



Fairbanks Youth Facility Detention Resident Handbook

INTRODUCTION & CORE GROUPS

The Fairbanks Youth Facility is a state-run center for youth who have broken the law, violated probation rules, or been ordered by a judge to stay there. It is a secure facility with trained staff on duty 24/7 to keep youth safe and provide support and structure. The Division of Juvenile Justice (DJJ) works to understand and meet each youth's unique needs, especially their mental and emotional health. To help with this, DJJ uses a trauma-informed approach. This means staff understand how hard or harmful experiences can affect a person's body, mind, relationships, and sense of self. Instead of judging youth by their past, the facility tries to create a place where they can heal and grow. Staff look for signs of trauma in youth, coworkers, and others involved in care, and use that knowledge to guide daily routines and help youth build strength and resilience.

The Fairbanks Youth Facility (FYF) is a safe and secure place for you, now that have been detained. In most cases, you will go before a judge within 48 hours after admission. The Judge will decide where you will stay while your case goes through court.

This handbook has been designed in hopes that your stay here can be a successful one. It will help you learn the rules of the unit and what you can expect, so please read this carefully and ask staff any questions you may have.

You are expected to participate in group and individual programs while you are at FYF. You are personally responsible for your own progress, work performance, educational development, and social growth. You will be provided the opportunity, but you must provide the initiative and effort to benefit from the opportunities.

You are expected to follow institutional rules. As you demonstrate that you are responsible, you gain privileges. Failure to follow the rules may result in disciplinary action and/or increase your length of stay.

There are three types of corrections that the staff regularly uses to deal with negative behaviors: verbal (we ask you to stop), failure to earn points, and point fines.

During your stay at FYF, you will be involved in several Core groups taught by our trained staff. The Core Groups consist of: Anger Management / Skill Streaming, Substance Abuse Education – Refuse Remove Reasons, Chemical Dependency, and the Presidential Physical Fitness Test. Each group is designed to educate, promote self-accountability and awareness, and provide skills necessary to make positive, healthy choices.

ANGER MANAGEMENT / SKILL STREAMING

The Anger Management / Skill Streaming Group is a technique for teaching an extended curriculum of interpersonal, aggression management and related skills.

SUBSTANCE ABUSE EDUCATIONAL GROUP

The Substance Abuse Educational Group provides new information, encourages self-reflection, and helps youth to learn and support each other while exploring options for responding when it comes to drugs, alcohol, and peer pressure.

