



Kenai Peninsula Youth Facility Detention Resident Handbook

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INTRODUCTION

It is important to know that time in detention is temporary.

While here, everyone will be treated fairly and without judgment. The purpose of this manual is to provide information about the detention program. Youth safety is our responsibility. We ask that all youth follow the rules and show respect to others.

Personal information should not be shared with other youth.

YOUTH RIGHTS

Youth have a right to:

- Be free from discrimination of race, gender, color, national origin, sexual orientation or disability.
- Fair and equal treatment.
- A court arraignment within 48 hours of admission.
- The ability to post bail for District Court cases (typically Traffic or Fish & Game).
- Be free from abuse; harassment; humiliation; interference with sleeping, eating, or bathroom needs.
- Medical and mental health care.
- Due process and a grievance process.
- Appropriate discipline.
- Visits with parents, guardians, siblings, attorneys, and ministers.
- Send and receive mail.
- Contact attorney via fax.
- Have a religious textbook.
- School education.
- Have at least 3.5 hours outdoors (depending on the weather) to exercise per week.
- One hour each day of structured leisure time.
- Three balanced, daily meals.
- Proper hygiene.
- Safe and decent living conditions.
- Talk privately with an attorney, Guardian ad Litem, social worker, or therapist.
- Review the written rules for KPYF.
- A fair hearing of disputes with other youth and Staff.
- A fair hearing of any disciplinary actions against you.
- To remain silent if a criminal offense(s) is filed or may be filed against you.

GRIEVANCE PROCEDURE

Youth may file a grievance through the facility grievance policy. Circumstances, or actions affecting a youth and to be unjust, inequitable, harassing or abusive, may be grieved. The process outlined below ensures every youth has the opportunity of a full and fair hearing.

1. **Attempt Informal Resolution:** Make a good effort to resolve the issue informally by discussing it with a staff member or the shift supervisor who can address the situation. *Important: If your grievance is PREA related, do not attempt to resolve it informally. Instead, follow the PREA reporting steps outlined in page 6.*
2. **Complete a Grievance Form:** If informal resolution does not work, fill out a grievance form with the following details:
 - What is the problem?
 - Date and time of the incident.
 - How have you tried to resolve the issue?
 - What would you like to see done?
 - How would you fix it?
 - The desired outcome.
3. **Submit the Form:** Grievance forms are available next to the Juvenile Justice Unit Supervisor's (JJUS) office. Once completed, place the form in the designated grievance box.
4. **Witnesses:** Youth may present witnesses at any hearings related to their grievance.
5. **Protection from Retaliation:** KPYF policy protects youth from harassment, intimidation, or any negative consequences for using the grievance procedure. If youth experience any retaliation, they can request a meeting with the JJUS and the Superintendent.
6. **Timely Resolution:** Youth are assured of a quick and timely resolution. The entire grievance process must be completed within 15 days of filing the grievance form.
7. **Confidential Handling:** All grievances and complaints will be addressed privately and responded to within 24 to 48 hours.

This process is designed to ensure your concerns are taken seriously and handled appropriately.

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

PRISON RAPE ELIMINATION ACT (PREA)

The Prison Rape Elimination Act (PREA) aims to eradicate prisoner rape in all types of correctional facilities in the United States. KPYF enforces a **zero tolerance** policy regarding any sexual contact or inappropriate comments. The safety and security of all youth is our top priority. KPYF is committed to maintaining a safe environment. As part of your orientation process, you will watch an educational video explaining how to report any incidents of sexual abuse or assault. You have several options for reporting a PREA violation: you can use the telephone hotline; fill out a form and place it in the grievance box; or speak directly to a staff member, teacher, probation officer, or parent. Your voice matters, and we encourage you to report any concerns to ensure everyone's safety.

KPYF STAFF

While at KPYPF, you will get to know staff and their roles. Some of those roles include ensuring youth safety and well-being.

Juvenile Justice Counselor (JJC) – Staff who directly supervise youth throughout the day. They are responsible for the safety and security of the unit and oversee the daily program at KPYPF.

Juvenile Justice Counselor 3 – Lead staff that supervise staff and residents when they are on duty.

Primary Counselor – A JJC 1/2 assigned to help identify areas to improve on, set goals, maintain family contact, and prepare a detention summary for court. They will be most familiar with your progress in detention.

