



# **McLaughlin Youth Center Boys Detention Resident Handbook**

## INTRODUCTION

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Welcome to the Boys Detention Unit (BDU). You are here because there were charges filed against you. It is felt that you need a secure and structured environment, and you will remain here until the court decides what will happen to you. While you are here, your behavior will help the court and your Probation/Intake Officer decide what you need and when you will be released.

While you are here, you will be treated fairly. You will have the same rights and privileges as other residents on the same status. You will be treated with respect and courtesy. Our expectation is that you treat staff and other residents with respect and learn to follow the rules of the unit.

This handbook has been designed to help you learn the rules and know what is expected. Most of the rules are listed in this handbook, but there might be some we left out or some that have changed. Please read this handbook carefully and ask staff when you have questions.

**Remember: We cannot let you hurt yourself. We cannot let you hurt others by your actions or words. We cannot let you destroy property.**

### **NO GANG RELATED ACTIVITY WILL BE TOLERATED.**

This includes gang signs, gang drawings, gang symbols, and any gang related topics of conversations. If you have any questions, refer to a staff member.

## YOUR RIGHTS AND SAFETY IN THE FACILITY

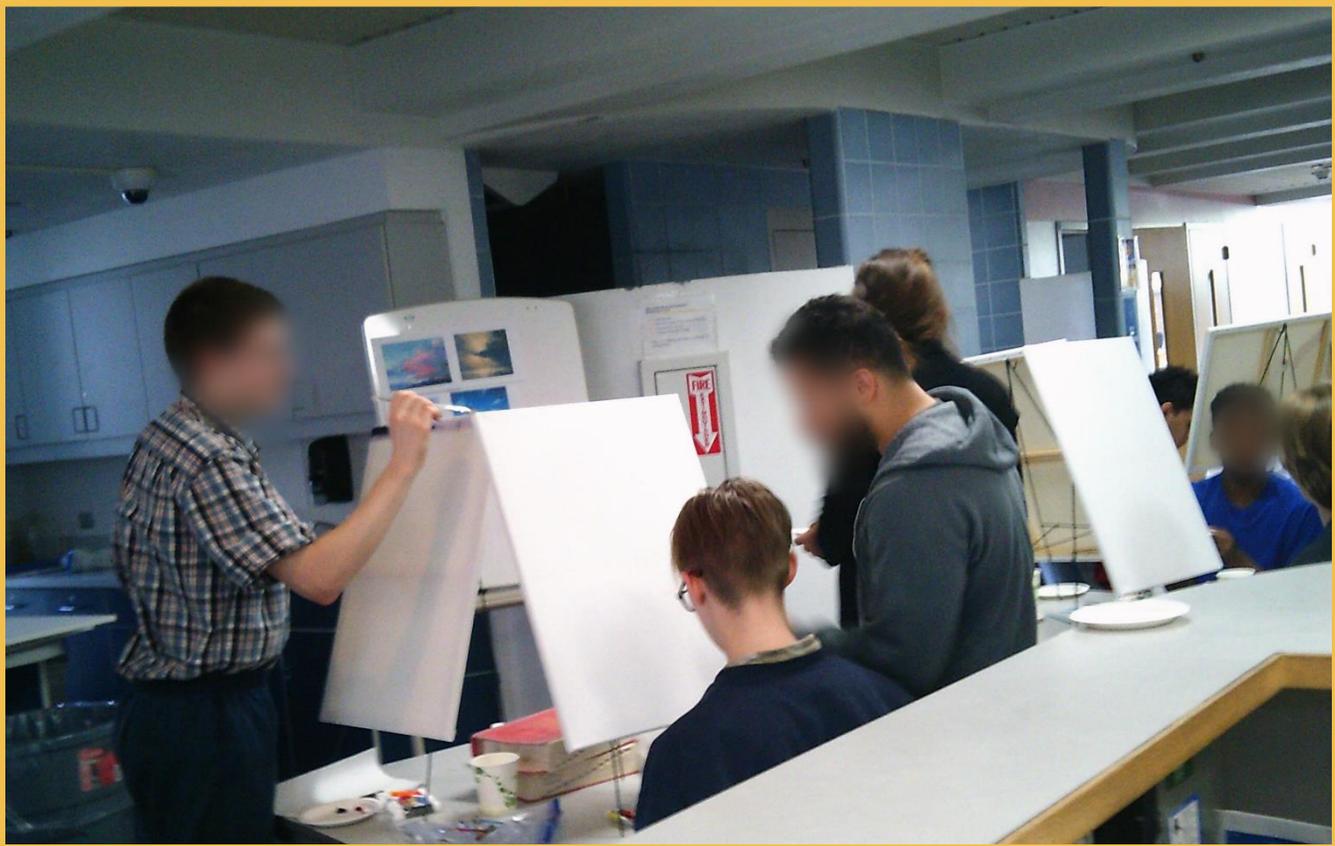
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As a resident of McLaughlin Youth Center (MYC), you have certain rights. No resident at MYC, or in any Division of Juvenile Justice (DJJ) facility, shall be discriminated against on the basis of race, color, ethnic origin, religion or sexual orientation, gender or gender identity. No resident or staff is allowed to mistreat you in any way. No one is allowed to call you belittling or offensive names, physically assault you, harass, or bully you. No one is allowed to direct inappropriate sexual language, sexual touching, or sexual contact of any type toward you. If you are ever mistreated, or at any time feel threatened during your stay in the facility, please report it immediately to a staff member that you trust. If you are fearful of reporting your concerns directly to staff on your unit, you may use the resident PREA reporting process to confidentially report your concerns to the Superintendent. If you need to report that you have been sexually abused in the facility, you may report it in the ways just described or you can call **1-877-765 2212**. Please remember – just as you have the right to be treated respectfully and to feel safe in the facility, you are expected to treat others in a respectful and safe manner.

