



# **Bethel Youth Facility Detention Resident Handbook**

## INTRODUCTION

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Everyone who comes here has a different story. We know being admitted can be confusing or even stressful — and you're probably feeling a lot of things right now. This booklet is here to help you understand why you're here, what's expected of you, and what you can expect from us.

Most youth are brought here because they've been arrested for breaking the law. In some cases, you might be here for other reasons — even if you haven't been charged with a crime. For example, if a judge decides there's nowhere else safe for you to go, they may order you to stay here for a short time, like if you've run away from home. If that happens, you can only stay up to 24 hours unless the court says otherwise.

No matter why you're here, you have rights. One of those rights is to see a judge or be released within 48 hours of arriving. That's the law, and we make sure it's followed.

People usually stay here to either protect the community or to keep themselves safe. We understand losing your freedom isn't easy. But while you're here, we're committed to making this a safe and respectful place. We want to support you while you're here and help you get through this time.

The rest of this booklet will walk you through what life is like at the Bethel Youth Facility (BYF) and what you need to know while you're here.

## RULES AND EXPECTATIONS

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There are rules here, but they're also expectations meant to help you grow and move forward:

1. Be honest.
2. Answer questions clearly — no shrugging or saying “I don't know” without thinking first.
3. Own your part in any problem.
4. Show respect to everyone — staff and other residents.
5. Put effort into any task or assignment you're given.
6. Think about what changes you need to make to stay out of BYF in the future.
7. Consider how you can repair the harm you've caused to others or your community.
8. Think about how you can rebuild trust and respect in your home community.
9. Set some personal goals for after your time here.
10. Always do your best, even when it's hard.

One important thing to know: Staff at BYF can't decide when you get to go home. That's up to your Judge, your attorney, and your Probation Officer.

## YOUR JUVENILE PROBATION OFFICER

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While you're in Detention, you'll work with a Juvenile Probation Officer (JPO). Some of you may have already met your JPO before coming to the Bethel Youth Facility. Your JPO has several responsibilities. They receive the police reports about your case and decide whether formal charges should be filed. If certain criteria are met, your JPO also has the authority to place you in Detention and schedule a hearing so the Judge can decide whether you need to stay. In court, your JPO will explain the charges, share information about you, and talk about your placement and treatment needs.

Your JPO is also there to help you. They can connect you with support like treatment programs, group homes, foster care, or possibly help you return home, depending on your situation. You'll have several conversations with your JPO during your stay, and your input matters. The more honest and open you are, the better they can understand your needs and help make decisions that are right for you. When they make recommendations to the Judge, your JPO considers both what's best for you and what helps keep the community safe.

When you're released from Detention, you might have to follow certain rules called Conditions of Probation or Conditions of Conduct. These may include things like checking in regularly with your JPO. If you don't follow these conditions or miss your meetings, you could be brought back to Detention. It's important to understand that your choices and behavior will play a big role in what happens next. You have the most say in your future, and your actions now can help shape a better path forward.

## YOUR JUVENILE JUSTICE COUNSELORS

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While you're at the Bethel Youth Facility, you'll be assigned a Primary Counselor, known as a Juvenile Justice Counselor (JJC). Your JJC is there to support you and help you think about your choices — before, during, and after any situation you're involved in. You'll be in regular contact with your JJC throughout your time in Detention. Their job is to make sure you're safe, help you understand the rules, check in with how you're doing, and provide guidance when needed. They'll also give you feedback during each shift so you know where you stand and what you can improve on.

Your JJC will meet with you regularly to talk about any behaviors you might want to change. Together, you'll set some personal goals, and your counselor will give you tasks to help you work toward those goals. They may also run group sessions you'll participate in. If your primary isn't available, another JJC will be there to support you. All staff at BYF, including other JJC's and teachers, will keep track of how you're doing. Your progress is recorded on a point sheet that staff can review.

Every 30 days, your JJC will gather feedback from other staff and write a Detention Summary — a report about your progress while you're at BYF. This report is shared with the Judge, your Probation Officer, your attorney, your parent or guardian, and with you. It helps everyone involved

in your case understand how you're doing and is an important part of the Judge's decision-making process.

