

# Eastern Arizona Regional Juvenile Detention Facility

An A.C.A. Accredited Facility

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## Juvenile Orientation Handbook Revised 07/23/07



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## Program Introduction

### Program Introduction

Welcome to E.A.R.J.D.F. 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. E.A.R.J.D.F. offers 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 at E.A.R.J.D.F. 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 at E.A.R.J.D.F. 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 DAY AGREEMENT:** We the Detention Staff, understand that illness is a part of life. Juveniles who are feeling "under the weather" will have the opportunity to see a nurse. Juveniles may also choose not to attend school, please keep in mind that your health is of great concern to us. If you choose not to attend school, you will have to stay in your cell the entire day to rest, ensuring a rapid recovery and lessening the danger of infection to other detainees and staff.

### 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.

### NOTE: The following are the ONLY APPROVED TELEVISION CHANNELS

The Learning Channel.....	CNBC – MSNBC
The History Channel.....	CNN
The Weather Channel.....	The Family Channel
The Travel Channel.....	Discovery Channel-West
Animal Planet.....	A & E
Discovery Channel-East.....	Univision (Spanish)
TNT and TBS	ESPN
ABC/CBS: Note for News and Sports ONLY	Sci-Fi Channel

**NOTE: All channels are subject to content viewed, appropriateness and rating.** Television channel selection will be made by the DO only. There will be no "Cop shows, Soul Train, MTV, Caliente, wrestling, talk-shows, daytime soaps, or any show with an excessive amount of violence or sexual content.

## 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.

**TELEPHONE USAGE:** It is the policy of The Eastern Arizona Regional Juvenile Detention Facility that each juvenile have equal and adequate access to a telephone in order to maintain community ties and contacts with their attorneys.

**Personal Calls:** You will be allowed to make one phone call during the Intake process (5 minutes). This call will be made to your parents/legal guardian only. If you refuse your intake call, one may or may not be afforded to you at a later date. If your parents/legal guardian, are present prior to your intake, then you will not receive an intake call.

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 (Federal Inmates Only) All County detainees per probation are to only make collect calls unless arrangements are made with their probation officer that the family may purchase phone cards for them from the case manager.

You are allowed to call your family. You will be given a time, and length of call dependant upon your Classification Status. Phone calls occur daily, higher-level youths are eligible to make more calls per week. You are not allowed to receive any calls directly. All calls made must be from list of numbers approved by U.S. Probation, County Probation, or Case Manager.

If your parents are separated or divorced, and your legal guardian is someone other than your parents, then you may call each of them, but not on the same day (**depending on your level**).

You may talk to ONLY the following people: Parents, Probation Officer, Clergy, Lawyer, Guardian, Counselor, etc. **“Unless otherwise approved by a supervisor.”**

You may request that the Detention staff contact your Probation Officer or Attorney during regular business hours. Business hours are defined as 9-5 Monday-Friday. This does not include weekends or holidays. You will make your request by 10:00 a.m. to the Detention staff. We will not be responsible for any request made after 10:00 a.m.

**AUTHORIZED TELEPHONE CALLS—(County)**

Classification	Time Authorized	Amount Allowed
Maximum	15 minutes	2
Medium	15 minutes	2
Minimum	15 minutes	3

**AUTHORIZED TELEPHONE CALLS—(Federal)**

Classification	Time Authorized	Amount Allowed
Maximum	15 minutes	3
Medium	15 minutes	3
Minimum	15 minutes	3

**Note: Min. Custody juveniles may use the phone anytime however, all other levels are authorized to use the phone only during visitation hours**

## Visitation Procedures

### VISITATION

Only your parent/legal guardian, probation officer, lawyer, counselor, and clergy are allowed to visit you, except as otherwise covered in the classification system. Visits are subject to change due to the custody status. Visits will usually be limited to thirty (30) minutes, on a first come, first serve basis. Of course, appointments take precedence. Letters/cards must go through the U.S mail system. No packages allowed. Hygiene Items deemed necessary by a medical professional and schoolbooks may be brought into the Detention Center by prior arrangement only and will be checked/searched by a Detention Officer. Supervisor must approve. All other items will be considered contraband.

### VISITATION SCHEDULE

Monday thru Thursday: 1800-2000 hours  
Saturday-Sunday: 0900-1130 hours and 1400-1700 hours

**By Appointment only: 24 Hour advance notice required. All visitors must present a photo I.D. only 3 visitors in the visiting room at a time. No physical contact, unless a contact visit has been approved by the Probation Dept., Case Manager, Captain or the Facility Administrator. Note: Prior approval is necessary for siblings that are under the age of eighteen.**

### LIMITATIONS ON WHO CAN VISIT

Parents, Legal Guardians, Siblings, Other family members and friends with prior approval only. All visitors must be 18 years old or if they are under 18 years old they must be accompanied by an adult i.e. Parent or Legal Guardian. Proper Identification will be verified and final approval will be given by the Case Manager Federal Juveniles are allowed 5 visitors during any one visit. They are allowed to visit immediate and extended family, including, but not limited to natural, step, foster, and adoptive parents; natural, step and half siblings; grandparents; aunts, uncles, and cousins. **(In the case of Native American's, contacts with other members of the tribe who are not blood relatives should also be allowed.)** (County will have visits from parents, legal guardians only unless other arrangements have been made by probation.)