### **SAFETY**

**Your safety and security are one of the greatest concerns for staff while you are here at MYC.**

Staff will do their best to make sure you are safe and feel safe. However, there will be times when you may have to tell staff that you are feeling unsafe. You may always tell any staff member of your concern and they will deal with the situation while protecting your confidentiality. If you feel as if you cannot talk to the staff, you may always ask to speak to the Shift Supervisor or the Unit Supervisor, Mr. Parker.



## WHAT HAPPENED WHEN YOU WERE ADMITTED

Once you arrive at McLaughlin Youth Facility, you will be placed in a single room bed on the Boy's Detention Unit. When you were admitted, you may have been too nervous or scared to remember what happened and everything that you were told. This section will remind you of what happened in case you missed anything. Your money, clothing, and personal items were listed on an inventory sheet and put into safe storage. This is to protect them from becoming lost, stolen, or damaged. You will get them back when you are released. If you are released and you do not get all your personal items and/or money, the following will take place:

If the total value is less than \$50, it is your responsibility to come and claim your property. If the value is more than \$50, then you will be sent a letter and receive a phone call informing you that you will have 30 days to claim your property. If after 30 days, you still haven't picked up your property, then it will be boxed up and placed in storage; money will be sent to the MYC accounting office. If after six months you still haven't picked up your property, then it will be thrown away. If APD or the arresting agency has confiscated any of your belongings, McLaughlin Youth Center is not responsible for retrieving it.

You were also searched during your admit. This is to make sure that any dangerous items or contraband are not brought into the facility. Searches will be conducted at other times during your stay here, such as after visiting and when you return from court or medical appointments. The search will take place in a part of the unit where other people cannot see you. To keep you, other residents, and staff safe, you and your room may be searched at any time.

## COURT

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**First and foremost, it is prohibited to discuss your charges, crimes, or alleged criminal activity with anyone except your attorney until your attorney tells you it's okay to do so. This includes friends you may have on the unit and/or staff members.**

All residents who are admitted to the BDU must go to court within 48 hours unless you went to court prior to being admitted. The first person you will have contact with will be the Probation/Intake Officer assigned to your case. They will make the decision about whether you will go to court or be released.

If you are not released, then you will go for an *arraignment*. During this court hearing, you could be 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 give you one. Your lawyer will explain the court process more fully to you when you meet with them.

Besides taking your plea, the Judge/Magistrate will also decide whether you are released or if you are to stay at MYC longer. Your assigned Probation/Intake Officer, lawyer, and parents or legal guardian will also get a chance to tell the judge what they think should happen to you.

