

Classification System

INITIAL CLASSIFICATION PROCESS

Upon intake but no later than within 7 days of arrival you will be given your assigned classification level.

All new juveniles will remain at maximum custody level no less than 30 days. The Case Manager will review each new juvenile for approval or denial of level advancement. Those who are eligible for advancement of level will be promoted and remain at the new custody level 90 days before the new review date. The Case Manager will then review each case to determine further advancement. Those eligible for another advancement will be promoted and each case will be reviewed every 90 days.

CLASSIFICATION REVIEW: Within 5 days after your initial classification, you will be reviewed to determine if you can advance in level and be reclassified or remain in your current status.

RECLASSIFICATION PROCESS: Your classification will be reviewed every 15, 60, and 90 days. Reviews will be based off of behavior documentation during that period and your past and present performance.

PROGRAM & STATUS REVIEW: Your status will be reviewed every 15, 60, 90 days to evaluate your progress. This review will provide assurance that you are not being overlooked and are active in the provided programs addressing your needs.

DISCIPLINARY CLASSIFICATION HEARINGS: The Classification Review Panel shall review the disciplinary paperwork and recommendation of the Disciplinary Hearing Officer. In cases where you are found GUILTY, a reclassification hearing will be held within five days after your hearing. You will be reclassified to a higher custody level where you will remain based on a biweekly review. In cases where you are found NOT GUILTY, reclassification hearings will continue to be reviewed as originally scheduled.

CLASSIFICATION REFERRAL NOTICE: You will be notified of upcoming classification hearing's via "Classification Referral Notice's". You will be advised no less than 24 hrs prior to the classification hearing.

CLASSIFICATION APPEALS: You have one appeal opportunity and may only appeal the final decision of the Case Manager. To appeal the decision, you must submit a letter, addressed to the case manager within 5 working days of the classification hearing. The facility Case Manager, or designee, shall evaluate the contents of the inmate letter and determine if the issues are appeal able. If the issues are not appealable the Inmate Letter will be returned with an explanation.

CUSTODY ADVANCEMENT CRITERIA: Juveniles will participate in level advancement. The Case Manager will review each case prior to making a decision on the commitment's classification. Each juvenile will be scored on their achievement on the following factors:

Education

- Attends classes and other educational programs
- Self motivated
- Focuses on Life Skills education
- Focuses on career / vocational interests and goals
- Respectful towards education and counseling staff
- Completes assignments and tasks

Socialization

- Positive interaction with peers and staff
- Attends and participates in group program activities
- Receptive to constructive criticism
- Respectful towards peers and staff

Communication

- Provide positive input in group and individual therapy sessions
- Active listening skills in following direction given by staff
- Verbally acknowledges responsibility for negative behavior
- Respectful towards staff and peers when others speak

Behavior

- Respect towards others personal space and property
- Demonstrates patience
- Accepts responsibility for irrational behavior
- Displays a positive attitude in cognitive behavioral programs

Self-care Skills

- Tend to daily personal hygiene needs and grooming
- Tend to cleaning of personal space
- Assist in cleaning of public area, i.e., (dayrooms, bathrooms, classrooms)

Eastern Arizona Regional Juvenile Detention Facility

An ACA Accredited Facility

Mr. Charles Gatwood—Administrator
Mr. Michael J. Aranda—Asst. Administrator



Federal Juvenile Orientation Handbook



919 West Thatcher Blvd. - Safford, AZ 85546

Phone # 928-428-3954

Control Room # 928-792-5306

Revised 4/25/13

Program Introduction

Program Introduction Welcome to the facility. You are in the custody of a juvenile correctional facility that offers a complete treatment program that is reality based and with work and time should allow you to make positive changes in your life. We offer a wide variety of therapy (art, stress management, task groups, substance abuse, and more) and an academic program based on the individual students needs. The program here is at times co-educational. Like the rest of the program your participation will help you learn good social skills and help you to be a better person. You will be assigned to one of the four pods. At this time you will be shown around your assigned pod and introduced to the staff and other peers on your pod. During your tour and after being assigned to your pod, feel free to ask questions about the program.

Life here is structured, but there will be staff around at all times to help your transition into the program. If you are ever sick or hurt we always have medical help there for you.

SICK CALL: Sick call is conducted daily or no less than once per week by medical to identify juveniles in need of medical services due to non-emergency injury or illness while in detention. Youth shall have the opportunity to request health services for illnesses or injuries daily. **All requests shall be handled in a confidential manner to the nurse and for evaluation and a determination of the level of medical care required at pill call.** Treatment by health-trained or qualified health professionals other than physicians, mid-level providers, and dentists shall be performed pursuant to direct orders written and signed by a licensed health care provider who is authorized to give verbal and/or written orders. Written nursing protocols, approved by the responsible physician, may be used as guidelines in the assessment of routine health conditions and the implementation of nursing interventions. Nursing protocols shall not include directives regarding dosages of prescription medications.

EMERGENCY NEEDS:

- Report to a Detention Officer, if you are ill or injured.
- Any medications prescribed by a doctor will be administered to you by a Detention Officer or a Health Care Provider (**once approved by the nurse**).
- In the event of a fire, earthquake, or any other natural disaster, the Detention staff will evacuate you to the appropriate area.

Unannounced fire/emergency evacuation drills will be held periodically at the Detention Center. Be prepared to move to the appropriate area in an orderly manner and follow all staff directives.

JUVENILE GRIEVANCE PROCESS: Juveniles are encouraged to settle their problems or disagreements through discussion with staff or with the person's involved. Juveniles should also talk to staff with complaints about policies. Juveniles will be asked to fill out a grievance form. The grievance form will be answered within 48 hours by the shift supervisor. Juveniles have a right to file a grievance without retaliation. The purpose of the grievance process is to give the juveniles a means to discuss and resolve their complaints. If a juvenile is not satisfied with the results, they may request a grievance review. This is a basic right of the juvenile. The completed form will be submitted to the Administrator, and the juvenile should receive a written response within 72 hours. If additional time is required to investigate the grievance the juvenile will be notified. If he is dissatisfied with the administrator's response, he may then seek a remedy by contacting the chief of probation. A grievance process that includes at least one level of appeal is made available to all juveniles and is posted in all living unit and program areas.

