

# Matsu Youth Facility Detention Resident Handbook



## Introduction

This booklet has been prepared to help you understand the operations of the Mat-Su Youth Facility (MSYF). It will help you to know what to expect and what is expected of you during your stay at our Detention Unit. Read it carefully and ask questions if anything is unclear to you.

The rules and regulations contained in this booklet do not cover all situations, but rather serve as a basic guide for your conduct and MSYF procedures.

## Mission Statement

MSYF is designed to provide short-term safe, secure custody of juveniles pending court disposition.

## What to Expect

Youth who have been charged with a crime, have an outstanding warrant, or are awaiting a court hearing are considered to be detained. Most detained youth have not had a hearing and will have their detention hearing within 48 hours of their admission (excluding weekend and holidays). The purpose of this detention hearing will be to determine whether a youth will remain detained, be released, or moved to another placement that will benefit their situation.

If continued detention is ordered by the court, a Juvenile Probation Officer (JPO) will be assigned to you, if you don't already have one. They will be your main contact on what to expect moving forward with your case, so ensure to utilize their assistance.

## Resident Rights & Privileges

All youth will be informed of their rights and responsibilities during the intake/orientation process. Solutions for complaints of a violation of any right will be heard through the grievance procedure. Residents who do not accept responsibilities will be subject to the facility's disciplinary process.

## **Basic Rights of Residents**

Residents have the right to:

- Not be discriminated against because of race, natural origin, color, creed, sex, handicap or their political affiliation.
- Be treated respectfully, impartially, and fairly.
- Be informed of the rules, procedures, and schedules of the facility.
- Not be subjected to corporal punishment, harassment, mental or physical abuse, personal injury, intimidation, property damage, threats, harm, assault, humiliation or bullying.
- Practice their faith and to participate in religious services, as available. Your personal religious leader may visit if they have been placed on your contact list.
- Meet voting requirements and vote if 18 years of age or older.
- Full, fair, and equal opportunity to participate in educational programs.
- Freedom of expression, if it does not interfere with the rights of others or the safety and security of the facility.

## **Basic Responsibilities of Residents**

Residents have the responsibility to:

- Follow the rules, procedures, schedules and directions of staff while in the facility.
- Treat staff members and other residents with respect and will not engage in activity which is designed to be disruptive to the unit.
- Clean and maintain their rooms. Residents are expected not to damage public or privately owned property located within the unit.
- Maintain their clothes and hair in a clean and odor free condition.
- Respect the rights of others, both residents and staff.
- Refrain from and discourage others from using profanity, anything sexually suggestive, verbal abuse, ethnic slurs, slander, nicknames and/or obscene gestures.
- Not possess any kind of contraband, weapons or objects which could be used as a weapon.
- Practice and encourage honesty in all interactions.

## **Common Terms**

**Contraband:** Any item that has not been officially approved or authorized. Items considered contraband include (but are not limited to): Items that can be used as or is designated to be a weapon, pens, additional amounts of items other than what is allowed in your room, items removed from the classroom or during mealtimes, notes of any kind from another resident, anything sexual in nature, items broken or altered from its intended use, etc.

**Fire Drills:** Periodic fire drills will be conducted to ensure your knowledge of the fire evacuation routes. You should remain calm and follow staff's directions.

**Grievance:** Complaint to address anything a resident considers to be unjust. You have the right to file a grievance without threat of revenge.

**Lockdown Drills:** Periodic lockdown drills will be conducted to ensure your knowledge of what to do in an emergency. You should not talk, cross back to your room as quickly and safely as possible and secure your door.

**Mental Health Clinician (MHC):** MHCs are available to assist you with personal issues and crisis situations. Residents are encouraged to speak with them when they feel the need.

**Juvenile Justice Counselors (JJC):** These staff members supervise residents throughout the day. They are responsible for the safety and security on the unit and overseeing the daily program.

**Juvenile Justice Unit Supervisor (JJUS):** The JJUS oversees all operations on the unit, including grievances, special requests, and other program issues.

**Searches:** Staff will conduct random contraband searches of the entire facility. This includes all areas occupied by residents including their rooms.

**Shift Supervisor (SS):** The JJC in charge of each shift. They are responsible for overseeing all aspects of the shift, including the daily program schedule.

**Superintendent:** They oversee the entire facility and staff. They are responsible for major decisions concerning the unit program as well as provide input on day-to-day issues.

## **General Information and Procedures**

### **Property**

MSYF provides clothing which will be always worn. (Coat, hat and gloves will be provided in cold weather) All personal property will be stored in the Admit Storage Closet. A receipt for all items stored will be signed and placed in the resident's file.