Guidance Team - A JJC and a JJC 3 assigned to oversee a youth's progress in detention. They provide weekly updates to a Juvenile Probation Officer (JPO) and family.

Juvenile Justice Unit Supervisor (JJUS) – Oversees all day-to-day operations of the unit. Additionally, the JJUS handles grievances, special requests, and other program issues.

Juvenile Probation Officer (JPO) – Supervises each resident's criminal case while they are in detention or on probation supervision.

Facility Nurse – Oversees all medical care for residents.

Mental Health Clinician – Oversees mental health well-being of all juveniles in the facility.

KPYF School Staff – The facility's teacher employed by Kenai Peninsula Borough School District who oversees all school activities.

Maintenance Generalist – Oversees the maintenance of the facility.

Office Assistant – Oversees all the operational needs of the facility.

Superintendent – Oversees the entire facility and all Staff.

DAILY SCHEDULE (SCHOOL DAYS)

Monday - Friday	Task
8:00am - 8:15am	Wake up and clean up room
8:15am - 8:35am	Breakfast/Morning Meds
8:35am - 8:50am	Kitchen & MPR clean up
9:00am - 12:00pm	School
12:00pm - 12:30pm	Lunch
12:00pm - 1:00pm	Kitchen & MPR clean up
1:00pm	School Resumes
2:00pm	School Ends/Study Hour begins
2:50pm	Expectations meeting Secure for Shift Change
3:30pm	Return to Dayroom
3:30pm - 4:55pm	Staff conducted group
5:00pm - 5:30pm	Dinner
5:30pm - 5:45pm	Meals cleared, secure for hygiene
5:45pm - 6:15pm	Dinner Clean up
6:15pm - 7:30pm	Leisure time/Rec Therapy/Showers Wednesdays only: Family visitation
7:30pm	Snack is served Leisure time
9:00pm	Secure for Meds Bedtime for OR, RF, and EBTs
9:30pm	Bedtime for Step Is
10:00pm	Bedtime for Step IIs

DAILY SCHEDULE (NON-SCHOOL DAYS)

Groups will be provided during leisure times

Weekends and Holidays	Task
9:00am - 9:50am	Wake up Breakfast/Morning Meds
10:00am - 11:30am	Majors Clean up Duties on Saturdays only Leisure time on days with no school
11:30am	Exercise, showers, leisure time
12:00pm	Lunch
1:00pm	Exercise, showers, leisure time Sundays only: Family visitation
2:55pm	Expectations meeting Secure for Shift Change
3:10pm	Return to Dayroom
5:00pm - 5:30pm	Dinner
5:30pm - 5:45pm	Secure for hygiene
5:45pm - 6:15pm	Daily Jobs
6:20pm - 7:30pm	Leisure time Wednesdays only: Family visitation
7:30pm	Snack is served
7:35pm - 8:55pm	Leisure time
9:00pm	Secure for Meds Bedtime for OR, RF, and EBTs
9:30pm	Bedtime for Step Is
10:00pm	Bedtime for Step IIs

BEHAVIOR EXPECTATIONS

FOLLOW THESE RULES

- Be respectful and appropriate to others.
- **Do not** share your personal information with other residents.
- **Do not** talk about past crimes, illegal activities, drug references, or make sexual comments.
- **Do not** ask staff about their personal information.
- Accept feedback from staff.
- No bullying.
- Take part in routine housekeeping.
- Participate in school.
- Be aware of safety and security boundaries.
- No fighting, lying, cheating or stealing.
- Gambling is not allowed.
- Need clarification? Have a problem? Talk to Staff or Nurse.

HOW TO CONDUCT YOURSELF ON THE UNIT

- **No physical contact** with other youth or staff.
 - Exception: high fives or fist bumps.
- Use appropriate language – no cursing.
- “Off – limits:” youth who are not allowed to communicate with another youth any way or form.
 - Example: co-defendants or youth who are currently having issues with each other.
 - Any youth engaging in a romantic relationship with another youth.
- Sight and sound supervision.
 - Always be in designated area with staff.
 - Always communicate to staff any movements on the unit.
- Line movements.
 - Line up in single file, arm’s length apart, face forward.
 - No talking in line.
 - Ask to cross: for example, say “Mr./Ms. (staff name), can I cross?”
 - After you ask, wait for staff to respond before crossing.
- Manage time wisely.
- No junior staffing (telling peers what to do).
- Hygiene – It is important to practice healthy hygiene such as taking a shower, brushing teeth, and wearing clean clothes.
- Alterations are not allowed:
 - On any object that could be used to hurt yourself or others.
 - On any items for the purpose of concealing a contraband.
 - On any unit clothing.
- Contraband.
 - Contraband is any item that is not allowed in your room or deemed inappropriate.
 - Any item not approved is not to be brought onto the unit.

