

Gila County Juvenile Detention Center



Student and Parent Handbook

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WE EXPECT A BETTER YOU

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Gila County Juvenile Detention Center Orientation Handbook

At the detention center we expect a better you. When you are admitted to the center, you will be placed in the observation level for 24 hours. From then on you will be evaluated by staff during each respective shift. **All privileges will be earned.** You will be graded in the following areas.

Personal Hygiene: Includes personal appearance, showers, teeth brushed after every meal, hair combed, and the use of deodorant.

Room Appearance: Overall neatness of your cell, bed made military style, book on the foot of the bed when not used.

Meal Behavior: Being on time, proper manners, tone of voice and vocabulary.

Job Performance: Assigned work duties are signed off by staff. You are expected to have a good attitude, behavior & cooperation.

Education: Attitude, behavior, participation and completion of assignments.

Activity Participation: Participation and involvement in all activities and programming.

Respect for staff and peers: Pleasant, mannerisms, and vocabulary.

1620-1720	Level 1 back to cells
1720-1820	Level 2 back in cells
1820-1920	Level 3 back to cells
1920-2020	Level 4 back to cells
2020-2100	Programming Activities
2100-2200	Showers
2200-2210	Showers completed. Juveniles patted down and placed back in cells. Complete head count.
2215	Lights Out

I have read the handbook and understand it fully.

Juveniles Signature

Date

Detention Officer Signature

Date

Daily Schedule

0530-0600	Wake up juveniles, head count, sick call
0600-0620	Breakfast served
0645-0745	Morning session of Outside Recreation
0700-0800	Morning hygiene and school preparation, clean up started
0800	Detention Officers will conduct cell searches
0830	Juveniles begin morning session of school
0830-1200	All juveniles are required to go to school. No juveniles shall be in their cells. Only juveniles in cells are on medical confinement or room confinement
0900-1200	WEEKENDS, all juveniles will be required to clean personal cells, scrub walls, toilets, beds, and mats
1200-1230	Juveniles returning from school will be patted down; head count completed and will receive lunch
1230-1245	Afternoon hygiene and get ready for afternoon session of school
1300-1600	Afternoon Session of School
1600-1620	Juveniles from school will be patted down; head count completed, and will receive dinner
1620-2020	Pod time, time out in the pod depending on your level. If your level is put up, juveniles are to be in their cells reading, playing cards, studying.

Schedule continued on next page.

The ABC's of the Detention Center Program

- A. YOUR ATTITUDE**
- B. YOUR BEHAVIOR**
- C. YOUR COOPERATION**

<p>LEVEL 0 24 hour Observation period WHITE SHIRT 1 hour of Recreation Outside Programming Activities School 4 hours minimum & 8 hours maximum All meals and snack in pod</p>	
<p>LEVEL 1 24-48 hours = 2 DAYS GREY SHIRT School 4 hours minimum per day & 8 hours maximum 1 hour of Recreation Outside 1 hour of pod time Programming Activities Meals and snack in pod</p>	<p>LEVEL 2 48-72 hours = 3 Days GREEN SHIRT School 4 hours minimum per day & 8 hours maximum 1 hour Recreation Outside 2 hours of pod time Programming Activities Meals and snack in pod</p>
<p>LEVEL 3 72-96 hours = 4 Days LIGHT BLUE SHIRT School 4 hours minimum per day & 8 hours maximum 1 hour Recreation Outside 3 hours of pod time Programming Activities Meals and snack in pod</p>	<p>LEVEL 4 96-100 hours = 5 Days DARK BLUE SHIRT School 4 hours minimum per day & 8 hours maximum 1 hour Recreation Outside 4 hours of pod time Programming Activities Meals and snack in pod Facility clean up or special projects within the facility</p>

Visitation Hours & Phone Calls

Tuesday & Wednesday 1800-2000

Saturday & Sunday 0900-1500

Tuesday & Saturdays

Names with the letters A through M

15 minute contact visit

(Extra time for out of town visits)

(30 Minutes)

Names with the letters N through Z

10 minute phone calls

(Parents/Guardians must call in)

Wednesday & Sundays

Names with the letters N through Z

15 minute contact visit

(Extra time for out of town visits)

(30 Minuets)

Names with the letters A through M

10 minute phone calls

(Parents/Guardians must call in)

Sunday Church Services

1330-1430

Available to all juveniles choosing to attend

Preventing Sexual Assault

Boundaries are no juvenile to juvenile physical contact with the exception being recreation. No juvenile to staff contact is permitted. PREA is the Prison Rape Elimination Act. It is a Federal statute requiring the elimination and prevention of sexual assault and rape in correctional settings. This includes consensual or non-consensual sexual acts of any kind, any inappropriate touching, indecent exposure, invasion of privacy and sexual harassment. There is absolute zero tolerance for any infractions of PREA. Report to any staff any misconduct. If you need to see a counselor we can arrange for you to see a Mental Health Counselor.