### CONTACT VISITS:

- Physical Contact will be limited to embracing upon entering and departing the visitation area. Due to limited space **(First Priority for)** contact visits will be given to status minimum and medium custody inmates.
- Immediately following the contact visit, before being returned to his/her pod or cell, the inmate/detainee will be strip-searched. The inmate/detainee will be drug screened with dipstick urine drug screen kit two days later. Detention Facility Staff must monitor visits.

**NON-CONTACT VISITS:** The same procedures as outlined above for contact visits shall be followed, except that inmates/detainees do not need to be strip-searched or drug screened following a non-contact visit unless the Detention Supervisor determines there is probable cause.

### AUTHORIZED VISITATION — COUNTY DETAINEES

<u>Status</u>	<u>Time Authorized</u>
Maximum	(2) 30 minute –NON-CONTACT per week ( Immediate Family Only)
Medium	(1) 30 minute CONTACT (2) 30 minute–NON-CONTACT per week (w/siblings)
Minimum	(2) 30 MIN. NON-CONTACT & (1) ONE HOUR CONTACT (w/Additional Family)

### AUTHORIZED VISITATION — FEDERAL INMATES

<u>Status</u>	<u>Time &amp; Amount Authorized</u>
Maximum	(1) ONE HOUR–NON-CONTACT <b>per week</b>
Medium	(1) ONE HOUR CONTACT and (3) ONE HOUR–NON-CONTACT <b>per month</b>
Minimum	(1) ONE HOUR CONTACT <b>per week</b>

**Note: NO FOOD IS ALLOWED TO BE BROUGHT IN ON VISITS –EFFECTIVE 06/10/05**

## Disciplinary Procedures

The 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 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.

## MINOR AND MAJOR RULE VIOLATIONS

### Minor Rule Violations\*

Aggravating or harassing others	Kicking / banging on doors
Inappropriate sexually related talk or gestures	Littering in building or on grounds
Defacing state property	Loud or excessive talking or noise
Disrespect to staff	Lying or willful deceit
Exchanging food	Neglect of personal hygiene
Failure to maintain clean, neat room or area	Wasting state supplies
Obstruction of toilet (water maintained in room)	Cheating in school
Gambling	Possession of nuisance contraband
Unauthorized presence	

### Major Rule Violations

#### Assault

Assault with a weapon  
 Assault without a weapon  
 Intentionally causing death  
 Intentionally throwing/propelling bodily fluids or wastes  
 Intentionally throwing/propelling lethal item  
 Intentionally throwing/propelling nuisance item  
 Tampering with locks, doors, safety equipment

#### Security Violations

Aiding an escape or escape attempt  
 Disrupting the count  
 Escape, attempted escape  
 Participating in a disturbance or riot  
 Possession of dangerous contraband  
 Taking a hostage  
 Theft of a security-related item

#### Continued Refusal to Obey & Careless / Recklessness

Careless/reckless operation of tools, equipment, machinery  
 Wearing of unauthorized uniform, mask, wig, disguise  
 \*Continual kicking / banging on cell doors  
 Obstruction of staff in carrying out official orders/duties  
 Horseplay resulting in injury  
 Offering or giving items or services as a bribe\*  
 Requesting items or services for protection or other services  
 \*Excessive amounts of personal property

#### Sexual Misconduct

Exposure / exhibition  
 Inappropriate sexual behavior  
 Sexual assault

#### Stealing / Misrepresentation of Fact / Property

\*Violation of mail, telephone, or visiting rules  
 \*Cheating in school or during recreational activities  
 \*Use of telephone without prior permission  
 \*Counterfeiting, manufacturing, production, forgery of  
 \*Use of written/verbal obscene language, profanity official documents (or possession of these documents)  
 \*Damaging or destroying state property  
 \*Damaging or destroying property of another person  
 Theft of property (state, youth, or staff)  
 \*Unauthorized possession of property or contraband items

#### Drug, Substance Abuse, Tobacco Violations

Possession of illegal/unauthorized drugs, substances, tobacco  
 \*Selling, bartering, transferring, receiving, disposing of  
 Selling, bartering, giving, disposing of medicine, illegal/unauthorized substances, personal property without authorization  
 Smoking, possession of tobacco/products/materials Under the influence of alcohol or illegal substances

#### Fire Violations

Causing or setting a fire / causing damage or tampering with the fire sprinkler system & Possession of a lighter, matches, etc.

**Law Violations:** \* Room confinement will not be authorized for these rule violations

## Prohibited Acts for County Juveniles

Note to the CDC Chairman: Choice of recommended sanctions must coincide with the severity range of the infraction. Normally, the more severe infractions should carry greater penalties than those in the lower severity levels. Sanctions A, B, C, and D in the Greatest Category and Sanction B in all other categories require Probation or Court approval prior to imposition. The Sergeants or Case Manager may increase the severity of sanction(s) recommended, but may not exceed the ranges specified. More than one sanction may be imposed for a particular infraction.

NOTE: Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.

Violations shall be classified as minor, major, serious, or nuisance behavior as per the following descriptions:

**Severity Range:**

**100 = Greatest 200 = High 300 = Moderate 400 = Low**

**Major-(100 Category):** These violations shall include persistent minor rule infractions, cases where determination is made that the remedy for a minor violation serves no deterrent effect, and rule violations which cannot be considered minor but do not constitute a present and immediate threat to the security of the facility, the staff, juveniles, visitors, or the juveniles committing the offense.

**Serious-(200 Category):** These violations shall include acts, which constitute violations of statutory law and/or present an immediate threat to the security of the facility, the staff, juveniles, visitors, or the juvenile committing the act.