DRESS CODE

- Shirt tucked in, unless you are Step II status.
- **Always** wear a shirt, pants, underwear, socks, and sandals. If you don't have any of these items, ask Staff or unit laundry man.
- Shorts and sneakers are allowed for exercising.
 - Shorts are not allowed to be worn underneath pants.
- Sweatshirts can be provided, if requested.
 - A shirt must always be worn underneath a sweatshirt.
 - Sweatshirts are not allowed to be worn around the waist or neck.
- Hair should be neat and tidy.
- Haircuts will be provided by a licensed professional once a month.

FAMILY CONTACT

- Phone:
 - 7 outgoing calls, unlimited incoming calls.
 - You can make 1 outgoing call and accept 1 incoming call per waking shift.
- Visiting:
 - Regular visiting days are Sundays, 1pm to 2pm and Wednesdays, 6:30pm to 7:30pm.
 - Special visitation is for families who can't make it in on the regularly scheduled visitation days. Special visits need to be scheduled 24 hours in advance.
- Mail:
 - You are allowed to send and receive letters to family and non-family members.
 - Family letters: stamps will be provided.
 - Non-family letters: will cost one-stamp (see Stamp Card system).
 - You are **not** allowed to send/receive letters from an adult correctional facility unless they are a parent.

MEDICAL CARE

- If you are ill or need medical attention, tell Staff right away.
- Our facility nurse will oversee your medical needs (medication, allergies, etc.).
- To prevent illness from spreading, you may be placed on "sick bed" status. This means that you will be quarantined to your room until you are cleared by medical staff. You will still be able to take a shower.



DETENTION PROGRAM BASICS

Detention Summary

- Report submitted to your probation officer and judge every 30 days summarizing your progress while in detention.
- It is important that you do your best to follow rules, accept staff feedback, and set goals with your guidance team.

Program Status

- There are 4 statuses: Orientation, Step I, Step II, and Refocus status.
- You will learn about each status on pages 14 – 17.

Stamp Card system

- This is KPYF's incentive (reward) system.
- You can earn stamps by participating in staff conducted groups, volunteering for extra chores, completing journals (Step II only), or completing an exercise.
- The Stamp System poster is located by the resident phones.

Marathon School

- You are required to attend school.
- Refusal to attend will result in status demotion or not being eligible for Step II status.
- Follow classroom expectations (posted outside of the classroom).
 - Ask staff for a copy if you need one.
- Computer violations.
 - Any attempt to log on to social media or to contact anyone in the community will result in status demotion and restriction from computer use for a minimum of one week.

Lockdown

- When staff say “lockdown” or “secure in your room.”
- Youth will report to their rooms immediately, no questions asked.

Unit Tasks

- Jobman
 - Each youth is required to take part in Jobman duties on a rotation.
 - A list of duties is posted in Kitchen Area.
 - If youth is not Jobman, youth will be assigned a cleanup task in another area of the unit.
- Laundry man
 - **Only** Step II youth can apply. Applications are in front of the JJUS office.
 - There will be an interview conducted by staff.
 - If selected, youth can choose to receive \$2/day **or** receive an extra full commissary every Wednesday.
 - Duties are posted in the Laundry Room.