Note: In accordance with the Prison Rape Elimination Act of 2003 and State STATUTE: A.R.S. 13-3620a

Re: Sexual Harassment / Abuse: Juveniles are not to be subjected to sexual harassment or abuse. If a juvenile feels sexually or physically threatened by any other juvenile or by a staff member, they are to approach a staff member they trust and report the behavior immediately or they will ask staff for a confidential request form. If a juvenile inmate makes inappropriate comments or touches a staff member they will be held responsible for their behavior. **Note:** If a juvenile makes false accusations or files a false report or uses the confidential report other than what it is intended for that it will result in disciplinary action being taken against them.

Level System

Level 1 - Orange Uniform – All newly detained juveniles will begin at this level on the day of their arrival at the facility. They will spend a minimum of fourteen days on this level. The juvenile will complete all listed requirements, a request form for re-classification, and orientation completion. This means the juvenile has completed the orientation test, participated in all programming, participated in education, had good behavior with no incident reports. **Based on the point system in order to get promoted you will need to get 350 Points on behavioral sheets up to this time period.**

Level One Requirements:

Attend Education and Participate
Attend all programming and participate
One hour recreation time in recreational yard
(2) 30 Minute non-contact visits per week (Mother, Father, Guardian)
Bedtime at 1930
Must eat all meals in their cells (First 7 days)
Maintain cell in accordance with policy standards
Maintain grooming standards and good personal hygiene

Level 2 - Green Uniform- All detained juveniles will start this level on the fifteenth day at the facility if all the requirements are met for advancement from Level 1 to Level 2. **Based on the point system in order to get promoted you will need to get 450 Points on behavioral sheets up to this time period.**

Level Two Requirements:

Attend Education and Participate
Attend all programming and participate
(2) 30 Minute non-contact visits per week (Immediate Family, Brother, Sister, Etc)
(1) 30 Minute contact visit
Bedtime at 2000
Maintain cell in accordance with policy standards
Maintain grooming standards and good personal hygiene
Popcorn and drinks once a week

Level 3 - Blue Uniform- All detained juveniles will start this level on the sixtieth day at the facility if all the requirements are met for advancement from Level 2 to Level 3. **Based on the point system in order to get promoted you will need to get 1600 Points on behavioral sheets up to this time period.**

Level Three Requirements:

Attend Education and Participate
Attend all programming and participate
(2) 30 Minute non-contact visits per week (Anyone approved by Probation)
(1) 60 Minute contact visit
Bedtime at 2030
Maintain cell in accordance with policy standards
Maintain grooming standards and good personal hygiene
Popcorn and Soda Once a week
Food item once every two weeks

Level 4 - Blue Uniform- All detained juveniles will start this level on the ninetieth day at the facility if all the requirements are met for advancement from Level 3 to Level 4. **Based on the point system in order to get promoted you will need to get 2900 Points on behavioral sheets up to this time period**

Level Four Requirements:

Attend Education and Participate
Attend all programming and participate
(2) 30 Minute non-contact visits per week (Anyone approved by Probation)
(1) 60 Minute contact visit
Bedtime at 2030
Maintain cell in accordance with policy standards
Maintain grooming standards and good personal hygiene
Popcorn and Soda Once a week
Food item once every two weeks
Allowed gaming system to play for one hour. **(1900-2000 on Saturdays)**

Major Disciplinary Incident Report- All detainees that receive a major incident report are considered to be un-classed until seen within five days from incident report and reviewed every two weeks. The detainee must also see the Case Manager or Sergeant for reclassification.

Detainees returning within 5 days of Release: Juveniles, who are returning to confinement within five days, may be assigned directly to Level 2 based on review and approval by the Sergeant or Case Manager. Returning juveniles cannot be assigned higher than level 2 and must have obtained Level 2 on their previous confinement.

The program will be held Monday through Friday. Our County detainees will be working on the program in the afternoons from 1300-1700. The pod officer being responsible for the programming if assigned to C-Pod or D-Pod. Our federal and Marshal Inmates will be completing programming from 0800-1200 in the morning the pod officers working A-Pod and B-Pod will be responsible for their programming. The levels will be that Level 1 inmates will be sitting at the table nearest the door, Level 2 will be at the far table next to the stair case, and Level 3 and Level 4 will be at the table closest to the recreational area. When working on test or being instructed the television in the pods will be shut off in order to concentrate and take notes.

EDUCATIONAL INFORMATION

JUST THE BASICS ...

Students attend class for four hours every weekday excluding school breaks and holidays. Students who are disruptive or present a threat may be removed from class until their behavior improves to the point where they may return to class. Graduate students may be enrolled in college correspondence classes (if eligible). Work is assigned according to your ability level. Students must complete all work that is assigned and must stay working the entire time in education day. Grading is done based on percentages. Students earn grades through assignments, class lessons, and GED work. In addition, grades are gathered from the computer programs. It is your responsibility to make sure all your work is turned in on time. When you leave the facility, please have your school contact this Department and your educational records will be sent.

CLASSROOM GUIDELINES

- [1] Respect the teachers, security, students, visitors, and classrooms.
- [2] Follow directions.
- [3] Accomplish assigned work.
- [4] Follow the Education Department Student Policies and Procedures.
- [5] Cheating is not acceptable. If you need help, ask the staff.

Students caught with possible cheating materials (i.e. possible answers, "cheat sheets", etc.) or cheating off/with someone else will receive appropriate discipline imposed by Education Staff. You will be held responsible for cheating if materials are found in your possessions, in your box, in your books/folders, or in your room.

