



McLaughlin Youth Center Girls Detention Resident Handbook

INTRODUCTION

Welcome to McLaughlin Youth Center (MYC) Girl's Detention Unit (GDU) where you will be housed for the duration of your admission. You will be on Orientation Status for your first two days here. This Orientation period will include, temporarily, not going to gym to give our Nursing staff time to have you medically cleared. You will also be provided this Handbook and two brief tests to complete.

While on GDU, you will be assigned a "Primary" Juvenile Justice Officer (JJO) who will be responsible for helping you adjust to this environment. This "Primary" will also be documenting your general behavior on a "Detention Summary." This document will be presented at Court to the Judge.

You are here because it has been determined that you need a secure and structured environment until the court determines your placement. The length of your stay at MYC is determined by the judge, with input from your probation officer and your attorney. If you do not currently have a probation officer and/or attorney, one will be assigned to you.

We understand that being admitted to GDU can be upsetting to you and you may be nervous. During your admission process, you were asked various questions and provided a lot of information for us to get to know and help you. If you have any questions, please ask a staff member or a supervisor for assistance.

This handbook has been designed to help you learn the rules and expectations of GDU. Please read this handbook carefully and ask staff when you have any questions.

Remember it is YOUR responsibility to learn the unit expectations.

Most importantly, we cannot allow you to hurt yourself. We cannot allow you hurt others by your actions or words. We cannot allow you destroy property.

YOUR RIGHTS AND SAFETY IN THE FACILITY

As a resident of McLaughlin Youth Center (MYC), you have certain rights. No resident at MYC, or in a Division of Juvenile Justice Facility, shall be discriminated against based on race, color, ethnic origin, religion, sexual orientation, gender, or identity. No resident or staff can physically or verbally abuse you in any way. Any inappropriate sexual language, sexual touching, or sexual contact of any type is not permitted. If you feel threatened or uncomfortable during your stay in this facility, please report it immediately to a staff that you trust. If you are fearful of reporting your concern to unit staff, you may utilize the Resident Grievance Process to confidentially report your concerns to the Superintendent. The GDU Resident Grievance box is located next to the office of the GDU supervisor's office. If you need to report that you have been sexually abused in the facility, you may report it in the ways just described or call **877-765-2212**. Please remember: Just as you have the right to be treated respectfully and feel safe in the facility, you are also expected to treat others in a respectful and safe manner.

PRISON RAPE ELIMINATION ACT (PREA)

The Alaska Division of Juvenile Justice has “Zero Tolerance” relating to all forms of sexual abuse and sexual harassment of residents. The Division is committed to the prevention and detection of this conduct and will immediately respond to all allegations, fully investigate all reported incidents, pursue appropriate disciplinary action, and refer for investigation and prosecution all those who perpetrate criminal conduct.

WHAT IS SEXUAL ABUSE/HARASSMENT?

- Threatening or intimidating someone sexually
- Inappropriate touching
- Pressuring someone to engage in a sexual act
- Making sexual comments that may include profane or abusive language or gestures
- Exposing yourself to another resident or staff

Regardless of whether it is another resident, staff, or a visitor, while you are at this facility, no one has the right to pressure you to engage in sexual acts. While you are a resident of this facility, you may **not** engage in a sexual relationship with another resident or staff member.

- No one has the right to pressure you to engage in sexual acts.
- You do not have to tolerate sexual assault/harassment or pressure to engage in sexual behavior.
- You have the right to be safe from sexual advances and acts.

WHAT TO DO IF YOU OR SOMEONE ELSE IS SEXUALLY ABUSED, SEXUALLY HARASSED, OR SEXUALLY ASSAULTED?

- Tell a Juvenile Justice Officer or any adult in this facility you feel safe with
- Tell your parent, guardian, or other family member
- Tell the nurse, mental health clinician
- Fill out a grievance or and place in the locked grievance box
- Ask a staff member to connect you to the PREA telephone hotline
- You do not have to name the person who sexually abused, harassed, or assaulted you to receive assistance, but specific information may make it easier for staff to help you

CONFIDENTIALITY

Information concerning the identity of a victim reporting sexual assault, harassment or abuse, and the facts of the report itself, shall be limited to those who have a need to know to make decision concerning the victim’s welfare and for law enforcement/investigative purposes.

