

# **JUVENILE DETENTION YOUTH HANDBOOK**

You are at Skagit County Juvenile Detention Center. We (staff) know this may be a difficult time for you. Our purpose is to provide a secure and supportive environment for everyone here. This handbook will explain what you can expect and what we expect while you are in detention. The first expectation is that you will read and understand this handbook, and that you will ask staff for help if you have any questions. Specific rules are listed to help you understand the expectations.

**Detention Orientation:** Staff will give you an orientation during the intake process. If you are new here, the staff will briefly go over this handbook and answer questions about what to expect. If, during your stay, you are having personal problems or problems adjusting to detention you may request to talk to staff.

**Detention is a gang-free, hate-free zone. Bullying, name calling or harassment of any kind, will not be tolerated.**

**Parent/Guardian Notification:** Staff will call your parents or legal guardian immediately to let them know you are here and allow you to talk with them. Staff will ask parents questions about your medical history during this phone call. Staff will also tell your parents/guardians when they can visit and what number to call to inquire about your court appearance(s). We will keep calling until we reach them.

**Court:** If you were booked into detention on a new charge, a Skagit County Superior Warrant or Apprehension Order, you will have a detention hearing the next court day, (Monday through Friday, except Holidays).

If you were booked on a warrant from another County, your hearing will be in that Court and we will notify you of the time and place when we have that information.

**Visitation:** Only mom, dad, or your legal guardian may visit you. Others may visit on a case by case basis if approved by your probation counselor. All individuals must bring picture I.D. when visiting in Detention.

## **Visitation Hours**

Monday: 6:00 p.m. – 7:00 p.m.

Wednesday: 6:00 p.m. – 7:00 p.m.

Saturday: 5:00 p.m. – 7:00 p.m.

Sunday: 5:00 p.m. – 7:00 p.m.

Visits are limited to 20 minutes and may be subject to less time depending on number of visitors. You and your visitors must maintain appropriate behavior and language or your visit will be terminated. You do not have to visit if you do not want to. Your visit may be canceled at any time staff feels it is necessary.

Meetings with service providers, mental health counselors, probation counselors, or attorneys also take place within the facility.

**Supplies:** During intake you will be given a toothbrush, comb, bar of soap, toilet paper, cup, deodorant, towel, and cards. Other hygiene supplies will be given as needed. Soap & shampoo will be given at shower times. Your parents/guardians are not allowed to bring you any personal hygiene supplies.

**Telephone Calls:** All calls must be made during your free time from the collect phones in the recreation area. Phone calls are limited to 10 minutes. If staff suspect this privilege is being abused, (for example: three-way calling,) the phone call will be terminated and you may lose your phone privilege. You will not be able to receive any personal calls or messages while you are here and the calls you make may be restricted by the court, probation counselor, or by the person you are calling.

**Mail:** We will provide paper and envelopes. If contraband is suspected, your mail will be opened by staff and searched. Outgoing mail must be addressed as follows:

Youth and Family Services

Your Name

605 S. 3<sup>rd</sup> St.

Mount Vernon, Wa 98273

Outgoing letters with other marking or graffiti will be returned to you. All letters sent to or received from other institutions or youth known to the juvenile justice system will be placed in your personal belongings. Any letters containing graffiti, gang related references or references to criminal behavior will not be mailed. These letters will be placed in your personal property and given to you when you are released. If these letters contain references to criminal offenses, these letters may be turned over to law enforcement.

**Personal Belongings:** All of your personal belongings will be kept in a locked locker. You will not have access to your personal belongings while in detention.

**Personal Hygiene:** Showers are given daily. You will be given clean underwear, socks, t-shirt, and towel every day. Clean jumpsuits are given every Sunday. Your bedding is changed on Saturdays. We will inspect all clothing and bedding any time you return or exchange it and you will be responsible for any damage found.

**Meals:** Meals are served at 6:30 A.M., 11:45A.M., and 4:45 P.M. A snack is offered around 8:30 P.M.

**Medical Attention:** The Physician's Assistant comes every Tuesday. If you need to see them, staff will put you on the medical visit list. If you are sick or hurt at any other time, let us know so we can arrange for someone to see you if necessary.

If you have a medical appointment in the community while you are here, your parents/legal guardians will need to re-schedule it unless it is an emergency.

**Building Emergencies:** If you hear an alarm, please get dressed and wait quietly on your bed. Listen carefully and follow all staff directions. Please do not ask questions at this time - we will keep you informed and tell you exactly what to do and where to go. You must **WALK – NOT RUN, AND NO TALKING.**

**Grievance/Complaints:** If you feel you have been treated unfairly by staff, ask for a grievance form. Fill it out and give it to the lead worker/senior staff. They will speak with the staff involved, who will then talk to you about the incident as soon as they can.