This is a school, and therefore, all actions, materials, pictures, and language in school must be appropriate. The Education Staff can review anything that is written in school or is brought into the Education Department. Appropriate behavior expectations also include, but are not limited to: limits on excessive or unnecessary talking, no sleeping, respect school property, check in pencils before break and at end of day, no gang or drug related writing, behavior, or pictures, no inappropriate language or gestures, do not leave classroom without teacher permission, respond to staff directives, don't damage classroom materials, clean work area before leaving classroom, keep hands, feet, and other objects to yourself, and do not enter unapproved areas (teacher desks, closets, office, bathroom, etc.). Do not scribble, draw, write, paint, etc. on anything that you are not supposed to. Do not take anything that doesn't belong to you. Do not take anything from Education to the pod or from the pod to Education without permission. Students must also behave appropriate in the hallway during movement to and from the pod. Please follow the Classroom Guidelines and behave appropriately or else proper discipline procedures will follow.

Using common sense is always recommended! If you do not know if something is appropriate, please ask!

LIBRARY MATERIALS

Library services are provided and are available to all juveniles. Student will be held liable for any damages that occur to library materials in their use. Please talk to Education Staff if you have any questions.

COLORED ZONES/DO NOT TOUCH AREAS AND EQUIPMENT

The Education Department has colored zones that students cannot enter unless directed by the teacher. At no time should students remove materials from any colored area without instructions. Students are not to touch the TV/VCR, remote controls, laminator, label maker, lights/skylights, fish tank, or paper cutter without teacher permission. Students are to never have paper clips or staples. With permission, student may use glue, scissors, or tape. Students are not to switch CDs, change tapes, adjust volume, etc. on the stereo without permission.

MATERIALS FOR STUDENTS

The Education Department will only provide those materials, such as paper, books, etc that are necessary to complete assigned work. Students will not be provided paper for letter writing or other activities not related to education. Nothing unrelated to education will be copied. The Education Department will not provide any type of mailing materials to students.

WHAT CAN I TAKE BACK AND FORTH FROM THE PODS?

Students can only take back and forth from the pods the following items: GED work/homework in a folder, county students' work from their school, and calculators that are checked out. No extra paper, journals, pencils, envelopes, colored pencils, pens, markers, encyclopedias, videos, or textbooks will be taken between the classrooms and the pods. No art supplies, tapes, CDs, pictures, etc. Do not take back or bring over food, drinks, candy, etc. **If you bring back anything to or from the pod that is not approved, discipline procedures will apply.**

COMPUTER INFORMATION

Computers are available for use by the students. Students will be held liable for any damages that occur to a computer or computer equipment while in their use. The Education Department uses various computer programs and educational CDs. Please ask staff for more information on specific programs. Students are expected to complete a minimum number of New Century computer assignments each week decided on by the teachers, receiving at least a 70% for the lesson to be counted. Students are only to be in New Century or Microsoft Word (if needed for assignments) or other approved computer programs. Students are not to go into unapproved areas of the computers or play games on the computer. Students are not to change screen savers or backgrounds, make new folders, make shortcuts, touch cords/connectors/accessory items, get into files, etc. No music is played on the laptops. If you have any problems with the computer, ask a staff member for assistance and let the staff direct you as to what to do. The students are not allowed to use the computers for personal use. This includes word art, paint, personal letters, envelopes, etc. Any use of the computer other than what is appropriate will result in student receiving discipline.

PRIVILEGES

The Education Department uses small privileges as management tools for positive, productive behavior. **All privileges are at the discretion of the Education Staff!**

"FRIDAY TIME"

On Fridays, students come to class and complete assigned work and a review lesson and/or quiz. If behavior is acceptable, the last hour of school is called "Friday Time" to reward good behavior. "Friday Time" is at the discretion of the teacher. If an individual student or the entire class as a whole does not deserve "Friday Time", then the teacher can choose for student(s) to continue completing regular work during "Friday Time". All students must complete and turn in work and turn in pencils before "Friday Time" can start. During "Friday Time", students may have the opportunity to play computer and board games, watch a movie, and/or earn a snack. All snacks must be consumed in Education. Students must clean up rooms after "Friday Time". If a student is not eligible for "Friday Time", that student will stay in Education to complete work for the rest of the class time. The student cannot return to the pod. If a student gets in trouble on Friday, the student may also lose a "Friday Time" the next week as well. **If a student is removed from school at any time during the week, misses any school time due to behavior, and/or has significant behavior problems in the class or in the pod area, student will not be allowed to participate in "Friday Time" that week. This decision is made by the Education Staff.**

Mail & Telephone Procedures

MAIL— The address of the EARJDF is: 919 Thatcher Blvd. - Safford, AZ 85546

All youth may receive letters. Both incoming and outgoing letters must have a complete name and address, your name and return address on the envelope. The envelope will be addressed in normal script. Letters will be checked for contraband, but will not be read. Mail may not contain sexual remarks or pictures, profanity, gang-related material, or references to delinquent activities (weapons, drugs, etc.). Letters will be sealed after the Detention staff checks them. Envelopes will then be initialed, indicating that a staff member has checked the contents. Incoming mail will be passed out during day shift normally. Incoming mail will be opened in front of the juvenile by an officer, all checks or money orders will be removed and a receipt given in its place.

You are not allowed to correspond with individuals that have been detained within the last six months or are presently on probation or who are in other facilities.

An officer upon request will give paper, pencil, and envelopes to you. You may write as many letters as you wish, provided you use your own stamps. If you do not have your own stamps, three stamps per week will be provided to you.

Indigent Juveniles: If a juvenile who is without any monetary funds wishes to send mail, the juvenile may make a request to the Control Room Officer and Case Manager for postage and writing materials.