Every 30 days that you remain on the Boys Detention Unit, you will return to court for a Detention Hearing to determine if MYC is the appropriate housing for you. At this hearing, the Judge will decide again if you are to be released or remain at MYC. At that time, a report called a Detention Summary written by BDU staff, is given to the court, your Probation Officer, and the Judge. It explains how your behavior has been on BDU. Your behaviors and attitude are constantly monitored and recorded by the staff on what is called a points sheet, and this will make up the information used in your Detention Summary. In short: the better your behavior is, including how well you get along with staff and other residents, the better your Detention Summary will be.

## THE BDU PROGRAM

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While you are waiting for your next court date, you will participate in the BDU (Boys Detention Unit) program. The program is designed to slow you down and help you take a look at your life and the reasons why you are here. Staff and mental health workers are here to help you see what you can do or change, and what you need to be successful and not come back to BDU in the future. These people are here 24 hours a day and they can help answer any question you may have about BDU or with personal problems you may have.

There are times you will need to talk to staff “right now” because you are upset. Staff can provide emergency counseling and crisis intervention as needed. Please be patient as staff may be addressing issues with other residents. There will also be times when staff will want to talk to you about your behavior. During regular counseling sessions with your assigned counselor, you may discuss such things as your family, your feelings, substance abuse, and physical/sexual abuse issues. However, do not attempt to discuss active court cases or current charges with your staff. If you are having problems on the unit, you will be corrected by staff and in some cases asked to counsel on ways to reach an acceptable solution.

There are three types of corrections that the staff regularly use to address negative behaviors: Verbal (we ask you to stop), loss of points, and for serious negative behavior, a point fine and possible HSR (high security risk). You can also be placed on HSR status after you have received a B- 1 order.

## POINTS

You will begin each shift with 30 points. That equals 60 points in a full day. They are **your** points to lose. You can lose some, most, or even all of those points by inappropriate behaviors. You can **keep** all your points by exhibiting positive behavior and following the unit rules. Terminology

within this handbook refers to “earning” a certain number of points. In reality, you already have the points, but you can lose them based on inappropriate behaviors and rules violations.

**Note:** One staff member may decide on a larger point loss than another staff member for what seems like the same thing. Each resident may have different strengths and challenges, because of this, staff don’t always treat every situation exactly the same, and they may apply consequences differently. This is normal in our program, and you should focus on your behavior and on meeting the unit’s expectations.

### FRESHMAN

All new residents to BDU will start out on Freshman status. Before getting off Freshman status you must:

- pass the BDU Orientation Test
- complete admission paperwork
- sign the BDU behavioral contract
- sign and mail the Parent/Guardian Notification Letter.



Remember, you must sit at your desk to earn points. Sleeping through the shift will prolong your Freshman status. While you are on Freshman status, whether it is because orientation, point fine, or you dropped in status, you will be required to write a topic paper per shift. You will be required to properly wear a mask for 5 days.

It is expected that you learn and show that you understand and are willing to follow the rules of BDU before you enjoy the privileges of the unit. While on Freshman status, you will:

- read this handbook,
- sit quietly at your desk in your doorway unless involved in other staff approved activities,
- be allowed to read and write,
- you will be given a period of 1 hour or more of social time, if possible, each day to talk quietly to other Freshman and play chess. Make sure you are following the Freshman program so you can earn all your social time,
- Freshman bedtime is at 8:45 pm

## **JUNIOR**

After earning 180 points, passing the Freshman Orientation Test, and completing your admission paperwork, you will be promoted to Junior status. You will remain on Junior status if you maintain a minimum of 48 points a day. Failure to do so will cause you to be on “48 Must” for the next two days. If on either of those two days you fail to maintain a minimum of 48 points, you will be demoted to (Freshman) status for the next day and stay on that status until you earn 48 points. Junior bedtime is at 9:00 pm.

## **SENIOR**

To get to Senior status, you must be a Junior and have accumulated a total of 300 points. After reaching 300 points, you must earn 54 points on the following day to be promoted to Senior status. If for some reason you do not maintain 54 on the following day or if you dropped back to Freshman before earning your 300 points, then you must make three 54-point-days in a row before being promoted to Senior status. Also, if you maintain less than 48 points on the same day you reach 300, then you must have three 54-point days in a row before you can be a Senior.