**Minor-(300 Category):** These violations shall include acts which do not constitute a present and immediate threat to the security of the facility, its staff, juveniles, visitors, or the juvenile who committed the violation.

**Nuisance Behavior-(400 Category):** Behavior that presents little risk to the safety and well being of youth, staff and others, and does not present the likelihood of serious property damage. Nuisance behavior has the potential for escalating to the point that the behavior becomes a risk to the youth, staff or others.

Video cameras should be used to record the interaction for future training purposes or for documentation of the intervention.

**Note: Privileges which may be denied include:**

1. Any entertainment such as radio, games, etc.
2. Non-Facility issued hygiene unless deemed necessary by Medical Staff
3. Visitation
4. Phone
5. Mail

**Note: Rights which may not be denied include:**

1. Visits with attorneys
2. Visits by members of the Religious Community
3. Phone calls to attorneys and clergy
4. Minimum of one visit per week by family, unless the practice is abused or poses a serious threat to the security of the facility.
5. Adequate food
6. Adequate light, ventilation, temperature control, and sanitation.
7. Proper medical care
8. Reading material unless the practice is abused and thoroughly documented.
9. Proper clothing, bed and bedding, use of toilets, lavatory, and showers.

**Prohibited Acts for County Juveniles Cont.**

<b>GREATEST CATEGORY – 100 SERIES (SANCTIONS A-H)</b>	
<b>CODE PROHIBITED ACTS</b>	<b>SANCTIONS</b>
101 Killing	A. Recommend release date rescission or retardation.
101 Assaulting any person (Includes sexual assault) (A charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Disciplinary Transfer to ADJC (recommend).  C. File Formal Charges with County Attorney  D. Recommend monetary restitution
102 Escape from escort; escape from a secure Institution with violence	E. Restrict to Quarters( up to 30 days)  F. Change housing
103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 118, or 329)	G. Impound personal property  H. Loss of privileges (Note – can be in addition to A through H but cannot be the only sanction executed).
104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	
105 Rioting or Encouraging others to riot	
107 Taking hostage (s)	
108 Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others, or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	
110 Introduction Usage or Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
111 Use of the telephone to further criminal activity	
112 Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protections against others, to avoid bodily harm, or under threat of informing	
113 Fighting with another person	
114 Threatening another with bodily harm	
115 Engaging in sexual acts and Making sexual proposals or threats to another	
116 Introduction of alcohol into the facility	
117 Making, possessing, or using intoxicants	
118 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering damaging life-safety devices (e.g., fire alarm) regardless of financial value	

## Prohibited Acts for County Juveniles Cont.

HIGH CATEGORY – 200 SERIES (SANCTIONS A-I)		
CODE	PROHIBITED ACTS	
	SANCTIONS	
200	Tampering with or blocking	A. Restrict to quarters (up to 20 days).
200	Stealing any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device or mechanism	B. Recommend restitution
201	Adulteration of any food or drink	C. Loss of privileges: TV, or recreation, etc
202	Wearing a disguise or mask	D. Change housing
203	Possessing any officer's or staff clothing	E. Remove from program and/or group activity
204	Engaging in, or encouraging a group demonstration	F. Loss of job
		G. Impound personal property
205	Encouraging others to refuse to work, or to participate in a work stoppage	H. Confiscate contraband
206	Giving or offering an official or staff member a bribe, or anything of value	I. Extra duty
207	Giving money to, or receiving money personal property from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	
208	Stealing (theft; this includes data obtained through the unauthorized use of communications, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)	
209	Demonstrating practicing, or using martial arts, boxing, wrestling, or other forms of physical encounter, horseplaying etc.	
210	Being in an unauthorized area with a person of the opposite sex without staff permission	
211	Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol ( <b>Probation Violation –Notify their P.O.</b> )	
212	Refusing to provide a urine sample or to take part in other drug-abuse testing ( <b>Probation Violation –Notify their P.O.</b> )	
213	Misuse of authorized medication	
214	Indecent Exposure	
215	Tattooing or self-mutilation	
216	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; conference calling; talking in code)	
298	Interfering with a staff member in the performance of duties. This charge is to be used only when another charge of the high severity is not applicable	
299	Conduct which disrupts or interferes with the security or orderly running of the institution.	

**Prohibited Acts for County Juveniles Cont.**

<b>MODERATE CATEGORY – 300 SERIES (SANCTIONS A-I)</b>		
<b>CODE</b>	<b>PROHIBITED ACTS</b>	
	<b>SANCTIONS</b>	
301	Possession of money	A. Restrict to quarters (up to 15 days)
302	Loaning or trading property or anything of value for profit	B. Recommend restitution
303	Refusing to work, or to accept a program assignment	C. Loss of privileges: TV, movies or recreation, etc
304	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	D. Change housing
		E. Remove from program and/or group activity
		F. Loss of job
305	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed e.g., failure to obey an order which results in a riot would be charged as 105 Rioting; refusing to obey an order which furthers a fight would be charged as 113, Fighting.	G. Impound personal property
		H. Confiscate contraband
		I. Extra duty
306	Using any equipment or machinery contrary to instructions	
307	Failing to stand count or Interfering with the taking of count	
308	Insolence Towards Staff	
309	Gambling, Conducting a gambling pool or Possession of gambling paraphernalia	
310	Unauthorized contact with the public	
311	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization	
312	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less.	
313	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)	
314	Smoking where prohibited	
315	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list)	
398	Interfering with a staff member in the performance of duties. This charge is to be used only when another charge of the high severity is not applicable	
399	Conduct which disrupts or interferes with the security or orderly running of the institution.	