Items brought in with you during admission which are considered contraband (tobacco, lighters/matches will be destroyed), controlled substances will be turned over to Law Enforcement.

### **Clothing**

You are required to always wear appropriate clothing. You will be provided with clean t-shirt, socks, and undergarments each day, and are expected to change after you shower. While in the dayroom, you are required to wear a t-shirt, pants, undergarments, socks, and shoes. T-shirts need to be tucked in always. Sweatshirts are optional over the t-shirt. Wearing extra clothing is not allowed, such as wearing shorts under your pants or multiples of any one item.

## **Recreation**

Weather permitting; residents will participate in outdoor recreation (including gym), minimally 3.5 hours per week.

## **Hygiene**

You will be provided with all necessary items to maintain good physical hygiene. Dental hygiene is required after every meal. Floss is available at the staff desk and must be used on your time. Your toe and fingernails should be shorter than your fingertips and clippers are available from staff. They also must be used on your time. If you should like a haircut, speak with the SS to see when someone will be available to assist.

## **Groups**

There are a variety of groups provided at MSYF; gardening, substance abuse AA/NA, anger management, social skills, culinary arts, religious services, and physical fitness are a few. Participation is a part of the program. There are a few of these groups that are optional, and you will be made aware of them when they are scheduled.

## **Commissary**

Commissary is a privilege for residents on Senior status. You must be on Senior status on commissary day, Saturday, which is also Movie Night. Staff will determine the order in which commissary is given out. You will be allowed to choose one food item and one personal item. You are not permitted to give away, trade, gamble, or sell commissary items to other residents. There may be limits on what item you may choose due to the available supply and what you already have in your possession. You are allowed one of each type of item in your room.

## **Food Services**

Residents will be provided three nutritionally well-balanced meals each day, as well as a daily snack. Eating meals with the other residents in the classroom is a privilege. If you would like to eat a meal in your room, ask staff and follow their directions.

## **Visitation**

All residents have the right to a reasonable amount of visitation with those on their approved contact list. Visitation rights will not be permanently denied but may be temporarily limited due to health and/or security considerations. Residents may refuse to participate in visitation. If your approved contacts have difficulty visiting during the regular hours of Sundays and Wednesdays from 6:30pm to 7:30pm, a special visit may be

arranged. Residents are not allowed to have items brought into them unless prior approval has been granted by the JJUS or Superintendent.

## **Mail**

Residents will be provided paper and may write letters to anyone unless prohibited by the Court. Residents are not permitted to write or receive letters from adult prisoners unless the prisoner is a member of their immediate family. All outgoing mail must be stamped with the facility's return address and your name. Incoming mail will be searched, not read, for contraband in your presence.

## **Telephone Calls**

Residents will be able to make or receive personal calls to those on their approved contact list during established hours. These are limited to 1 outgoing and 1 incoming call per day. Residents will be allowed incoming calls from law enforcement, attorneys, Gaudian ad Litem (GAL), probation officer, social worker, court, etc. at any time. If it is discovered that a resident spoke with an unauthorized individual, their phone calls may become monitored by staff and no longer private. Personal calls are limited to 10 minutes.

## **Library**

Reading materials and other related services will be provided through an in-house library. The in-house library may be utilized at the on-duty JJC's discretion and books may be taken to your room. You must check out the books and may not share with your peers. Writing in or tearing out pages is not tolerated and will result in failure to earn all your points.

## **Primary Counselor**

You will be assigned a JJC as your Primary Counselor within the first 48-72 hours you are in Detention. They will be your main point of contact during your stay. All out of the ordinary questions and requests should be directed to them. They will also be responsible for writing your Detention Summary. A Detention Summary describes your behavior while at MSYF between scheduled court appearances.

Remember, a copy of your Detention Summary goes to the Judge, Attorney and your JPO, which helps the court to determine your placement once you leave Detention. A good Detention Summary goes a long way.

## **Orientation Status**

This is your status once you arrive at MSYF. The main goal is to introduce you to the program and allow you a chance to interact with staff members. As a new resident, you will be on Orientation status until completing all items in the Orientation Packet. Once all tasks are complete and you've earned 100 points, you will start the next shift on Junior Status. While on Orientation status, you need to follow staff directions for paperwork, room time etc. You are not allowed to participate in recreational activities, socialize with other residents, or sit

in the dayroom. Reading and writing are permitted. One hour of social time will be provided for each shift where you are allowed to visit quietly and play games with other residents or staff members.