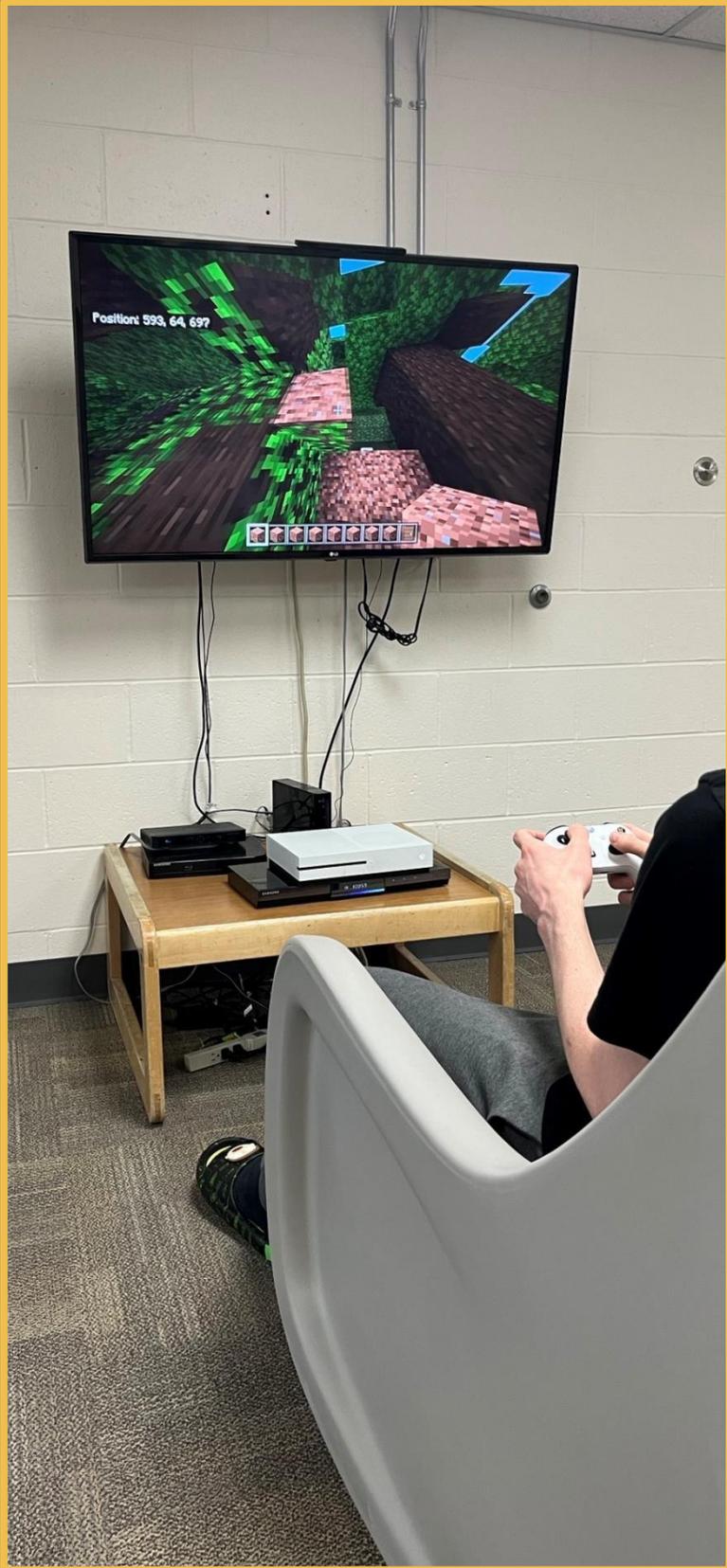
GENERAL RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

The rights and privileges of all residents shall be as follows:

1. Staff will treat you respectfully, impartially, and fairly.
2. At no time will a resident have power or authority over another.
3. You will be informed of the rules, procedures, and schedules concerning the operation of the institution. A listing of prohibited conduct is included in this book.
4. You have the right to freedom of religious affiliation and voluntary religious worship.
5. You will be provided healthcare, which includes nutritious meals, proper bedding and clothing, a laundry schedule for cleanliness, an opportunity to shower regularly, proper ventilation, a regular exercise period, toilet articles, and medical treatment.
6. You may reasonably correspond and visit with immediate family members and approved people according to the rules and schedules of the facility where there is no threat to security, order, or correctional programming.
7. You may have access to the courts by correspondence for any matter.
8. You may utilize provided reading material for educational purposes and for your own enjoyment.
9. You may not be excluded from any program or activity because of a disability. If you believe you have been discriminated against, you may contact the ADA (Americans with Disabilities Act) Coordinator in the compliance office.
10. You have the right not to be sexually abused or harassed. You have the right to report abuse without being punished. You can report to staff, call the posted hotline numbers, write a letter to PREA agency using PREA envelope, or use the grievance box.
11. You have all rights provided for by the Alaska Statutes and Alaska Administrative Code.

The responsibilities of all FYF residents shall be as follows:

1. You have the responsibility to treat others, including staff members and volunteers, respectfully, impartially, and fairly.
2. You have the responsibility to know and abide by the rules, procedures, and schedules concerning the operation of the institution.
3. You have the responsibility to recognize, respect, and not interfere with the rights of others.
4. It is your responsibility to not waste food, maintain proper hygiene, and maintain neat and clean living quarters, and to seek medical care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, to not accept or pass contraband, and to not violate the law or visiting regulations.
6. You are responsible for your living area, including your room, bunk, and area surrounding your bunk.



LEGAL / COURT

All residents who stay on the Detention Unit must go to court within 48 hours unless you went to court before being admitted or you are here to serve a predetermined time period for a vehicle offense like a DUI. You will have contact with a Juvenile Probation Officer (JPO) assigned to your case. They will make the first decision if you will go to court or be released on special conditions.

