

Kenai Peninsula Youth Facility (KPYF)- Detention Resident Handbook



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

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

Personal information should not be shared with the other youth.

YOUTH RIGHTS

Youth have a right to -

Be free from discrimination of race, gender, color, national origin, sexual orientation or disability.

Fair and equal treatment.

A court arraignment within 48 hours of admission.

Ability to post bail for District Court cases (typically Traffic or Fish & Game).

Be free from abuse, harassment, humiliation, interference with sleeping, eating, or bathroom.

Medical and mental health care.

Due process and a grievance process.

Appropriate discipline.

Visits with parents, guardians, siblings, attorney, and minister.

To send and receive mail.

To contact attorney via fax.

Have a religious textbook.

School education.

Have at least 3.5 hours to outdoor (or indoor, depending on the weather) to exercise per week.

One hour each day of structured leisure time.

Three balanced meals daily.

Proper hygiene.

Safe and decent living conditions.

Talk privately with Attorney, Guardian ad Litem, Social Worker, or Therapist.

Review the written rules for KPYF.

A fair hearing of disputes with other youth and Staff.

A fair hearing of any disciplinary actions against you.

To remain silent if criminal offense(s) is filed or may be filed against you.

GRIEVANCE PROCEDURE

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

Attempt Informal Resolution:

Make a good faith effort to resolve the issue informally by discussing it with a staff member or the shift supervisor who can address the situation. Important: If your grievance is PREA related, do not attempt to resolve it informally. Instead, follow the PREA reporting steps outlined in page 6.

Complete a Grievance Form:

If informal resolution does not work, fill out a grievance form with the following details:

What is the problem?

Date and time of the incident.

How have you tried to resolve the issue?

What would you like to see done?

How would you fix it?

The desired outcome.

Submit the Form:

Grievance forms are available next to the Juvenile Justice Unit Supervisor's (JJUS) office. Once completed, place the form in the designated grievance box.

Witnesses:

Youth may present witnesses at any hearings related to their grievance.

Protection from Retaliation:

KPYF policy protects youth from harassment, intimidation, or any negative consequences for using the grievance procedure. If youth experience any retaliation, they can request a meeting with the JJUS and the Superintendent.

Timely Resolution:

Youth are assured a quick and timely resolution. The entire grievance process must be completed within 15 days of filing the grievance form.

Confidential Handling:

All grievances and complaints will be addressed privately and responded to within 24 to 48 hours.

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

Alaska Ombudsman

The Alaska State Ombudsman 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.

By Phone:

In Anchorage 907-269-5290

In Juneau 907-465-4970

Elsewhere in Alaska 1-800-478-2624

Out Of State 907-269-5290

By Mail:

Alaska State Ombudsman

1500 West Benson Blvd.

Anchorage, Ak 99503

PREA

The KPYF enforces a ZERO TOLERANCE policy regarding any sexual contact or inappropriate comments. The safety and security of all youth is our top priority. KPYF is committed to maintaining a safe environment. As part of your orientation process, you will watch an educational video explaining how to report any incidents of sexual abuse or assault. You have several options for reporting a PREA violation: you can use the telephone hotline, fill out a form and place it in the grievance box, or speak directly to a staff member, teacher, probation officer, or a parent.

Your voice matters, and we encourage you to report any concerns to ensure everyone's safety.

Who are the Staff?

While at KPYF, you will get to know staff, and their roles. Some of those roles include ensuring youth safety and wellbeing.

Juvenile Justice Counselor (JJC)

Staff who directly supervise youth throughout the day. They are responsible for the safety and security of the unit and oversee the daily program at KPYF.

Juvenile Justice Counselor 3

Lead staff that supervise staff and residents when they are on duty.

Primary Counselor

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

Guidance Team

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

Juvenile Justice Unit Supervisor (JJUS)

Oversees all day-to-day operations of the unit. Additionally, the JJUS handles grievances, special requests, and other program issues.

Juvenile Probation Officer (JPO)

Supervises each resident's criminal case while they are in detention or on probation supervision.

Facility Nurse

Oversees all medical care for residents.

Mental Health Clinician

Oversees mental health well-being of all juveniles in the facility.

KPYF School Staff

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

Maintenance Generalist

Oversees the maintenance of the facility.

Office Assistant

Oversees all the operational needs of the facility.

Superintendent

Oversees the entire facility and all Staff.

Behavior Expectations

Follow rules:

Be respectful and appropriate to others.

DO NOT share your personal information with other residents.

DO NOT talk about past crimes, illegal activities, drug references or make sexual comments.

DO NOT ask staff about their personal information.

Accept feedback from staff.

No bullying.

Take part in routine housekeeping.

Participate in school.

Be aware of safety and security boundaries.

No fighting, lying, cheating or stealing.