## Prohibited Acts for County Juveniles Cont.

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### LOW MODERATE CATEGORY – 400 SERIES (SANCTIONS A-K)

CODE	PROHIBITED ACTS	SANCTIONS
400	Possession of property belonging to another person	A. Restrict to quarters (up to 10 days)
401	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	B. Recommend restitution C. Loss of privileges: TV, movies or recreation, etc
402	Aggravating or harassing others	D. Change housing E. Remove from program and/or group activity
403	Kicking / banging on doors	
404	Inappropriate sexually related talk or gestures	F. Loss of job G. Confiscate contraband
405	Loud or excessive talking or noise	H. Extra duty
406	Lying or willful deceit	I. Essay assignment
407	Neglect of personal hygiene	J. Reprimand
408	Cheating in school	K. Warning
409	Possessing unauthorized amount of otherwise authorized clothing	
410	Malingering, feigning illness	
411	Using abusive or obscene language	
412	Unauthorized use of mail (Restriction, or loss of these privileges for a specific period of time may often be an appropriate sanction). (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use. (Greater Sanction to be used only where inmate is found to have committed a Second or third violation of the same prohibited act within 6 months)	
413	Conduct with a visitor in violation of facility regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction). (Greater Sanction to be used only where inmate is found to have committed a Second or third violation of the same prohibited act within 6 months)	
414	Unauthorized physical contact during visitation (e.g., kissing, embracing)	
415	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list)	
498	Interfering with a staff member in the performance of duties This charge is to be used only when another charge of low moderate severity if not applicable	
499	Conduct which disrupts or interferes with security of the facility. This charge is to be used only when another charge of low moderate severity is not applicable	

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## Prohibited Acts for Federal Juveniles

Note to the CDC Chairman: Choice of recommended sanctions must coincide with the severity range of the infraction. Normally, the more severe infractions should carry greater penalties than those in the lower severity levels. Sanctions A, B, B.1, C, D and F require CCM approval prior to imposition. The Community Corrections Manager may increase the severity of sanction (s) recommended, but may not exceed the ranges specified. More than one sanction may be imposed for a particular infraction.

**Severity Range:**

100 = Greatest                      200 = High    300 = Moderate                      400 = Low

**GREATEST CATEGORY – 100 SERIES (SANCTIONS A-G)**

CODE	PROHIBITED ACTS	SANCTIONS
101	Killing	A. Recommend parole date rescission or retardation. B. Forfeit earned statutory good time or non-vested good conduct time up to 100%) and/or terminate or disallow extra good time or good conduct time (as an extra sanction).
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a change for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for a year (a good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure Institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution with violence	C. Disciplinary Transfer (recommend).  D. Disciplinary segregation (up to 60 days)  E. Make monetary restitution  F. Withhold statutory good time (Note – can be in addition to A through E – cannot be the only sanction executed). G. Loss of privileges (Note – can be in addition to A through E cannot be the only sanction executed).]
103	Setting a fire (charged with this only when found to pose a threat to life or a threat of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	
105	Rioting	
106	Encouraging others to riot	
107	Taking hostage (s)	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others, or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity	

## Prohibited Acts for Federal Juveniles Cont.

HIGH CATEGORY – 200 SERIES (SANCTIONS A-M)

CODE PROHIBITED ACTS	SANCTIONS
200 Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside	A. Recommend parole date rescission or retardation
201 Fighting with another person	B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
203 Threatening another with bodily harm or any other offense	
204 Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protections against others, to avoid bodily harm, or under threat of informing	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for a year (a good conduct time sanction may not be suspended)
205 Engaging in sexual acts	
206 Making sexual proposals or threats to another	C. Disciplinary Transfer (recommend).
207 Wearing a disguise or a mask	D. Disciplinary segregation (up to 30 days).
208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism or procedure	E. Make monetary restitution F. Withhold statutory good time G. Loss of privileges: commissary, movies: recreation, etc.
209 Adulteration of any food or drink	H. Change housing (quarters)
210 (Not to be used)	I. Remove from program and/or group activity
211 Possessing any officer's or staff clothing	J. Loss of job K. Impound inmates' personal property
212 Engaging in, or encouraging a group demonstration	L. Confiscate contraband
213 Encouraging others to refuse to work, or to participate in a work stoppage	M. Restrict to quarters
214 (Not to be used)	
215 Introduction of alcohol into BOP facility	
216 Giving or offering an official or staff member a bribe, or anything of value	
217 Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	
218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering damaging life-safety devices (e.g., fire alarm) regardless of financial value	
219 Stealing (theft; this includes data obtained through the unauthorized use of communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)	

**Prohibited Acts for Federal Juveniles Cont.****HIGH CATEGORY – 200 SERIES (SANCTIONS A-M) CONT.**

<b>CODE PROHIBITED ACTS</b>	<b>SANCTIONS</b> Sanctions A-M
220 Demonstrating practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, military exercises or drill (except for drill authorized and conducted by staff)	
221 Being in an unauthorized area with a person of the opposite sex without staff permission	
222 Making, possessing, or using intoxicants	
223 Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol	
224 Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297 Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code)	
298 Interfering with a staff member in the performance of duties. ( <u>Conduct must be of the High Severity nature.</u> ) This charge is to be used only when another charge of the high severity is not applicable	
299 Conduct which disrupts or interferes with the security or orderly running of the institution.	

