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|  | JUVENILE JUSTICE SERVICES Client Rights and Services | Effective Date: 2/15/10 |
| | | Issue Date: 2/15/10 |
| | Title: Recreation Plan | |
| | Procedure #: P.20.21 | |

- 1 **ISSUING AGENCY** Children, Youth and Families Department (CYFD)

- 2 **SCOPE** Juvenile Justice Service (JJS)

- 3 **STATUTORY AUTHORITY** NMSA 32A-2-1, 32A-2-2.E

- 4 **FORMS** None

- 5 **APPLICABLE POLICY**

5.1 All secure and non-secure facilities have a coordinated and supervised recreation program for clients. The program includes indoor and outdoor recreation; leisure time activities; facilities and equipment; community interaction; and activities initiated by clients and supervised by trained and qualified staff members.

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- 7 **DEFINITIONS:**
 - 7.1 “Free Recreation” is a less structured large muscle activity, where all clients are not participating in the same event (basketball, walking, football, etc.) that may be offered as privilege and is not required to be offered. During Free Recreation clients must be activity engaged in a recreational event.

 - 7.2 “Large muscle activity” means exercises that are designed to activate and engage the large muscle groups, such as weightlifting, group sports, running or jogging, calisthenics, or other similar activities.

 - 7.3 “Structured leisure time activity” means organized activities that clients can choose free from the demands of work or duty, such as hobbies, games, arts and crafts, reading, limited TV viewing, or other pastimes.

- 8 **RESPONSIBILITY OF THE JJS DIRECTOR**
- 8.1 The JJS Director or designee shall ensure that each JJS existing facility or newly constructed facility provides designated space for indoor and outdoor recreation and leisure time activities.
- 8.2 The JJS Director or designee shall ensure that each JJS facility is adequately budgeted and equipped to provide for a variety of fixed and movable equipment for each indoor and outdoor recreation and leisure time period.
- 8.3 The JJS Director or designee shall ensure that each JJS facility designates a staff member to plan and supervise all recreational programs and in facilities operating with more than 50 clients, that the staff member is a fulltime qualified recreation director.
- 8.4 Physical education classes or organized team sports as part of a students educational program shall not constitute facility recreation or leisure time activities. Physical education classes and organized team sports are a required part of the educational program under the responsibility of the school principal or education superintendent or designee.
- 9 **RESPONSIBILITY OF THE RECREATION DIRECTOR**
- 9.1 The Recreation Directors primary responsibility is to ensure the safe, secure and consistent application of a recreational and leisure time program to benefit all the participants with a primary goal of promoting physical activity and an appropriately supervised recreational and leisure time activity plan.
- 9.1.1 The Recreation and Leisure Time Activity Plan shall include a minimum of one hour per weekday of large muscle activity and a minimum one hour per weekday of structured leisure time activities.
- 9.1.2 On weekends and holidays, the Recreation and Leisure Time Activity Plan shall include a minimum of one hour per day of large muscle activity and a minimum of one hour per day of structured leisure time activity, in addition to one additional hour of either muscle activity or leisure time activity.
- 9.1.3 Television or film/movies viewing is not to be counted as leisure time activity unless specified below.
- 9.1.4 Physical education classes or organized team sports in JJS schools are a required part of the educational program under the responsibility of the school principal or education superintendent or designee, and may not count towards the required minimum facility recreation or leisure time activities.
- 9.1.5 The Recreation and Leisure Time Activity Plan shall be posted on each lodge or unit.
- 9.2 The Recreation Director, in conjunction with unit staff and volunteers, are expected to observe clients and encourage personal growth and positive social interactions while participating in the recreational and leisure time activities.
- 9.2.1 Programs and activities should be designed to alleviate idleness and boredom while providing positive reinforcement and teaching the concepts of cooperation and sportsmanship.
- 9.3 The Recreation Director, in conjunction with the cottage or unit supervisor, shall ensure that clients are informed of and follow the rules and guidelines of scheduled activities.
- 9.4 The Recreation Director, in conjunction with the cottage or unit supervisor, shall not approve or allow direct participation of staff members or volunteers in any tumultuous physical recreational activities with or against clients. This does

NOT preclude staff from coaching, demonstrating, refereeing, or participating in passive recreational activities [i.e., board games, ping-pong, softball, basketball, volleyball or other physical activities authorized by the designated Recreation Director].

