

Bethel Youth Facility- Detention Resident Handbook



INTRODUCTION

Each resident is brought to the Bethel Youth Facility for a different reason. Being admitted is often a difficult experience. This booklet has been developed by staff to help you understand what is happening, what is expected of you while you are here, and what you can expect from us.

Residents can only be admitted to the Bethel Youth Facility for certain reasons. Usually they have been arrested for committing a crime. (In some situations, kids are brought here when they have not been accused of breaking the law.) On rare occasions, a juvenile is admitted for running away but a judge must order this if he decides that there is no other place for them to go. A run-away can be placed here for up to 24 hours and then released. In every situation, you must go before a judge or be released within 48 hours. This is your right.

In general, you are here either to protect society or to protect yourself. As you know, losing your freedom is never fun but sometimes it is necessary. We have worked hard to make this a safe and fair place for you to be. The rest of this booklet will explain more about the Bethel Youth Facility Detention Unit.

ROLE OF YOUR JUVENILE JUSTICE COUNSELOR (JJC)

While at BYF you will be assigned a primary counselor. Part of their job here is to help you think about your actions before, during, and after any situation you may be involved in. They or your primary counselor are here to help you with any problems you may have and answer any questions you have. All staff are here to keep you safe and help you feel safe while you're here. Your Primary Counselor is responsible to assist you, and others, if your daily needs. The primary counselor will also write a report known as a Detention Summary, every 30 days to the court about your behavior(s) while you are here. Copies of this report will go to the Judge, your parents, your attorney, your Probation Officer (JPO), and to yourself.

BYF has expectations to assist you, which are also rules:

1. Be honest
2. Always have an answer when you are asked a question (no shrugs or "I don't know" and think before you speak).
3. Always be prepared to tell your part in any problem.
4. Respect everyone at BYF.
5. Put forth effort in any chore or assignment given to you.
6. Identify what you need to do differently to stay out of BYF in the future.
7. Think about ways you can repair the damage you've done to others or your community.

8. Think about and identify ways you can repair your reputation in your home community.
9. Set some goals you hope to achieve after you are released from BYF.
10. Always try to do your best.

Staff can not release you, let you go home, or make decisions about your case. These decisions are made by the Probation Officer, the Judge and your attorney.

ROLE OF YOUR PROBATION OFFICER (JPO)

Your Probation Officer has several different functions, and many of you will have already had contact with a Probation Officer before coming into Detention. The Probation Officer will receive police reports and make decisions about whether or not formal charges will be filed. He or she also has the authority to detain you if certain criteria are met and schedule a hearing for the Judge to decide whether you need to stay in Detention. The Probation Officer also presents information in court about you, the offense(s) you're charged with, your placement needs, and your treatment needs. Your Probation Officer can assist you in getting help for your issues, such as a treatment program, group home or foster home, or going home. The Probation Officer will have many conversations with you to have your input to assist them in make decisions. The JPO will then make recommendations to the court about your placement. The Probation Officer is concerned about your best interests and safety of the community and will take both into account when making recommendations to the court.

When you are released from Detention, you may have restrictions called Conditions of Probation/Conduct to follow that may include scheduled meetings with your Probation Officer. If you fail to meet with your Probation Officer or don't follow your conditions, you may be brought back into Detention. The important thing to remember is that you have the most say in what will happen to you as it is your behavior(s) that got you involved with the Division of Juvenile Justice and your behavior will influence what may happen after your release.

Role of Juvenile Justice Counselors (JJC)

While you are in Detention at the Bethel Youth Facility, you will be in almost constant contact with the Juvenile Justice Counselor. They are here to ensure your safety and security and make sure your needs are met. They will also explain the rules of the Bethel Youth Facility, monitor you to make sure you are following the rules, and give you feedback each shift about how you are doing.

A Juvenile Justice Counselor will be assigned as your "primary". That person will counsel with you on a regular basis to help you identify behaviors you might want to change. Your primary will also help you set some goals to work on and give you some assignments to help you to meet your goals.