**MODERATE CATEGORY – 300 SERIES (SANCTIONS A-K)**

<b>CODE PROHIBITED ACTS</b>	<b>SANCTIONS</b>
300 Indecent Exposure	A. Recommend parole date rescission or retardation
301 (Not to be used)	
302 Misuse of authorized medication	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
303 Possession of money or currency, unless specifically authorized or in excess of the amount authorized	B.1 Disallow ordinarily up to 25%(1-14 days) of good conduct time credit available for a year (a good conduct time sanction may not be suspended)
304 Loaning or property or anything of value for profit	
305 Possession of anything not authorized for retention or receipt by the inmate, And not issued to him through regular channels	C. Disciplinary Transfer (recommended) D. Disciplinary Segregation (up to 15 days)
306 Refusing to work, or to accept a program assignment	E. Make monetary restitution F. Withhold statutory good time
307 Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed e.g., failure to obey an order which furthers a riot would be charged as 105 Rioting; refusing to obey an order which furthers a fight would be charged As 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters) I. Remove from program and/or group activity J. Loss of job K. Impound inmate's personal property

## Prohibited Acts for Federal Juveniles Cont.

### MODERATE CATEGORY – 300 SERIES (SANCTIONS A-K)

#### CODE PROHIBITED ACTS

#### SANCTIONS

319 Using any equipment or machinery contrary to instructions or posted safety standards

320 Failing to stand count  
 321 Interfering with the taking of count  
 322 & 323 (Not to be used)  
 324 Gambling  
 325 Preparing or conducting a gambling pool  
 326 Possession of gambling paraphernalia  
 327 Unauthorized contacts with the public

328 Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization

329 Destroying, altering or damaging government property, or the property of another person, having a value Of \$100.00 or less.

330 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards

331 Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)

332 Smoking where prohibited

397 Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list)

398 Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable

399 Conduct which disrupts or interferes with the security or orderly running of the institution or the BOP (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.

**Prohibited Acts for Federal Juveniles Cont.**

LOW MODERATE CATEGORY – 400 SERIES (SANCTIONS B.1-P)

**CODE PROHIBITED ACTS****SAN**

400 Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for a year (to be used only where inmate was found to have committed a second violation of the same prohibited Act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available per year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended)] (See the S.O.W. Chapter 4, Page 16 for VCCLEA violent and PLRA inmates)
401 Possessing unauthorized amount of otherwise authorized clothing	
402 Malingering, feigning illness	
403 (Not to be used)	
404 Using abusive or obscene language	
405 Tattooing or self-mutilation	E. Make monetary restitution
406 Unauthorized use of mail (Restriction, or loss for a specific period of time of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating committing an armed Assault on the institution's secure perimeter, would be Charged as Code 101, Assault	F. Withhold statutory good time
	G. Loss of privileges
	H. Change housing (quarters)
	I. Remove from program and/or group activity
	J. Loss of job
407 Conduct with a visitor in violation of Bureau Regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	K. Impound inmate's personal property
	L. Confiscate contraband
408 Conducting a business	M. Restrict to quarters
	N. Extra duty
409 Unauthorized physical contact (e.g., kissing, embracing)	O. Reprimand
497 Use of the telephone for abuses other than Criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list)	P. Warning
498 Interfering with a staff member in the performance of duties <u>Conduct must be of the Low Moderate Severity nature</u> ) This charge is to be used only when another charge of low moderate severity if not applicable	
499 Conduct which disrupts or interferes with the security or the Bureau of Prisons. <u>Conduct must be of the Low Moderate Severity nature.</u> This charge is to be used only when another charge of low moderate severity is not applicable	

NOTE: Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself. When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, o4 499), the DHO or CDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or CDC finds is most comparable.

Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for VCCLEA inmate rated as violent or a PLRA offender.

## BASIC INFORMATIONAL NEEDS

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It is the policy of the Eastern Arizona Regional Juvenile Detention Facility to insure that due process procedures are followed in all grievances. Due process procedures are initiated to ensure that observable behavior which has been an adverse effect on another person or the order of the facility is corrected in such a way, which prevents the arbitrary application of discipline. Further, a juvenile's right to due process is guaranteed by the Fifth and Fourteenth Amendments of the Constitution of the United States

**YOUTH GRIEVANCE PROCESS:** Youth are encouraged to settle their problems or disagreements through discussion with staff or with the person's involved. Youth should also talk to staff with complaints about policies. Youth will be asked to fill out a grievance form. The grievance form will be answered within 48 hours by the shift supervisor. Youth have a right to file a grievance without retaliation. The purpose of the grievance process is to give the youth a means to discuss their complaints and resolve grievances with a guarantee against reprisals. All youth who have a complaint should try to get it settled through discussion with a Detention Officer on duty. If a youth is not satisfied with results of the formal resolution of the problem, the youth may request a formal grievance review. This is a basic right of the juvenile. The completed form will be submitted to the Detention Director, and the juvenile should receive a written response within 72 hours. If additional time is required to investigate the grievance the youth will be notified.

### **COUNTY JUVENILES:**

The youth has the right to appeal the findings of any disciplinary hearing to the Facility Administrator or designee within 15 days. Appeals will be documented using the Due Process Hearing Appeal form. The youth will state, in writing, the basis for the appeal. Upon receipt, the Facility Administrator or designee will respond in writing within 2 working days.

Any staff member may assist a youth with writing an appeal. Generally, a staff member functioning as an advocate would perform this function. Appeals that result in the reversal of a decision will result in the offense being expunged from the youth's record.

