Facility Administration will be responsible for developing resources and contacts in the community for community service programming.
- B. Under no circumstance will a youth's community service program conflict with attendance and participation in the educational or treatment program while in placement.

C. Community Service and Restitution Programming

- 1. Youths admitted will be eligible for participation in community service programming.
 - a. A youth's treatment team, led by the assigned Family Specialist and Unit Supervisor, will be responsible for determining for whom community service would be beneficial.
 - b. The Unit Supervisor, in conjunction with the Program Manager, will be responsible for making arrangements for the youth to complete Community Service and/or Restitution within the facility.
 - c. The Program Manager or designee will supervise and record community service and/or restitution completed within the facility.

D. Community Service and Restitution Documentation

- 1. All community service and restitution information will be documented on the following Court form:
 - a. Independent Site Daily Time Sheet
- 2. The Program Manager or designee will submit records for community service and restitution to Montgomery County Juvenile Court Probation Services to ensure youth receive credit for completing their assigned requirements.