COUNSELING

If you have been the victim of sexual abuse, harassment, or assault, a referral to counseling services will be provided for you.

MEDICAL

If you were sexually assaulted, medical services are available for you.

AVOIDING SEXUAL ABUSE, HARASSMENT, AND ASSAULT

Here are some things you can do to protect yourself against sexual abuse, harassment, or assault:

- Trust your instinct. If you sense that a situation may be dangerous or inappropriate, it probably is. If you fear for your safety or the safety of another youth, report your concerns to staff.
- Do not accept gifts or favors from staff or youth.
- Do not accept an offer from another person to be your “protector.”
- Be direct and firm if others ask you to do something you don’t want to do. Do not give mixed messages to other youth regarding your wishes for sexual activity.

WHAT HAPPENS WHEN YOU ARE ADMITTED TO GDU?

Immediately upon arrival, you were searched for your and others’ safety. Your money, clothing, and personal items were listed on an inventory sheet which you verified correct by signing and put into safe storage. Your property will be returned to you when you are released. Any jewelry, piercings, hair accessories, or any other items not confiscated during the search must be turned in immediately. Your parent or guardian was contacted, as well as the nurse and Mental Health Clinician (MHC), with any concerns. Nail polish must be removed and nails cut to fingertip length. You will be issued state clothing which you are expected to wear appropriately.

SEARCHES

During your admission, you were searched. This is to make sure that any dangerous items or contraband are not brought into the facility. Searches will be conducted at various other times during your stay here such as after visiting, when you return from court or medical appointments, and randomly if staff feel it is necessary. Searches take place in a part of the unit where other people cannot see you and are conducted by a same sex staff. For the safety of the unit, staff, and yourself, room and person searches may occur at any time.

ORIENTATION

You will be expected to read this Orientation Handbook, TIER System Youth Handbook, complete your intake paperwork, and complete your Orientation Test. This is an opportunity to orient yourself to the unit expectations without distraction.

COURT

The decision for you to stay at MYC or be released is decided in the first 48 hours you are here. If you stay at MYC, you will go to an *arraignment* hearing. You have the right to an attorney; if your parents do not have the money for one, the judge will assign you a public defender. Your attorney will explain everything about court to you.

During the arraignment hearing, your assigned probation officer will talk to you about staying at MYC or being released. The judge will make the final decision. If the judge says you will stay at MYC, you will go back to court every 30 days for a review unless you stipulate (agree) to stay longer. Staff will write a report called a **Detention Summary** that describes your behavior while on the GDU for the judge, your probation officer, and your attorney. Each time you go to court, staff will update your Detention Summary.



THE GDU PROGRAM

While on Girls Detention Unit (GDU), you will be required to participate in the TIER System. This program is designed to help you reflect on your behaviors and the reasons why you are here. This program has been created to help you hold yourself accountable in a safe environment. Please refer to the TIER System Youth Handbook for more program information. Staff, as well as MHCs, are here to help you see what you can do or change and help you to be successful. The staff are here 24 hours a day and they can help you through any questions about GDU or any struggles 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 when needed. 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. 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. Your response to staff redirection will usually dictate how that behavior is handled.

GROUPS

There will be groups offered on various topics which are not mandatory, but it is highly suggested you attend and participate. If you choose not to attend

any group, you will be allowed to read quietly, write letters, or work on schoolwork in your room or dayroom. There are times when you may be excluded from a group if you display negative behaviors and disrupt the group.

HEALTH CARE

A MYC nurse will do a check up on you the first week you are here. You will not be allowed to participate in gym until a nurse evaluates you. If you need to see a nurse for other reasons, staff will put your name on the “sick call” list and the nurse will see you when she does her rounds. If you have an emergency, tell staff right away so you can get the help you need. If you want a pregnancy test, STD test, or you have other personal issues to discuss with the nurse, staff will note “personal” on the sick call list.

If you take medications, staff gives them at 8:00 am, 12:00 pm, 4:00 pm, and 8:30 pm. If you do not want your medication, you must tell the staff giving out the medications face-to-face. You will be asked to return to your room while staff are taking care of medications.