If you are not released, you will go for an arraignment. During this court hearing, you will be formally charged with an offense and asked to make a plea. You can either admit to the charges or deny the charges. During all court proceedings, you have the right to be represented by a lawyer. If you cannot afford one, the court will appoint one for you. Your lawyer will explain the court proceedings more fully to you.

Besides making your plea, the Judge/Master/Magistrate will also decide whether you are to be released or if you are to remain at Fairbanks Youth Facility. Your assigned probation officer, lawyer, and parents (legal guardians) will also get a chance to tell the Judge what they think should happen to you.

You can stay on the Detention Unit for no more than 30 days at a time without going to court unless you and your attorney agree to you staying longer. Within those 30 days, you will go back to court and the judge will decide whether you should be released. At that hearing, a Detention Summary is given to the court that says how your behavior has been at FYF. To receive a positive report, you must show responsible behavior while you are in the detention program.

REPORTS

A Detention Summary of your behavior will be written by your primary counselor for your Probation Officer and the Judge before your disposition hearing. Your behavior while you are at FYF can influence the Judge's decision about your next placement and can affect the length of your stay here.

Within the first 10 days, you will be assigned a primary counselor and meet with them to establish short-term goals while you reside on the Detention Unit.

CONTACTING YOUR JPO / ATTORNEY

There are several ways to contact your JPO or attorney. You can ask to call them during your school break or submit a call request to staff. The calls are made twice daily: Once before school and once in the evening after shift change. Telephone calls to and from your JPO or your attorney are not counted toward your weekly allotted calls. Local residents will use a provided JPO contact form.

VISITATION / SPECIAL VISITS

Tuesday and Saturday 6:30 p.m. - 7:30 p.m.

Visiting is a time for families to visit. You have the right to refuse visitors. At no time will you accept any unauthorized items. If it is not an approved item, it is considered contraband. Searches will be conducted after visitation.

A **"Special Visit"** is a rare, special situation for out-of-town visitors or for special circumstances. The JJO 3, Unit Supervisor, or higher authority, approves special visits on a case-by-case basis.

- Visitation will be limited to two approved visitors per resident.
- Siblings under the age of 18 must be accompanied by an authorized adult and present a valid ID.
- Visitors are not authorized to bring in **any** items during visitation.
- Unauthorized items you receive during visitation will be considered contraband.
- At no time should any notes, letters, or mail be passed to or from visitors.

Who May Visit?

- Parents, legal guardians, or GAL.
- Attorneys, Probation Officers.
- Pastors, Priests, Rabbis, or any other religious affiliate.
- Any Unit Supervisor APPROVED party.

Who May NOT Visit:

- Any individual who has been released from FYF within the last 60 days.
- Any visitor who has been found in violation of Visiting Guidelines.
- Persons on felony probation without the permission of both the Superintendent and their probation officers.
- Persons suspected to be under the influence of drugs or alcohol.

The Superintendent, Unit Supervisor and JPO shall have final authority in determining who may not visit.

TELEPHONE

- You will be allowed 2 phone calls upon admission to your parents or legal guardian.
- If you are employed, you will be allowed to contact your employer.
- Personal phone calls will be limited to your parents and siblings residing in the home.
- Only business calls (GAL, attorney, and social worker) will be accepted during the school day and may be made during breaks.
- Personal calls will be allowed after school hours, 3:30 p.m. to 9 p.m., unless your level dictates early bedtime.
- Unit Supervisors have the discretion to approve additional people to the contact list.
- Personal calls will be allowed during free time on weekends and holidays.
- The telephone time limit is 10 minutes.
- Abuse of telephone privileges may result in a failure to earn privileges and/or points.
- No three-way calls or changing who is on the phone is allowed without staff permission.
- Phone calls will not take priority if unpredicted circumstances arise.



MAIL

- All letters (incoming and outgoing) must go through the United States Postal Service, UPS, FedEx, or other mail delivery agency.
- FYF will stamp and mail your letters out each business day.
- Incoming mail or packages must be opened by you in front of staff.
- Outgoing mail must be sealed by you in front of staff.
- Outgoing mail must show the correct return address.
- All items received in the mail will be stored for you off the unit until you are released.
- Mail may be restricted or censored at the discretion of the superintendent.
- Residents are not permitted to write or receive letters from adult prisoners unless the prisoner is a member of their immediate family.