All the Juvenile Justice Counselors including BYF staff, will monitor your activities. Your progress and point sheet of how you are doing can be accessed by all staff. JJC's may also lead groups that you will be involved in and counsel with you if your primary staff is not available. Your primary will gather information from other JJC's and facility staff such as teachers; to add to their own observations and he/she will write a progress report at least once a month for as long as you are in Detention. This report is called a Detention Summary,

and it is very important because the Judge, the JPO, your attorney, you and your parents get copies of this report. The Judge uses the information in the report to help him decide what to do in your case.

The Juvenile Justice Counselors will do all they can to help you get along and change your problem behaviors. But you must do your part and take advantage of the opportunities that are available to you at the Bethel Youth Facility. If you need anything, you should first talk to your primary if he/she is available, or any other Juvenile Justice Counselor, if your primary is not on duty. If that staff cannot help you or you feel you need to speak with someone else, you should then go to the shift supervisor or the Unit leader. If you still feel that you need to go further, complaint forms are available in the dayroom. These are then placed in the gray box next to the showers on the wall. You may also ask the Unit Leader to schedule a time to see the Superintendent of the Facility.

If you need to file a formal complaint with the State of Alaska this is done through an individual called and Ombudsman.

Alaska Ombudsman

The Alaska State Ombudsman investigates citizen complaints about administrative acts of state agencies and determines appropriate remedies guided by Alaska Statute 24.55. The Ombudsman investigates to determine whether an agency's actions were unlawful, unreasonable, unfair, arbitrary, erroneous, or inefficient. If appropriate, the Ombudsman will recommend a way to resolve the complaint and/or prevent future complaints. The Ombudsman encourages Alaskans to first try and resolve their problem directly with the state agency involved. If, after trying, the complaint has not been addressed, that it is the time to contact the Ombudsman for assistance.

Phone Numbers:

In Anchorage: 907-269-5290

In Juneau: 907-465-4970

State: 907-269-5290

Mailing Address:

Alaska State Ombudsman

1500 West Benson Blvd.

Anchorage, AK 99503

PRISON RAPE ELIMINATION ACT (PREA)

The State of Alaska PREA policy has zero tolerance relating to sexual behavior between, towards or against residents and recognizes these residents as crime victims. The Division will immediately respond to allegations, fully investigate reported incidents, pursue disciplinary action and may pursue legal charges against those who perpetrate such conduct.

It is the policy of the Division to prohibit any form of sexual harassment, sexual misconduct or sexual contact with a resident or between residents. A claim of consent will not be accepted as an affirmative defense for engaging in a sexual harassment, sexual misconduct, or sexual contact with a resident. A resident who reports sexual harassment, sexual misconduct, or sexual contact, or staff member who reports sexual harassment, sexual misconduct, or sexual contact with or between a resident, will be protected from retaliation.

Report any misconduct to Staff so that it may be investigated and taken seriously. If you do not feel safe or comfortable, there is an anonymous drop box located in the Dayroom on the wall by the showers and it is

labeled PREA. This box is checked weekly, or sooner, by the Superintendent or Acting Superintendent if necessary.

ROLE OF YOUR LAWYER

Your lawyer, usually a Public Defender, will advise you about your case and represent you in court. It is your lawyer's job to protect your rights and reach the best possible resolution for you in court. Your lawyer will speak on your behalf in court and will help the Judge and your Probation Officer understand what your wishes are regarding what happens with your case and your placement. So that your lawyer can best help you, you should be honest and answer all of his/her questions as best as you can. You need to make sure that your lawyer has the information needed to represent you, so tell him/her what you think should happen and names of family members or others that you might be able to stay with if you are released from Detention. These need to be people who can be responsible for you, watch you 24/7 if you have sight and sound conditions of probation.

Your lawyer cares about you and your case; however, lawyers are usually very busy people. Therefore you must also take responsibility for your case, and you must try to communicate with your lawyer whenever you have a problem, questions or concerns. Sometimes your lawyer might be able to meet with you at the facility, other times their schedule won't allow it, so you will talk by phone or at the courthouse before your hearing. You may write as many letters as you wish to your lawyer, and you may call them and if necessary, leave a message for them. If you have trouble reaching your lawyer, a staff member can help you leave a message.