Once a Senior, you must consistently make 54 points a day to maintain your status. Failure to do so will cause you to be demoted to Junior status and, again, you must earn a 54 to regain Senior status. Failure to do so will cause you to have to earn three 54-point days in a row to regain Senior status.

**Again, you will begin each shift with 30 points, and they are yours to lose by exhibiting inappropriate behaviors or by committing rule infractions.**

Senior status is the highest level on BDU. Seniors are also rewarded every Saturday with Senior rewards and a movie night. Seniors also have a later bedtime; Senior bedtime is 9:15 pm.

Concerning bedtimes: Bedtimes on BDU are often adjusted and are determined by the current Shift Supervisor on a case-by-case basis. Staffing levels, medication distribution, unit tone, and other factors occasionally influence when bedtimes are. You should follow staff instructions when they are announcing bedtimes.

**This is a significant amount of information condensed into a small section and can be confusing. If you have additional questions, you may ask a staff member to further explain.**

## SENIOR REWARDS

During Saturday night Senior rewards, you are allowed to get food items, a deck of cards, soda, and other items as a reward for your good behavior. Those that have been seniors for the greatest number of days in a row get to pick out their rewards first. **You are not allowed to trade, giveaway, or bet with your Senior reward items to other residents.** As such, it makes sense that you are also not allowed to receive these rewards from anyone other than staff. Sometimes, even when you are a Senior, you may not earn Senior rewards. Ask staff for examples of when this might happen.

## CASH-IN

If, for any reason, you fall below the points you need to maintain your status for the day, you may use “Cash-In” points (assuming you have previously earned them). Cash-in is four free points you can earn for counseling with staff or participating in certain groups. Cash-in points can only be used once a week. They cannot be saved past the end of the week in which they were earned. You must earn the Cash-in points before you want to use them.

Sunday counseling for cash-in will be carried over to Monday only. You are encouraged to attend more than one group and your attendance and participation will be documented in your Detention Summary. Keep in mind that staff reserve the right to not give residents cash-in for all groups offered.



## SHUT DOWN/LOCK DOWN

When any staff member announces, “Shut Down,” “Cross Back,” “Off Limits,” or “Lock Down,” all residents must drop everything (phone calls, games, etc.), and go directly to their room, on quiet time. You need to secure your door and wait for staff to reopen the unit. Do not press the button in your room to request anything during that time. Do not run but walk quickly to your room. Do not stop and ask questions or make requests. This is for everyone’s safety.

## OVERALL BEHAVIORAL EXPECTATIONS

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You will be expected to show respect to all staff and your peers while you are a resident of BDU. If you engage in behaviors that disrupt the unit, challenge staff, or bother your peers, you are not being respectful to others and staff will have to address this. Staff will first give you a direction or a “warning” about the behaviors that are not permitted. If you continue to ignore their directions, you will likely be removed from the area and lose points.

1. **You** are responsible for your behavior while you are on this unit. While you cannot control other people’s actions, you **can** control your reactions.
2. You will not be allowed to harm yourself or others. You will not be allowed to destroy property.
3. MYC is a Juvenile Correctional Facility and, as such, you will not be allowed to run away or attempt to run away from the facility.
4. You are expected to make every effort to have positive interactions with staff and with other residents.
5. You are not allowed to bring contraband onto the unit. This includes having knowledge of contraband.
6. Do not honor the “Criminal Code.” Do not keep secrets from staff.
7. Have respect for the property of others and take no part in the theft or vandalism of state property or the personal property of other residents.
8. You are expected to fully participate in all offered program activities.

### RULES

This list is not intended to be all-inclusive. Rules may have been changed or added. Ask BDU staff for clarification if you have questions.