- 9.5 The Recreation Director shall request and review quarterly Recreation plans or calendars from each cottage or unit supervisor in order to review if recreational programming and leisure schedules conform to the mandates of this procedure.
 - 9.5.1 Plans or calendars that do not meet this procedure due to quality, quantity or type of recreational or leisure time activities will be reported to the superintendent or designee for immediate corrective action.
 - 9.5.2 The Recreational Director shall ensure the planning or calendaring of recreational and leisure time activities considers the needs and interests of clients, including clients with disabilities.
 - 9.5.3 The Recreation Director shall ensure that the planning or calendaring of recreation and leisure time activities is responsive to gender interests when male and female clients are scheduled to participate together or when planning or calendaring for coeducational facilities.
 - 9.5.4 All recreation programs offered at CYFD-operated or contracted secure or non-secure facilities must have prior approval of a qualified recreation director prior to implementation.
 - 9.5.5 If a cottage or unit at a facility wants to implement a recreation activity that is not part of the approved plan, they first must submit a proposal, including details on activities to be offered, timeframes, and participation requirements, to a qualified recreation director, who must then approve the plan.
 - 9.5.6 Staff not normally assigned to, or only intermittently assigned to work a shift in cottages or units, must adhere to the existing and approved recreation plan, and may not introduce activities that have not previously been approved.
- 9.6 The Recreation Director shall conduct a quarterly calendar audit of at least three cottages or units [one per month] to review if recreational and leisure time activities are being offered as scheduled, and make a determination if the program is being completed in a safe, secure and consistent manner for the benefit of the participants.
 - 9.6.1 Recreation and leisure time activities not meeting this procedure will be reported to the superintendent or designee for immediate corrective action.
- 9.7 The Recreation Director is responsible for creating a quarterly plan or calendar of special events and activities, provided in addition to the daily or routine activities, to enrich and supplement recreation and leisure time activities.
- 9.8 The Recreation Director is responsible for the inventory, scheduling, disbursement, use, care and maintenance of all recreation facilities, equipment, materials and supplies. This does not include recreational equipment purchased with educational funds.
 - 9.8.1 The Recreation Director will forward a copy of all active inventories to the facility superintendent with a copy of the quarterly plan or calendar of special events and activities.
 - 9.8.2 The Recreation Director will supply and inventory recreational and leisure time supplies, equipment and materials for each cottage or unit to be retained by the cottage or unit; and also make available a facility wide inventory for cottage or unit check out and return.

- 9.8.3 No recreational or leisure activity supply, equipment or material is authorized for use unless approved and inventoried by the Recreation Director.
- 9.8.4 No supplies, materials or equipment purchased with education funds specifically for the use in educational programs, team sports, or physical education can be used for recreational or leisure time activities without documented permission from the education superintendent or designee.
- 9.9 The Recreation Director, in conjunction with the facility superintendent, shall utilize community based organizations, resources and volunteers to enhance the recreational and leisure time activity plan or calendar.

10 RESPONSIBILITY OF THE HEALTH SERVICES ADMINISTRATOR

- 10.1 The HSA shall review and approve of each recreation plan approved by a Recreation Director prior to final approval and implementation in order to assess the plan for medical risks.
- 10.2 The HSA must review the unit or cottage roster and shall provide the unit or cottage supervisor with a list of residents who have medical conditions or other medical issues that may be impacted by the recreation plan and details on how to manage those conditions or issues, including but not limited to participation waivers for certain activities, medical devices that must be on hand during certain activities, and conditions that require suspension of the activity.
- 10.3 Should a client state that they have a medical condition that is unknown to the staff in the cottage or unit that the client feels should preclude them from participating in the exercise or activity, the staff will contact the Health Services Administrator or his/her designee to determine whether or not the information is correct and whether or not the client should be allowed to participate in the activity.