TELEPHONE CALLS

When you are admitted, you may make one telephone call to your parents. If your parents live out of town, you may make one direct call daily. You may have one incoming phone call per day. With the one direct call, one incoming per day, this equals 14 calls per week. If you have a job, you may also make an additional call to your employer. You may call your lawyer as needed and those calls do not count towards your total. You are not allowed incoming or outgoing calls with friends/girlfriends. Brothers or sisters unless approved, are an expectation and must be pre-approved, regardless of age. Calls to family members other than your parents will need your or Supervisory staff or Probation Officer permission. Staff will not make calls during school/classroom unless needed and determined by staff as to the need.

VISITING

Immediately following your admission to the Detention Unit, you may have an initial visit with your parents at any reasonable time. After the initial visit, your parents may visit on Tuesdays from 7:00 to 8:00 P.M. and on Saturdays from 2:00 to 3:00 P.M. Your attorney or minister/priest will also be allowed to visit with you at any reasonable time. If the court requires you to remain in Detention for 30 days, your Juvenile Justice Counselor will send out a visiting letter to your family that explains the visiting rules and will answer any questions they might have.

Visits by anyone other than your parents, attorney, minister, or Probation Officer must receive prior approval from the Juvenile Justice Unit Supervisor. Brothers or sisters under the age of 18 are permitted to visit accompanied by an adult and with prior notification to the BYF staff. Brothers and sisters over the age of 18

may visit at regular times. They must have a valid I.D. to show proof of being 18 years old. Special visits may be arranged for larger family groups and for visitors coming from out of town. Special visits for people who live in town are not allowed unless there are extenuating circumstances.

Staff will screen gifts, which may be brought to you during visiting. The items, which are allowed, are books and magazines (non-pornographic), small table games, and commercially wrapped goods. Food items should be in a small enough quantity to be consumed during the visit. Any leftover food should be returned home unless from out of town. Homemade foods, hamburgers, open containers of soft drinks, milk shakes, and items in glass containers will not be allowed. Occasionally native foods are welcome, if prior arrangements have been made.

Visitation Note: Bethel Youth Facility Policy has certain restrictions in place for the safety and security purposes regarding visitation. While visitations may be approved when a resident is on Disciplinary Orientation; residents on Room Confinement may not. Residents must not be on Room Confinement or Disciplinary Orientation to receive gifts or food during a visit. Staff will instruct visitors to take the items or food with them when they leave and are not allowed to save items or food for a later time.

MAIL

There are some restrictions on writing and receiving letters. You will be required to open your mail in the presence of a Juvenile Justice Counselor and show that there is no contraband in the envelope. The only exception to this rule is "privileged mail" which includes attorneys, legislators, ext. After the address is recorded, the envelope will be placed in your personal's locker, or you may have it shredded. You will also be required to seal all outgoing mail in the presence of a Juvenile Justice Counselor.

Residents may receive and send an unrestricted number of pieces of mail. The facility will provide postage for up to three letters per week, but residents may be required to pay postage for letters in excess of that amount.

If you have a relative in an adult correctional facility (jail) that you wish to write to, this individual must be an immediate family member. All that should be written on the envelope is your return address and person's name address that you are writing to (no drawings or extra words).

SMOKING POLICY

Smoking and chewing tobacco, iqmik, or other inhalants or nicotine or prohibited substances by the residents is not allowed at the Bethel Youth Facility. Cigarettes, matches, lighters, cigars, chewing tobacco, iqmik, ext. vape pens are considered contraband (illegal material). Possession of contraband is a serious offense and will be dealt with in a serious way. If you are found in possession of contraband, you may be brought before the Review Board (like a court hearing in the facility) for a point fine and you may be legally charged for contraband.

MEDICAL

You will be seen by medical staff while you are here. If you are not feeling well or are hurt, please tell a Juvenile Justice Counselor. A nurse is on duty at the facility five days a week for sick call or to address any health problems you might have. You will also be asked to read over and discuss with staff a health packet that has been put together for you regarding health and safety.

FIRES, FIRE DRILLS and/or EMERGENCY EVACUATIONS

For your own protection, it is very important that you know and follow the correct procedures when there is a fire, fire alarm, or another emergency causing the Unit or Facility to be evacuated. In the event of such a hazard an alarm will sound. If you are in your room, you will prepare to go off the Unit (outside) and stand where you are directed without debate. Staff will unlock the room doors and tell you to line up. You will exit your rooms, stand in a single file line, and listen for further instructions. Staff will lead you to the MPR, or FA or off the property grounds to the adult jail depending on the nature of the emergency. It is very important that you listen and follow staff directions. This should be done quickly and quietly to ensure everyone's safety. There will also be practice Fire Drills conducted at regular intervals during your stay.