UNIT EXPECTATIONS

There are four Primary Expectations on GDU:

1. No tobacco products, drugs, or alcohol allowed at all.
2. No aggressive behavior (verbal, physical, or sexual, toward yourself or others).
3. You must attend school and required medical and mental health appointments.
4. If you feel like harming yourself or others, you must seek support from a staff person you are comfortable with.

Below are the Conduct Expectations (how we act) here at GDU:

1. We ask that you always tell the truth.
2. Please respect yourself, the staff, and other residents. Always use respectful and safe language. This includes your verbal language and your body language.
3. Each girl is expected to take her prescribed medication at designated times.
4. We understand that there may be times when you and another resident have a disagreement. In this case, we ask that you do your best to resolve the issue in a safe, respectful manner. If you need staff assistance, please ask.
5. Please respect our facility, the furnishings, décor, your room, etc. Be sure not to damage anything or get it dirty. If you do, let us know and we'll help you repair it or clean it.
6. Anything that could be considered offensive to others (including sexual, violent, or drug related) can't be displayed or viewed in the facility. This includes CDs, DVDs, tapes, videos, posters, etc.
7. Any gang related activity is not permitted. This includes gang signs, gang drawings, gang symbols, and any gang-related conversations.
8. Please do not discuss issues related to other residents.
9. Please be sure to always follow staff directions or instructions.
10. Please do not touch or check door handles.

Below are some **Guidelines** about how we live here at GDU:

1. We all participate in chores, projects, and activities to make this unit run smoothly.
2. Respect the staff office and spaces. Please do not enter a staff office or space without permission.
3. Everyone earns privileges and has community responsibilities based on how safe, healthy, and respectful a person behaves. These are defined in the TIER System handbook.

Some Unacceptable Behaviors on the unit include:

- Bullying
- Note Passing
- Touching or Checking locks & door handles
- Major Unit Disruption/ Causing Shut Down
- Unauthorized phone call/mail

SAFETY

Your safety and security are the greatest concern for staff while you are here at GDU. Staff will do their best to make sure you are safe and feel safe. However, there may be times when you may have to tell staff that you are feeling unsafe. You may always tell any line 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 line staff, you may always ask to speak to the Shift Supervisor, Unit Supervisor, or MHC. If you request to talk to the Unit Supervisor, you must give a valid reason. There is also a grievance procedure available to you if you have a problem or complaint that you feel is not being dealt with appropriately. The grievance procedure is described below, and staff will help you work through the process if you ask.



GRIEVANCE PROCEDURE

If you feel you have been treated unfairly, or if you feel your rights were violated, there is a grievance procedure to be followed.

The first step is to try to solve the grievance. This means to try to work it out with the staff involved in the situation. If this does not seem to be working, 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 by the Shift Supervisor's office door. 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" at staff you are angry with.

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

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



VISITATION

VISITING WILL CONTINUE TO TAKE PLACE IN “PHASES”

Zoom calls will be offered on Mondays and Thursdays for residents who do not receive a visitor in person.

There are two scheduled visiting days a week for GDU:

Sundays and Wednesdays from 6:00 pm to 7:30 pm. Your visitors must be approved by your probation officer. Special visits can be arranged if your parents/guardians do not live in Anchorage or they are unable to come on Wednesdays or Sundays. Special visits can be set up by talking to the Unit Supervisor.

Visitors must come appropriately dressed and will not be allowed into the building if they appear under the influence of drugs or alcohol.

Visitors may NOT bring anything onto the unit. If they have mail or pictures for you, it must be sent through the mail. If you have mail for your visitors, it must be sent through the mail, but at no cost to you. Visitation is a time for families to visit. If staffing is available, groups of residents without visitors will be taken into the classroom for an activity. Residents who had visitors must be searched at the conclusion of visiting. Do not take anything from your visitors if they try to give you something and let a staff member know.

TELEPHONE CALLS

You may only talk on the phone with approved family members as well as your attorney, legal guardians, caseworkers, and probation officer. **Personal phone calls may only last 10 minutes.** If you would like to add additional contacts to your list, you may request this from your Probation Officer using a P.O. Request Form. You may not have three-way calls while at GDU. Calls to lawyers will be unlimited and staff will make every effort to make those calls as soon as possible. While on GDU, you are entitled to four phone calls a week, incoming or outgoing, but if time permits and staff is available, you may be allowed a one call per shift.

