

Johnson Youth Center Detention Resident Handbook



Welcome to the Johnson Youth Center (JYC) Detention Unit! Our goal is to provide you with a safe, caring and warm place for you to live. We hope that you will grow and learn about yourself, your goals and your dreams during your time with us.

As a member of this community, we know that you will teach us new things and we hope you are open to learning from us. You will mature, change and develop from adolescence toward adulthood. As with any community setting, there are many good times ahead that we will experience together, and there may also be some difficult ones. Regardless, we must all commit to working together through the good times and those we find challenging.

Each youth who stays here has a different life story that is unique to them. However, many parts of your life's experiences may be similar to some of the other youth you meet here. It is important to remember that you can accept and support one another. We understand that your life has had many ups and downs and we want your experience here to be a positive one!

This handbook helps describe how things work here at the Johnson Youth Center. Please feel supported in asking questions but, you can always refer back to this handbook if you need more information. It is completely normal to feel a little out of place at first, but we will do everything we can to make you feel comfortable. Ask us questions, participate in Community Gatherings, and let us know if you need anything to help you adjust to living here. Once again, Welcome!

What to expect on your first day here

When you first arrive at the Johnson Youth Center (JYC), you will:

Be assigned a room after you complete your intake paperwork.

Meet your Personal Coach

who will introduce you to the staff, the other youth, give you a tour, and review this handbook with you. Your Personal Coach is available to help if you have questions, concerns, or need help with anything during your stay here. If your Personal Coach is not at the facility when you arrive, don't worry! Another staff member will help you settle into your room, introduce you to the other youth and staff, and make sure you are comfortable. All staff are dedicated to helping you adjust through this process.

Participate in a Greeting Gathering

– this is a staff supervised short meeting where the other residents will share information with you regarding the treatment program. They will tell you about the daily schedule, weekly gatherings, and other things about living at the program. You can introduce yourself and ask them questions, too. This gathering is to help you get comfortable with being here.

Learn about the Theme of the Week

-this is an area we work on as a community; to help every resident stay focused on an issue or area that we will all work on together

Begin an Intervention Plan

- Soon after you arrive, you will start working with your personal coach on the development of an Intervention Plan. This is a collaboratively written document that addresses identified needs, recognized strengths, available support, and other areas needing improvement for personal growth.

Gatherings

Here at JYC we believe in the importance of community gatherings. These gatherings are used to help keep the community united and to give you every opportunity as a resident of this program to have a voice in what goes on here. Below is a description of what gatherings we offer and what their intention is.

The Greeting Gathering:

When someone new arrives it can be an uncomfortable feeling. You are entering an environment where you may or may not know some of the other residents and you may feel either physically or emotionally unsafe. Therefore, once you arrive we will hold a Greeting Gathering so that you can be properly introduced to your peers, learn something about them and teach them something about yourself.

The Morning Gathering:

This will happen each morning and is a time for the community to come together and discuss the daily schedule, review the community theme of the week and to find out if anyone needs any extra staff support. The Morning Gathering will be brief and is just the way we start our day off on a positive note.

The Evening Gathering:

This will happen each evening before bed and will bring the community all together to close out and review the day. You will discuss and share with each other what went really well for you during the day and maybe what some of your struggles were. This is a time where the community will also discuss the Theme of the Day and how everyone did. This is also a good time to let staff know if you need any extra support prior to going to bed.

Community Improvement Gathering:

Once per week staff and residents will participate in a Community Improvement Gathering. This is the time for you all to share ideas about ways to improve the community, how you can help with those improvements, address any housekeeping or programming issues that have come up since the last meeting and to reflect all the things that went well as a community during the week.

Community Support Gathering:

At the program there may be times when something disrupts the community in a way that makes you feel unsafe (for example 2 community members arguing, someone becoming ill or being injured). Under any circumstance we want you to know that you are safe. The Community Support Gathering will be our way of processing the incident with you, give you an opportunity to express your feelings about the situation and to let you know that you are safe.

Staff Commitments to YOU

The next few pages explain what is important to us here at JYC, staff's commitment to your treatment and support, and what you can expect from staff while you are with us. We start by sharing the mission statement with you (this is our statement of purpose - why we do what we do).