The JICs are here to help you succeed, but it's also up to you to take advantage of the support available. If you need help or have a concern, try to talk with your primary JIC first. If they're not available, you can speak to another JIC. If the issue still isn't resolved, you can talk to the shift supervisor or Unit Leader. If you still feel like your concern hasn't been addressed, complaint forms are available in the dayroom. You can place the completed form in the gray box on the wall near the showers. You also have the option to ask the Unit Leader to schedule a time for you to meet with the facility superintendent.

If you feel like your complaint needs to go beyond the facility, you can file a formal complaint with the State of Alaska through the Ombudsman. The Ombudsman is someone who investigates complaints about how state agencies operate and makes sure things are handled fairly.

## ALASKA OMBUDSMAN

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The Alaska State Ombudsman is a person who looks into complaints about how state agencies are doing their jobs. Their role is to make sure things are being done fairly and that people are being treated with respect. If you feel that a state agency, like the Division of Juvenile Justice, acted in a way that was unfair, unlawful, or just didn't make sense, the Ombudsman can investigate.

Before contacting the Ombudsman, you should first try to work things out with the staff or the agency directly. If you've done that and still feel like your concern wasn't handled, you can then reach out to the Ombudsman for help. They'll look into your complaint and, if needed, recommend a way to fix the issue and help prevent it from happening again.

### 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)

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The State of Alaska has a zero-tolerance policy for any kind of sexual behavior, harassment, or abuse between residents or between staff and residents. If something like this happens, the Division takes it very seriously. They will respond right away, investigate the situation fully, and take action. This could include discipline or even criminal charges against anyone responsible.

No one is allowed to have any kind of sexual contact, harassment, or misconduct at the Bethel Youth Facility. This includes staff and residents. Saying that someone "agreed" to it doesn't make it okay — consent is not an excuse in these situations. Anyone who reports this type of behavior — whether it's a resident or a staff member — will be protected from retaliation for speaking up.

If something happens to you, or if you see or hear about something, tell a staff member right away. If you don't feel safe doing that, you can use the PREA drop box in the dayroom near the showers. You can report anonymously, and the superintendent checks that box every week, or sooner if needed. Every report will be taken seriously and investigated. Your safety matters.

## YOUR LAWYER

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Your lawyer, usually a Public Defender, is here to help you through your court case. Their job is to protect your rights and help get the best outcome for you. Your lawyer will speak for you in court and help the Judge and your Probation Officer understand what you want and need.

To do their job well, your lawyer needs your honesty and cooperation. Try your best to answer their questions and share any important information — like who you think you could live with if you're released from Detention. These should be responsible adults who can watch over you full-time if the Judge sets conditions like “sight and sound” supervision.

Your lawyer does care about your case, but keep in mind that lawyers are often very busy. That means you also must take some responsibility — ask questions, speak up if you're confused, and try to stay in touch. Sometimes your lawyer may visit you at the facility, but if not, you might talk over the phone or meet right before your hearing in court. You can write them letters, call them, or leave a message. If you need help contacting your lawyer, a staff member can help you.

## TELEPHONE CALLS

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When you first arrive at the Bethel Youth Facility, you'll be allowed to make one phone call to your parents. If your parents live out of town, you can make one direct call to them each day. You're also allowed one incoming call per day, which means you could have up to 14 calls each week (one you make and one you receive each day).

You can't call or get calls from friends or significant others. Calls with siblings must be pre-approved, no matter how old they are. If you want to call other family members (besides your parents), you'll need permission from your Probation Officer or a supervisor.

Calls won't be made during school or class time unless staff decide it's necessary.



## VISITATION

Right after you are admitted to the Detention Unit, you can have a first visit with your parents at a reasonable time. After that, regular visits are on Tuesdays from 7 to 8 p.m. and Saturdays from 2 to 3 p.m. Your attorney or minister can visit you at any reasonable time. If you are in Detention for 30 days or more, your Juvenile Justice Counselor will send a letter to your family explaining the rules and answer any questions.

Anyone else who wants to visit — besides your parents, attorney, minister, or Probation Officer — must get permission from the Juvenile Justice Unit Supervisor. Siblings under 18 can visit if they come with an adult and if BYF staff are told ahead of time. Siblings over 18 may visit during regular hours, but they must show an ID to prove their age. Special visits can be arranged for family coming from out of town. People who live in town can only get special visits if there is a good reason.