RELIGION POLICY

If you would like to have someone from your church visit with you (such as a pastor), speak with a staff member. There are also religious programs on television that staff may show for you. There are scheduled church services for Detention residents when volunteers are available, and we will be happy to arrange for visits by a priest or minister on an individual basis. Sometimes a pastor comes in to do a Bible Study on Sunday afternoon. It is your choice to attend.

CLEANING PROCEDURE

Each morning you should make your bed (use your blanket as a bedspread over the sheet) and do the daily cleanup of your room and Detention Unit. Saturdays and Wednesdays are set aside for Major cleanup. A physical inspection of your room and the Unit is done by staff. After inspection, staff will record the cleanup points on the point's chart if earned.

PERSONAL HYGIENE AND CLOTHING

You are expected to always keep yourself neat and clean. You will be required to shower and change clothing daily. You will be allowed only ten minutes in the shower, when on Step 2, you may request 15 minutes. Outer clothing will be changed out and laundered once a week (on Saturday your linen, and Sunday your blankets) at minimum. You will be issued state clothing, a toothbrush, toothpaste, a comb, soap, and toilet paper. Residents may request a haircut if desired. A waiver sign-up sheet must be completed and approved. There is a shower on the Unit set up for residents needing additional help. This shower is wheelchair accessible. Detention Residents are required to keep the shirts tucked into their pants and their pant legs cuffed when in the dayroom.

JUVENILE RIGHTS

The Division of Juvenile Justice follows the State of Alaska Administrative Codes:

While you are here, you will be treated fairly and with respect. This does not mean you can do whatever you want. You will be expected to act your age and treat others with respect. It is very important you understand that we cannot let you hurt yourself. **We will not let you hurt yourself others by actions or words. We cannot let you destroy property, punch or kick walls, doors or other objects. If you are angry, we still cannot allow you to demonstrate these behaviors.**

You have basic **rights** as a resident at BYF. These rights are listed below. You will be given a copy to sign after you read and understand them. It is important you understand the difference between rights and **privileges**. All the extra things you might get here-- like late nights, radio, extra gym time, and commissary -- are privileges which you may earn by making acceptable progress in your Detention stay. These types of extras are not rights. All residents on the BYF Detention Unit will have the following rights:

Juvenile Rights - Continued

1. Opportunity for eight hours of sleep per night.
2. Opportunity for three (3) meals a day according to the institutional menu.
3. Opportunity for at least one (1) hour of exercises each day. (Room, MPR, FA)
4. Opportunity for proper medical and dental care as defined by the BYF medical policy.
5. Opportunity for family contact subject to the BYF detention visiting and telephone policy.
6. Opportunity to maintain daily personal hygiene needs at a time set by BYF detention staff.
7. Opportunity to write and receive mail subject to the BYF policy on mail.
8. Opportunity to attend religious services as scheduled by the BYF treatment program and/or contact with minister, priest, and/or rabbi from your home church.
9. Opportunity to contact attorney of record and/or probation officer within twenty-four (24) hours of your request. The staff of the BYF detention program will set the specific time.
10. Opportunity to file a grievance through the BYF grievance policy.

As a resident of BYF you will not be subject to the following issues:

- Be subject to discrimination based on race, national origin, color, creed, sex, religion, disability, or political views.

- Access to the general public through the communications media. Certain limitations may apply
- To keep facial hair if desired as long as it poses no health or safety problems.
- Established guidelines do NOT permit Detention residents to wear or possess jewelry for safety and security reasons.
- That conditions of all resident living units conform to acceptable environmental standards.
- No harsh discipline with residents at any time.

If you think your Juvenile Rights have been violated, request a Resident Complaint Form and follow the guidelines listed. See pages 3 and 4 above.