We are a Restorative Justice agency

The mission of the Division of Juvenile Justice:

- Hold juvenile offenders accountable for their behavior.
- Promote the safety and restoration of victims and communities.
- Assist offenders and their families in developing skills to prevent crime.

How do we do that?

JYC believes in identifying and building upon your strengths.

We believe in the power of positive role modeling.

Our philosophy is rooted in compassion and believing that you can be your very best; it is based on the belief that nothing that happened in your past can prevent you from being successful now.

We believe that if you challenge yourself, if you remain focused, if you reach out for assistance and advice, if you embrace change, you will discover your ability to overcome obstacles and build your emotional strength.

We believe in you.

We believe you are extraordinary!

Staff at JYC believe every person has something positive to offer. We recognize you come to us with your own set of strengths that are unique to you! We want to help you build on your strengths and empower you to become the person you want to be. We focus on helping our residents develop:

- **Effective social skills** - so that your relationships are supportive, healthy, and positive
- **Decision making skills** - so that you can make good decisions for yourself now and in the future
- **Personal values and beliefs** - to help you understand who you are and what is important to you
- **Your strengths** - to help you recognize what you are good at and build even more skills
- **Skills to become a change agent** - these skills help you access what you need in your life to be the best you can be

We understand that coming here may not have been an easy thing.

We are here to provide you with support and guidance as you move through your journey with us.

We want to use our time together to discover how YOU want to grow and how WE can support you in accomplishing your goals.

This handbook describes the responsibilities you will have as a member of this community, but first we want to let you know what you can expect from us:

- Staff who care and will support you in achieving your goals
- Staff who will treat you with respect and dignity at all times
- An emotionally safe environment
- A physically safe environment
- A place where you can feel free to safely and respectfully express yourself
- The opportunity to learn new and helpful life skills

- The opportunity to pursue your educational and vocational goals

What We Request of Our Residents

The single most important thing for everyone at JYC is to focus on being SAFE. This means both physical safety (making sure nothing happens to our bodies, our belongings, the furnishings, etc.) and also emotional safety (making sure our thoughts, opinions, beliefs, and values, are respected and valued by others). The information below will help you understand how things work here at JYC.

There are four Primary Expectations at JYC:

1. No contraband (such as tobacco or drugs, among other things) is allowed.
2. No aggressive behavior (verbal, physical or sexual, toward yourself or others).
3. You must participate in programming and attend required medical and mental health appointments.
4. If you feel like harming yourself or others you must seek support from facility staff.

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

- We ask that you are honest and accountable at all times.
- Please respect yourself, the staff, and other residents. Use respectful and safe language at all times. This includes your verbal language and your body language.
- Each youth is encouraged to take their prescribed medication at designated times.
- We understand 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.
- Please respect our facility, the furnishings, décor, your room, etc. Be sure not to damage anything and keep your area clean. If something does become damaged, let us know and we'll help you repair it or clean it.
- Anything that could be considered offensive to others (including that of a sexual nature, violence, or drug and alcohol related) is not allowed at the facility. This includes offensive CD's, DVD's, tapes, videos, pictures, posters, etc.
- Furniture and wall hangings can only be moved with permission from the Unit Supervisor.
- Please do not discuss issues related to other residents and their treatment.
- Please be sure to follow staff directions or instructions at all times. If you feel the direction compromises your safety and security, please notify the shift supervisor, Mental Health Clinician or Unit Supervisor.
- We all contribute to chores, projects and activities to make this facility run smoothly.
- You may not loan, trade, or borrow items from other residents.

- When riding in state vehicles you must adhere to safety expectations at all times.
- Respect staff offices and other spaces. These areas may contain personal and private information about each one of you that is confidential. Please do not approach or touch staff areas without permission from them.

Everyone earns privileges and has community responsibilities based on how safe, healthy, and respectful a person behaves. These are defined in this handbook.

General Rights, Responsibilities, and Grievances

It is our commitment to ensure the following rights are provided to you:

1. To sleep eight hours each night.
2. To eat three well-balanced meals daily, per institutional menu.
3. To exercise for one hour daily.
4. To have proper medical and dental care, as determined by JYC medical staff.
5. To contact family members via mail, telephone, Zoom, and visiting policy.
6. To maintain daily personal hygiene at set times.
7. To receive religious services.
8. To contact your attorney or probation officer within 24-hours of submitting your request.
9. To write and receive mail per JYC policy.
10. To file a grievance per the JYC Grievance Policy.
11. To the confidentiality of personal information.
12. You have the right to be physically safe from any bodily harm. You also have the right to be emotionally safe. This means your thoughts and feelings will be honored and respected and you will be safe from bullying and/or any other type of verbal harassment.
13. You have the right to be free of sexual harassment or abuse.