Visitors can bring small gifts, but staff will check them first. Approved items include books, magazines (no porn), small table games, and store-bought snacks. Food should be small enough to eat during the visit. If there's any leftover food, it must go home unless the visitor is from out of town. No homemade food, fast food, milkshakes, glass bottles, or open drinks are allowed. Native foods might be okay, but you'll need to arrange that ahead of time.

Keep in mind, there are rules about visits depending on your behavior. If you are on Room Confinement, you can't have visits. If you're on Disciplinary Orientation, you might be allowed to visit, but you won't be allowed to receive food or gifts. Staff will ask your visitors to take those items with them when they leave.

## MAIL

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You can send and receive mail while at the Bethel Youth Facility, but there are a few rules. You'll need to open any incoming mail in front of a Juvenile Justice Counselor to make sure there's no contraband inside. The only exception is for "privileged mail," like letters from your attorney or a legislator — those can be opened privately. Once the letter is checked, the envelope will be either placed in your personal locker or shredded, depending on your choice. When you send mail, you'll also need to seal the envelope in front of a Juvenile Justice Counselor.

There's no limit to how many letters you can send or receive. The facility will pay for postage for up to three letters each week. If you want to send more than that, you may need to pay for the extra postage yourself.

If you want to write to a relative in an adult correctional facility, that person must be an immediate family member. On the envelope, you should only include your return address and the name and address of the person you're writing to — no extra drawings or messages.

## SMOKING POLICY

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Smoking, chewing tobacco, iqmik, vaping, and using any nicotine products or inhalants are not allowed at the Bethel Youth Facility. Items like cigarettes, lighters, vape pens, chewing tobacco, and iqmik are considered contraband, which means they're banned and illegal to have at the facility. If you are caught with any of these items, it will be taken seriously. You could be sent to the Review Board, which is like a court hearing inside the facility, and receive a point fine. You could also face legal charges for having contraband.

## MEDICAL

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While you're at the Bethel Youth Facility, you will be seen by medical staff. If you feel sick or get hurt, let a Juvenile Justice Counselor know right away. A nurse is available at the facility five days a week to help with any health concerns or for sick call. You will also go over a health packet with staff that covers important information about your health and safety during your stay.

## FIRES, FIRE DRILLS, and EMERGENCY EVACUATIONS

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For your safety, it's important to follow the correct steps during a fire, fire alarm, or any emergency that requires evacuation. When the alarm sounds, if you're in your room, get ready to leave and wait for staff instructions. Staff will unlock your door and tell you to line up. You'll leave your room, stand in a single file line, and follow directions. Staff will guide you to the multipurpose room (MPR), fenced area (FA), or possibly the adult jail if needed, based on the emergency. Always listen carefully, move quickly and quietly, and follow instructions. You will have regular practice fire drills while you're here, so it's important to be ready and cooperate.

## RELIGION POLICY

If you would like someone from your church, like a minister, to visit you, talk to a staff member. Staff may also show religious programs on TV for you. Church services are scheduled for Detention residents when volunteers are available, and individual visits from a priest or minister can be arranged. Sometimes a pastor comes in to lead a Bible Study on Sunday afternoons. It's always your choice whether or not to attend.

## CLEANING PROCEDURES

Each morning, you are expected to make your bed by neatly placing your blanket over the sheet and complete your daily room and Unit cleanup. Major cleanup takes place on Saturdays and Wednesdays. Staff will inspect your room and the Detention Unit after cleanup. If your area meets the standards, staff will record your cleanup points on the points sheet.



## PERSONAL HYGIENE AND CLOTHING

You must always stay clean and neat. Take a shower and change clothes every day. Showers are limited to 10 minutes, but if you're on Step Two, you can ask for 15 minutes (we'll explain Step Two later in this booklet). There is a wheelchair-accessible shower available if you need extra support. State clothing will be changed and washed weekly — your linens on Saturday and your blankets on Sunday. You will be given clothing, a toothbrush, toothpaste, comb, soap, and toilet paper. You can request a haircut by filling out and getting approval for a waiver signup sheet. While in the dayroom, your shirt must stay tucked in, and your pant legs must be cuffed.

