

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-500.2

APPROVED BY: STEPHANIE L JAMES
CHIEF PROBATION OFFICER

REPLACES: 5/2/2016

ISSUE DATE: 5/10/2018

SUBJECT: WELLNESS POLICY

POLICY

The San Joaquin County Juvenile Detention Facility is committed to creating a healthy environment for youth that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support achievement by the youth. The San Joaquin County Juvenile Detention Facility recognizes the significance of a positive relationship between proper nutrition and academic success and will implement and measure a Wellness Policy to achieve these goals, while at the same time recognizing that there are security issues and restrictions that accompany the operation of our juvenile detention facility.

PROCEDURE

A. General Guidelines

1. The School Nutrition Program, under the direction of the Assistant Deputy Chief Probation Officer of Detention Administrative Services, will oversee the implementation of this program.

B. Responsibilities

1. Department Head

The Chief Probation Officer is responsible for administering and implementing the School Nutrition Program and the method for ensuring vendors, employees, and youth comply with nutritional and wellness practices within the areas of responsibility. The Chief Probation Officer has the following responsibilities:

- a. Implement a wellness policy, consistent with the requirements of the California Department of Education, with all levels of management contributing to ensure that employees are aware of the wellness policy and enforcing the policy within their area of authority.
- b. Ensure documentation of training of staff

- c. Ensure the School Nutrition Program Director meets the hiring standards as defined by the USDA.
- d. The Assistant Deputy Chief Probation Officer of Detention Administrative Services is appointed as the School Nutrition Program Director (SNPD) to coordinate, develop, and implement the program.
- e. The representative from the contracted food services vendor will serve as the School Nutrition Program Manager and will work with the SNPD.

2. School Nutrition Program Director

The Assistant Deputy Chief Probation Officer of Detention Administrative Services will act as the SNPD and will be responsible for overseeing the School Nutrition Program. When applicable, the SNPD will work in conjunction with and as a liaison to the School Nutrition Program Manager.

- a. Coordinate and facilitate stakeholder meetings to develop, implement, review, discuss assessment results, and update the Wellness Policy
- b. Conduct an assessment of the Wellness Policy every three years
- c. Communicate with stakeholders, and inform them of regulations impacting the Wellness Policy and allow input from stakeholders and receive a response from their input quarterly.
- d. Post the Wellness Policy, Food Safety Inspection Report, and the assessment results in the Juvenile Probation Lobby and in Court Transportation area where it is visible to all youth and stakeholders.
- e. Maintain records of stakeholder meetings and assessments conducted on the Wellness Policy for three years

3. School Nutrition Program Manager

The liaison from the contracted vendor will act as the School Nutrition Program Manager (SNPM) and work with the SNPD to ensure compliance with the wellness program.

- a. Coordinating the daily food service operations for the institution
- b. Ensure compliance with food sanitation, food safety and security, food production, menu and nutrition management, and customer service.
- c. Ensure compliance with the mandated training requirements for food service vendors annually and provide this information to the SNPD.

- d. The SNPM will attend 10 hours of school nutrition program training annually and provide documentation to the SNPD.

Maintain training records of food service operations staff for three years.

A. Nutritional Education

1. Nutrition education that teaches the knowledge, skills and values needed to adopt healthy eating behaviors and physical wellbeing are integrated in the monthly nutrition classes scheduled on each living unit and Camp Peterson.
2. Participation in the class will be documented in the juvenile case management system by programming staff.
3. Nutrition education information is offered during scheduled nutrition classes and in communal eating areas.

B. Nutrition Standards

The San Joaquin County Juvenile Detention Facility shall:

1. Ensure that the reimbursable meals meet program requirements and nutrition standards found in federal and state regulations (Title 15 and the NSLP).
2. Encourage and teach youth how to make nutritious food choices during monthly nutrition classes.
3. Monitor all food and beverages served to youth, including those available outside the federally regulated child nutrition programs.
4. Consider nutrient density and portion size before permitting food and beverages to be served to youth.

C. Physical Education and Physical Activity Opportunities

1. Developmentally appropriate physical education and activity is offered consistently to all youth detained at the San Joaquin County Juvenile Detention Facility in compliance with Title 15 of the California Code of Regulations.
2. Youth will participate in one hour of large muscle exercise daily. Large muscle exercise refusals will be documented in the juvenile case management system.
3. The physical education program addresses the following:

- a. Equips youth with the knowledge, skills, and attitudes necessary for lifelong physical activity.
- b. Influences personal and social skill development.
- c. Build confidence and competence in physical abilities.
- d. Includes youth of all abilities and disabilities.
- e. Has enough functional equipment for each youth to actively participate.

D. Other Activities Designed to Promote Youth Wellness

1. The San Joaquin County Juvenile Detention Facility shall strive to create a healthy environment that promotes healthy eating and physical activity. In order to create this environment, the following activities shall be implemented:

- a. Provide a clean, safe, and enjoyable meal environment
- b. Provide enough space and serving areas to ensure all youth have access to meals with minimum wait time
- c. Ensure water is available throughout the day
- d. Provide adequate time for youth to enjoy eating healthy foods
- e. Schedule lunchtime as near to the middle of the day as possible.
- f. Provide ongoing training to food service staff
- g. One nutritional activity will be planned each month in addition to the daily physical activities.

2. Training

- a. All youth will be informed of the Wellness Program during the intake process.
- b. San Joaquin Juvenile Detention Staff training occurs every time a policy is developed or is updated. Staff are also required to review and sign that they understand and have read the policy manual on an annual basis.
- c. San Joaquin Juvenile Detention Staff will attend four hours of school nutrition programming training annually.

- d. The SNPD will attend 8 hours of food safety training within 30 days of being assigned to the position and every five years therein after.
- e. The SNPD will attend 12 hours of school nutrition program training annually.
- f. The Backgrounds and Training Unit will maintain the training records for Juvenile Detention Staff and the SNPD.

E. Stakeholders

- 1. Stakeholders will be provided an opportunity to participate in the development, implementation, and periodic review of the Wellness Program at meetings coordinated and facilitated by the SNPD.