- At no time are you allowed to talk about, plan, or attempt to escape from MYC. Nor are you to keep secret knowledge of escape plans or talk of escape.
- Strong arming, intimidation, or threatening in words or actions of peers or staff is prohibited.
- Sexual harassment of peers or staff is prohibited.
- Out-of-control behavior will not be tolerated.
- Foul language (cursing) is not permitted.
- Talking about your crime(s), other people’s crimes, future criminal activity, or basic criminal activity (i.e., street fights) to other residents is prohibited (aka: War Stories).
- Lying to staff is prohibited.
- Passing notes among peers is prohibited.
- Gang talk, writing, signs, or activity is forbidden.
- “Sagging” your pants is prohibited as is rolling up the sleeves of your sweatshirt.
- Checking doors or windows to see if they are unlocked is strictly forbidden.
- Horseplay is not permitted.
- Spreading confidential information is not allowed.
- Unauthorized phone calls or mail is prohibited.
- Verbal abuse of peers or staff is forbidden.
- Yelling from your room, banging, making excessive noise, or communicating with residents in their rooms is prohibited.

- Possession of or making any type of weapon is forbidden.
- Destruction of any property is a serious offense. This includes tearing pages from books, magazines, newspapers, ruining clothing, etc.
- Tagging room, writing on walls, or peeling paint is prohibited.

## POINT FINES AND REVIEW BOARD

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A point fine is a point deduction for a major rule violation. If you are placed on a point fine, you will be on Freshman status until you work your way off the point fine. The seriousness of each situation will be determined by the incident that happened. A 240-point fine is the highest fine you can receive without going to MYC's Review Board. A **Review Board** is a panel of staff who decides if you will earn a higher point fine based on the circumstances and severity of the rule violation. There are many major rule violations that could result in a point fine. Some of these violations include, but are not limited to:

- Assault
- Contraband
- Destruction of Property
- Escape Attempt
- Escape Planning
- Escape Knowledge
- Escape Talk
- Gang Activity/Signs/Writing
- Excessive Horseplay
- Intimidation
- Out of Area
- Out of Control Behavior
- Sexual Harassment
- Spreading of Confidential Information
- Stealing
- Strong-arming
- Tagging room (writing on/damaging walls)
- Touching or Checking locks & door handles
- Major Unit Disruption (noise in rooms/halls)
- Verbal Abuse

The above situations could result in a simple point loss or a point fine, High Security Risk, and a request to go before the Review Board.

## QUIET TIME

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For such a seemingly simple concept, this is often misunderstood. Quiet time is exactly that. As soon as “Quiet Time” is announced, all communication ceases; this includes talking with staff, giggling, bodily noises, etc. Line movements, on the housing wings (beyond the red lines), and during times of transitional movement are examples of quiet time. That being said, quiet time can be called at any time. Hand signals, gestures, and whispering are considered forms of “communicating” and are prohibited during quiet time. Once quiet time is announced, it remains in effect until staff places the unit on leisure status again.

When interacting with Staff and Peers:

1. Speak appropriately.
2. Being courteous and considerate
3. Follow staff instructions in a courteous manner.
4. Maintain a positive attitude in interactions.
5. Get your needs met the proper way. Be honest and patient.
6. No Staff shopping.
7. No intimidating or threatening behavior.

## GROUPS

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During the week, there will be educational groups scheduled on various topics including ‘Compass,’ ‘Victim Impact,’ ‘World View,’ ‘Why Try,’ and ‘Refuse, Remove and Reasons.’ We may also do “as needed” groups to address problems some residents are having on the unit. These groups are part of the program along with the basics of keeping you safe and secure. It is staff discretion on who attends the group. During group times, residents will not be allowed to play games, socialize, or make or receive phone calls. You will typically (but not always) remain in your room if you are not in group.

## HEALTH CARE

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While you are in Detention, the BDU staff will see to your daily medical needs. The center employs nurses, doctors, and dentists for additional medical concerns. If at any time you do not feel good, you need to ask staff to place you on the “nurse’s list.” The staff will distribute daily medications as prescribed. PRNs (certain OTC medications) are available at regular medication distribution times. You will not be allowed to participate in gym until a nurse sees you; the nurse comes to BDU on Monday, Wednesday, and Friday.