### **FEDERAL JUVENILES:**

A juvenile offender will have 15 days from the date of an alleged complaint to file a written grievance to the facility administrator. The facility administrator or designee shall conduct an impartial investigation and respond to the juvenile offender within 15 days of receipt of the complaint.

If the juvenile offender is dissatisfied with the response from the facility administrator or designee, the juvenile offender may appeal to the CCM, in writing, within 20 days of the response from the Contractor. The juvenile offender must attach a copy of the Contractor's response to his appeal. The CCM will have 30 days to investigate and respond in writing to the juvenile offender.

If the juvenile offender is dissatisfied with the response from the CCM, the juvenile offender may appeal to the Regional Director, in writing, within 30 days of the receipt of the response from the CCM. The juvenile offender must attach copies of the response from both the Contractor and the CCM to his appeal. The regional Director shall have 30 days to investigate and respond in writing to the juvenile offender.

The time frames above may be extended upon demonstration of legitimate reasons. However, if the juvenile offender does not receive a response within the time frames allotted for reply, the juvenile offender may consider the absence of a response to be a denial at that level. Staff shall, however, respond to all filed complaints.

### **Regarding Confidential Reporting of Sexual Abuse or Assault:**

Sexual harassment is sexual behavior that is unwelcome and/or inappropriate. Sexual harassment can be verbal harassment, (i.e., derogatory or embarrassing posters, cartoons, drawings, etc.), physical harassment, and sexual favors (i.e., sexual advances, confrontation with sexual demands, etc.).

Sexual harassment is defined as "unwelcome sexual advances or conduct" by staff or another juvenile. Sexual harassment also includes animosity that is gender-based and sexually charged.

If a juvenile inmate feels sexually threatened by any other offender or by an EARJDF 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.

If a juvenile inmate 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.

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**BASIC INFORMATIONAL NEEDS****Juvenile Rights**

**POLICY:** All youths in the custody of the E.A.R.J.D.F 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.

**Rights of the Youth**

All youth in the E.A.R.J.D.F. facility and programs have the following basic rights:

**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.

The law requires that all citizens be treated equally, and not be discriminated against because of their status. However, programmatic decisions can be based on the particular needs of the individual.

**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, which includes the following:

Criticism – As the agency has recognized through its youth remedies system, youth have the right to engage in responsible criticism of agency policies or practices. Youth do not have the right to engage in personal abuse of others, disrupt program activities, or incite others to do so.

**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. Limitations on the right to receive visitors shall not be imposed for disciplinary reasons. Visitors may be searched for contraband only where probable cause exists, and to assure that no contraband is present. Visitors who are disorderly, intoxicated, or create disturbances may be prohibited from visiting or asked to leave the premises.

**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.

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**BASIC INFORMATIONAL NEEDS**

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**Juvenile Rights cont.**

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**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.

**POLICY:**

The Eastern Arizona Regional Juvenile Detention Facility staff upholds the juvenile's rights to unlimited access to the courts and to attorneys and their representatives. Staff makes every effort to facilitate private, uncensored communication between juveniles and attorneys.

**PROCEDURES:**

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
- Other officials of the criminal justice system.

Detention Officer records the visitor's names, the intent of the visit, and the name of the juvenile he will see. The visitor must present proper identification. The visitor will also be required to sign in at the front desk.

The officer permits the visitor and the juvenile to speak privately in the interview room and limits the length of the visit only necessary to give equal time for other juvenile's privileged visits.

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**BASIC INFORMATIONAL NEEDS****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.

## 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 appropriately 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.**

**BASIC INFORMATIONAL NEEDS continued****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 a D.O. These precautions eliminate the possibility of wrongful accusations. If you are found to be in ownership of such property without prior declaration to a D.O., 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 EARJDF.** 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 Eastern Arizona Regional Juvenile Detention 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 visits.
- 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 a DO.
- 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., **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. 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.

**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

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**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 red areas and 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 a problem comes up with a peer 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.

Replenishing of hygiene or other materials will be done as follows: You will exchange one for 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 a D.O 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 and Cell & Trap doors will be closed whenever you are out of your cell.

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 owned pictures only. **Note: No newspaper or magazine cutouts are allowed. There are no exceptions to this rule.**

**Food and Beverages in Cells:** There will be no food items in any cell after meals or snack. This pertains to any uneaten fruit, milk, juices, snacks, etc. This is to eliminate food sources for undesirable insects and for reasons of hygiene & sanitation. Commissary items will be limited.

**Borrowing, Trading, Gambling or Giving away of personal hygiene, commissary or other property is not allowed here at E.A.R.J.D.F.**

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

**Smoking:** E.A.R.J.D.F. 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 thongs are to be worn. If you need to shave it should be done on Mondays with staff supervision and razors returned to D.O. for disposal. Night showers after rec. times are allowed given enough time prior to lockdown. Showers times are subject to change. Juveniles not attending school may be showered in the morning during school time. All others will be showered 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 on your pod.

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**Juvenile Evaluation / Classification:**

**Policy:** The objective of this policy is to outline the facilities classification system and establish procedures for initial inmate/detainee classification and subsequent reclassification action addressing appropriate security and programming needs.

**CLASSIFICATION FACTORS**

Inmates / Detainees will be evaluated on the following factors, which are listed in the order of priority in which they shall be considered by classification staff.