Below are notes on Education at JYC:

At JYC we believe that your success in school is very important to your future success! While at JYC you are expected to attend school daily, participate in class and complete all assignments. Below are some things to know about what is expected of you:

Participate in school activities to the best of your ability

If you wake up and you are not feeling well you please let a staff person know right away. We do need to see signs of sickness to let you stay out of school.

The JYC Trauma Informed Effective Reinforcement (TIER) System:

To help you to learn new skills that can help you take good care of yourself, your relationships and your community, we use the TIER System. TIERS offers you more opportunities, privileges and responsibilities as you become a safe and healthy member of our program community. Your movement through the system and your

associated memberships will depend on reaching specific progress goals – these are related to your identified treatment needs and ability and willingness to handle new responsibilities.

The TIER System Daily Responsibilities

Every day, residents have Daily Responsibilities that contribute to a safe, healthy program environment. These are things every resident is responsible for. They are organized into categories: Myself, My Relationships, & My Community. Here are the Daily Responsibilities in each category:

#1 - Myself:

Demonstrating respect for myself, learning to value my strengths, and taking care of my personal responsibilities. Examples at JYC include:

- I followed staff directives
- Asked for support when struggling
- Cleaned room, picked up after myself and completed daily hygiene
- I participated in all groups and required meetings
- I completed all assigned treatment work that was due
- I was prepared and on time for all activities, groups and daily responsibilities.
- I identified strengths in myself
- I sought encouragement and stayed motivated
- I set/discussed goals beyond treatment
- I participated in school and completed assigned work

#2 - My Relationships:

Working toward developing healthy relationships with my family, peers, staff, and support staff (probation, attorney, outside service providers, etc.), focusing on my non-verbal communication with others, and building healthy verbal communication skills. Examples include:

- I demonstrated respect for peers, staff, teachers and family (verbally and non-verbally)
- I practiced appropriate, safe boundaries with peers, staff, teachers and family
- I communicated effectively by utilizing active listening skills, thinking about my responses, and conveying what is important to me.
- When speaking with others, I refrained from utilizing confrontational tones, aggressive word selection, and was aware of my body language and nonverbal signals.

- I practiced positive peer interactions and worked to develop healthy relationships by demonstrating kindness, patience, and offering constructive feedback
- I was supportive by assisting others and worked to improve accountability
- I kept an open mind when presented with opinions that differed from my own

#3 - My Community:

Demonstrating respect for the program and the physical environment contained within, while also making contributions toward a safe, healthy community culture. Examples include:

- I completed daily responsibilities and chores
- Followed the Unit rules
- Used appropriate language at all times
- I showed respect to the program environment (furnishing, materials, and physical structures)
- I contributed something positive to the program (such as artwork, assisting during group activities, completed random acts of kindness, demonstrated leadership)
- I did not speak negatively about other residents or staff within the community
- I attended gatherings and contributed to the group process through active participation
- I respected others belongings (including their personal items, personal space, and food)
- I was responsible for items that belong to me
- I respected the rights of others, their opinions, and their right to live here

If any of these community responsibilities are not clear to you or you need additional detail, staff will be available to answer whatever questions you have. Staff will meet with you near the end of each waking shift to discuss what successes you believe you had in each of the domains for that day. This will be called your Daily Progress Review (DPR). During this review, staff will ask for your feedback and will then share their impressions of how you did meeting your daily program responsibilities for that day. Movement through the TIER System will depend on how well you do meeting your responsibilities each day and your ability to remain safe with yourself and within the community.

The TIER System Memberships

A TIER Membership is what you earn by meeting your Daily Responsibilities. The memberships determine what privileges (or opportunities) you receive as well as the community responsibilities you have. Everyone who comes to the program starts with a Learning Membership. (Don't worry, we'll explain all of this to you!)

One thing to keep in mind is that these memberships are designed to keep you safe and to meet you where you are at. There is no such thing as a “bad” membership. The memberships are:

“T” Thinking: I need to **Think** more about how I can meet and complete my responsibilities.