AREAS OF THE UNIT

Dayroom

- Expectations:
 - Do not misuse equipment or furniture.
 - Do not move chairs from the tables.
- Activities:
 - Staff conducted groups: Mandatory attendance, can earn stamps with participation.
 - Community Partners groups: Optional, but encouraged.
 - Leisure activities: Board/card games, movies, video games (Weekends ONLY).
 - Family visitations on Wednesdays and Sundays.
- Exercise Equipment:
 - ALWAYS ask staff to use equipment first.
 - You can use the treadmill or elliptical during leisure time.
 - Exercise bands, weighted sandbags, and yoga mats are also available for use.
- Where to sit?
 - Orientation status & Step I sit at the tables. Step II can sit on the couches.
 - **Male and female** are not to be seated at the same table/couch or next to each other.
- Staff Station:
 - Ask staff to approach the Staff Station – do not stand on the tiles.
 - Do not loiter around the Staff Station.
- Fenced Area (FA):
 - FA: for recreational activities, depending on weather and staff availability.
 - Outer-Fenced Area: Limited access, depending on weather and staff availability.
- MPR (multipurpose room):
 - Meals are served here.
 - Sometimes used for staff or community partnership groups.
- Resident Wing:
 - All rooms are single occupancy.
 - No talking or hanging out on the wing with peers.
 - When on Refocus status, youth will be assigned to the table on the wing.
 - Shower rooms are located here.
- Room expectations:
 - See posters on the wing about what is allowed in your room and personal tote.
 - See posters on the wing about how to keep your room clean and tidy every day.
 - Ask staff if you don't know.
 - No flushing anything other than toilet paper.
 - No contraband.
 - No writing/graffiti/bodily fluids on any surface area.

ORIENTATION STATUS (OR)



Once admitted, you are promptly placed on Orientation status. During this time, staff will explain the rules, status expectations, and the daily routine of the detention unit. You will meet with a staff member to complete all the Orientation paperwork. At minimum, you will need to complete **two (2) waking shifts** to be eligible to promote to Step I status. Need help?

Ask Staff.

RESPONSIBILITIES:

- Learn “on-limits” and “off-limits” areas of detention.
- Complete Orientation paperwork.
- Attend staff groups.
- Complete autobiography.
- Complete a daily journal entry.

CONDUCT:

- Listen and learn from staff.
- Wear your shirt tucked in.
- **Do not** talk to other residents.
- Focus on learning the rules and expectations.
- Be polite and respectful; it will be returned in kind.

PRIVILEGES:

- Participate in Staff-led groups with peers and Staff.
- Participate in unit activities with Staff Only.
- Limited to books, drawing/coloring materials, write in your journal.
- Be designated to a table.
- At staff’s discretion, play a one-on-one game with staff.
- 9pm bedtime.

Personal Property

Any personal items in your possession during admission will be inventoried and placed in the locked storage room. Items that are considered contraband (tobacco, lighters/matches, etc.) will be confiscated. Illegal substances or weapons will be turned over to Law Enforcement.

STEP I STATUS



While on Step I status, you are demonstrating the ability to follow unit expectations while learning the routine and maintaining good behavior. You will hold this status for a minimum of six (6) days. This is to give you time to adjust and have a good understanding of the detention program overall. You may be promoted to Step II status after at least seven (7) days from admission date. Staff will meet with you and determine if promotion to Step II status is appropriate.

RESPONSIBILITIES:

- Participate in the detention program.
- Participate in Staff-led groups and activities.
- Counsel regularly with their Primary JJC.
- Complete one daily journal entry (at least 20 lines) and turn it in to staff before bedtime.

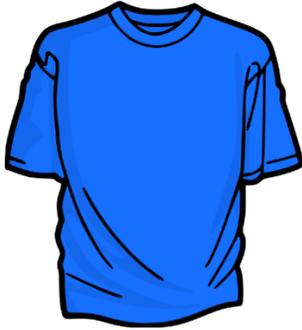
CONDUCT:

- Wear a **gray** shirt and have it tucked in.
- No wearing shorts underneath the pants.
- Be respectful to others.
- Be respectful during groups and activities.
- Abide by general Unit expectations with minimal reminders.
- Resolve conflicts appropriately with Staff assistance.
- Help maintain a positive Unit environment.

PRIVILEGES:

- 9:30pm bedtime.
- Have three books in your room.
- 7 outgoing calls.
- Watch TV with permission from Staff, except on Saturday movie night.
- With Staff approval, use the exercise equipment.
- Sit at the table or in chairs during TV and group activities.
- Enjoy outside activities in the Fenced Area (FA) with peers, weather permitting.

STEP II STATUS



While on Step II status, you are expected to follow KPYF expectations. You have demonstrated responsible behavior, acceptable knowledge of the rules, active participation in all areas of the program and requires minimal prompts from staff.

RESPONSIBILITIES:

- Counsel regularly with a guidance team regarding specified goals or issues.
- Participate in daily detention program.
- Follow unit expectations **without reminders**.
- Optional: complete daily journal entries. One journal entry = 1 stamp.

CONDUCT:

- Wear a **blue** shirt and **not** have it tucked in.
- Demonstrate model resident behaviors to other residents.
- Optional journal entries. You can earn stamps with each additional entry.
- Actively and positively participate in groups and activities.