- Institutional Risk Score (I)
- Medical and Health Care Needs Score (M)
- Mental Health Care Needs Score (MH)
- Education Needs Score (E)
- Alcohol/Drug Abuse Treatment Needs Score (A/D)
- Sex Offense Treatment Needs Score (S)

**Institutional Risk Score-** An Inmate / Detainee institutional risk score shall be based on an assessment by classification staff, on the following elements.

- Prior Institutional Adjustment
- Probation / Parole Adjustment
- Mental Health Adjustment
- Current Age
- Substance Abuse History

**Medical and Health Care Needs Score-** An Inmate / Detainee medical and health care needs score shall be based on an assessment by medical staff, on the following elements.

- Physical Capacity / Stamina
- Upper Extremities
- Lower Extremities
- Hearing
- Vision (eyes)
- Teeth
- Disabilities, in compliance with the American Disabilities Act (Title II)

**Mental Health Care Needs-** An Inmate / Detainee mental health needs score shall be based on an assessment, by mental health staff, on the following elements.

- Evaluation of psychiatric condition / mental impairment
- Ability to function in the unit
- Dangerous to self and others
- Need for treatment

**Education Needs Score-** An Inmate / Detainee educational needs score shall be based on an assessment, by classification and education staff, on the following elements.

- Educational deficiency
- Learning disability / educational handicap
- Achievement levels, by grade
- English spoken as a second language

**Alcohol/Drug Abuse Treatment Needs Score-** An Inmate / Detainee alcohol / drug abuse treatment needs score shall be based on an assessment by classification and program staff on the following elements.

- Alcohol/Drug use associated with current and previous arrests
- History of substance abuse
- History of substance abuse treatment
- Substance abuse by family members

**Sex Offense Treatment Needs Score-** An Inmate / Detainee sex offense treatment score shall be based on an assessment by classification and program staff on the following elements.

- Sex offense history
  - Sex offense treatment history
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**INITIAL CLASSIFICATION PROCESS**

CRP Staff shall – Rate each new commitment on the six factors. Ratings for each factor shall range from one to five, with five being the most important need.

- Initiate ICSS within 7 days of arrival.
- Each score will be listed on the **Initial Classification Score Sheet (ICSS)**
- Use ICSS information to recommend appropriate institutional assignment

Receiving Facility Administrator shall – Review the ICSS completed by reception staff, concurring with or modifying the recommended institutional assignment.

**CLASSIFICATION REVIEW**

Within 30 days after an inmate/detainee initial classification, the **Classification Review Panel (CRP)** shall:

- Review all documentation received since the initial classification which may impact upon current scoring.
- In cases where no change is required do to unsuccessfully completing requirements for advancement, a 60 day no change entry will be made and the CRP will review documentation on the 60<sup>th</sup> day
- In cases where new information may result in a score change, a new ICSS shall be initiated.
- The inmate/detainee shall be notified of the appearance before the **CRP** with a Classification Referral Notice.

**RECLASSIFICATION PROCESS:** The Classification Review Panel shall- Review each inmate/detainee's case every 90 days, rating them, on each of the factors listed. Reviews will be based off of documentation during the inmate/detainee's past and present performance.

**PROGRAM & STATUS REVIEW**

The Case Manager / Probation Officer shall- Review each inmate / detainee's status every 30 days to evaluate progress of each commitment. This review will provide assurance that juveniles are not being overlooked and are active in the provided programs addressing their needs.

**DISCIPLINARY CLASSIFICATION HEARINGS**

The Classification Review Panel shall review the disciplinary paperwork and recommendation of the Facility Disciplinary Hearing Officer.

In cases where the inmate/detainee are found GUILTY, a reclassification hearing will be held within five days after the disciplinary hearing. The inmate / detainee will be reclassified to a higher custody level where he / she will remain for 90 days.

In cases where the inmate / detainee are found NOT GUILTY, reclassification hearings will continue to be reviewed as originally scheduled.

**CLASSIFICATION REFERRAL NOTICE**

Inmate's / Detainee's will be notified of upcoming classification hearing's via "Classification Referral Notice's". Inmate / Detainee's will be advised no less than 24 hrs prior to the classification hearing.

**CLASSIFICATION APPEALS**

**Appeals:**

The inmate / detainee shall have one appeal opportunity and may only appeal the final decision of the CRP.

To appeal the decision, an inmate / detainee shall submit an Inmate letter, addressed to the administrator 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. If the issues are appeal able, the Case Manager or designee shall forward the letter to the facility administrator for review and take one of the following actions:

- Modify or uphold the classification action that is being appealed.
- Deny the appeal or order a rehearing of the appealed action.

#### **CUSTODY LEVEL SYSTEM**

Three level's of custody will be implemented within the facility.

- **MINIMUM CUSTODY** (Blue)
- **MEDIUM CUSTODY** (Green)
- **MAXIMUM CUSTODY** (Orange)

#### **MINIMUM CUSTODY PRIVILEGE'S**

- **COMMISSARY** - \$70.00 MONTHLY (FEDERAL)
- **VISITATION** –  
County—(2) 30 MIN. NON-CONTACT & (1) ONE HOUR CONTACT (w/Additional Family)  
Federal—(1) ONE HOUR CONTACT **per week**
- **PHONE CALLS** -  
County—(3) 15 minute calls **per week**  
Federal—(3) 15 minute calls **per week**
- **REWARDS** – PIZZA & SODA ONCE A MONTH (FEDERAL)  
POPCORN & SODA/JUICE WEEKLY (FEDERAL)
- **PORTER JOBS** – ADMIN AREA, STAGING / INTAKE AREA, EDUCATION