## YOUR RIGHTS

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The Division of Juvenile Justice follows the State of Alaska Administrative Codes. While you are here, you will be treated fairly and with respect. However, this does not mean you can do whatever you want. You are expected to act appropriately and treat others respectfully. It's important to understand that we cannot allow you to harm yourself or others, whether by actions or words. You cannot destroy property, punch or kick walls, doors, or any other objects. Even if you are angry, these behaviors will not be allowed.

As a resident at the Bethel Youth Facility, you have basic rights, which are listed below. You will receive a copy to sign after you read and understand them. It's also important to understand the difference between rights and privileges. Extra things, such as late nights, radio time, extra gym time, and commissary, are privileges you can earn by making acceptable progress during your stay in Detention. These extras are not rights. All residents at the BYF Detention Unit will have the following rights:

1. **Sleep:** You have the right to get at least 8 hours of sleep each night.
2. **Meals:** You'll be provided 3 meals a day based on the facility's menu.
3. **Exercise:** You'll get at least 1 hour of exercise every day — either in your room, the multipurpose room, or the fenced area.
4. **Health Care:** You'll receive proper medical care while you're here.
5. **Family Contact:** You can stay in touch with your family through visits and phone calls, based on BYF rules.
6. **Hygiene:** You'll be able to take care of your personal hygiene every day at the scheduled time.
7. **Mail:** You can send and receive letters, following the mail policy.
8. **Religion:** You may attend religious services or talk with a minister, priest, rabbi, or other religious leader from your home church if available.
9. **Legal Contact:** You can contact your lawyer or probation officer within 24 hours of asking. Staff will help schedule the meeting or phone call.
10. **Grievances:** If you have a complaint, you can file a grievance (formal complaint) by following the BYF grievance policy.

While you're here at the Bethel Youth Facility, there are some things that *cannot* happen to you. You have rights, and we take them seriously. Here's what that means:

- **No Discrimination:** You won't be treated unfairly because of your race, where you're from, your beliefs, gender, religion, disability, or political opinions.
- **Media Contact:** You won't have access to the general public through the media, and there are rules about what's allowed.
- **Facial Hair:** You can keep facial hair if you want — as long as it doesn't cause any health or safety issues.
- **Jewelry:** For safety reasons, residents in Detention are not allowed to wear or have any jewelry.
- **Clean and Safe Environment:** Your living area will meet health and safety standards.
- **No Harsh Discipline:** Staff are not allowed to use harsh or abusive discipline at any time.

If you feel like your rights have been violated, speak up. Ask a staff member for a *Resident Complaint Form* and follow the steps listed. You can find more information about how to file a complaint on pages 4 and 5 in this booklet.



## YOUR EDUCATION

You'll attend school Monday through Friday, except on holidays and school breaks. Teachers from the Lower Kuskokwim School District are here to help you keep up or catch up with your education. Classes happen year-round, and you'll get more one-on-one help than in a regular school. You'll work at your own pace, and teachers will track how you're doing in both schoolwork and behavior. This information goes into your Detention Summary.

You must attend school and take part in class every day. Before you start, you'll review the School Code of Conduct with your Primary Counselor. You'll also sign a Statement of Understanding and give it to your teacher on your first day.

### GENERAL RULES FOR SCHOOL

1. Treat others the way you want to be treated. Think before you act and always try your best.
2. Know the classroom rules. You are responsible for your behavior.
3. You get one warning if your behavior or attitude is not acceptable. A second time means a point loss. A third time, you'll be sent back to the Unit for a School Time Out (STO). Serious problems may lead to an automatic STO. You'll lose 10 points for each shift you are on STO.
4. Before going back to class after a STO, you must talk with the teacher from the class where the issue happened. This talk will happen when the teacher is available.
5. If the class gets out of control, the teacher may send everyone back to the Unit to finish their schoolwork in their rooms.
6. Plan ahead. Use the bathroom before class and bring everything you need. If you ask to return to the Unit during class, you will stay there until the next break and may lose points.
7. Always show respect to teachers.