Gambling is not allowed.

Need clarification? Have a problem? Talk to STAFF or Nurse.

How to conduct yourself on the unit:

No PHYSICAL CONTACT with other youths or staff.

Exception: high fives or fist bumps.

Use appropriate language – NO cursing.

“Off – limits”: youth who are not allowed to communicate with another youth any way or form.

Example: co-defendants or youth who are currently having issues with each other.

Any youth engage in a romantic relationship with another youth.

Sight and sound supervision.

Always be in designated area with staff.

Always communicate to staff any movements on the unit.

Line movements.

Line up in a single file, arm’s length apart, face forward.

No talking in line.

Ask to cross: for example, say “Mr./Ms. (staff name), can I across?”

After you ask, wait for staff to respond before crossing.

Manage time wisely.

No junior staffing (telling peers what to do).

Hygiene – It is important to practice healthy hygiene such as taking a shower, brushing teeth, and wearing clean clothes.

Alterations are not allowed:

On any object that could be use hurt yourself or others.

On any items for the purpose of concealing a contraband.

On any unit clothing.

Contraband.

Contraband is any item that is not allowed in your room or not deemed appropriate.

Any item not approved to be brought onto the unit.

Dress Code:

Shirt tucked in, unless you are Step II status.

ALWAYS wear a shirt, pants, underwear, socks and sandals. If you don’t have any of these items, ask staff or unit laundryman.

Shorts and sneakers are allowed for exercising.

Shorts are not allowed to be worn underneath pants.

Sweatshirt can be provided if requested.

A shirt must be worn underneath a sweatshirt at all times.

Sweatshirts are not allowed to be worn around the waist or neck.
Hair should be neat and tidy.
Haircuts will be provided by a licensed professional once a month.

Family Contact

Phone:

7 outgoing calls, unlimited incoming calls.
You can make 1 outgoing call and accept 1 incoming call per waking shift.

Visiting.

Regular visiting days are Sundays, 1pm to 2pm and Wednesdays, 6:30pm to 7:30pm.
Special visitation: are for families who can't make it in on the regularly scheduled visitation days. Special visits need to be schedule 24-hours in advance.

Mail.

You are allowed to send and receive letters to family and non-family members.
Family letters: stamps will be provided.
Non-family letters: will cost one-stamp (see Stamp Card system).
You are NOT allowed to send/receive letters from an adult correctional facility. Unless they are a parent.

Medical Care

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

Detention Program Basics

Detention Summary

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

Program Status

There are 4 statuses: Orientation, Step I, Step II and Refocus status.
You will learn about each status on pages 10 – 15.

Stamp Card system

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

Marathon School

You are required to attend school.

Refusal to attend will result in status demotion or not be eligible for Step II status.

Follow classroom expectations (posted outside of the classroom).

Ask staff for a copy if you need one.

Computer violations.

Any attempt to log on social media or try to contact anyone in the community – result in status demotion and be restricted from computer use for a minimum of one week.

Lockdown

When staff say “lockdown” or “secure in your room”.

Youth will report to their rooms immediately, no questions asked.

Unit Tasks

Jobman

Each youth is required to take part in Jobman duties on a rotation.

List of duties posted in Kitchen Area.

If youth is not Jobman – youth will be assigned a cleanup task in another area of the unit.

Laundry man.

ONLY Step II youth can apply – Applications located in front of JJUS office.

There will be an interview conducted by staff.

If selected, youth can choose to receive \$2/day OR receive an extra full commissary every Wednesdays.

Duties posted in Laundry Room.

Areas of the unit:

Dayroom

Expectations.

Do not misuse equipment or furniture.

Do not move chairs from the tables.

Activities.

Staff conducted groups – Mandatory attendance, can earn stamps w/ participation.

Community Partners groups – Optional, but encouraged.

Leisure activities: board/card games, movies, video games (weekends ONLY).

Family visitations on Wednesdays and Sundays.

Exercise Equipment.

ALWAYS ask staff to use equipment first.

You can use the treadmill or elliptical during leisure time.

Exercise bands, weighted sandbags, yoga mats are also available for use.

Where to sit?

Orientation status & Step I sit at the tables. Step II can sit on the couches.

Male and female are not to be seated at the same table/couch or next to each other.

Staff Station.

Ask staff to approach Staff Station – Do not stand on tiles.

Not allowed to loiter around the Staff Station.

Fenced Area (FA).

For recreational activities – Depending on weather and staff availability.

Outer Fenced Area – Limited access, depending on weather and staff availability.

MPR (multipurpose room).

Meals are served.

Sometimes used for staff or community partnership groups.

Resident Wing:

All rooms are single occupancy.

No talking or hanging out on the wing with peers.

When on Refocus status, youth will be assigned to the table on the wing.