When you are on a “Thinking” membership you may be struggling with meeting some of your responsibilities. The JYC staff will work with you to figure out how you can work towards improvement. It is important to seek out other residents who earned “Contributing” memberships, because they can help you meet and complete your expectations and responsibilities.

“L” Learning: I am **learning** how to do well with my responsibilities.

The “Learning” membership means that you are doing pretty well in meeting your responsibilities and just starting to role model for others in the program. Because you still experience some struggles, JYC Staff will assist you in meeting all of your Daily Responsibilities. It is important to remember that challenging times will occur, but you can persevere by communicating with staff and remaining open to the treatment process.

“C” Contributing: I am making **Contributions** to the safety of this program and community, and I am doing very well in meeting expectations.

When you have earned a “Contributing” membership, it means that you are excelling in meeting your program responsibilities in all areas. Staff will work with you as you need it, but for the most part you are achieving your goals and contributing to making the program safe and supportive for yourselves and your peers. When you have a Contributing membership you are making progress toward independence and learning the skills you need to grow and learn!

We want you to understand that it is normal to fluctuate between stages throughout your stay. None of the TIER System Memberships are “bad”, they are all designed to meet you where you are at. Whichever Membership you are on will be accepted genuinely and celebrated as an opportunity. Each TIER System Membership comes with a set of opportunities and community responsibilities that match your readiness to contribute to the program community.

When you first arrive -As we said above, each of you will be on a Learning Membership. From there, it’s all up to you. Will you earn a Contributing Membership? Will you earn a Thinking Membership?

That will be determined by whether or not you meet your Daily Responsibilities. When you meet your Daily Responsibilities, you earn memberships with more privileges and community responsibilities. When you don’t, you earn a membership with fewer privileges and community responsibilities.

The next few pages explain what privileges and responsibilities you get based on the TIER Membership you earn.

The TIER Memberships – Privileges and Community Responsibilities

DAILY PROGRESS REVIEW:

To determine which membership you have earned, a staff member will meet with you once per waking shift to discuss how you did in meeting your responsibilities for that day. This will be done with something called the Daily Progress Review (DPR). This process provides you the opportunity to speak with staff about how you believe you did with your responsibilities for that shift. Staff will then provide feedback based on their observations regarding your contributions. Conditional on these conversations and in considering any mitigating circumstances, a determination will be made regarding your aggregate marks for the day. This will also be an opportunity to request support in meeting your responsibilities for the days to come.

Living in a community with others can be challenging at times. The responsibilities outlined on your DPR help keep our community a safe and healthy place to live and grow. We understand there may be times when you are struggling with some of the program responsibilities, and we want you to know that we are here to support and guide you through the more challenging times.

Our number one goal is to make sure you are safe and learn how to contribute toward the overall safety of the community while living with others!

Staff Responses

We believe it is important for you to know and understand the type of response you can expect from staff when your actions are unsafe or unhealthy. We understand that despite your best efforts, there will be times when you are struggling and are in need of more staff support! The information below helps to explain what you can expect from us, but we are happy to talk with you about it should you want more information. We believe that when you display challenging behaviors such as the ones listed below, that you are representing a need for additional support from us.

(1) When you engage in behaviors like:

- Swearing
- Peer exclusion
- Disrespectful body language
- War stories
- Contraband (Possessing or sharing)
- Line movement
- Poor sportsmanship
- Long shower
- Phone call misuse
- Forget job/chore
- Manipulation of staff

- Clothing violation
- Gang signs
- Poor meal manners
- Crossing without permission
- Not completing treatment work
- Failing to counsel with staff

You can expect that staff will remind you that these are things that are not acceptable here at JYC. When staff give you a verbal reminder, it is really important you understand and remember to make a change. If the reminder doesn't work and we see the behavior or action again, we will move to the next level of support. We do this because you are letting us know that the reminder did not work!

(2) When you engage in behaviors like:

- Horseplay
- Racial slurs
- Bullying
- Being argumentative
- Not following directions
- Being disruptive in groups or meetings
- A behavior repeated after a verbal reminder was given to you
- Touch Policy Violation (Minor Infraction)
- A tier 1 behavior repeated after a verbal warning was given

Staff will have a private conversation with you about your behavior to help you figure out how to stop doing it. It is important to remember how seriously we take being safe and healthy here at JYC. If a staff member has a conversation with you about your behavior, please consider what she or he is saying and try your best to make a change. If you need something from staff in order to make a change, let us know!