11 TELEVISION / MOVIES AS PART OF THE RECREATION PROGRAM

- 11.1 The Recreation Director or cottage staff may use structured television and movies to supplement leisure time activities, including educational shows or documentaries.
- 11.2 Therapeutic television programs or movies can be utilized at anytime with the approval of the assigned therapist. The program or movie must be followed by an appropriate group discussion with the therapist on the content and meaning of the program or movie.
- 11.3 National and international news programs can be can be utilized at anytime with the approval of the assigned cottage or unit supervisor. The news broadcast must be followed by an appropriate group discussion on the contents and meanings of the broadcast.
- 11.4 No more then one hour per day of leisure time activity can be utilized on television or movies unless approved in advance by the designated Recreation Director.
- 11.5 Films/movies may be shown two times per week as the leisure time activity. Rated G and PG movies are acceptable. PG-13 movies may be viewed if approved by the Multidisciplinary Treatment Team or designated Recreation Director. R-rated or mature content advisory movies may be viewed only if approved by the facility superintendent.
- 11.6 Recreational or general television viewing between the hours of 7:00 AM and 4:00 PM Monday through Friday, excluding holidays, is prohibited.

- 11.7 During the hours between 4:00 pm and bedtime, Monday through Friday, one hour of recreational or general television is acceptable provided that this one hour does not constitute the only leisure activity block.
- 11.8 Weekend and holiday recreational television viewing may be expanded to four hours per day to view television movies, sporting events, play interactive systems or general viewing provided that one hour of other structured leisure time is offered.
- 11.9 The cottage or unit supervisor may approve additional television viewing for special events [inaugurations, historical occurrences, holiday celebrative presentations].
- 11.10 Other viewings, listening medias or devices [i.e., Xbox, Play Station, radio, CD or cassette players] must follow the procedures as expressed in this section. This does not preclude a client from individual viewing or listening in their rooms if acceptable under the current program structure.
- 11.11 Television or film/movie viewing cannot substitute for muscle activity recreation blocks.

12 GENERAL SAFETY PRECAUTIONS

- 12.1 Any staff member supervising, scheduling or participating with clients in a recreational program shall ensure that appropriate and climatically suitable athletic attire and footwear is utilized.
- 12.2 Any staff member supervising, scheduling or participating with clients in a recreational program shall review the area for potential hazards [e.g., lighting, water, snow, ice, exposed roots, holes, slopes, inclines and debris] and take appropriate steps to mitigate the hazard.
- 12.3 Any staff member supervising, scheduling or participating with clients in a recreational program shall ensure that a proper stretch and warm-up is completed before any strenuous exercise and that a warm-down is completed at the conclusion.
- 12.4 Staff members or volunteers who have not completed the core first aid and CPR requirements are not permitted to supervise scheduled recreational blocks.
- 12.5 Strenuous exercise in a very hot environment, inadequately ventilated space, or with heavy insulating clothing should be avoided.
- 12.6 Staff members or volunteers will schedule breaks at reasonable times during physical activities to check the status of the clients and allow the clients the opportunity to rest and recuperate from the activity.
- 12.7 Staff members or volunteers will attempt to evenly match size and skill levels to avoid injuries based on disproportionate abilities.
- 12.8 Staff members or volunteers will log any reported injuries and refer injured clients to Health Services as appropriate.
- 12.9 If a client displays any of the following symptoms, they must be immediately referred for medical care: fainting, dizziness, staggering, wheezing, headaches, nausea/vomiting, cramps or muscle spasm (abdomen or extremities), muscle twitching, feeling weak, very thirsty, pale color or flushed color, faint pulse, or low blood pressure.

13 WEATHER CONSIDERATIONS

- 13.1 The Health Services Administrator or designee will monitor outside recreation any time the temperature is over 90°F.