MAIL

While on DQU/GDU, 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** (there are exceptions such as your attorney, GAL, OCS worker. Ask staff for a list included in AAC 52.255. Section (e).) You will be allowed to correspond with most people; exceptions may include victims and/or individuals whose contact has been suspended by the courts or the MYC Superintendent. If you have an immediate family member in a prison, 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. Friends and family can write to you at this address:

“Your Name”

2600 Providence Dr.

Anchorage, AK 99508

LINE MOVEMENTS

Whenever a group of residents walk from the unit to anywhere else in the facility including the cafeteria, it must be done quietly and orderly. GDU goes in a single file line. When staff calls you to line up, stop talking immediately, tuck your shirt in your pants, and make sure your cuffs are rolled up, so your pants don't drag on the floor. Once in line, stay quiet, don't switch places with other people, face forward, and keep your hands at your sides.



MEALS

You will be eligible to go to the cafeteria once you have been here for a week and complete Learning/Orientation Status, unless you are a High Security Risk (HSR). You are responsible for being courteous and polite while in the cafeteria. You are not to talk to other residents and/or staff from other units. You can talk quietly with the other residents at your table when staff gives permission to talk. You also may not stare or make gestures at residents from other units. You will need to clean up after yourself. Ask staff for permission to clear your tray if you are done eating and dispose of your trash and dirty dishes. **Each resident places their silverware neatly on a tray on your table.** Silverware needs to be left on the table once you are seated and left there until collected by staff. The last person seated at the table will be responsible to wipe the table off with a wet towel. Any crumbs or trash will be wiped onto a tray and discarded.

Remember, going to the cafeteria is a privilege. Residents are always expected to display good behavior and follow staff directions. If you are involved in a disturbance, not following staff direction, or engaging in peer conflicts in the cafeteria, you will lose the privilege of going to the cafeteria and eat on the unit (EOU) for a designated period.

STEP 1

Residents enter the cafeteria and wait for staff to do a security check. On staff's instruction, residents then approach the silverware cabinet, take a tray, and are handed silverware by staff. Residents then line up and receive a hot plate from cafeteria staff. If you do not want the hot food, you do not need to take it. You may then take 1 dessert or 1 fruit plate. You will then follow the line movement and sit in the order that you came into the cafeteria, sitting left to right, starting from table 1 through 4. Staff will decide how many at a table. Do not sit in a staff designated chair. Staff may tell you to change position at your table at any given time; do not ask why.

STEP 2

Once every resident is seated at their table, they will be excused per table by staff. Follow in an orderly line. You may get condiments, bread, salad, soups, and drinks. You may only take 2 glasses of a drink: 2 cups of a warm drink, 2 cereals, or 2 juices. Do not speak to peers while in line. This will keep the line moving as other units need to eat. Keep an orderly line and be respectful to everyone you come in contact within the cafeteria. Once you have gotten all your food, return to your table the same way you left to get your food. Make sure you have all the food you want, as you will not be able to go up again. You have 30 minutes to eat unless staff directs you otherwise, so be aware of your time. When you have finished your meal, you may ask staff to clear. One resident may clear at a time. You may not make eye contact or gestures at other units when clearing.

STEP 3

When all tables are clear, staff will call quiet time and excuse you by saying "lineup." Tables 1 through 4 will line up at the designated area. Once lined up, you are off limits. Ignoring this rule will result in an EOU. When staff says to count off, residents will count off first to last with last stating their number followed by "last count." Residents leave the cafeteria when staff indicate to do so. Staff will stop at the cafeteria hallway to regroup before making their way back to the unit.

SHUT DOWN

When any staff member announces “shutdown,” all residents must drop everything with no exceptions and go directly to their room on quiet time and as quickly as possible. Do not run but walk quickly to your room. You must secure your door and wait for staff to reopen the unit. Do not stop and ask questions or make requests. This is for everyone’s safety. Do not ring your bells unless it is an emergency. Staff will be busy dealing with a situation, and you will only be delaying the process by interrupting staff.

MALE/FEMALE STAFF AWARENESS

If for some reason you are undressed or using the bathroom you must place your “**Not Decent**” sign outside your door by shutting it into the door or sliding it under the door. Do not use your “Not Decent” sign if you do not want to be disturbed because you are upset. Simply ask staff for a time out in your room. Staff will frequently check on you to make sure you are safe.