EDUCATION

Every resident at BYF will be attending school during the week from Monday to Friday, except on Holidays and during School Breaks. The teachers at BYF represent the Lower Kuskokwim School District and provide year round education services so that residents can move forward academically. Residents receive individual attention and learn at their own pace. The teachers also provide staff with daily reports on resident's behaviors in the classroom and academic reports to be included in resident's Detention Summaries, You will be required to attend school classes and participate appropriately in all classroom activities. School is different here. You will receive more individual attention and can learn at your own pace.

Following is a list of general rules for school. Before attending classes, you will be required to go over the School Code of Conduct with your Primary Counselor, and you must sign a statement of Understanding and present it to your teachers on your first day of class.

General Rules for School:

1. Treat others the way you expect to be treated. Think before you act. Try hard in all that you do.
2. Know all rules and expectations in the classroom. Remember that you are responsible for your own actions
3. You will only be warned one time when your actions, behaviors, or attitude are inappropriate. The second time will result in losing points, and the third will result in returning to the Unit for a School Time Out (STO) Serious problems will result in an automatic School Time Out on the Unit. You will be on TO until you return to school and you will lose 10 points for each shift.
4. When you are given a School Time Out, you must speak with the teacher of the class in which the problem happened before going back to the classroom. You will speak with the teacher when they are available, not right when you ask.
5. If a teacher feels that residents are getting out of control in the classroom or during physical activities, they may send all residents back to the Unit to complete school work in their rooms.
6. Residents may lose points if, due to poor planning, they request to return to the Unit at other than the scheduled times. Use the bathroom prior to going to class. Have your books and work with you and be prepared. If you must return to the Unit during class, you will remain on the Unit until the next break.
7. Treat the teachers with **RESPECT**.
8. Pencils do not go to and from classes. The teacher provides pencils for School.

QUIET TIME

Whenever residents return to the Detention Unit from an activity (school, meals, gym time, etc.) they are required to go to their rooms and close/lock your door. This is called "Quiet Time". You will be let out in less than 15 minutes unless circumstance do not allow this to happen. If you have a need, question, or if you have forgotten something, use your red flag. During this time you are not allowed to knock or use your call button except for emergencies. The time to ask for telephone calls, books, etc, is during open Dayroom.

LOCK DOWN

Occasionally you will be directed to go immediately when you hear the words "Lock Down." If you are in the dayroom, you are to immediately go to your room, close and lock your door without questions or debate. This is not optional. For your safety, the safety of others and staff, we will be responding to an emergency. If you fail to lock down this can result in disciplinary actions up to and including a physical restraint and designating, you as a security risk (SR) youth. If you hear staff in the gym instructing you to lock down you will line immediately up against the wall in the gym, face the wall, and remain quite until told otherwise.

DETENTION UNIT RULES

1. CO – ED Behavior and / or PHYSICAL CONTACT is not allowed in any form or manner. (Self – harm / mutilation is included) PREA violations are not tolerated. Sexual gestures, names or touching is prohibited.
2. Escape: Talking about or planning escape is not allowed in any form or manner.
3. Intimidation by words, gestures, or body language is not allowed in any form or manner.
4. Contraband or possession of contraband is not allowed in any from or manner.
5. Damage to any property (especially State Property) is not allowed in any form or manner
6. TEASING or MAKING FUN of others is not allowed in any form or manner.
7. DISRUPTIVE BEHVIOR on the unit or within the facility in not allowed in any form or manner.
8. KNOCKING during quiet time (except for true emergency) is not allowed in any form or manner.
9. NOISE: Being loud and /or horseplay in your room is not allowed
10. BEDS: You may only be sleeping in your bed during bedtime, when sick, during approved naps, or bed time.