## WEEKLY SCHEDULE

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The BDU has a regular daily schedule, although it can change as needed. The day is broken into two shifts: Day shift and Swing shift. During the school year, we have school Monday through Friday 8:30 am – 3:00 pm. During the summer, we have summer school for six weeks and that is Monday through Thursday from 8:30 am – 2:00 pm. Dayshifts on Monday through Friday is the time for residents to make calls to their attorneys and it is not usually the time for personal phone calls. Swing shifts include a combination of educational groups, visiting, and recreational gym. There is also dayroom time and time for residents to make personal phone calls to family members.

## SCHOOL

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Once you have attended your initial court arraignment and it has been determined that you will be staying on the Detention Unit for a while, you will be enrolled in Anchorage School District classes on the unit. Unless you have already received a high school diploma or GED, this is non-negotiable, and you are expected to attend classes. You are not allowed to bring non-school items to class, and you should be on task during each school period. If you do not complete your schoolwork, you will lose points. If you are disruptive in the class or rude to the teacher or other residents, you might receive a school slip which will result in a point loss. Cheating is not allowed. At times, you may use ASD computers or laptops. You may not access social media, email accounts, or do any internet-based browsing for anything not exclusively identified by the teacher. If you are found to be accessing something other than what the class assignment is, you may receive a point fine or greater consequences based on how inappropriate the material you tried to access was.

1. Attend classes regularly and on time, behave appropriately, and participate.
2. One point slip from school for poor behavior will result in a loss of 6-10 points.
3. Two-point slips from school in one day will result in you being a honorary freshman for the swing shift.
4. If you are asked to leave class due to your behavior or attitude, you will lose at least 10 points.

## BEDTIME

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1. You must have all your activities/responsibilities/needs completed before it is your bedtime. You are asked to follow quiet time rules when in your room.
2. You need to be in your room by your appropriate bedtime, not “on the way.”



## MEALS

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BDU residents eat in the cafeteria. **Going to the cafeteria is a privilege.** Residents are expected to always display good behavior. If you are involved in a disturbance or peer problems in the cafeteria, you might lose the privilege of going to the cafeteria. You would have to eat on the unit for a designated period. As you enter the cafeteria, the paired offline will merge into one line with the person to the left stepping in front of the person on the right. As you go through the line, you will take a tray, and staff will hand you your silverware. Then you will move through the hot-food line. You are not required to take everything, but you are expected to eat all that you take. Once you get your food, you will be assigned a seat at a table. You will then place your silverware and food at the table. Once you are given permission, you are then free to go to the salad bar or get drinks, but you must always keep your tray with you, held with both hands when carrying it, and **your silverware must remain at your assigned place at the table.**

You are responsible for being courteous and polite while in the cafeteria. You are not to talk to other residents from different units unless it is to ask for food from the kitchen workers. You are allowed to talk quietly with the other residents at your table. You also may not stare or make gestures at residents from other units. You will need to clean up after yourself. Raise your hand and wait to be excused if you need to get something or throw something away. The **second person** seated at the table will be assigned the duty of collecting all the silverware from that table and sorting it on a tray before turning it over to staff. Silverware needs to be left on your table once you are seated and until collected by the second person. The **last person** seated at the table will be responsible for wiping the table off with a wet towel. Any crumbs or trash will be wiped into a tray and discarded. Empty plastic water bottles need to be thrown in the plastic bottle container.

## LINE MOVEMENTS

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Whenever a group of residents walk from the unit to somewhere in the facility, it is done quietly and orderly. When staff calls you to line up, stop talking and tuck your shirt in your pants and make sure your cuffs are rolled up, so your pants don't drag on the floor (cuffed and tucked). Residents are to lineup two by two, shoulder to shoulder, and face straight ahead. Once in line, stay quiet, don't switch places with other people, face forward, and keep your hands at your sides. **Be aware, leaving the unit for meals or recreational gym is a privilege, not a right. If your behavior while off the unit is unacceptable, you will not be allowed to continue to participate in off-unit activities.**

## MALE/FEMALE STAFF AWARENESS

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If you are using the restroom, changing clothes, or otherwise not fully dressed in your room, you must cover your window during that time (with your "Not Decent" sign or a small amount of toilet paper). Remove the cover from your window as soon as you have finished and flushed your toilet/dressed yourself. Failure to do so will result in a point loss.



