

# YOUTH SERVICES POLICY

<b>Title:</b> Leisure and Recreation Activities <b>Next Annual Review Date:</b> 11/19/2017	<b>Type:</b> C. Field Operations <b>Sub Type:</b> 1. General <b>Number:</b> C.1.12
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<b>References:</b> Copyright Act of 1976, Public Law No. 94-553, 90 stat 2591: Title 17; Section 110(i); ACA Standards 2-CO-5C-01 (Administration of Correctional Agencies); 4-JCF-4B-10, 4-JCF-5G-01, 4-JCF-5G-02, 4-JCF-5G-03, 4-JCF-5G-04, 4-JCF-5G-05 and 4-JCF-5G-06 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policy Nos. B.2.7 "LAMOD Program and Youth Stage Procedures", and B.9.1 "Youth Welfare Fund"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 11/19/2014

## I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish guidelines regarding leisure and recreational activities, television programming, and travel related to recreational activities for youth housed in a YS secure care facility.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors and Facility Directors.

Due to the size of the secure care facilities, the Undersecretary/designee is responsible for ensuring that a "Public Performance Site License" (see attachment) is obtained to show rented movies or films.

Facility Directors are responsible for ensuring that staffing is adequate for proper recreation and security supervision of youth during activities, and implementing and maintaining compliance with this policy.

## IV. DEFINITIONS:

**Public Performance Site License** – A site-based license that allows a facility to exhibit copyrighted entertainment movies licensed for "Home Use Only" in a specific public setting.

**IV. DEFINITIONS:**

***Unit Management Team*** – A team of individuals consisting of social services and juvenile justice staff, working as a team assigned to a particular housing unit in order to promote the rehabilitative needs of the youth, to promote cooperation among the staff and youth, to develop further agreed upon norms and expectations of the youth, to oversee the safety and security in the unit, and to facilitate groups.

**V. POLICY:**

It is the Deputy Secretary's policy that youth be afforded appropriate and adequate leisure and recreational activities. Recreational and leisure activities shall be supervised by designated staff and planned for the purpose of maintaining good morale, improving physical fitness and well being, teaching new leisure-time skills and preventing idleness. In addition, YS promotes activities for participation by youth in community services and youth volunteer programs when feasible. Such activities can instill a sense of community pride in staff and youth, as well as provide appropriate and varied leisure time activities.

A "Public Performance Site License" for video performance shall be obtained by YS Central Office. This license is required to allow secure care facilities to show rented or purchased movies or films for recreational leisure activities. No such license is required to show movies or films for educational or training purposes. No films taped or dubbed from other tapes and/or pay television shall be shown due to copyright laws.

Each Facility Director shall develop Standard Operating Procedures (SOPs) pertaining to youth related leisure and recreational activities inclusive of inter-facility travel related activities and television programming. The Facility Director shall be responsible for establishing guidelines for leisure and recreational activities appropriate to the needs of the youth.

**VI. DAILY RECREATIONAL ACTIVITIES / STRUCTURED RECREATIONAL PROGRAM:**

- A. A minimum of one (1) hour per day of physical/outdoor exercise for large muscle development and one (1) hour per day of structured leisure activities shall be provided each youth, weather permitting, unless contra-indicated for medical or safety reasons. A contingency plan shall be developed for physical exercise in the event of inclement weather.
- B. Adequate outdoor/indoor recreational equipment and activities shall be available in each housing unit, and shall include equipment and activities for special needs youth, when applicable.

- C. The recreational program shall include a wide variety of physical activities, physical skill building to help maintain lifetime health and fitness, encouragement of youth to self-monitor and set personal fitness goals, as well as expressed interests of the youth, and a means to individualize the intensity of activities and measure individual improvement.
- D. The outdoor exercise and leisure activity shall be documented in the housing unit logbook in accordance with the daily schedule of activities.
- E. Youth shall be permitted to shower after any strenuous exercise.

**VII. TRAVEL-RELATED RECREATIONAL ACTIVITIES:**

- A. No state funds shall be used to pay the cost of inter-facility youth travel associated with recreational activities.
- B. Facility Directors may utilize the Youth Welfare Funds (YWF) for cost associated with such travel. (Refer to YS Policy No. B.9.1)
- C. Costs for such travel may be estimated based upon the average hourly rate for Juvenile Justice Specialist (JJS) and other direct care staff, state rate for mileage or other applicable factors.
- D. Facility Directors shall ensure that fiscal records relating to such travel are appropriately documented and maintained.
- E. Individual youth participation in community services, volunteer programs and restorative justice projects shall be documented by the youth's Case Manager in JETS in a Weekly Contact Progress Note.

**VIII. TELEVISION PROGRAMMING:**

- A. Facility Directors may utilize local television programming, cablevision services, satellite dishes, videotape and DVD rentals and sales, or other appropriate means to provide basic and educational television in accordance with state and federal laws and regulations. (Refer to Section V. of this policy for information about the "Public Performance Site License".)
- B. Television viewing shall only be utilized for treatment, programmatic and educational purposes; however, the Group Leader may decide to use it for special events or free time activities that promote the treatment process.

Television may be restricted if the youth group is exhibiting inappropriate behavior. (Refer to the LAMOD Staff Manual, which is an attachment to YS Policy No. B.2.7.)

- C. Programming for cablevision/satellite services must be available in such a manner as to exclude premium movie channels, music video channels and other expanded service programs which are not authorized.
1. Examples of basic channels allowed without restriction (not all inclusive due to variations in channels available):
    - Local television station(s);
    - Educational channels (Louisiana Public Broadcasting, The Learning Channel, The Discovery Channel, The History Channel, National Geographic, etc.);
    - Cable News Network;
    - ESPN;
    - WTBS;
    - WGN;
    - USA;
    - TNT;
    - Nickelodeon;
    - i Independent Television; and
    - OLN.
  2. Examples of expanded basic, music video, and premium channels not allowed (not all inclusive due to variations in channels available):
    - Home Box Office (HBO);
    - Cinemax;
    - Encore;
    - Starz;
    - Pay Per View;
    - The Playboy Channel;
    - FLIX;
    - Music Video Channels (MTV, TNN, CMT, etc.);
    - Shopping Channels (QVC, Home Shopping Network, etc.);
    - Bravo; and
    - Fuse.
- D. Programs rated "R" or "X" are not allowed. This includes television, movies, broadcasts, music videos, CDs, DVDs and other forms of programming. Television videos/DVDs rated "R" or "X" are not allowed.
- E. Game systems videos/DVDs rated "T" (Teen), "M" (Mature), "AO" (Adults Only), or "RP" (Rating Pending) are not allowed.

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- F. Facility Directors shall provide for periodic review and monitoring of television programming to upgrade or delete services as appropriate, as well as periodic review and monitoring of game systems videos/DVD ratings for appropriateness.

**X. QUALITY ASSURANCE:**

Facility Directors/designees shall monitor compliance with the stipulations of this policy and ensure that all activity is in compliance with the procedures set forth.

**Previous Regulation/Policy Number:** C.1.12  
**Previous Effective Date:** 10/31/2013



**Attachments/References:** [2014-2015 Public Performance Licensing Agreement.pdf](#)