TELEPHONES: Reasonably priced public telephone services are accessible to juveniles. There are provisions for transmitting messages. Juveniles with hearing and/or speech disabilities and juveniles who wish to communicate with parties who have such disabilities are afforded access to a telecommunications device for the deaf (TDD) or comparable equipment. Public telephones with volume control are made available to juveniles with hearing impairments.

Contracts involving telephone services for juveniles comply with all applicable state and federal regulations.

Contracts are based on rates and surcharges that are commensurate with those charged to the general public for like services.

Initial phone calls are given to detainees free of charge to a parent or guardian and attorney. Phone calls can be requested at any time per request to the Sergeant on duty. These phone calls are based on attorney to client or detainee to parent or guardian. These phone calls are placed in the intake area or the Sergeant's Office. The Sergeant on duty will dial the number and make sure the person on the other end of the phone call is a legitimate source. Once this has been established the phone can be given to the detainee to talk alone.

Deviations from ordinary consumer rates reflect actual rates associated with the provision of services in a correctional setting.

Telephone services contain the broadest range of calling options to be consistent with the requirements of sound correctional management.

A T-Netix collect –call phone system is available in all pods and intake area. Juveniles not able to make collect calls may purchase phone cards through their commissary accounts. All county juvenile's families may purchase phone cards for them from the case manager. Phone cards are available and activation into the new phone system is done within the first 48 hrs for county juveniles after their initial hearing.

The pod officer must maintain visual contact with the juvenile during the conversation; under no circumstances will the officer "eavesdrop" or listen to any juvenile's conversation on the telephone. However if there is valid probable cause and the call has the potential to be a threat to the safety of the juvenile population or staff, it is permissible to listen to that conversation with the Sergeant on duty's permission. If this is done there must be written documentation. The written report must state under what circumstances such calls were monitored with date, time, reason for monitoring, and juvenile's name.

A request to call an attorney or a probation/parole officer will be honored at any time.

Note: Indigent juveniles will receive one \$22 phone card per month. **(Federal detainees only)**

Family Death or Illness: A juvenile is informed in a timely manner of a verifiable death or critical illness of an immediate family member. In case of the critical illness of an immediate family member, the juvenile is allowed, whenever statutes and circumstances allow, to go to the bedside under escort or alone.

Classification status, geography, security level, and other specified criteria should determine eligibility. **Note:** Immediate family is usually defined as a parent, spouse, child, sibling, grandparent, legal guardian, or custodian. **Note:** Those that are in charge of the T-Netix system will not monitor any phone calls unless approved through their Sergeant or Administration and a written report made for submission to the appropriate authorities.

Visitation Procedures

Visiting days and hours are as follows:

Monday and Wednesday evenings: **6:00 pm to 8:00 pm**

Saturday and Sunday: **8:00 am to 11:30 am and 2:00 pm to 4:00 pm**

An officer will greet all visitors in the lobby to ensure that contraband items are not taken into visit rooms and to check visitor ID's verifying that the person visiting is an approved visitor. **Note:** Visitors shall not be permitted to bring personal possessions into the secure areas of the building. Secure areas are defined as any area past either of the two sally ports. Visitor may use the lockers in the lobby or their vehicle to secure their property. Visitors are subject to being searched and scanned by the metal detector wand prior to a contact visit. The visitor or the juvenile shall take nothing into the visit room (i.e....any personal items including cell phones and no food or beverages allowed). This includes all family counseling sessions. **Note:** Appropriate action will be taken with any violations of this rule.

Authorized Visits by Custody Level for All Juveniles:

Level One-Orange Uniform: (2) 30 minute non-contact visits per week. **(Parents/Guardians Only)**

Level Two-Green Uniform: (2) 30 minute non-contact visits and (1) 30 minute contact visit per week. **(Parents/Guardians and siblings only)**

Level 3 & 4-Blue Uniforms: (2) 30 minute non-contact visits and (1) 1 hour contact visits per week. **(Parents/Guardians, siblings, grand-parents, aunts/uncles and cousins only)**

PROCEDURES:

Visitation Rules: Within 24 to 72 hours after a juvenile's entry into the facility, the following information is communicated to the juvenile, his/her parents, guardian and/or custodian:

Contact Visits: Physical contact will be limited to embracing upon entering and departing the visitation area. Immediately following the contact visit, before being returned to his/her pod or cell, the juvenile will be strip-searched. The juvenile will be given a U/A two days later to screen for drugs. Detention Facility Staff must monitor visits. Note: Maximum number of visitors allowed at any given time for a contact visit is as follows: 4 adults and 1 infant/toddler

Maximum number allowed for a non-contact visit will be as follows: 2 adults and 1 infant/toddler

Approved Visitors: Juveniles receive approved visitors except where there is substantiated, documented evidence that the visitor poses a threat to the safety of the offender or the security of the facility.

Note: Visitation authorization forms will be mailed out to the juvenile's family. Envelopes are located in the intake area for parent information booklets and medical consent forms. The family must complete the form with thorough and accurate information. The form must be mailed back to the facility and the case manager will place it in the juvenile's file.

Visitation Area: Visitation areas provide for informal communication, including opportunity for physical contact, except in instances of substantiated, documented security risks. **Note:** The degree of informality of juvenile visiting facilities should be consistent with the facility's overall security requirements.

Religious Rights

POLICY:

It is the policy of The Eastern Arizona Regional Juvenile Detention Facility to make every reasonable attempt to facilitate the free exercise of religious beliefs by juveniles. These exercises of religious beliefs shall be limited only by legitimate security and operational consideration.

PROCEDURES:

Services: Volunteers from the Religious Community may contact E.A.R.J.D.F. to schedule visits with juveniles or schedule services in the facility. A half (1/2) hour prescheduled visit per juvenile per week may be held. Due to the religious nature of these visits, Clergy Visits will usually be scheduled on weekends and after regular visiting hours. However, should a juvenile in crisis need to speak with clergy visits at other times will be allowed.