Fire Drills and Evacuation

Fire Drills happen once a month on every shift at Gila County Juvenile Detention. When the juvenile hears the fire alarm go off, they will follow the direction of staff. Staff will have you line up at A and B Pod Recreation Doors. When entering the recreation yard you will line up on your knees against the North Side wall in the Recreation Yard. Staff will then check the facility for the source of the alarm. If no fire is detected, staff will return all juveniles to what they were doing at the time the fire alarm went off.

School

Every juvenile will be required to go to school. The only exception for not going to school will be, if you are on sick call and waiting to see the nurse. If you refuse school your mat, blankets, and all belongings will be taken out of your room on the first day of refusal. The second day you will attend school.

Schedule Changes

All times listed on the level system daily schedule are subject to change due to weather, population and activities.

Medical/Sick Day Agreement

Staff understands that illness is part of life. Juvenile's who are feeling under the weather will have the opportunity to see medical staff.

Juveniles may also choose not to attend school that day. If you are sick and decide not to attend school you will have to stay in your cell the entire day to rest, ensuring rapid recovery and lessening the danger of infection to other juveniles and staff. All reports of illness will be reported to medical staff at that time. You will be kept from the facility's daily activities until released by Medical Staff.

Grievance Acknowledgement

Grievance is a wrong or alleged wrong, policy, procedure, or act by a Detention Center Staff person. You as a juvenile have the right to appeal the policies and procedures of the Detention Center or an act by a Detention Center staff person. Disciplinary actions may not be appealed through the grievance process. A grievance should be settled in (2) working days by the Unit Supervisor. If you are not satisfied with the outcome, you may appeal to the Deputy Chief Probation Officer who must also have a decision in (2) working days. Again if you are not satisfied you may appeal to the Chief Probation Officer for a final decision. You will get a decision in writing in (2) working days. No reprisals or disciplinary actions may be taken against the juvenile for filing a grievance.

- ❖ ALL VISITS AND PHONE CALLS WILL BE MONITORED BY STAFF AT ALL TIMES.
- ❖ ALL VISITORS WILL BE SCANNED WITH A METAL DETECTOR.
- ❖ ALL PURSES, WALLETS, AND CELL PHONES WILL NOT BE ALLOWED INTO THE CENTER.
- ❖ ONLY ID AND 1 CAR KEY ARE PERMITTED IN VISIT.
- ❖ ONLY PARENTS OR GUARDIANS WILL BE ALLOWED TO VISIT OR CALL.
- ❖ PLEASE BRING A PHOTO FORM OF ID.
- ❖ ALL VISITORS WILL BE APPROPRIATELY DRESSED.
- ❖ NO FIGHTING OF ANY KIND WILL BE PERMITTED IN VISIT.
- ❖ NO FOUL LANGUAGE WILL BE PERMITTED DURING VISIT AND PHONE CALLS.
- ❖ IF THERE IS ANY INFRACTIONS OF THE RULES THE VISIT OR PHONE CALL WILL BE TERMINATED.

Juvenile Rights

- To have access to detainee rules and procedures.
- To request an attorney during working hours 8:00 am to 5:00 pm.
- To receive appropriate medical care.
- To have adequate food, clothing, shelter, and safety from physical injury or other abuse.
- To write and receive letters and phone calls from parents and legal mail.
- To make personal choice to have visitors or refuse to see visitors and or phone calls.
- To make personal choice to attend/ not attend religious service.
- To free, speech, as long as detainees do not violate the rights of others or disrupt programming. **THIS INCLUDES NO SWEARING.**
- To be treated fairly and without discrimination due to gender, race, language, National Origin, physical or mental disability and religion.
- To file grievances and appeals of point's loss if you feel you have been treated unfairly.

Detention Rules

- When you are in your room, please be quiet. Push emergency button only when in emergency.
- Be truthful in all your interactions with staff and other juveniles.
- Standing at your door window is not allowed.
- Walking behind staff is not allowed.

- Discussing, writing, singing or drawing about criminal activity, drugs, gang affiliation, sexual activity, or escape is not allowed.
- You may not discuss or exchange address, phone numbers, or personal information.
- You are to asked to step in the **RED** areas. Keep your hands behind your back at all times.
- Shirts must be tucked in at all times. **Pants must be worn at waist level, (no sagging). Pants will be rolled or cuffed above the ankle. And shoes will be worn at all times when out of cell.** When you are in the cell shoes will be placed outside of your cell door.
- The use of profanity, racial slurs, nicknames, gang signs, or name calling is not acceptable.
- Participation is expected while you are programming.
- Threatening or intimidating staff or juveniles is not allowed.
- Take responsibility for your own actions. If you did something own up to it.
- When leaving your room make sure it is inspection ready.
- If one staff makes a decision **“do not ask another staff.”**
- There is no trading or giving away any object this includes food or drink at any time.
- Throwing objects or sliding objects under your door is not allowed.
- Damage to county property will result in criminal charge. Any altering of Detention Property or Issued Property will result in a contraband charge.
- Fighting, shadowboxing, gun play, and horseplay are not permitted.
- Be kind and courteous to yourself and others.

Any youth that feels their rights have been violated may inform the Supervisor on duty to initiate the grievance procedure.