- 13.1.1 Clients will not be permitted to exercise outdoors when the temperature is 105°F or higher.
- 13.1.2 Clients will be provided water breaks and shade as needed, including 10 minutes every hour.
- 13.1.3 Protective clothing and sunscreen shall be made available for clients when in direct sunlight for extended periods.
- 13.2 Clients receiving psychotropic medications may have an increased sensitivity to sunlight and may be at a higher risk of heat-induced symptoms, including heatstroke, hyperthermia and heat prostration. When the temperature is over 90°F, these clients must be provided increased ventilation, fluids and shaded breaks as directed by the Health Service Administrator or designee.
- 13.3 Staff members and volunteers must be aware of lightning during outdoor recreation periods.
 - 13.3.1 Any staff member supervising, scheduling or participating in an outdoor recreational activity is responsible for monitoring and if appropriate cancelling, delaying or rescheduling an event when the possibility or threat of lightning is evident.
 - 13.3.2 As a guide, staff members should use the flash bang method to determine if a lightning threat is evident.
 - 13.3.2.1 Count the number of seconds from the time the lightning is sighted to when the clap of thunder is heard.
 - 13.3.2.2 For every 5 seconds counted, the storm is 1 mile away.
 - 13.3.2.3 At 6 miles or 30 seconds or less, **CEASE ACTIVITY AND SEEK SHELTER OR PROTECTION IMMEDIATELY.**
 - 13.3.3 Hearing thunder or seeing an approaching storm is not a fail safe indicator. Often the only warning will be hair standing on end, and/or skin tingling, and/or a smell of ozone in the air. When this happens, lightning is imminent. **CEASE ACTIVITY AND SEEK SHELTER OR PROTECTION IMMEDIATELY.**
 - 13.3.4 Safe shelter is defined as a building. For example, clients can be immediately directed to their housing units, the gymnasium, cafeteria or the education building. Awnings, pavilions or open covered areas are not considered buildings and only should be used when other shelter is not available.
 - 13.3.4.1 If no safe shelter is available, crouch on the ground with your arms wrapped around your knees and only the balls of your feet touching the ground. **DO NOT LIE FLAT ON THE GROUND** – minimize ground contact.
 - 13.3.5 Staff members and clients should not return to the recreational activity until 30 minutes have passed since the last lightning flash or thunder. Each time lightning is observed and/or thunder is heard, the 30 minute clock is restarted.
- 13.4 The Health Services Administrator or designee will monitor outside recreation any time the temperature is below 40°F.
 - 13.4.1 Clients will not be permitted to exercise outdoors when the temperature is below 32°F. This does not preclude outdoor leisure activities of a non-strenuous nature.
 - 13.4.2 Staff members or volunteers should ensure that clients have several layers of thin warm clothing [i.e., t-shirt and shirt], a climatically suitable coat or jacket and if appropriate gloves and a head covering.

- 13.4.3 Staff members or volunteers should ensure that clients remain dry including dry feet.
- 13.4.4 Staff members or volunteers should ensure that clients remain hydrated.
- 13.4.5 Staff members or volunteers should monitor the clients during cold weather exercise for excessive shivering, teeth chattering, complaints of chest pains, numbness, confusion, lack of coordination, sluggishness, muscle stiffness, slurred speech or vision problems. Any client demonstrating these symptoms should be immediately referred for medical care.

14 CLIENT PARTICIPATION

- 14.1 Each client will have access to recreation and leisure time activities and will participate. Individual client participation may be modified as necessary based on medical or mental health considerations, programmatic concerns as expressed by the Multidisciplinary Treatment Team or established program guidelines. Clients may not be denied participation in recreational activities solely for disciplinary reasons, and staff may not use required recreation periods as a reward or punishment for conduct, but may do so for free recreation.
- 14.2 Recreation and leisure time activities may be curtailed, delayed, postponed or suspended by order of the Superintendent or designee only in the event of an emergency. All disruptions of the recreation and leisure time calendar based on an emergency must be documented, including the reason, using the serious incident report.
- 14.3 Recreational and leisure time activities shall be categorized as special, structured, leisure or free. All clients have access to all activities as indicated by their program participation levels and may only be limited in instances of program capacity, unsafe behavior, security risks or refusal to participate in structured recreation periods.
 - 14.3.1 If a client refuses or fails to participate in a structured recreation period without a medical, mental health or supervisory excuse, the client may be rescheduled to complete the structured recreation period for each proceeding special, leisure or free recreation or leisure activity period until completed, if staff and space are available.
- 14.4 Any staff member or volunteer can immediately remove a client from participation in a recreational or leisure time activity for failing to follow the rules, failure to follow staff direction or participating in an unsafe or reckless manner.
 - 14.4.1 Client removal from participation is for a single calendared event only and additional calendared event participation shall be guided by the program guidelines or disciplinary procedures as applicable.