(3) When you display unsafe or unhealthy behaviors that include:

- Verbal assault toward staff or peer
- Refusal to go to school, group, or other required activities
- Instigating others
- Refusing to participate in program responsibilities or routines
- Failure to go to room for time-out
- Contraband
- Refusal to leave an area after being directed by staff to do so
- Disrespectful behavior toward staff
- Stealing
- Instigating an argument or a fight
- Refusing to accept responsibility for your actions

A behavior repeated after a verbal reminder from staff or a private conversation with staff
Touch Policy Violation (Repeated Minor Infraction)
A tier 2 behavior repeated after a coaching/mentoring from staff

Staff will work with you to complete a Client Assistance Plan (CAP), which is a worksheet that will help you think about your behavior and identify solutions to changing it in the future. We take unsafe and unhealthy behavior seriously and we also realize that sometimes you might not know how to change something that you've always done.

This will take some time to complete, and the action plan that you come up with will be steps you agree to take to make amends for your actions. Your privileges are restricted until you finish the CAP, and you and staff will decide what action steps you can take before your privileges are returned, and which ones you will do after your privileges are returned. This is not a punishment, it is a learning opportunity to accept responsibility for hurtful actions and learn how to make amends while moving forward productively and successfully in treatment and life.

(4) When you display behaviors like:

- Physical assault/hurting someone physically
- Escape planning or attempting to run away from treatment
- Verbal threat to harm someone
- Substance use/Drugs
- PREA (Prison Rape Elimination Act)
- Contraband
- Touch Policy Violation (Major Infraction)
- A tier 3 behavior repeated following a Client Assistance Plan

You will be placed on Temporary Community Restriction (TCR) and will be temporarily restricted from all privileges, from participating in ALL program community activities, going off-grounds (other than scheduled medical appointments), and will work with staff on a Client Assistance Plan. You will both come up with specific strategies on your action plan that will ensure your safe return to regular program and outside activities. The behaviors that warrant this response from staff are very serious. By doing one of these things, we believe you are telling us that you need less independence and need more support. You can regain your privileges only after all of the strategies on your action plan are complete AND the Unit Supervisor determines you are safe enough to resume normal activities. If you are Temporarily Restricted, you will not be able to earn a Contribute Membership for the following week.

Safety Security Risk (**SSR**)

When it is determined by staff, that your behavior rises to the level of a safety or security risk for yourself, peers, staff, or others, you will be placed on **SSR**. Some examples that could result in being placed on **SSR** status are, escape planning, assaults, threats against others, etc. While on this status, you will maintain your current membership, but there may be some restrictions in your privileges. You will be required to do the following:

Remain on the unit at all times. However, during instances when you are required to leave the unit, you will do so with an escort and in handcuffs.

Off unit appointments may be kept, re-scheduled, or cancelled based on behavior.

In cases of assault, your movement on the unit will be limited. You will be directed where to sit and remain until directed by staff.

If your membership allows you to wear personal clothing, you will be able to do so. However you will still be required to wear a unit issued red polo.

SSR status is reviewed weekly by the Unit Supervisor. You will return to regular programming the following day when it is determined you are no longer a safety or security threat.

All of these responses are designed to support you when you are struggling, keep the community safe, and to help you do your best to meet your daily program responsibilities.

One last thing...if you are hurting yourself in any way, staff will respond to you with support and respect. Staff will use one of the responses that are listed above to help you stay safe. If you are feeling like you might harm yourself in any way, please don't wait until after it happens – talk to a staff person and we will help you get through it. Remember, it's our job to help you learn skills to be safe and health

Additional Information

The Johnson Youth Center is a State operated facility which houses juveniles who have committed a crime, violated conditions of probation, or who have received an Institutional Order. The secure-setting of the facility is maintained 24-hours each day, by trained professional staff-members who provide safe and secure therapeutic supervision. The Division of Juvenile Justice (DJJ) has placed significant emphasis on the importance of identifying and addressing unique resident needs and individual mental and emotional health concerns. In support of these efforts, DJJ has incorporated a trauma-informed care perspective. Trauma-informed practice not only recognizes the impact negative experiences can have on one's physical, mental, behavioral, social, and spiritual well-being, but attempts to create an environment where youth no longer need to feel labeled by their experiences. The Johnson Youth Center integrates its knowledge of the signs and symptoms of trauma in staff members, clients, and others directly involved in our youth's care, and responds by integrating the understanding of trauma in our daily practices and potential for resiliency.