Shower rooms are located here.

Room expectations:

See posters on the wing about what is allowed in your room and personal tote.

See posters on the wing about how to keep your room clean and tidy every day.

ASK staff if you don't know how.

No flushing anything other than toilet paper.

No contraband.

No writing/graffiti/bodily fluids on any surface area.

ORIENTATION STATUS (OR)

Once admitted, youth is promptly placed on ORIENTATION status. During this time, staff will explain the rules, status expectations, and the daily routine of the detention unit. Youth will meet with a staff member to complete all the ORIENTATION paperwork. At minimum, youth will need to complete two (2) waking shifts to be eligible to promote to STEP I status. Need help? Ask Staff.

RESPONSIBILITIES:

Learn “on-limits” and “off-limits” areas of detention.

Complete Orientation paperwork.

Attend staff groups.

Compete autobiography.

Complete a daily journal entry. Ask Staff

CONDUCT:

Listen and learn from staff.

Wear your shirt tucked in.

DO NOT talk to other residents.

Focus on learning the rules and expectations.

Be polite and respectful, it will be returned in kind.

PRIVILEGES:

Participate in Staff led groups with peers and Staff.

Participate in unit activities with Staff Only.

Limited to books, drawing/coloring materials, write in your journal.

Be designated to a table.

At staff's discretion, play a one-on-one game with staff.
Go to bed at 9pm.

Personal Property

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

Step I

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

RESPONSIBILITIES:

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

CONDUCT:

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

PRIVILEGES:

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

STEP II

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

RESPONSIBILITIES:

Counsel regularly with guidance team regarding specified goals or issues

Participate in daily detention program

Follow unit expectations without reminders

Optional: complete daily journal - 1 journal entry = 1 stamp

CONDUCT:

Be required to wear a blue shirt and NOT have it tucked in

Demonstrate model resident behaviors to other residents

Optional journal entries. You can earn stamps with each additional entry

Actively and positively participate in groups and activities

PRIVILEGES:

Have a 10:00pm bedtime

Allowed a deck of cards in room overnight

Have three (3) approved family pictures in your room

Enjoy the use of the couches

Enjoy the radio headphones while exercising

Enjoy the use of the ping-pong table on non-school nights

Enjoy Saturday movie night

Enjoy food commissary – 1 drink, 1 choice of candy and 1 choice of healthy snack

Youth are NOT allowed to trade or giveaway commissary items to others

Purchase hygiene products and other items - SATURDAY Only

Purchase video game time or movie on non-school nights

Eligible to apply for the laundry man position.

Refocus

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

Will be assigned to a desk while on Refocus. Meals, schoolwork, and counseling will occur at the desk.

The following items are allowed at the desk: 1 pleasure book, schoolwork, treatment paper, and journal.

If something is needed, youth can raise their hand quietly and wait for staff acknowledgement.

5 minutes, prior to the new hour, breaks for basic needs are permitted. This includes restroom breaks, getting water, sharpening a pencil, requesting a new book, etc. If there is pressing need, remember to raise your hand to state your need. Staff will address you accordingly.

Complete one topic paper and journal entry each day. Assignments are due before bedtime at 9pm.

While on Refocus, topic papers will be assigned to you. Some of these topics will ask you to explain what led to the demotion and what could be done differently in the future. Staffs' goal is to help you identify appropriate coping skills and triggering events.

Participate in school.

Social Hour: While on social hour phone calls and faxing attorney or probation is allowed. Completing needs, such as getting water, showering, and exercising will be allowed. At staff discretion, they may engage youth in a board or card game. Outside time may be permitted warranting unit tone. Interacting with peers will be allowed at staff discretion. However, being placed on "off limits" with certain peers may limit those you can interact with.

While on Refocus, youth are "off limits" with their peers, unless on a Social Hour.

All incentive items will be removed from one's room while on Refocus status.

Bedtime is at 9pm.

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

STEP 1: Register to Vote

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

STEP 2: Request an absentee ballot.

- a. You may vote by absentee ballot (by mail). To obtain an absentee ballot, you may request DJJ print a copy of the application from the Division of Elections website or write directly to Absentee and Petition Office and request an application for an absentee ballot. The address is: Division of Elections Absentee and Petition Office: 2525 Gambell Street, Suite 105
Anchorage, Alaska 99503-2838

b. Once you receive the application, it is your responsibility to complete and mail the application to the address indicated within the deadline.

c. If you wish to vote in a city or municipal election, you must request an absentee ballot from the city clerk. If you are from another state, you must write to the Secretary of State and request information on how to obtain an absentee ballot. Staff may assist you in providing an address for the city clerk or Secretary of State.

STEP 3: Vote.

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

Fire Safety

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

What to do:

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

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

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

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