#### **MEDIUM CUSTODY PRIVILEGE'S**

- **COMMISSARY** - \$55.00 MONTHLY (FEDERAL)
- **VISITATION** –  
County— (1) 30 minute CONTACT (2) 30 minute–NON-CONTACT per week (w/siblings)  
Federal—(1) ONE HOUR CONTACT and (3) ONE HOUR–NON-CONTACT **per month**
- **PHONE CALLS** –  
County— (2) 15 minute calls **per week**  
Federal—(3) 15 minute calls **per week**
- **PORTER JOBS** – POD ONLY

#### **MAXIMUM CUSTODY PRIVILEGE'S**

- **COMMISSARY** - \$40.00 MONTHLY (FEDERAL)
- **VISITATION** –  
County— (2) 30 minute –NON-CONTACT per week ( Immediate Family Only)  
Federal—(1) ONE HOUR–NON-CONTACT **per week**
- **PHONE CALLS** –  
County— (2) 15 minute calls **per week**  
Federal—(3) 15 minute calls **per week**

**Note: Min. Custody juveniles may use the phone anytime however, all other levels are authorized to use the phone only during visitation hours**

#### **NOTE: BEDTIME SCHEDULE**

**MAXIMUM CUSTODY LOCKDOWN AT 1930 HRS.  
MEDIUM CUSTODY LOCKDOWN AT 2000 HRS.  
MINIMUM CUSTODY LOCKDOWN AT 2030 HRS.**

All new commitments will remain at maximum custody level no less than 30 days. The CRP will review each new commitment case for approval or denial of 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 CRP 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.

New commitments not eligible for advancement will remain at their current level for no less than 60 days. A "No Change" will be documented and a review date will be set on or around the 60<sup>th</sup> day.

The CRP will then review all documentation of the inmate/detainee's past and present performance and base a decision of approval or denial on advancement.

**CUSTODY ADVANCEMENT CRITERIA:**

Inmates / Detainee's shall participate in level advancement. The CRP 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)
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## **General Regulations for Housing Units**

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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.

Housing Unit and/or cell windows shall remain uncovered at all times.

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 and/or be (except for items in the approved painted area in their cell).

All radios and stereos shall be operated with headphones. The inmate shall have the headphones plugged in and the headphones on their head. Headphone volume shall not be so loud as to be over-heard by others. Violators shall have their appliances confiscated pending resolution of the disciplinary process.

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

Clotheslines are prohibited.

Towels and washcloths shall be hung over the foot or the head of the bed in units where be rails are available. In other units, towel and washcloths shall be neatly folded and stored in an appropriate area.

All cell and cubicle floors shall be swept and neatly maintained on a daily basis.

No floor coverings of any kind are authorized.

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.

Except for single cell, inmates shall not be in the shower or toilet area for count, and shall remain in or by their assigned cell.

Excessive noise, yelling, and loud talking are prohibited at all times.

Soiled laundry items shall be placed in the fish net laundry bags and stored under the inmate's 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.

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

Food items found to be in containers other than the original, and / or empty containers shall be designated as contraband and confiscated.

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## **General Regulations for Housing Units**

### **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 or cubicle. Sweat pants and gym shorts shall only be worn for recreational activities when worn for recreational activities when worn outside of the housing area.

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 may remove their shirts while participating in authorized recreational activities on the unit designated athletic area.

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

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

When the inmates are going to and from the shower are, they will wear shorts, sweatpants, or pants and shirt.

### **Cell Standards**

Inmates are authorized one (1) pillow, one (1) mattress, one (1) blanket for summer, and two (2) blankets for winter, unless the inmate has written authorization from medical or administrative staff for additional items.

All beds shall be made no later than 0800 hours each day. Sheets and blankets shall be tightly tucked in under the mattress.

Cell & Food Trap doors shall be closed and secured at all times whether the inmate is in the dayroom or outside the housing unit. Food traps will be secured at all times unless used for feeding those who are locked down for disciplinary reasons or operating under a tiering schedule.

All storage bins bunk rails, desks, and windowsills shall be clean and dust free.

Inmates who are assigned as Porters or "Night Workers" do not have to abide by the 0800 hour time frame, however, the night worker's bed shall be in compliance when the inmate is no longer sleeping. A written "night worker" designation sign will be posted at the inmate's housing area.

Where applicable, pod lights shall be turned on daily in cells and dayrooms no later than 0600 hours. On weeknights the pod and/or dormitory lights shall be turned off at 2200 hours and can remain on until 2300 hours on weekend/holiday nights.

Units shall supply plastic trash containers for inmate use in all inmate living areas. These trash containers shall be emptied daily.

Inmates may lay on top of their made up bed during the day when not at work or participating in a program assignment.

This directive also applies to inmates on a lay-in status, unless medical staff specifically indicates otherwise.

### **Storage Bins**

Nude and/or sexually explicit photographs, drawings, pictures, magazines, etc, are not allowed.

Pictures that are cut out of magazines shall be deemed contraband and the picture and/or magazine will be confiscated.

All items shall be placed so as to not obstruct staff views of the living areas or neatly stored in the storage bin.

Headphones shall be placed on top of an inmate's bed or inside the storage bin when not in use.

All clothing items not being worn shall be neatly folded and stored in either the inmate's locker or shelf.

All personal property items that are not in use shall be neatly stored in the storage bin.

No dust or decorative covers of any type shall be authorized.