The Johnson Youth Center (JYC) is a safe and secure place for youth that have been detained. In most cases, you will go before a judge within 48 hours after admission. The judge will decide where you must stay while your case goes through court.

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

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

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

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

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

ANGER MANAGEMENT / SKILL STREAMING

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

SUBSTANCE ABUSE EDUCATIONAL GROUPS

The Substance Abuse Educational Groups provides an emphasis on lifestyle risk reduction techniques through the Prime for Life curriculum. The Chemical Dependency group will specifically address the different drugs and how they affect your health, family and community.

PRESIDENTIAL PHYSICAL FITNESS (PPF)

This group encourages all residents to make being active part of their everyday lives. No matter what your activity level and fitness level, this group can help motivate you to improve. This group also includes a test to see how physically fit you are for your age.

LEGAL / COURT

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

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

Besides making your plea, the Judge/Master/Magistrate will also make a decision on whether you are to be released or if you are to stay at Johnson Youth Center a while longer. Your assigned Probation Officer, lawyer and parents (legal Guardians) will also get a chance to tell the Judge what they think should happen to you.

You can only stay on the Detention Unit for thirty days at a time without going to court unless you and your attorney “stipulate”(agree) to you staying longer without going to court. So, every thirty days you will go back to court and the judge will decide again if you are to be released. At that time, a report is given to the court that says how your behavior has been at JYC. In order to have a positive court report, you must show responsible behavior while you are in the Detention program.

REPORTS

A report of your behavior will be written by your primary counselor for your probation officer and the judge before your disposition hearing. Your behavior while you are in JYC can influence the judge’s decision about your next placement and can result in your stay at JYC being longer or shorter.

Within the first 10 ten days you will be assigned a primary counselor and meet with them to establish short term goals for your Intervention Plan.

Contacting YOUR P.O. / Attorney

There are several ways to contact your PO or Attorney. You can ask to call during school break or submit a fax request to staff. The faxes are sent out twice daily: Once in the AM before school and once in the PM after shift change. Telephone calls to and from your attorney or Probation Officer are not counted towards your weekly-allotted calls.

VISITATION / SPECIAL VISITS

Visiting hours are as follows:

Monday & Wednesday-7:00 p.m. – 8:00 p.m.

Saturday-1:00 p.m. – 2:00 p.m.

TELEPHONE

- You will be allowed 1 admit phone call upon admission to you parents or legal guardian.

- If you are employed, you will be allowed to contact your employer.
- Personal phone calls will be limited to your parents & siblings residing in the home. Only business calls (GAL, attorney, Social Worker) will be accepted during the school day and may be made during breaks.
- Personal calls will be allowed after school hours, 3:00 p.m. to 9:00 p.m., unless your level dictates early bedtime.
- Unit Supervisor has the discretion to approve additional people to the contact list.
- Personal calls will be allowed during free time on weekends and holidays.
- Telephone time limit is ten minutes.
- Abuse of telephone privileges may result in a failure to earn privileges and or points.
- The number of weekly calls allowed: seven outgoing.
- Phone calls will not take priority if unpredicted circumstances arise.

MAIL

- All letters (incoming & outgoing) must go through the United States Postal Service, UPS, Fed Ex, or other mail delivery agency.
- JYC will stamp and mail two letters a day for you.
- Incoming mail / packages must be opened by you in front of staff.
- Outgoing mail must be sealed by you in front of staff.
- Outgoing mail must show the correct return address.
- All items received in the mail will be stored for you off the unit until you are released.
- Mail between facilities is subject to screening

This is an example of the JYC mailing address:

John Doe
PO Box 110636
Juneau, Alaska 99811-0636

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

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

MEDICAL CARE

While you are in Detention, we will see to your medical needs. Our nurse will see you within 7 days after you are admitted and will check for any medical problems, injuries, and disease. You need to be seen by the nurse before you can participate in gym. The staff will distribute daily medications as assigned.