DETENTION RELIGIOUS ACTIVITIES

Religious services are available to all residents who wish to attend. These services are on Sunday and times will vary. 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 a shift supervisor’s permission. Religious services are not a time for joking around or talking with your peers. Church services are always optional, but you are expected to be polite and respectful toward others or you may be asked to leave the group.

PHYSICAL APPEARANCE/HYGIENE

Your personal clothes were washed and put in storage until you leave MYC. You will receive a towel roll daily which includes clean socks, towel, underwear, and a shirt. You will be given clean pants and a sweatshirt every Saturday. You are expected to wear your clothing appropriately which means no tight clothing or overly sagging clothing. Clean sheets are also handed out every Saturday. You will get to shower once a day (time permitting) and may have a quick rinse off (two minutes with no shampoo) after gym periods when needed. All GDU residents must keep their fingernails cut short. Keep your hair clean and groomed.

EDUCATION

School is an important part of the GDU program. After you are arraigned at court, if it is decided that you are to stay in detention for more than a few days, you will be enrolled in school unless you have your GED or diploma. You will have five different classes including Physical Education (gym). You will be able to get school credits while you are in GDU so that you do not get too far behind at your regular school.

If you are enrolled, you must attend school to do well in the detention program. If you do not attend school every day, your privileges on the unit will be greatly limited. It may be necessary to create a special program for you if school attendance becomes a continual issue. You are not allowed to bring non-school items to class, and you should be on task during each school period. You will be given time later in the afternoon to work on homework if needed. If you are disruptive in the class, rude to the teacher or other residents, or caught cheating, you might receive a school slip and there may be consequences.

You may not access social media or email accounts. If you are found to be accessing something other than what the class assignment is, you will receive consequences which may include permanent computer restriction.

FIRE DRILLS

In case of a fire, we would like you to know all the fire exits for your safety. Fire drills will be held regularly on the unit. Remember, just because you do not see flames or smell smoke does not mean there is no emergency.

- Please line up quickly by the staff station. If you need to line up in a different place, the staff will tell you
- Stay with the group. This is so staff can make sure all residents are accounted for and keep you all safe.
- Count off when instructed.
- Keep calm. Naturally, you might be alarmed and concerned, but being calm will get you to safety faster
- Do not try to save your possessions. You are more important.
- Ignoring staff directions or creating a safety hazard during a fire drill may result in a Temporary Community Restriction (TCR).

If you have questions about anything in this handbook or are given a directive 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.

TERMS YOU SHOULD KNOW

Contraband: Any item that is not allowed in the facility, on the unit, or in rooms. You are only allowed approved items in your room. There are signs through the unit that show you exactly what you are allowed.

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. Counseling is not to be used to not cross back to your room and should be complete before 9:00 pm.

Day room: The part of the unit where the couches are located. This is where you watch television or participate in other activities when school is not in session.

DPR : Daily Progress Review *please refer to the Youth TIER System Handbook*

High Security Risk (HSR): A status for those residents who, because of their charges or behavior, are not allowed to leave the unit.

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

Lights out: Signals it is time for bed.

Day Room Time: the time of the day when residents can play games like ping-pong, cards, video games, or table games. Staff will announce when the Day Room is open.

Secure: To close your door until it clicks locked. This is a safety and security issue and will be taken seriously.

Dress out for shower: This is when staff informs you to cross back to your room and change into your shower robe. You will be given the opportunity to shower every day. If you decline, you will not get another opportunity that day.

Suicide Low (SL): A special status that is designed to ensure your safety through increased awareness and room checks by staff of potential feelings of self-harm. Anyone on this status will be required to change into suicide resistant clothes and will be given safety blankets with most belongings taken from your room for your safety.

Suicide High (SH): A special status that is designed to ensure your safety through increased awareness and room checks by staff for potential feelings of self-harm. Anyone on this status will be required to change into suicide resistant clothes and will be given safety blankets with most belongings taken from your room for your safety. You will have a one-on-one staff assigned to you while on this status.

Eat On Unit (EOU): A resident that must stay on the unit during meals due to being on a special status or as a consequence for negative behavior while off the unit.

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 the time out bench.

Count off: Counting from first to last in a single file line when requested and finishing by saying your number and “last count.”

Cross back: Crossing back to your room.