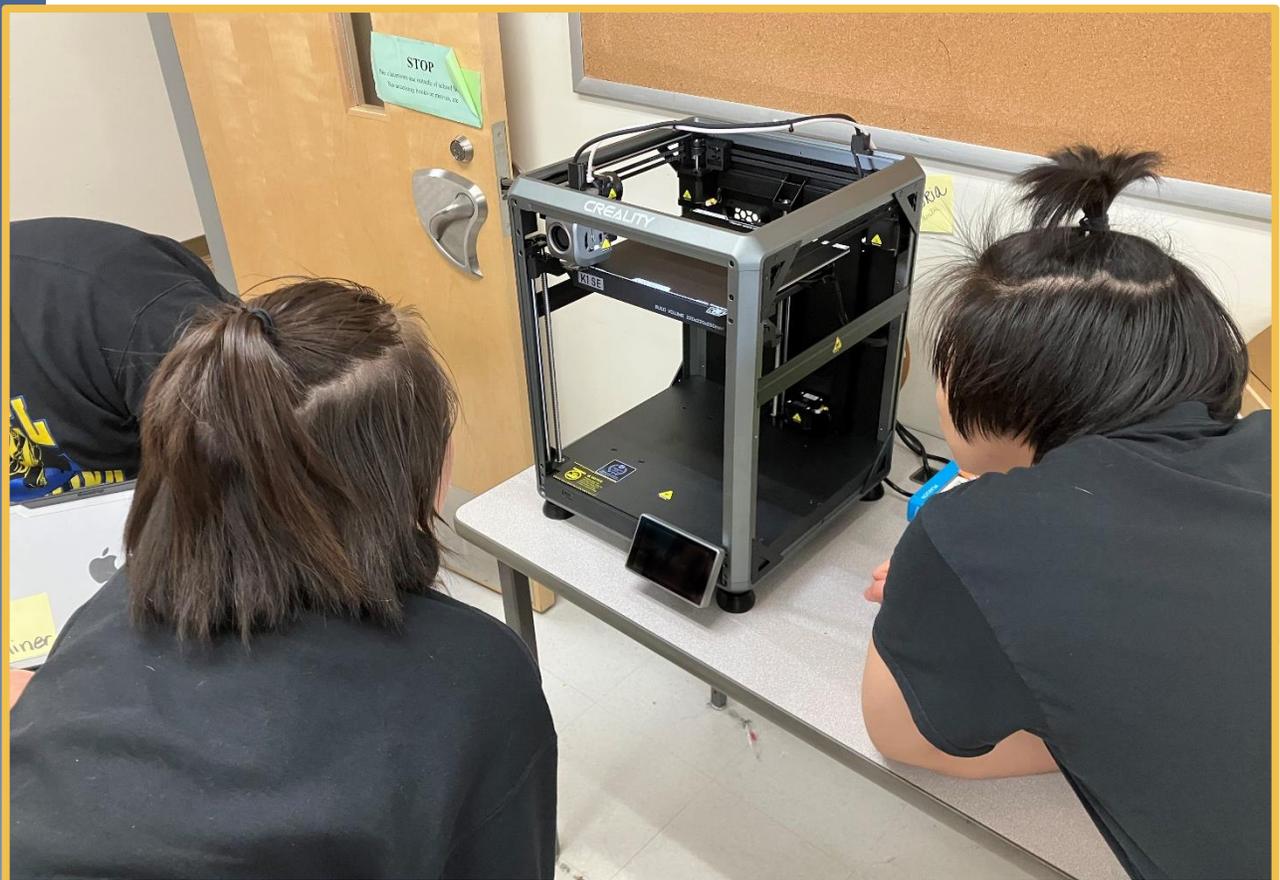
**Don't bring pencils to and from class. The teacher will give you one to use.**

## QUIET TIME

Every time you return to the Detention Unit from activities like school, meals, or gym, you must go straight to your room, then close your door. This is called Quiet Time. Quiet Time usually lasts approximately 5 minutes, unless something unexpected happens that causes a delay. If you need something during Quiet Time, like if you have a question or forgot something, you should use your red flag. Do not knock on your door or use the call button unless it is an emergency. If you want to ask for a book, make a phone call, or anything else, you need to wait until open dayroom time.

## LOCK DOWN

Sometimes you will hear staff say, “Lock Down.” When you hear this, you must act immediately. If you are in the dayroom, you must go straight to your room, close your door, and lock it without arguing, asking questions, or delaying. Following this rule is important for your safety, the safety of others, and the safety of staff. If you do not follow Lock Down instructions, you could lose privileges, be physically restrained, and be marked as a Security Risk (SR). If you are in the gym when a Lock Down is called, you must line up against the wall right away, face the wall, and stay silent until staff gives you further instructions.