PRIVILEGES:

- 10:00pm bedtime.
- Have a deck of cards in room overnight.
- 3 approved family pictures in your room.
- Enjoy the use of the couches.
- Enjoy the radio headphones while exercising.
- Enjoy the use of the ping-pong table on non-school nights.
- Enjoy Saturday movie night.
- Enjoy food commissary – 1 drink, 1 choice of candy, and 1 choice of healthy snack.
 - Youth are **not** allowed to trade or giveaway commissary items to others.
- Purchase hygiene products and other items - Saturday Only.
- Purchase video game time or movie time on non-school nights.
- Eligible to apply for the laundry man position.



REFOCUS STATUS

When one fails to follow detention rules, they may be demoted to Refocus (disciplinary) status. Being placed on disciplinary status will give you time and space to reflect on your actions. You can use this time to reorganize priorities, review individual goals, and recover from mistakes. Below is a list of expectations to follow while on Refocus status. Failure to follow these expectations can result in not earning a shift. Staff encourage you to take this time to reflect on the behaviors that led to a demotion to Refocus.

- Meals, schoolwork, and counseling will occur at an assigned desk.
- The following items are allowed at the desk: 1 pleasure book, schoolwork, treatment paper, and journal.
- If something is needed, raise your hand quietly and wait for Staff acknowledgement.
- 5 minutes prior to the new hour, breaks for basic needs are permitted. This includes restroom breaks, getting water, sharpening a pencil, requesting a new book, etc. If there is a pressing need, remember to raise your hand to state your need. Staff will address you accordingly.
- While on Refocus, topic papers will be assigned to you. Some of these topics will ask you to explain what led to the demotion and what could be done differently in the future. Staff's goal is to help you identify appropriate coping skills and triggering events.
 - You must complete one topic paper and journal entry each day. Assignments are due at 9pm.
- Participate in school.
- **Social Hour:** While on social hour, phone calls and faxing your attorney or probation officer is allowed. Completing needs, such as getting water, showering, and exercising, is also allowed. At staff discretion, they may engage youth in a board or card game, allow outside time, and allow interactions with peers. Being placed on "off limits" with certain peers may limit who you can interact with.
- While on Refocus, youth are "off limits" with their peers, **unless on a Social Hour.**
- All incentive items will be removed from one's room while on Refocus status.
- Bedtime is at 9pm.

VOTING

A DJJ youth that is 18 years old on election day may exercise their right to vote in local, state, and national elections:

STEP 1: Register to Vote

- a. You must be registered to vote. Staff may assist in obtaining and filling out an Alaska voter registration application.
- b. When you have completed the application, mail the form to the Division of Elections. Staff will assist by confirming the mailing address and any deadlines you must meet.

STEP 2: Request an absentee ballot.

- a. You may vote by absentee ballot (by mail). To obtain an absentee ballot, you may request DJJ print a copy of the application from the Division of Elections website or write directly to Absentee and Petition Office and request an application for an absentee ballot. The address is:

Division of Elections Absentee and Petition Office
2525 Gambell Street, Suite 105
Anchorage, Alaska 99503-2838

- b. Once you receive the application, it is your responsibility to complete and mail the application to the address indicated within the deadline.
- c. If you wish to vote in a city or municipal election, you must request an absentee ballot from the city clerk. If you are from another state, you must write to the Secretary of State and request information on how to obtain an absentee ballot. Staff may assist you in providing an address for the city clerk or Secretary of State.

STEP 3: Vote.

- a. Once you receive the ballot, you may vote and submit the ballot according to the instructions provided within the deadline. Staff may not influence who you vote for.



FIRE SAFETY

In case of a fire, all KPYF youth will be taught the locations of the fire exits on the unit during monthly fire drills.

What to do:

Line up facing the door on the left wall directly in front of the staff station. This is the first door to walk to. If this door is blocked by fire, follow staff instructions and continue to the next exit.

A fire exit lamp is posted so that you can see the exits and know where to go. Safety is a priority. For your protection, please follow these rules:

1. Stay with the group (this is so staff can count you and keep you safe). Line up, no talking.
2. Keep calm and don't be alarmed.
3. Do not try to save any possessions.

Fire drills will be held regularly on the unit. When staff call for a "fire drill" or an alarm goes off, follow the instructions listed above. Remember, just because there are no flames or smoke does not mean there is no emergency.