If you are still not satisfied, you can ask the supervisor to review the matter. They will review whether or not staff treated you fairly and discuss the situation with you.

If you are still not satisfied, you can request to talk to the Detention Manager or the Administrator, in that order.

**School Program:** If you are a level 2 or above, you must attend the Detention School Program, even if you have graduated from high school or have your GED. There may be an exception for some level 1's to attend school.

While you are in school, you can work towards credits/grades for the school you last attended or you can work towards your GED. It is your responsibility to get up, make your bed, clean your room and be ready each morning to go to school when notified by staff.

Here is what you can expect if you miss school for the following reasons:

1. If you choose not to participate in school while you are here, you will receive a -1. You will also stay in your room for the rest of the day.
2. If you are too sick to attend school, you may stay in your room for the rest of the day.
3. If you are sent back from school, this can result in a stay in your room for 15 to 30 minutes and/or receive a -1. You may also be sent back to your room for the remainder of the day.

**Other Programs:** A variety of programs are held during your free time. Everyone on Level II or above is encouraged to participate.

These programs help you learn skills for interacting with others and we will encourage you to use and practice the skills you have learned.

**Transfers/Going To and From Your Room:**

When transferring from your room to the school or recreation room, exit your room when instructed by detention staff and go directly to the assigned destination. Only 2 detainees go

through doors 242 and 243. Males and females do not go through these same doors together. When transferring from school or recreation to your room, line-up as instructed and return to your room as directed by detention staff.

While in line waiting to transfer, no talking, stand-up straight (no leaning against the wall), hands folded behind your back and be prepared to transfer as directed.

**Exercise Equipment Rules:**

Use only with staff supervision and permission. Exercise is allowed during school and recreation time.

**TV Rules:**

TV watching is allowed only during free recreation time. Please do not interfere with TV equipment or wiring.

Channel selection is by majority rule and staff approval. No MTV. If a dispute arises, staff may choose the channel or turn off the TV. Volume will be set at a level that does not interfere with other activities.

**DETENTION MONDAY-FRIDAY DAILY SCHEDULE**

6:00 – 6:30 AM	Wake up/Dressed/Bed Made/Clean Rooms
6:30 – 7:00	Breakfast
7:10 - 7:30	Special Custody Youth Exercise (alone)
7:30 – 8:30	Exercise (School)
8:00 -	Showers Begin
8:30 – 11:30	School (cont.)
10:00 – 10:15	Break
11:35 – 12:15 PM	Lunch
12:15 – 1:30	Break/In Rooms/Quiet Time (showers)
1:30 - 3:30	School (cont.)
3:30 - 4:30	Level I and/or Special Custody Youth Recreation
4:30 – 5:30	Dinner (all youth out except level I).
6:00 – 7:00	Visitation, Monday & Wednesday
7:00 – 9:30	Level II, III and Level IV recreation Level II's until 8:30, Level III's until 9:00 PM. Level IV's until 9:30 PM
9:30	In rooms/toothpaste handed out
10:00 PM	Lights out

## **DETENTION SATURDAY, SUNDAY AND HOLIDAY DAILY SCHEDULE**

6:30 AM	Wake Up/Dressed/Breakfast
7:00 – 8:00	Room Cleaning Change Bedding/Linen on Saturdays
8:00 - 9:00	Level I & Special Custody Recreation
9:00 -	Showers (until completed)/, clean suits&slippers on Sundays
10:00 – 11:00	Level III and IV recreation
11:30 - 12:30 PM	Lunch
12:30 - 1:30	Break/all in rooms/quiet time
1:30 - 2:30	Level III-IV programs/church/recreation Level II may participate in programming only.
2:30 - 3:00	Break/all in rooms
3:00 - 4:30	Level II recreation
4:30 - 5:00	Dinner
5:00 - 7:00	Visitation/Parents/Legal Guardians (Level III&IV)
7:00 - 8:00	Level III recreation, snacks, phone calls
8:00 – 10:00	Level IV recreation, snacks, phone calls
10:00	All in rooms
10:15	Toothpaste handed out
10:30 - PM	Lights out

**NOTE: ALL OUT OF ROOM TIME IS SUBJECT TO ADJUSTMENT DEPENDING ON POPULATION AND FACILITY NEEDS.**

### **THINGS TO REMEMBER:**

1. Clean your room and make your bed before coming out of your room.
2. Participate in programming.
3. Follow directions given by staff, do not argue with staff.
4. No written or verbal profanity or abusive language.
5. No written or discussion of crimes, escapes, drugs or other illegal activity.
6. No physical contact with residents or staff, NO assaults real or threatened.
7. No running in the building.
8. No defacing or damaging of County property. You will be held responsible for any facility damage and payment or repair of such. Criminal action and/or loss of privileges may result.
9. Do not tamper with any lights, smoke detectors or speakers. This includes putting anything on, in or near them.