11. SLEEPING during the daytime is not permitted unless you purchasing a approved nap.
12. LIGHTS OUT is for sleeping only – writing, reading, talking, and/or horseplay during lights out are not permitted.
13. STANDING IN LINE is standing straight, not talking, leaning, or making motions with hands/arms.
14. DAYROOM is the time for all special requests, phone calls, letter checks, ECT.
15. PHONE CALLS & SHOWERS have a 10-minute maximum time unless otherwise authorized.
16. GAMES, CARDS, or PUZZLES must remain in the dayroom only; Step 2 can have in room per staff's discretion. It is contraband if taken into a room.
17. TELEVISION RULES: no resident may touch the TV or control the remote without specific staff permission.
18. FENCED AREA (F/A) & MPR: Touching or climbing on the fence or touching fence or picking up any items in the F/A or MPR without staff approval will not be allowed or tolerated.
19. LOOKING INTO ENTERING the control room, the Program Unit, Program Class or any unauthorized area without staff or staff permission is NOT acceptable and is forbidden
20. LOOKING INTO or OUT of any doors and or windows is not acceptance or allowed
21. CLOSING someone else's door is NOT allowed.
22. DOORS/LOCKS are not to be played with.
23. LOCK DOWN immediately when told to do so. DO NOT question the staff when told to LOCK DOWN.
24. MEALTIME: you must be clean and neatly dressed.
25. UNIT DRESS CODE: Wear shoes and tuck in your shirt whenever you are on Unit and or out of your Room. Gym shorts my not be worn under regular pants. If the pants that are given to you are too long, they must be cuffed.
26. GANG TYPE ACTIVITY, such as use of sighs/signals, language/talk/slang, or wearing clothing in such a manner as to indicate gang involvement, is not allowed in a form or manner.
27. TALKING OUT, or in low tones during points meeting. Do not answer questions which are not directed to you and staff should be able to hear all conversations.
28. TALKING in another launage is not allowed unless bi-lingual staff are on duty and give you permission.
29. TALKING WHILE on Discipline (DOR or Review Board directed) will be to staff only.

30. SHOPPING STAFF: is asking more than one staff for the same item or thing to get another answer.
31. PROBLEMS about anything should be taking directly to staff.
32. TASKS and CHORES: Do your chore/task quickly and efficiently- DON'T BE SLOW.
33. TRASH and EMPTY CONTAINERS: You must exchange empty containers for new ones. This includes toilet paper rolls, tooth past tubes, small soups, ext. Show staff what you are throwing away.
34. FUNITURE & FIXTURES: Writing on or placing stickers or picking window caulking is not allowed.
35. SCHOOL TIME OUTS or STO's may result in a 300 point fine.
36. RESPONSIBILITY: Take responsibility for your actions.
37. BEHAVIOR: If you do not behave, you will lose privileges, points and dayroom time.
38. BLOOD SPILLS: All blood spills us be reported to staff even in small amounts.
39. SEARCHES: Searches of your person, your property and your room are necessary for Unit safety and security and to prevent the introduction of contraband and may be conducted at any time during your stay with us.
40. Female Residents should be first when lining-up
41. Residents will sit at assigned tables/desk or designated areas.

LEARN AND KNOW THESE RULES, IT IS YOUR RESPONSIBILITY!

It is your responsibility to follow all of the rules listed above. Violation of the fist five rules could result in a Major Incident Report and a Review Board Hearing, or even the filing of criminal charges. Violation of any rules could result in point losses and/or an Incident Report. Information about rule violations will also be included in your Detention Summary Report.

POINTS

While you are on Orientation Phase, your primary counselor will go over all of the rules of the Bethel Youth Facility with you. They will also explain your points sheet and points system. You will keep a point's sheet in your room. On the back of your points sheet is a list of the rules, the points chart explanation, and a list of

contract items. These three things should make it very easy for you to understand the points system. Listed below is a general guide to earning your points.

You earn points each day and evening by:

1. Keeping yourself and your living area clean and neat.
2. Being quiet and mannerly at meals.
3. Using good language.
4. Showing courtesy and consideration for others
5. Attending school
6. Being in the right place at the right time.
7. Quiet, courteous bedtime or waking up behavior
8. Your overall attitude and behavior

COMMISSARY POINTS

After you earn 100 points on Orientation Step, the points that you earn each day will be added to your commissary point total. Commissary points may be used to purchase non-food items, such as pencils, folders, erasers. They may also be used to purchase food items, such as juice and candy. These purchases may be done on Saturday nights, if you were not placed on Temporary Orientation during the week.

STEP PHASES

Disciplinary Orientation

Disciplinary Orientation (DOR) is reserved for residents who break the rules by committing a major point fine that results in a point loss of 500 points or more. DOR Residents will remain on DOR until a Review Board is convened and decides how to proceed. Residents may remain on DOR status after the review board if the Review Board determines it is appropriate. While on DOR residents will:

- Eat in your room for meals
- Have school on the unit.