## **Disciplinary Freshmen Status**

There is also Disciplinary Freshman status, which results from a rule infraction or failure to follow the program. Point Fines will be served as a D/F. When on Discipline Freshman you are not allowed in the dayroom except for points meetings. You will complete your schoolwork or any other assignments on the wing at a table. In order to advance from Disciplinary Freshman, you must earn 100 points (at least 45 on the last shift of any point fine) and complete a Reflection Paper. The Reflection Paper will indicate what you did, why it was against the rules, and what you will do next time in a similar situation. This paper will be discussed and signed off by your Primary JJC or SS in a timely manner.

## **Junior Status**

Junior privileges include time outside and taking part in most dayroom activities. You must earn 80 points per day to maintain Junior status. During this time, all points earned will be put in your bank, but you will not be eligible to spend them until you are a Senior. If you fail to earn 80 points, you will be on D/F the next day.

## **Junior 90 Must Status**

Junior 90 Must is a second chance for senior status residents to become senior status again. You are dropped to Junior 90 Must after losing 11-20 points in a day. If successfully earning 90 points, they will be a Senior Day 0 the following day shift. Junior 90 Must will have all senior items removed until earning Senior status again. Dropping to a Junior 90 Must will result in a job loss.

## **Senior Status**

Advancement to Senior status requires 600 points total. In addition, you will be required to review and sign a Senior Agreement. You must earn 90 each day and counsel with a staff member or participate in a group to maintain Senior status. If you fail to earn 90 points, you will be a Junior 90 Must the next day. As a Senior, you have all the privileges of a Junior, Senior Movie and commissary on Saturday, as well as the ability to spend points from your points bank. Again, if you fail to earn 80 points, you will be a Junior 0 the next day.

For your safety and others safety, you may be placed on a special status. It is reviewed daily, except for High Security Risk (HSR), which is reviewed every two weeks by the JJC 3's and the JJUS.

## **Boundaries**

No physical contact is allowed (no exceptions!). MSYF is a co-ed unit and there are personal boundaries in place for all residents. While in the dayroom, males and females may not sit within arm's reach of each other. Dating relationships of any kind are prohibited. If you would like to play a unit approved game with a resident of the opposite sex, you must have JJC approval and supervision (sitting at the table with you).

## **Chores**

All residents are assigned chores. You are expected to complete your assigned chores as quickly and thoroughly as possible. You may have an opportunity to volunteer for extra chores when you have satisfactorily completed your assigned chores. Daily housekeeping chores that are required by all residents during their stay include making their beds, cleaning the sink and toilet, sweeping, and mopping their room and straightening up books and personal property.

On the weekend, there is a unit wide deep clean called MAJORS. After rooms are inspected by staff, you will be assigned a task to clean another area of the facility. ALL residents are required to help with MAJORS.

## **Grievances**

A youth has the right to make a complaint. Since most complaints may be quickly resolved informally you are encouraged to talk with staff or ask to speak to the SS or JJUS. A youth may also fill out a grievance form. Grievance forms are located on the wall with all the other unit forms. You may also submit a grievance on a sheet of paper if forms are unavailable. Once the grievance is written, you should place it in the locked grievance box. All grievances will be investigated. The JJUS or Superintendent will notify you of the decision. If the decision is in favor of the griever, the program will make sure the appropriate action is taken to remedy the situation.

## **Medical Services**

All residents will receive an initial screening by a JJC within 1 hour of admission to identify potential emergencies. Within 72 hours, a DJJ Nurse will administer a detailed health assessment to identify current and chronic medical and mental health issues, acute injuries and illnesses, the possibility of withdrawal from substances, current medications, and communicable diseases.

It is your responsibility to ask for medical attention. If medical attention is needed, you will need to tell a staff member. In non-emergency situations, ask staff to fill out a sick call request in TechCare. Residents will be seen by a DJJ Nurse within 72 hours Monday-Friday.

Residents are provided 24-hour emergency medical care.

**REMEMBER, YOUR HEALTH IS YOUR RESPONSIBILITY!**

## **Sick Bed Rules**

If you are not feeling well, speak with staff and you may be placed on sick bed rules. You will be required to stay in your room until (at a minimum) the next day. This is important during an illness of any kind to protect other residents and staff from exposure. You will still be permitted to shower, and your meals will be served to you in your room. This is not a punishment, but a precaution. We don't want anyone else getting sick. While on sick rules, no points will be earned or lost.

## Your Room

When you are admitted at MSYF you will be assigned a room. You will be expected to keep your room clean and you will be responsible for any damage done, including graffiti of any kind. Most of your day will be spent outside your room, however there are times when you will be locked in your room for various reasons, including meal prep, shift change, and lockdown. Staff has the authority to enter your room at any time for the purpose of damage inspection, cleanliness checks and to look for contraband. Do not tamper with smoke detectors or lights. When outside of your room, your door needs to be fully open at all times.