10. All issued clothing must be worn when out of your room. No clothing is to be worn inside out or tied around your person. Pants will not be sagged and pant legs will not be pushed or rolled up. Do not stuff your pant legs inside your socks.
11. When asked to return to your cell, do so immediately.
12. No passing of notes.
13. "Contraband" is any drugs, alcohol, tobacco, food items, medication or any device that could be used as a weapon or tools of escape, or anything not issued or authorized by the Juvenile Administrator, Detention Manager or Detention Staff. Any issued items which have been altered is contraband. You may not have any contraband in your possession. If found it will be confiscated and criminal action and/or loss of privilege may result.
14. Any drawings, graffiti or anything verbal or non-verbal related to drugs/alcohol, weapons, pornography, satanic, or gang related activity (staff perception), will result in automatic level drop.
15. Any written items which appear to be criminal in nature or referring to criminal behavior will be confiscated and turned over to appropriate law enforcement.
16. Any graffiti found on your room walls, bunk, toilet, mirror, ect, will be removed and you will receive a M.V.

**Room Call Buttons:** The call buttons in your room, pods, ect., are for **EMERGENCY USE ONLY**. For example, if you need personal hygiene items or if you have an injury. Other requests ("can you call my P.O." ect.) are NOT emergencies.

### **Detention Point and Level System**

Your privileges and out of room time during your stay in Detention will be determined by your behavior. The better your behavior, the more points you earn, the higher your level, the more recreation and out of room time you will be allowed.

Your daily point score will determine how rapidly you rise through the Detention level system. There are four levels and privileges increase the higher the level. You must serve at least 48 hours at each level. Once you reach level IV you can remain there until the end of your stay if you earn enough points.

When you are admitted, as long as there are no known security risks, intoxication, suicide ideation and other behaviors that would indicate a need for isolation and observation, your level will be a Level II.

Scores, from 1-3 points, are given at the end of each shift Detention staff have 3 shifts per day; Graveyard shift, Day shift and Swing shift. This means that you are given 3 scores per day.

In order to move to a IV you will need to maintain an average of 2.6 and above. An average of 2.6 and above will maintain your Level IV. Level IV residents will be allowed to have "Level IV Only" evening recreation time.

An average daily score of 2.0 - 2.5 will advance your level one level at a time to level III. In order to move up to a III, you must maintain a 2.0 or above. A 2.0 to 2.5 score will not raise your level to level IV nor will it maintain your level at level IV. An average daily score of 1.4 - 1.9 will reduce your level one level or will maintain you at level I.

An average daily score of 1.3 or below will reduce your level two levels if you are level III or IV, will reduce a level II to a level I and will maintain a level I at level I.

Any regular pattern of daily scores below 2.0 may result in your being placed on the alternative level system. The alternative level system allows you to work your way up the level system but requires 4 days at each level.

First time **major violations** will result in immediate reduction to level I. Subsequent (2nd, 3d, 4th etc.) major violations will result in immediate reduction to level I **and** could result in alternative or security level status.

Any regular pattern of major or minor violations can result in you being placed on the Security Risk Level System. The security risk level system allows you to rise through the level system but requires a written request by you and approval of the Detention Supervisor for each level of advancement.

Security Risk violations will result in immediate assignment to **Security Risk** status. When privileges are restored, the Detention Supervisor may place the resident on the **Security Risk Level System**.

*We know the point system is complicated – please ask any staff person to explain further if you have questions...we want you to achieve the highest level.*

An overview of the privileges allowed at each level is as follows:

Level I: Allows for 1 hour of out of room time per day. The one hour out of room time will be allowed as long as the resident is not under the influence of drugs or alcohol and is not hostile or disruptive in any way. In order to qualify for out of room time, a level I resident must earn a 2 or a 3 for the 8 hour period prior to the out of room privilege. Phone calls and visitations are allowed only under certain conditions.

Level II: Unless otherwise indicated, all youth are placed on Level II at admit. Level II allows for school and 1.5 hours of recreation time. On Saturdays, Sundays and holidays, level II allows 1.5 hours of recreation time.

Level III: Allows for school and out of room meals plus 2 hours of recreation time. On Saturdays, Sundays, and holidays level III allows for 3 hours of recreation time.

Level IV: Allows for school and out of room meals plus 2.5 hours of recreation time. On Saturdays, Sundays, and holidays, level IV allows for 4 hours of recreation time.

*These rules have been established to ensure that you are safe and secure during your stay. Acting in a respectful, courteous manner is appreciated and reciprocated.*

*It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change. ~Author unknown*