Designated Areas: Clergy visits will be conducted via the regular visiting room and will be subject visiting room and will be subject visiting rules. If a contact visit is necessary it must be pre-approved by the Facility Administrator. Services for the juveniles will be conducted in the housing units.

Notification of Juvenile: When the representatives of the Religious Community have been properly identified by a Detention Officer, the representative will be escorted to the designated area.

Female Juveniles: Services for female juveniles shall follow the same procedures as for male juveniles.

Individual Services: If a juvenile wishes to meet with his/her own minister or pastor or with a representative or religion for purposes of confession, pastoral counseling, or worship, the juvenile will notify the Control Room Operator of the request. The Control Room Operator may allow the juvenile to make arrangements for a visitation, or may make the arrangements for a visitation if the juvenile cannot make his/her own arrangements. When arrangements have been made for a visit as per the procedure on visitation, the juvenile will be informed so that the visitation may take place.

Native American Ethnicity - The only requirement for juvenile participation in Native American religious events is Native American ethnicity. Even when a different religious preference is stated, ethnic origin is the determining factor.

For juveniles currently not identified as Native American ethnically, verification shall be provided by the juvenile prior to the authorization of privileges.

Verification shall include evidence that the juvenile is:

- Descended from a U.S. Indian Tribe (may have a valid Bureau of Indian Affairs (B.I.A) or Tribal number.)
- Presently a member of a U.S. Indian Community.
- Duly recognized by a U.S. Indian Community.

When verification is received, it shall be forwarded to the Native American Contractor for review. Upon confirmation by the Native American Contractor, the Case Manager shall notify the Administrator that the juvenile in question is eligible for privileges.

RELIGIOUS ACTIVITIES – The Administrator, Assistant Administrator and Chief of Security shall ensure that staff demonstrate respect for juveniles' religious beliefs and do not coerce/harass juveniles into changing their religious affiliation, and that faith system representatives are treated with equal respect, regardless of the faith that they represent. Religious symbols of the faith group may be displayed during the religious activity, but shall be removed and stored at all other times.

Juvenile Rights

POLICY: All youths in custody shall be afforded rights and given responsibilities that are clearly defined. All youth shall be informed of their rights and responsibilities upon entry into the facility or program. Remedies for complaints or abridgements of the basic rights of youth shall be subject to grievance procedure. The basic rights of youth enumerated in this policy shall not be diminished or denied for disciplinary reasons.

Right of Equal Treatment: Youth have the right not to be discriminated against because of race, sex language, national origin, physical or other handicaps, religion, or personal opinions.

Right to Religious Freedom: Youth have the right to participate in religious activities of their choice, subject to the availability of such activities. The facility shall not compel youth to participate in any religious activity. The facility will make reasonable efforts to provide religious activities consistent with the religious beliefs and preferences of its youth.

Right of Free Speech and Expression: Youth have the right to freedom of expression, as long as it does not interfere with the rights of others or the safety and security of the facility.

Right to have visitors: Youth have the right to receive visitors, limited only by considerations of facility security and order. Youth have a corresponding right to refuse to receive visitors. Restrictions on the number of visitors, time, and place of visits are necessary to ensure the safe and orderly operation of the facility. .

Privileged visits are given at any reasonable times. Privileged visits include those with:
Court judges and court officials; Grand jury members; The county attorney and his staff Attorneys; Peace Officers; Arizona Parole Board and its representatives; Probation Officers or Other officials of the criminal justice system

Right to Mail and Telephone Calls: Youth have the right to correspond freely through the mail. Staff may not read incoming or outgoing mail, but may open mail in the youth's presence to inspect it for contraband. Youth will be provided access to telephones to the extent possible within facility limitations, with equal opportunities for telephone use being provided to all residents within a facility. Youth will have access to a telephone in the event of an emergency. The agency does not have a responsibility to pay for incoming or outgoing long distance call, except in an emergency.

Right of Protection from Physical and Psychological Harm: Youth have the right to be protected from physical harm. They have the right to adequate food, clothing, and shelter. They shall not be deprived of food or sleep in the interests of treatment or discipline. Repetitive, purposeless, degrading work is prohibited. Corporal punishment is prohibited.

Right to Access Attorneys: Youth have the right to confer with their attorneys in private, with appropriate restrictions on the time and place of meeting, except in legitimate emergencies.

Right to Medical and Dental Care: Youth have the right to basic medical and dental care, both routine and emergency.

Right to be Informed: Youth have the right to be informed of all rights, policies, procedures and rules affecting them as agency youth and participate in specific agency programs.

Right to Accuracy and Fairness in Decision Making: Youth have the right to expect accuracy and fairness in all decisions made concerning them. The degree of procedural protection afforded a youth shall be consistent with the requirements of due process of law.

Right of Confidentiality of Records: Youth have the right to the keeping of their records not be released to anyone other than.

Staff and professional consultants of the facility.
Juvenile court and probation department.
The youth's attorney.

Other persons found by the juvenile court to have a legitimate interest in the records.

Right to View Case File: The youth, his/her attorney, parents/guardian, upon request may review the case file. If the youth is 18 years of age or older, must give his/her written approval for a review of the case file by the parents or guardians. Such reviews shall be conducted according to facility/program procedures and shall be scheduled at a time convenient to both the facility and the reviewer, as professional staff may need to be present to clarify the materials.

Right to Exercise: The youth has the right to maintain his/her physical, mental, and emotional health by exercising on a daily basis. A minimum of one hour of daily exercise involving large muscle activity shall be provided for all youth. One hour of structured recreational opportunities shall also be available on a daily basis to alleviate boredom and to provide opportunities for positive interaction with others.