## Intercom

Your intercom should be used to let out of your room after using the restroom during school hours. During shift change or a shut down, your intercom should only be used in case of emergency. A JJC will make rounds checking on residents approximately every 15 minutes. Should you need anything non-emergency related, speak to the JJC on their next round.

## Misc Items

New under garments, socks and t-shirts will be provided to you daily.

New sweatshirts and pants are provided on Sundays and Wednesdays.

New bedding is issued on Saturdays.

Shave days are Sundays and Wednesdays, but they may be rescheduled if same gender staff is unavailable.

## Specific Area Rules

### Dayroom

Being with peers in the day room is a privilege and proper behavior is always expected.

- No climbing or lying on furniture or tables.
- Never go into another resident's room (including touching their doors).
- Do not cross the yellow lines without seeking permission first from a JJC.
- Never cross the red lines.
- Physical contact between residents is prohibited; this includes wrestling, tickling, horseplay, arm wrestling, etc.
- Do not place your feet on the furniture or the walls.
- When asked to line up, for any reason, residents will line up by seniority. Be an arm's length away from the person in front of you and do not talk.
- Always follow staff directions.

### Dining Room

- No trading or giving away food.
- Always remain seated unless instructed otherwise.
- No talking in dining room.



- Follow all staff instructions.
- Show JJC your utensils before dumping them on the cart.

## **Classroom**

- Always remain seated unless instructed otherwise.
- Do not touch another person's computer.
- Do not write in any textbooks.
- Residents are expected to raise their hands during class. Talking in class without permission is prohibited.
- Discussion in class is limited to school topics. No other discussion will be tolerated.
- Return all school property at the end of class (including pencils).

For ALL areas there a zero tolerance for providing written or verbal personal information (i.e. address, phone number, snap chat, etc.) Passing a note or having possession of a note passed to you will result in a zero shift. Gang information is not to be spread - either spoken, written, drawn or signed.

## **Educational Services**

All residents are expected to participate in the education program, regardless of their educational status or age. The education program at MSYF is 5 days a week year-round. The educational staff will set up a curriculum for each resident based on their individual needs. If you have received your diploma or GED, you will still be required to participate in an educational enrichment activity. If you complete a course, you will get credit for it on your school record.

## **Rules of School**

You will be required to adhere to the following rules while attending class:

- Face forward.
- Participate to the best of your ability.
- Refusing to participate in the classroom will result in a point loss.
- Refusing to attend class or leaving without permission, may result in a significant point loss. The amount lost will be determined on a case by case basis.
- If separated from the classroom due to disciplinary reasons, you will be given the opportunity to receive education during your time in separation.
- Cheating in school will not be tolerated and will result in a point loss.
- School breaks are scheduled throughout the day for bathroom breaks. Taking another bathroom break without a hall pass may result in a point loss.
- No items are allowed to be taken from the classroom to your room and visa versa.

## **Computer Access**

Residents will have access to a laptop in class, as most of the classes will be on the APEX learning system. Their use is a privilege, not a right. Residents may not make any changes to the desktop, settings, programs, or physical nature of these devices. Residents will only work on their assignments during class or as described by

the teaching staff. Going anywhere on the internet or using any program other than APEX will result in a zero shift and D/F status. Clearing your browser history will be treated the same and result in a zero shift and D/F status. There is no access to the laptops outside of school.

## **Unit Jobs**

The Mat-Su Youth Facility offers paying jobs to responsible residents who qualify. All hiring, termination and supervision of these jobs are made by staff members. If you are interested in an available job and have reached Senior status, please discuss this with the Shift Supervisor.

## **Performance Standards and Reviews**

Staff monitor and review your job performance daily and evaluate how well you complete the duties. In most cases, one unacceptable review will result in a formal verbal warning. A second unacceptable review will result in a written warning. If your job performance continues to be unsatisfactory after the second formal warning, you may be terminated. Major violations of MSYF rules and health/hygiene standards may result in immediate termination and possible disciplinary action. Job rules will be posted.

### Qualifications for Unit Jobs

- Senior Status
- Fill out an employment application
- Pass a job interview or performance test
- Ability to follow verbal and written instructions
- Good attention to detail, hygiene, and time management
- State of Alaska Food Worker's card is a plus

## **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

Elsewhere in Alaska: 1-800-478-2624

Out of State: 907-269-5290

## **Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA.

The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

### **mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

### **fax:**

(833) 256-1665 or (202) 690-7442; or

### **email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

05/05/2022