This is an example of the FYF mailing address:

John Doe
1502 Wilbur St.
Fairbanks, Alaska 99701

Mail to and from these people do not have to be sealed or opened in front of staff:

- Governor
- Senator
- DFCS Commissioner
- Correctional Facility Administrator
- Sentencing Judge
- Attorney
- Attorney General
- Physician of Record
- Congressman
- Director of DJJ
- Alaska Legislators
- AK Supreme Court Justice
- Human Rights Commission
- Ombudsman

MEDICAL CARE

While you are in Detention, we will see to your medical needs. Our nurse will see you within three business days after you are admitted to FYF to check for any existing medical problems, injuries, or disease. This needs to be done before you can participate in gym. The staff will distribute daily medications as assigned.

If at any time you do not feel well, you need to ask staff to place you on the “sick call” list. To be seen by the nurse, notify staff to be placed on the sick call list and advise the nature of your complaint. Once you have been seen by the nurse or doctor and are diagnosed as being sick, you will be placed on a “Sick Day.” A “Sick Day” will freeze all points and your level until you are off of your sick day. If you are quarantined for a contagious medical issue, you will be restricted to your room for at least 24 hours and phone calls and visitation will be suspended.

PERSONAL HYGIENE

- You will shower, dress properly, keep your teeth clean and your hair combed on a daily basis.
- You will have clothing and bedding laundered.
- You are expected to keep your nails cut short and wash your hands after using the bathroom.
- Your shirt must be tucked in your pants anytime you are out of your room. Exception is during gym.
- Body piercings will not be kept open by foreign objects.



SCHOOL

- School starts at 9 a.m. and you must attend, even if you have graduated or have a GED.
- You must follow instructions and behave in a respectful and courteous manner. Failure to do so may result in loss of privileges and possible removal from class.

RELIGION

- Nondenominational church services are held on Sunday and Bible study is held on Wednesday. It is your choice whether to attend, provided you are courteous and respectful.
- FYF will provide you with religious books.
- There is a zero tolerance for inappropriate behaviors during church service.



FOOD

You will be given three meals a day and a snack before bedtime. If you need a special diet because of health or religion, it may be arranged. Please notify staff of your needs. For your safety, if you do not eat, you will not participate in gym and you will be referred to medical and/or mental health professionals.

Our mealtime expectations are:

- Follow Staff instructions.
- No trading or giving away food.
- Accept your tray as it is served.
- Do not store food.
- Use good table manners.

RECREATION

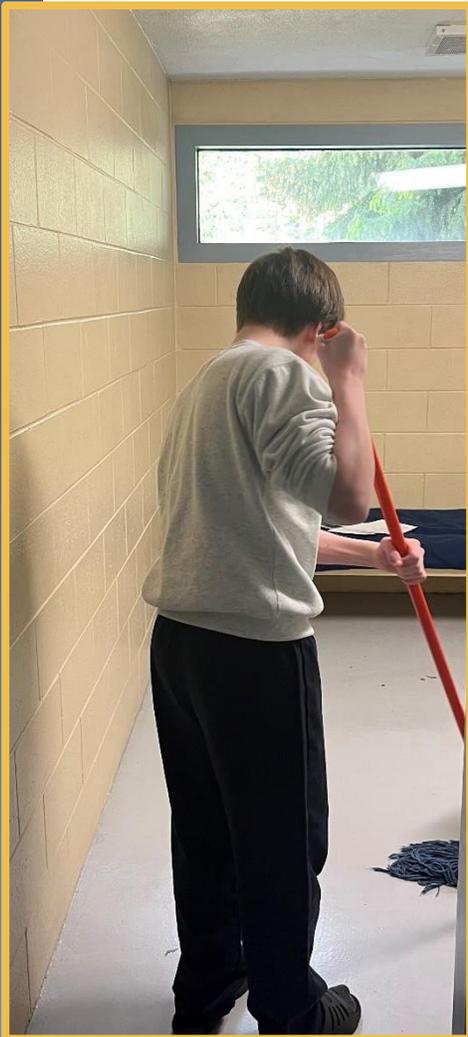
- At least one hour of large muscle / gym / physical activity will be given each day.
- In the common areas (dayroom, gym, courtyard, and classroom), you will be respectful of each other.
- Conversations will be appropriate and kept to a reasonable volume.
- Staff will approve all television and game use.
- Outdoor activities depend on the weather.