15 SWIMMING POOLS

- 15.1 The Physical Plant Manager is responsible for ensuring any Juvenile Justice Services facility that operates a swimming pool maintains compliance with applicable local, state or federal regulations and specifically complies with Title 7 Health, Chapter 18 Swimming Pools; Part 2 Public Swimming Pools, Spas and Baths General Provisions; and Part 4 Public Swimming Pools, Spas and Bath Maintenance and Operations Requirements of the New Mexico Administrative Code (NMAC).
 - 15.1.1 A current certificate demonstrating compliance with the New Mexico Administrative Code must be maintained onsite.

- 15.2 The Recreation Director, in conjunction with cottage or unit supervisors, shall ensure that no client, staff or visitor is allowed access to the swimming pool without a trained and certified life guard on duty.
 - 15.2.1 The Recreation Director shall ensure, other than for approved training purposes, staff members are not allowed access to the swimming pool for exercise or recreation without the approval of the superintendent.
 - 15.2.2 The Recreation Director, in conjunction with the cottage or unit supervisors, shall ensure that no visitor is granted access to the pool for exercise or recreation without the approval of the superintendent.
- 15.3 JJS prohibits the use of a swimming pool alone, or otherwise swimming alone.
- 15.4 The Recreation Director shall develop and post hygienic requirements for clients, staff and visitors approved to use a swimming pool.

16 CONTINUOUS QUALITY IMPROVEMENT

- 16.1 The designated Recreation Director shall establish a Fitness Advisory Team that consist of the School Principal or designee, the Health Services Administrator or designee, the Facility Superintendent or designee, the Director of Behavioral Health or designee, Fire Safety Officer or designee, a sample of Youth Care Specialists and a sample of clients.
 - 16.1.1 The Fitness Advisory Team can meet in conjunction with the Wellness Committee established by the Education Department or meet separately.
- 16.2 The Fitness Advisory Team shall conduct and review an annual survey of the client's interest in recreation and leisure time offerings including any recommendations for new or different activities.
- 16.3 The Fitness Advisory Team shall review this procedure and make recommendations to the facility superintendent for modifications and revisions. The facility superintendent shall forward recommendations to the JJS Director or designee for review and if appropriate inclusion into the next procedure.
- 16.4 The Fitness Advisory Team shall review recreation and leisure time activity injury reports and make recommendations to the facility superintendent on the suspension of certain activities or the modification of certain activities.
- 16.5 The Fitness Advisory Team shall review all grievances filed pertaining to the Recreation and Leisure Time Activity Plan or Calendar and determine if a modification in process or additional training is required.
 - 16.5.1 If the Fitness Advisory Team determines that a modification to an activity is required, or that additional training is required, the recommendation shall be immediately forwarded to the facility superintendent for review.
- 16.6 The Fitness Advisory Team shall review recreation and leisure time activities space, supplies, equipment and inventories and make recommendations to the facility superintendent on resource needs.
- 16.7 The Recreation Officer or designee shall prepare a report of the finding of the Fitness Advisory Committee and submit the report in January of each calendar year.

17. AUTHORIZED SIGNATURE:

A handwritten signature in cursive script that reads "Dorian Dodson".

APPROVED: _____
Dorian Dodson, Cabinet Secretary
Children Youth and Families Department

_____ **6/9/10** _____
Date