BASIC INFORMATIONAL NEEDS

DO NOT DESTROY THIS HANDBOOK! THIS IS COUNTY PROPERTY, YOU MAY BE CHARGED FOR REPLACEMENT.

When you move to another cell, you will examine the room and its contents with a Detention Officer for damage and graffiti. Anytime you come in contact with damage or graffiti, you must declare it to staff. These precautions eliminate the possibility of wrongful accusations. If you are found to be in ownership of such property without prior declaration to a staff it could and will lead to loss of levels and possibly new charges for destruction of county property, or criminal damage.

Education and Programming will be the primary functions here at the facility. Programs may include Health Education, AIDS Awareness, and guest speakers. Juveniles will receive Educational Programming in a variety of ways. Juveniles will be assigned to the Education Classroom or to the day room of the Pod, as required by the needs of the Facility and Educational staff. Juveniles are required to follow the directives given by the educational instructors

In life and as in the facility, to get respect, you should be respectful of others, but most of all, respect yourself.

- Your personal property/clothing will be inventoried, washed, and kept for you until your release.
- Movies for all custody levels will be rated PG 13 or of a lesser rating.
- You are subject to cell searches any time.
- You are subject to strip searches as applicable, i.e. after contact visits or leaving the facility grounds for any reason such as court.
- When a D.O. enters your cell you must comply with all directives given without complaint.
- Inform the Detention Staff of any maintenance problems that you may encounter i.e. clogged toilets, lack of water, burned out lights, etc.
- If you are unsure about rules, routines, etc., in the Detention Center, do not hesitate to ask staff.
- Cells will be thoroughly cleaned each morning starting at 0600 hours. Mattresses will be removed and cleaned weekly.
- All juveniles are expected to participate in Detention functions and activities
- If you are returned to your cell from school or rec because of negative behavior, **Disciplinary action will be taken.**
- Excessive demand of staff time will not be tolerated
- We are not "on the outs." **Sagging of the uniform pants and hands in the pants is not allowed.**
- If you need a haircut, complete a request form and it will be arranged as soon as possible.
- If you become sick in your cell toilet, notify a staff member before flushing.
- If you talk of hurting yourself, even in a joking manner, you will be taken seriously and steps will be taken to prevent the opportunity of you doing so.
- If you talk of escape, even in a joking manner, you will be taken seriously and steps will be taken to prevent the opportunity of an escape.
- Possession of handmade items is prohibited. These will be kept in your property or sent home.
- Attempting to play Detention Officer against Detention Officer will result in disciplinary action.

OUTDOOR ACTIVITIES/RECREATIONAL RULES: Juveniles will be afforded the opportunity to participate in outdoor physical education as a part of the programming process. **Only 4 juveniles** allowed in the rec yard at the same time. If the security of the Detention Center is at any time compromised by outdoor recreation, the outdoor recreation will be canceled at the staff's direction.

Note: If and when it starts to rain or snow, the rec yard will be closed. No exceptions.

SCHEDULE CHANGES: Daily Schedule and Tiering Schedule are subject to change due to population and/or activity. This will be at the sole discretion of the Detention staff (with Lead Officer or Supervisor approval) and is **not open for debate.** Church groups and programs may be scheduled on Saturdays and Sundays between the hours of 1240 and 1500 hours (or at the necessary times).

BASIC INFORMATIONAL NEEDS continued

Pod and Cell Assignment: Juveniles are assigned a specific cell and may only move with permission of supervisors.

Room Searches: At times for the safety of juveniles and staff, the rooms have to be searched. If we search your room you may be present whenever possible, as long as this does not pose a threat to the security of the facility.

Illegal Offenses: Assaults, drug or alcohol usage, and sexual misconduct are not allowed and will be reported to the proper authorities. These types of actions may result in further charges.

Communication: Part of learning new social skills is communication. Positive communication means no swearing is allowed. If staff, hear you swearing a consequence will be given. If this is a regular occurrence and you have been warned several times you will face a disciplinary hearing and be reclassified.

Daily Tasks: While living in the pod you will be assigned some daily chores so that the living area remains clean and safe. These must be completed before other free time activities.

Supervision: All juveniles will be supervised at all times by staff. There are no exceptions to this rule.

Off – Limits: The following areas are off limits unless accompanied by staff. All areas marked in red and pod closets. All blue lines must not be crossed unless permission is given by staff. Whenever you are outside the pod you will walk with your hands behind your back, with your head down.

Respect: Juveniles should try to be respectful towards others. If there is a problem with another juvenile or staff try to work it out in a positive manner.

Entering Other Juveniles cells: Juveniles are not allowed to enter any other juveniles cell.

Exchange of hygiene items is done as follows: You will exchange your empty for a new one. There will be no excuses such as, "I flushed it" or "I threw it away already".

If your pencils need sharpening, they will be sharpened on your rec. time only. **You will not call an officer to come to your cell specifically to sharpen your pencil.** You will also be given an eraser, and when it gets too small to use, exchange the piece for a new one.

When you leave your cell at any time, you will make sure your bed is made neatly.

When you achieve minimum and medium custody level you may put up pictures in your cell. You will be given a small amount of tape to do so. Personal family pictures only. **Note: No drawings, newspaper or magazine cutouts are allowed. There are no exceptions to this rule.**

Borrowing, Trading, Gambling or Giving away of personal hygiene, commissary or other property is not allowed.

Tattoos: Tattooing and items used for same are a violation while in custody. Disciplinary action will be taken.

Smoking: The facility has a NO SMOKING POLICY for all detainees. Cigarettes, matches, lighters are considered contraband and are not allowed.