## ROOM DAMAGE/CLEANLINESS

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Any damage done to rooms is not allowed, and depending on how bad it is, a point fine or even having to pay restitution may occur as a result. This includes writing on walls, peeling the paint, scratching the paint off of the bed, or flushing anything other than toilet paper down the toilet.

Your room needs to be kept neat and **clean** at all times. You should **not** have extra clothing in your room. You are not to have food saved for later use or consumption. Keep your bed made and papers neatly organized. You are allowed to have up to 10 pieces of paper in your room, not including court paperwork.

When you are in your room (unless to briefly use the restroom), your door is to be closed and secured (locked).

When you are out of your room, your door is to be opened all the way and secured to the magnet on the wall.

## TELEPHONE CALLS

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You may talk on the phone to your family as well as attorney, legal guardians, case workers, and Probation Officer (incoming only). You may write letters to your friends / girlfriend, but you may not talk on the phone with friends / girlfriend while you are a resident of MYC. Personal phone calls **last five minutes** and are limited to the individuals on your call list. If you would like to add additional contacts to your list, you may petition your Probation Officer through the supplied form. **You may not have 3-way calls** and doing so may result in restrictions being placed on your calls, such as staff monitoring. Calls to or from lawyers, probation officers, and GALs will be unlimited, and staff will make every effort to make those calls as soon as possible during regular business hours Monday through Friday. While on BDU, you will be afforded two phone calls per week to approved parties on your list.

## VISITING

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There are two scheduled visiting days a week for BDU. Those days are Wednesday and Sunday from 5:45 pm to 7:15 pm. If your parents/guardians do not live in Anchorage or they are unable to come on Wednesdays or Sundays, a Special Visit can be scheduled for a time that works with their schedule. Special Visits can be set up by talking to the Unit Supervisor and need to be arranged 24 hours in advance. Visitors may **NOT** bring anything onto the unit. If they have mail or pictures for you, it needs to be sent through the mail. If you have mail for your visitors, they must be sent through the mail, but at no cost to you. Visiting is a time for families to visit. If staffing is available, groups of residents without visitors will be taken into the classroom. Residents who had a visitor will be searched at the conclusion of visiting. Do not take anything from your visitors if they try to give you something; instead, tell staff members about it first.

## MAIL

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While in BDU, you will not be charged postage to send mail. Before sealing the envelope on your mail, bring it to a staff member to show that there is no contraband in the envelope, unless you are mailing any person mentioned in AAC 52.255. Section (e). *You will be allowed to correspond with anybody you wish as long as the other person is not in a correctional facility.* If you have an immediate family member in a correctional facility, talk to the Unit Supervisor and you should be able to write to them unless there are special legal circumstances.

All mail will be sent out within 24 hours, except for on weekends and holidays. Incoming mail will be passed out when the Shift Supervisor has time to do so. You are allowed to only have five letters and pictures in your possession.

Friends and Family can write to you at this address:

**“Your Name”**

**2600 Providence Dr.**

**Anchorage, AK 99508**

## DETENTION RELIGIOUS ACTIVITIES

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Sunday (**times vary**) Church Service:

Religious services are available to all residents who wish to attend. You may also receive religious counseling from the center chaplain, Barbara Young, or someone appointed by her. Your own minister, priest, or rabbi may visit, and you may have him/her put on your contact list with the Unit Supervisor or Probation Officer’s permission. Religious services are not a time for joking around or talking with your peers. You are expected to be polite and respectful toward the guest, volunteer, staff, and other residents or you will be asked to leave the group.

## PHYSICAL APPEARANCE/HYGIENE

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Your personal clothes were washed and put in storage until you leave MYC. You will be given clean socks, a towel, underwear, and a shirt every day. You will be given clean pants and a sweatshirt every Saturday. You are expected to wear your clothing appropriately, which means sweatshirt sleeves are pulled down and pants are pulled up (i.e.: NO SAGGING, you will lose points for this). Wearing your gym shorts underneath your pants is not permitted. Clean sheets are also handed out on Saturdays. You will get to shower once a day after the final gym period of the day. You will be given the time to shave on Sundays, if you choose. You may not shave your eyebrows or other body/head hair. All BDU residents must keep their fingernails cut short. Keep your hair cleaned and groomed. Long hair may need to be pulled back with a hair tie. *Hair ties go in your hair or remain in your room; they do not belong on your wrist.* A barber will come to the unit once a month to cut or line up your hair, if you want.