## DETENTION UNIT RULES

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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. No talking about or planning to escape.
3. No intimidating others with words, gestures, or body language.
4. No contraband or having items you are not allowed to have.
5. Do not damage any property, including state property.
6. No teasing, bullying, or making fun of others.
7. No disruptive behavior anywhere in the facility.
8. No knocking during Quiet Time unless it's a true emergency.
9. No loud noises, yelling, or horseplay in your room.
10. You can only be in bed during bedtime, when sick, or if you have permission for a nap.
11. No sleeping during the day unless you have purchased an approved nap.
12. Lights Out means sleep time only — no reading, writing, talking (including through the walls), or horseplay.
13. When standing in line, stand straight, no talking, no leaning, and no making hand motions.
14. Use dayroom time for all special requests like books, calls, or letters.
15. Phone calls and showers are limited to 10 minutes unless you get special permission.
16. Games, cards, and puzzles must stay in the dayroom unless you are Step 2 and get staff permission to have them in your room.
17. Only staff can control the TV or the remote.
18. Do not touch or climb the fence, or pick up anything in the Fenced Area (FA) or Multi-Purpose Room (MPR) without permission.
19. Do not look into or enter areas like the control room, Program Unit, or Program Class without permission.
20. Do not look through doors or windows without permission.
21. Do not close another resident's door.
22. Do not play with door locks or doors.
23. Lock down right away when staff tell you to. No arguing or delaying.
24. You must be clean and neatly dressed for mealtimes.
25. Follow the dress code: Whenever you are on the Unit and/or out of your room. You must wear shoes and tuck in your shirt. Gym shorts may not be worn under your regular pants. If your pants are too long, you must cuff them.
26. No gang signs, gang talk, gang slang, or gang-style clothing.
27. Do not talk out of turn or in low tones during points meetings. Only answer questions directed to you. Staff must be able to hear everything being said.
28. No speaking another language unless bilingual staff are on duty and give you permission.
29. If you are on discipline (DOR or Review Board), you may only talk to staff.
30. No "shopping staff" — do not ask different staff the same thing trying to get a different answer.
31. Bring all problems or concerns directly to staff.
32. Complete chores quickly and correctly — no stalling.

33. Exchange empty containers (toilet paper, toothpaste, soups, etc.) for new ones. Show staff when you throw them away.
34. No writing on, putting stickers on, or damaging furniture, walls, or fixtures.
35. A School Time Out (STO) will cost you 300 points.
36. Take responsibility for your own actions.
37. Poor behavior will lead to losing points, privileges, and dayroom time.
38. Report all blood spills, even small ones, to staff right away.
39. Staff may search you, your room, and your belongings at any time. Searches are important for safety, security, and to make sure no contraband is brought into the Unit.
40. Female residents must be first when lining up.
41. Sit at your assigned table, desk, or designated spot.

### **YOU ARE RESPONSIBLE FOR LEARNING AND FOLLOWING THESE RULES**

It's your responsibility to follow all the rules listed above. Breaking any of the first five rules could lead to a Major Incident Report, a Review Board Hearing, or even criminal charges. Breaking any other rule could lead to losing points or getting an Incident Report. Any rule violations will also be included in your Detention Summary Report.





## POINTS

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When you're in the Orientation Phase, your primary counselor will go over all the rules of the Bethel Youth Facility with you. They will also explain your points sheet and how the points system works. You'll have a points sheet in your room, and on the back, you'll find a list of the rules, an explanation of the points sheet, and a list of contract items. These three things will help you understand the points system easily. Below is a general guide to earning your points.

You can earn points everyday by:

1. Keeping yourself and your living space clean and organized.
2. Being quiet and respectful during meals.
3. Using appropriate and respectful language.
4. Showing kindness and consideration toward others.
5. Attending school and participating.
6. Having quiet and respectful behavior during bedtime and when waking up.
7. Maintaining a positive attitude and good behavior overall.

### COMMISSARY POINTS

Once you earn 100 points during your Orientation Step, the points you earn each day will go toward your commissary point total. Commissary points can be used to buy non-food items like pencils, folders, and erasers, or food items like juice and candy. You can make these purchases on Saturday nights, as long as you haven't been placed on Disciplinary Orientation during the week.