PERSONAL ITEMS

- All your personal belongings will be stored for you until you leave FYF.
- You will be assigned a set of state-issued clothes to wear during your stay.
- You must ask staff before dropping each article of clothing in front of staff in the appropriate laundry basket.
- No strings, belts, or shoelaces are allowed on the unit (except gym shoes).
- You are not allowed to loan, trade, giveaway, or sell any of your personal belongings while at FYF.
- You may not borrow, buy, or use another resident's personal items.

ROOM / ROOM BEHAVIOR

- Staff may enter your room at any time to inspect for damage, cleanliness, neatness, and contraband. You are expected to keep your room clean and neat at all times.
- You are to stay out of your window in the door.
- At no time may you enter, look in, or communicate with another room.
- You will be given one mattress, one pillow, one pillowcase, two blankets, and two sheets.
- You will also receive a washcloth, one large towel, and a pair of shoes.
- You are responsible for keeping the items given to you in good condition.
- If you have a medical, safety, or security emergency when in your room, you can push your intercom button or knock on the door.
- No touching locks or any door other than your own door.
- Ask for what you need during staff room checks or when out of your room.
- Do not use blankets, sheets, or clothes as a pillowcase.



UNIT CLEANUPS

- Unit cleanups are held each day.
- Staff will make a unit chore sheet each week and post it on the bulletin board by the bookcase.
- You are expected to focus on your chores and do them well. It is not a time to play, counsel, talk, ask questions, or just “hang out.”
- All residents are expected to help keep their rooms and the unit neat and clean at all times.

SAFETY AND SECURITY

Your safety and security are a concern for staff while you are here at FYF. Staff will do their best to make sure you are safe and feel safe. However, there may be times when you have to tell staff that you are feeling unsafe. If you do not tell us, we cannot help. You may always tell any staff member of your concern and they will deal with the situation while protecting your confidentiality. If you feel that you cannot talk to the staff, you may always ask to speak to the Shift Supervisor or the Unit Supervisor.

In addition, this also means you will not be allowed to threaten or hurt others. There is also a grievance policy available to you if you have a problem or complaint that you feel is not being dealt with appropriately. The grievance policy is provided below, and staff will help you work through the process if you ask.

GRIEVANCES

There is a grievance procedure to be followed if you feel your rights were violated.

The first level is to try to solve the grievance informally. This means to try to work it out with the staff involved in the situation. If this does not satisfy you, the next step is to fill out a Grievance Form and deposit it in the Grievance Box.

You will receive a response from the Unit Supervisor within three working days. If you are still not satisfied with the outcome, you may appeal the decision to the Superintendent.

Remember, the Grievance Procedure is designed to assist you and to protect your rights. It is not designed to get back points that you failed to earn.

ALASKA OMBUDSMAN

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

ZERO TOLERANCE

Grievances involving sexual abuse or sexual harassment are exempt from the grievance procedure and are handled differently. If you are mistreated, or at any time feel threatened or uncomfortable during your stay in the facility, please report it immediately to a staff member you trust. If you are fearful of reporting your concerns directly to staff on the unit, you may put a grievance directly in the Grievance Box to confidently report your concerns to the Unit Supervisor/Superintendent. If you still do not feel comfortable reporting in those ways, you may call 877-765-2212 or request to use the red phone located on the unit.