Shower Policy: For the sake of hygiene and social skills juveniles need to take showers everyday. Shampoo and soap are provided. For safety and hygiene shower shoes are to be worn. Shaving will be conducted on Mondays and Thursdays with staff supervision and razors returned to D.O. for disposal, Officer will determine who needs to shave, No full beards, Goatees, or Fu Manchu style mustaches. Night showers after rec. times are allowed given enough time prior to lockdown. Shower times are subject to change. Juveniles not attending school may shower during school time. All others will shower in the morning after wake-up and before school begins. Adjustments to this routine are up to the detention officer's discretion and are not disputable.

Linen Exchange: Linen will be changed weekly or as needed. Dirty or soiled linen should be placed in the linen basket in your pod.

Disciplinary Procedures

Eastern Arizona Regional Juvenile Detention Facility uses a consistent, responsive, and fair disciplinary process within the facility. Discipline shall not be applied as a retaliatory measure and no form of corporal or degrading punishment, cruel or unusual punishment, punishment that interferes with eating or sleeping, or punishment that endangers a youth physically or psychologically shall be imposed.

Therefore, at no time will a juvenile be punished, harassed, neglected, or ignored in his/her pursuit of the right to due process during disciplinary proceedings

When an officer witnesses a violation of rules by a juvenile, or when a violation of rules is reported by another juvenile or staff member, the Detention Officer who sees the violation or receives the report shall initiate disciplinary procedures as needed.

Bureau of Prisons / Marshal Guidelines for Disciplinary Actions:

Informal Resolution.

Informal resolution of incidents involving an infraction is preferred and shall always be considered prior to taking formal disciplinary action. Informal resolution may involve imposition of any of the minor sanctions that have been previously approved. **Prohibited Acts in the "Greatest" or "High" category cannot be informally resolved.** If "time out" is used to control behavior, the use of such a space and checks that are made when a juvenile is in "time out" will be documented. A "time out" period shall **NEVER** be used for longer than one (1) hour during any one 24 hour period and the juvenile shall be checked on no less than every 15 minutes. The juvenile shall be provided with the assistance of counseling about the situation that required the placement and alternative forms of behavior.

Formal Hearing before the Facility Disciplinary Committee (FDC).

Minor sanctions will be imposed for prohibited acts in the "Moderate" and "Low" categories, and the CCM will be advised for informational purposes. Prohibited Acts in the "Greatest" category will require a formal disciplinary hearing.

Guidelines for County Disciplinary Actions:

A cooling off period may be used as an alternate to the disciplinary process for out of control behavior.

Prior to the use of a cooling off period, the youth will be given the opportunity to explain his/her behavior.

The cooling off period will end as soon as the youth demonstrates compliance with the rules. Compliant youth will not be held in a cooling off period. The cooling off period will not exceed 60 minutes. If the out of control behavior continues beyond 60 minutes, the disciplinary process will be initiated.

Whenever possible, staff will attempt to resolve minor rule violations without the filing of a formal disciplinary report.

Minor rule violations may be handled informally through:

- Use of a cooling off period, if the youth exhibits out of control behavior;
- Verbal correction and/or counseling; or
- Privilege suspension for 24 hours, upon approval of the facility Administrator or designee. The youth must be advised of the privilege suspension and the reason for it. The youth's basic rights will never be suspended.

The disciplinary process may be initiated if a youth is unresponsive to an informal resolution, continues the behavior after repeated correction, or the seriousness of the infraction warrants a formal report.

After a guilty disciplinary hearing finding, the following sanctions may be used for major rule violations:

- Verbal reprimand;
- Reclassified to a higher custody level;
- Written Essay assignment;
- Three—Five day Early Bedtime;
- Additional Charges filed with County Attorney; or
- Restriction from a specific activity. The restriction will be directly related to the behavior and may be applied to only one session or one 24- hour period (example: movie, TV, basketball). The youth' rights will never be restricted.