## DISCIPLINARY ORIENTATION

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Disciplinary Orientation (DOR) is for residents who break the rules and end up with a point loss of 500 points or more. If you're placed on DOR, you will stay there until the Review Board meets and decides what to do next. After the Review Board's decision, you may remain on DOR if they think it's necessary.

While on DOR, you will:

- Eat your meals in your room
- Have school on the Unit
- Have structured exercise or MPR time only
- Clean your room, shower, brush your teeth, and floss while others are in class or in their rooms
- Be allowed one book
- Be allowed one personal phone call per week
- Not be eligible to receive gifts or food during visitation
- Not be eligible for Fenced Area (FA)
- Room time is 8:30 p.m. and Lights Out at 9 p.m. (after medication if needed)

## STEP PHASES

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### ORIENTATION STEP

This is the beginning step in the Detention Program. Every resident starts here. While you're on Orientation, you'll read this booklet, which explains the rules of the Unit and what to expect during your stay at the Bethel Youth Facility. The Orientation Step also gives you time to adjust to living here.

To move off Orientation, you need to do four things:

1. Read and understand this Orientation booklet.
2. Earn 100 points on your Bonus Point Sheet. You can do this by following the rules in this booklet. If you're unsure about anything, ask a staff member. It usually takes less than two shifts or one full day to earn 100 points. Residents on Orientation need to be in their room by 8:30 p.m. with lights out by 9 p.m.
3. Have a discussion with your Primary Counselor about the following:
  - a. Your relationship with your Primary Counselor
  - b. Visitor letter
  - c. The rules of the Detention Unit
  - d. Points sheet
  - e. Points sheet explanation
  - f. List of contract items
  - g. School Code of Conduct

While you are on Orientation, you are only allowed to have a few items in your room. These include:

- 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
- This Orientation Booklet

If you destroy any of these items or use them in the wrong way, they can be taken away. You could also lose points or get a point fine because damaging property is not allowed. Once you earn 100 points on your Bonus Point Sheet while on Orientation, you can start earning Commissary points to buy other items.

## **STEP ONE**

When you move to Step One, you get more privileges and responsibilities than you had on Orientation. On Step One, you will spend most of your day out of your room doing activities on the Unit.

Every resident (except those still on Orientation) has a job. Your job will take about 15–30 minutes to complete and staff will check your work.

While on Step One, you may have everything you were allowed on Orientation, plus:

- Two extra books, or one book and one magazine
- Stationery and two letters
- One folder
- Two family pictures

If you damage or misuse these items, they will be taken away and you could lose points.

Residents on Step One must be in their rooms by 9:00 p.m., and in bed with lights out by 9:45 p.m. When school is out, bedtime is 9:30 p.m. Staff may adjust these times for groups or special occasions.

## MOVING FROM STEP ONE TO STEP TWO

To move from Step One to Step Two, you must complete five steps:

1. Re-read the Orientation Booklet and show you understand the Unit rules and expectations.
2. Earn at least 1,200 points on your Daily Points Sheets. (If you earn 100 points each day, it will take you about 12 days.)
3. Ask for a meeting with your treatment team to talk about moving to Step Two. At the meeting, you will explain any problems you had during Orientation and Step One and share your plan for how you will avoid those problems on Step Two.
4. Talk with your Primary Counselor about the privileges and responsibilities of Step Two and show you understand them.

## STEP TWO

The privileges and responsibilities for Step Two are posted in the dayroom. You should read them, but staff will not discuss them with you until you finish the first three steps above.

Step Two is for residents who show they can be positive role models for others. If your behavior does not meet Step Two expectations, you can be moved back to Step One with 1,100 daily points and may lose all of your Commissary points.

## ROOM CONFINEMENT

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Room Confinement (RC) is used for residents who need to be separated from others because of their behavior or actions. Residents will stay on RC until a Review Board meets to decide what should happen next. The Review Board may decide to keep a resident on RC for a set amount of time if needed.

While you are on RC, you will:

- Receive basic necessities, as required by law
- Not participate in any group activities
- Have your meals served in your room
- Only be allowed structured exercise or MPR time.
- Not have any books or writing materials, except for a Bible and schoolwork (if approved).
- Be allowed one personal phone call per week
- Have lights out at 9:00 p.m. (after medication, if necessary).