UNIT MOVEMENT

- While on the unit, you will not cross through any doorway, walk behind staff or cross any red line on the floor without asking for and receiving permission first.
- Always use staff last names when asking permission to cross.
- At no time will you enter another resident's room without permission from staff.
- When being escorted to areas of the facility, you will be in a line, standing directly behind another resident with your feet together, an arm's distance apart, and staring at the head of the person in front of you.
- Absolutely no talking in a lineup.
- No staring at the staff workstation or control room.
- In the event you hear a staff member say "Lock Down," a situation is occurring on the unit. It is necessary to secure you for your protection. You will immediately head to your room and secure your door. You do not need to ask to cross when "Lock Down" is called. Do not stop and ask questions or make requests.
- If at any time during line movement, gym, or the fenced area you hear "Hit the wall," you will immediately go to the nearest/assigned wall, face it with your hands at your sides and palms facing rearward. Do not stop and ask questions or make requests.



SEARCH POLICY AND PROCEDURE

- Each juvenile and all personal effects will be searched for contraband upon admission to the Detention facility.
- Routine searches will be made of living areas, common areas, and facility grounds.
- Frisk and Admit searches of the residents will be conducted if reasonable suspicion exists to believe that weapons or contraband will be found.
- Visitors may be searched when there is reasonable suspicion that the visitor may possess contraband that could be given to you or another resident.
- The Fairbanks Youth Facility will designate articles which residents are not permitted to possess. These articles shall be considered contraband and will be confiscated and a failure to earn points will occur.

CONTRABAND IS DEFINED AS:

- Weapons, including firearms, explosives, knives, hacksaw blades, tear gas, dangerous chemical agents, or any tool or other object that may be used as a weapon, from which a weapon may be fashioned, or that is intended to be perceived as a weapon;
- Controlled substances and any other type of prescription or over-the-counter medication, unless prescribed and provided by institutional medical staff;
- Alcohol, including wine, distilled spirits, home brew, and any other type of alcohol-based substance;
- Cameras, sound, or video recorders, or any phonic or mechanical receiving or transmitting equipment;
- Any article, including keys, tools, electronic or mechanical devices, and identification information, which may be used as a means of facilitating an escape;
- Any other article, including money, toiletries, books, food, mail, or pictures, that is introduced, taken, or conveyed into a facility, or made, obtained, or possessed in the facility without prior authorization.

EMERGENCY DRILLS

In case of a fire, flood, or other natural disasters, we would like you to know all the fire exits for your safety. Fire drills will be held regularly on the unit and in the gym. A fire exit lamp is posted so you can see these exits and know where to go. When you hear an alarm, follow staff instructions. Remember, just because you do not see flames or smell smoke, it does not mean there is no emergency. If you are in your room, you are expected to line up in the window of your door.

Safety is highly stressed. For your protection and safety, please follow these simple rules:

- Keep calm.
- Follow all staff instructions.
- Line up so staff can account for all residents.
- Stay with the group.
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REVIEW BOARD

- The Review Board is the final internal board of the institution.
- Its proceedings are conducted in a formal manner.
- Review Board hearings are conducted by an impartial panel of three people appointed by the Superintendent who are experienced in resident program and treatment procedures.
- Your Probation Officer may participate and may offer recommendations.
- If you are charged with a major rule infraction and face disciplinary action, you will be informed verbally of the intent to refer a charge.
- You will be given written notice at least 24 hours before your Review Board Hearing.
- This written notice will state the rule violated, the alleged conduct, and the time and place of the hearing.
- It will also state that you may bring with you to the hearing a representative, which can be an employee of the institution, another resident, or any other person approved by the Superintendent, and you may call witnesses.
- You will appear before the Review Board within seven days from verbal notice; however, the Superintendent may extend the time of the hearing up to seven days when an investigation of a major infraction has not been fully completed.
- You can waive the right to be present at the review board hearing in writing or through your behavior.
- You will be given a copy of the decision of the Review Board.
- You may appeal the decision of the Review Board to the Superintendent.

INDIVIDUAL PROGRAM (IP)

- If you are unable to comply with or are unable to succeed in the regular membership program, an individual program will be designed for you.
- This program will be customized to your needs and help teach you how to succeed. Your program may include the loss of some or all privileges, depending on your desire to succeed.

MAJOR INCIDENTS

Any resident involved in inappropriate, and/or illegal behavior or attempting to harm themselves or others will have a Major Incident Report written and placed in their program file as well as placement on discipline status.