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

PERSONAL HYGIENE

- You will shower, dress properly, and keep your teeth clean, your hair combed on a daily basis.
- You will have clothing and bedding laundered.
- You are expected to keep your nails cut short and wash your hands after using the bathroom.
- Your shirt must be tucked in your pants anytime you are out of your room. Exception is during gym.
- Ask for personal hygiene items in the morning and shower time.
- All personal hygiene items are to be removed from your room prior to going to bed.
- Body piercing will not be kept open by foreign objects.

SCHOOL

- School starts at 9:00 am and you must attend even if you have graduated or have a GED.
- You must follow instructions and behave in a respectful, courteous manner to earn points.
- Failure to do so may result in loss of privileges, failure to earn points and possible removal from class. It is expected that you earn a weekly average of 90% in school to participate in Saturday night activities and it could affect your overall daily percentage.

RELIGION

- Nondenominational church services are held on Sunday. It is your choice to attend or not, provided you are courteous and respectful.
- JYC will provide you with religious books.
- There is a zero tolerance for inappropriate behaviors during church service.

FOOD

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

Our mealtime expectations are:

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

RECREATION

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

PERSONAL ITEMS

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

ROOM/ ROOM BEHAVIOR

- Staff may enter your room at any time to inspect for damage, cleanliness, neatness, and contraband. You are expected to keep your room clean and neat at all times.
- You are to stay out of your window in the door.
- At no time may you enter, look in, or communicate with another room.
- You will be given one mattress, one pillow, one blanket, and a mattress cover.
- You will also receive a small towel, a pair of shoes, and one pair of pajamas.
- You are responsible for keeping these items in good condition.
- **If you have a MEDICAL, SAFETY, OR SECURITY EMERGENCY** when in your room, you push intercom button, may place your hand in the window or knock on the door.
- Ask for what you need during staff room checks or when out of your room.
- Wear your pajamas (top and bottom) all night.
- Do not use blankets, sheets or clothes as a pillowcase.
- If two residents share a room, then both mattresses will be placed on the bunk during the day. Do not attempt to fold your mattress.

SAFETY and SECURITY

Your safety and security is a concern for staff while you are here at JYC. Staff will do their best to make sure you are safe and feel safe. However, there will be times when you will have to tell staff that you are feeling unsafe. If you do not tell us, we cannot help you any more than we are already. 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.

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

GRIEVANCES

To allow you to have some control over your life in this environment, there is a grievance procedure to be followed if you feel your rights were violated.

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

You will receive a response from the Unit Supervisor within three (3) working days. If you are still not satisfied with the outcome, you may appeal the decision to the Superintendent.

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

ALASKA OMBUDSMAN

The Alaska State Ombudsman investigates citizen complaints about administrative acts of state agencies and determines appropriate remedies guided by Alaska Statute 24.55. The Ombudsman investigates to determine whether an agency's actions were unlawful, unreasonable, unfair, arbitrary, erroneous, or inefficient. If appropriate, the Ombudsman will recommend a way to resolve the complaint and/or prevent future complaints. The Ombudsman encourages Alaskans to first try and resolve their problem directly with the state agency involved. If, after trying, the complaint has not been addressed, that it is the time to contact the Ombudsman for assistance.

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

UNIT MOVEMENT

- Room doors are secured at all times.
- If your door is locked, please stand by it quietly until staff lets you in.
- While on the unit, you will not cross through any doorway, walk behind staff or cross any line on the floor without asking for and receiving permission first.
- Always use staff last names when asking permission to cross.
- At no time will you enter another resident's room without permission from staff.

- When being escorted to areas of the facility, you will be in a line up...standing directly behind another resident with your feet together, arms distance apart and staring at the head of the person in front of you. Absolutely no talking in a line up.
- No staring at the staff work station.
- You will always walk on the left hand side of staff.
- In the event you hear a staff member say “Room time”, a situation is occurring on the unit. It is necessary to secure you for your protection. You will immediately head to your room and secure your door if you are the last one in. You do not need to ask to cross when “Room Time” is called. Do not stop and ask questions or make requests.
- After morning hygiene, and during the day only, you are allowed to keep your personals in your room.
- You will ask to get into your personal cubby at all times.

SEARCH POLICY AND PROCEDURE

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

Contraband is defined as:

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

EMERGENCY DRILLS

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

If you are in your room, you are expected to line up in the window of your door.

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

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