## TERMS YOU NEED TO KNOW

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**Contraband:** Any item that is not allowed in the facility, on the unit, or in rooms.

**Counseling:** Talking with a staff member. You may counsel with staff when you need to, and a staff member may ask to talk with you when there are questions about your behavior.

**Cuffed and Tucked:** Before leaving the unit for court, meals, or before crossing into the ASD classrooms, you must be “cuffed and tucked.” This means that your pants are cuffed (rolled up to clear your ankles) and your shirt is tucked in.

**Day Room:** The part of the unit where the couches are located. This is also where you can crochet, watch television, or participate in other activities when school is not in session.

**Fine (aka Point Fine):** A point loss for a major rule violation.

**HSR:** High Security Risk is a status for those residents who, because of their charges, behavior, or have received a B-1 order, are not allowed to leave the unit.

**Incident Report:** A written report on assaults, fights, injuries, damage to state property, major rule infractions, and the action taken.

**Job Man:** A position reserved for senior status residents for helping keep the unit clean. Some positions are paid; in which case residents may earn money that will be given to them upon their release from detention. Unit job men are expected to be a role model for other residents.

**Line Jockeying:** When someone cuts in line in front of a peer during a line movement.

**Bed Time:** This is time for bed. This means no more talking.

**Secure (or Re-secure):** To close your door until it clicks locked.

**SL or SH:** A special status that is designed to ensure your safety through increased awareness by staff of potential feelings of self-harm.

**Special Program:** If your behavior gets bad, you may be placed on a special program designed to motivate you to improve your behavior in BDU. It will be designed by the unit staff in a manner that meets your individual needs.

**Stay-back:** A resident that must stay on the unit during off unit activities (meals, gym) due to being on a special status or as a consequence for negative behavior off the unit.

**Quiet Time:** A period of time where no communication, noise, crocheting, or game playing is allowed. You must sit quietly and not talk. You may read or write. You may not play games during quiet time.

**Time out:** An opportunity for you to calm down and think through your actions. It may be taken at a desk, in your room, or in an area designated by staff.

## FIRE DRILLS

In case of a fire, we would like you to know all of the fire exits for your safety. Fire drills will be held regularly on the unit and in the gym. When you hear staff call “fire drill” or “line drill,” remember, just because you do not see flames or smell smoke does not mean there is no emergency

1. Please line up quickly by the staff station. If you need to line up in a different place, the staff will tell you. If in the gym, line up at the main gym door.
2. A fire exit lamp is posted so that you can see these exits and know where to go. Safety is the number one priority. For your protection, please follow these rules.
3. Stay with the group. This is so staff can count you. Line up, pair off, and don't talk so that everyone can hear the directions.
4. Keep calm. Naturally, you might be alarmed and concerned, but being calm will get you to safety faster.
5. Do not try to save your possessions. You are more important.



## GRIEVANCE PROCEDURE

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There is a grievance procedure to be followed if you feel you have been treated unfairly, or if you feel your rights were violated. The *first step* 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 *second step* is to take the issue to the Shift Supervisor. If a satisfactory outcome still cannot be made, the *third step* is to start the formal grievance procedure. This is done by filling out a grievance form and turning it into the resident grievance box located near the resident telephones. 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 Detention Superintendent. If you are still not satisfied with her decision, you can appeal to the Superintendent, and finally, MYC's Review Board. Remember, the grievance procedure is designed to assist you and protect your rights. It is not designed to get back minor point losses or privileges or to "get back" at staff you are angry with.

**If you have questions about anything in this handbook or are given a direction that you don't understand, please ask a staff member. Remember to be polite and respectful to other residents and staff members.**

**Treat others the way you wish to be treated.**

## 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

Out of State: 907-269-5290

Elsewhere in Alaska: 1-800-478-2624

### MAILING ADDRESS:

Alaska State Ombudsman

1500 West Benson Blvd.

Anchorage, AK 99503

### EMAIL:

[ombudsman@akleg.gov](mailto:ombudsman@akleg.gov)