Federal/Marshal/County Disc. Codes

- 100 — Killing
 101 — Assaulting any person, or an armed assault on the institution's secure perimeter
 102 - Escape from escort; escape from any secure or non -secure institution , including community confinement; escape from an unescorted community program or activity; escape from outside a secure institution
 103—Setting a fire
 104 - Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon
 105 - Rioting
 106 - Encouraging others to riot
 107 - Taking hostages
 108—Possession, manufacture, or introduction of a hazardous tool
 110—Refusing to provide a urine sample; Refusing to provide a breathalyzer; Refusing to take part in any other drug -abuse testing
 111—Introduction or making of narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed by the medical staff
 112—Use of any narcotics, narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed by the medical staff
 113—Possession of any narcotics, narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed by the medical staff
 114—Sexual assault of any person, involving non consensual touching by force or threat of force
 115—Destroying or disposing of any item during a search or attempt to search
 196—Use of mail for an illegal purpose or to commit or further a greatest category prohibited act
 197—Use of a telephone for an illegal purpose or to commit or further a greatest category prohibited act
 198—Interfering with a staff member in the performance of duties most like another greatest prohibited act.
 199—Conduct which disrupts the secure running of the facility most
- 201—Fighting with another person
 203—Threatening another person with bodily harm or any other offense
 204—Extortion; black mail; protection; demanding or receiving money or anything of value in return for protection against others, under bodily harm, or under threat of informing
 205—Engaging in sexual acts
 206—Making sexual proposals or threats to another
 207—Wearing a disguise or mask
 208—Possession of any unauthorized locking device, or lock pick, with or blocking any locking device or damaging any security locking device
 209—Adulteration or any food or drink
 211—Possessing any Officer's or staffs clothing
 212—Engaging or encouraging a group demonstration
 213—Encouraging others to refuse to work, or to participate in a work stoppage
 216—Giving or offering a staff member a bribe, or anything of value
 217—Giving money to or receiving money from any person for the purpose of introducing contraband or any other illegal purpose
 218—Destroying, altering, or damaging government property , or the property of another person in excess of \$100.00
 219—Stealing ; theft from any automated device where data is stored and can be printed
 220—Demonstrating or practicing the use of martial arts, boxing, mixed martial arts training, etc.
 221—Being in an unauthorized area with a person of the opposite sex without staff permission
 224—Assaulting any person (A charge for assaulting any person at this level when less serious physical injury has been attempted or accomplished)
 225—Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after being warned and asked to stop
 226—Possession of stolen property
 227—Refusing to participate in required physical testing not related to drug abuse such as HIV, etc.
 228—Tattooing or self mutilation
 229—Sexual assault of any person involving non consensual touching without force or threat
 296—Use of a mail for purposes other than criminal activity writing letters in code etc.
 297—Use of the telephone for purposes other than illegal activity which circumvents the ability of staff to listen to calls
 298—Interfering with a staff member in the performance of duties
 299—Conduct which disrupts the secure running of the facility
- 300—Indecent Exposure
 302—Misuse of authorized medication
 303—Possession of money or currency, unless specifically authorized or in excess of the amount authorized
 304—Loaning of property or anything of value for profit or increased return
 305—Possession of anything not authorized for retention or receipt by an inmate and not issued through regular channels
 306—Refusing to accept work or a program assignment
 307—Refusing to obey an order of any staff member failure to obey an order which furthers a riot will be charged as a 105 refusing to obey an order which causes a fight will be charged as a 201 refusing to provide a urine sample will be charged as a 110
 310—Unexcused absence from work or any program
 311—Failing to work as instructed by a supervisor
 312—Insolence towards staff
 313—Lying or providing a false statement to a staff member
 314—Counterfeiting, forging, or unauthorized reproduction of any document
 315—Participating in an unauthorized gathering or meeting
 316—Being in an unauthorized area without authorization
 317—Failure to follow safety or sanitation regulations
 318—Using any equipment or machinery without authorization
 319—Using any equipment or machinery contrary to instruction or posted safety standards
 320—Failing to stand count
 321—Interfering with a count
 324—Gambling
 325—Preparing or conducting a gambling pool
 326—Possession of gambling paraphernalia
 327—Unauthorized contact with the public
 328—Accepting money or anything of value from another inmate
 329—Destroying, altering, or damaging government property , or the property of another person with a value of \$100.00 or less
 330—Being unsanitary or untidy; failure to keep ones quarter to posted standards
 331—Possession, manufacture, or introduction of a hazardous tool
 333—Fraudulent or deceptive completion of a skills test cheating on a GED or other skills test
 334—Conducting a business; Conducting or directing an investment transaction without staff authorization
 335—Communicating gang affiliation; participating in gang activities
 336—Circulating a petition
 396—Use of a mail for purposes not to circumvent staff from inspecting mail
 397—Use of the telephone for purposes other than illegal activity which does not circumvent the ability of staff to listen to calls
 398—Interfering with a staff member in the performance of duties
- 402—Malingering, feigning illness
 404—Using abusive or obscene language
 407—Conduct with a visitor not authorized by the facility
 409—Unauthorized physical contact
 498—Interfering with a staff member in the performance of duties
 499—Conduct which disrupts the secure running of the facility .

General Regulations for Housing Units

Fire Doors, inmate cell doors and aisles shall not be blocked by any person or item at any time. Tampering with any security device, air vent, fire alarm system or light is prohibited.

Inmates when in the dayroom must ask permission to cross any blue line and must not be in any of the red areas unless escorted by staff.

Homemade weights or exercise equipment of any kind are prohibited.

Inmates shall not attach items to any wall, outside of storage bin, ceiling, light fixture, door (except for items in the approved painted area in their cell).

All radios and stereos shall be operated with headphones. Headphone volume shall not be so loud as to be over-heard by others. Violation of this rule will result in your radio/stereo confiscated pending resolution of the disciplinary process.

Laundering or drying of any items in the cell or any and all areas within the pod shall be prohibited.

Towels and washcloths shall be hung over the foot or the head of the bed .

All cell floors shall be swept and neatly maintained on a daily basis. Any floor, window, or light coverings of any kind are strictly prohibited.

Writing, drawing, painting or in any way defacing walls or any other part of living areas is prohibited.

All inmates shall remain in or by their assigned cell for count unless on an authorized out-count or in another designated area supervised by staff.

Excessive noise, yelling, and loud talking are prohibited at all times. Soiled laundry items shall be placed in the laundry bags and stored under the bed.

All food and beverage items shall be stored in the original containers and neatly stored in the inmate's storage bin. No food or beverage is to be left opened. Food items found to be in containers other than the original, and / or empty containers shall be designated as contraband and confiscated.

Only authorized cups distributed by the facility shall be used. No empty containers shall be permitted, once used they are to be thrown away.

Inmate Grooming and Dress

Inmates shall be dressed in gym shorts / pants / sweatpants and a shirt, or a jumpsuit (appropriately fastened) at all times when out of the cell. Sweat pants and gym shorts can only be worn for recreational activities.

All shirts, with the exception of sweatshirts and pullover outerwear shirts, shall be neatly tucked in at all times when out of the housing unit.

Male inmates must keep t-shirt or muscle shirt (Feds) on while participating in authorized recreational activities in the pod recreation area.

When in the pod or cell, inmates shall not be in any state of undress unless preparing for bed.

Male inmates or Female detainees with long hair shall wear their hair in a ponytail at all times when outside of cell or pod.

Shaving will be conducted on Mondays and Thursdays with staff supervision and razors returned to D.O. for disposal. Officer will determine who needs to shave, No full beards, Goatees, or Fu Manchu style mustaches. Night showers after rec. times are allowed given enough time prior to lockdown.

Hair Cuts: Haircuts only with sergeants approval, on weekends, conventional haircuts only, **NO RADICAL STYLES, NO MOHAWKS, NO DESIGNS, NO GANG DESIGNS, NO SHAVING OF HEAD, MALE OR FEMALE WITH RAZOR. ALL WILL BE DIRECTLY SUPERVISED.**