- Have structured exercise/MPR time ONLY.
- Clean room, shower, brush your teeth, and floss while other residents are in class or their rooms.
- Be allowed one book.
- Be allowed one personal phone call per week.
- They may not receive gifts or food during visitation.
- No Fenced Area (FA).
- Room time is 8:30 P.M., Lights out is 9:00 P.M. (after medication is given if necessary)

ORIENTATION STEP

This is the beginning step in the Detention Program. Every resident here started on Orientation. While you are on Orientation, you are to read this booklet. It will tell you the Unit rules and what you can expect while you are here at the Bethel Youth Facility. Orientation Step will also allow you time to get used to living at Bethel Youth Facility.

To get off Orientation, you must do four things:

1. Read and understand the Orientation booklet.
2. Earn 100 points on your Positive Reinforcement Chart. This can be done easily by obeying the rules in this booklet. If you have any questions about what you should do, you may ask a staff member. It usually takes less than two shifts or one full day to earn 100 points. Residents on Orientation must be in their room by 08:30 P.M. with their lights out by 09:00 P.M.
3. Discuss with your primary counselor the following:
 - Primary Counselor relationship
 - Visitor letter
 - Detention Unit list of rules
 - Points sheet
 - Points chart explanation
 - Contract item list
 - School Code of Conduct

While you are on Orientation, you may have only certain things in your room. These things are one mattress, two blankets, one pillow, one pillowcase, one toothbrush, one tube of toothpaste, one comb, one washcloth, one book or one magazine, a Bible, one pencil and this Orientation Booklet. If you destroy or use these items in an inappropriate manner, they will be removed from your room. It may also result in a point loss or a point fine as it is considered destruction of State Property. Also, while on Orientation, after getting 100 points on your points chart you may start accumulating your PX points.

STEP I

Residents on Step I have more privileges and responsibilities than when on Orientation. On Step 1 you will spend most of your day out of your room. During this time, you will be doing things on the Unit. All residents except those on Orientation, have jobs. This job will only take you about 15-30 minutes to do and will be checked by staff.

While on Step 1 you may have all the items you were allowed on Orientation plus two additional books or a book and a magazine, stationary and two letters, a folder, and two pictures of family. Again, if you destroy these items or use them in an inappropriate manner, they will be removed from your room and personals.

Residents on Step 1 must be in their rooms by 9:00 P.M. and in bed with lights out by 9:45 P.M. During the time when there is no school it will be 9:30 P.M. These times can be discretionary by staff for the purposes of groups or special occasions.

MOVING FROM STEP I TO STEP II

You must do five things to move from Step I to Step II:

1. Re-read the Orientation Booklet and show your understanding of the Unit rules and expectations.
2. Earn between 1200 points on the Daily Points Sheet. If you were to earn all of your points, at 100 points per day it would take you 12 days to earn 1200 points.

3. You must ask for a meeting with all members of your treatment team to discuss moving to Step II. At this meeting you will discuss any problems you have had on Orientation and Step I. You must present a plan on how you will avoid these problems while on Step 2.
4. You must discuss with your primary counselor the privileges and responsibilities of promoting to Step 2 and know them well.

The Privileges and responsibilities of Step 2 are posted in the dayroom for you to read over, but they will not be discussed with you until you have completed the first three items listed above.

Step 2 is for residents who demonstrated an ability to serve as a role model for other residents. If at any time your behavior does not meet this expectation, you may be demoted immediately to Step I with 1100 daily points and could lose all Commissary points.

Room Confinement

Room Confinement (RC) is reserved for residents that need to be isolated from others due to their behavior or actions. Residents on RC will remain in their room until a Review Board is convened to determine how to proceed. Residents on RC may remain on RC after the review board if the Review Board deems it is appropriate for a set time. While on RC:

- You will receive the basic necessities as required by law.
- You will not participate in any group activities.
- All meals will be served in your room.
- You are allowed only structured exercise/MPR time
- You are not allowed any books or writing materials except for a bible and schoolwork if allowed.
- You are allowed one personal phone call per week.
- Lights out is 9:00 P.M. (after medication is given if necessary)