

# Juvenile Treatment Orientation Handbook



## OUR MISSION, VISION, AND CORE VALUES

### Mission Statement

Serving Courts • Protecting Our Community • Changing Lives

### Vision

Provide the citizens of Riverside County with quality public safety services and an environment that is conducive to a safe, healthy and productive lifestyle.

### Core Organizational Values

**Integrity:** The undivided adherence to strong moral principles, such as honesty, fairness, and consistency.

**Excellence:** Being outstanding in all that we do and continuously striving to be the best.

**Dedication:** Absolute commitment to our mission, the courts, the county, and the public.

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## **RIVERSIDE COUNTY PROBATION DEPARTMENT JUVENILE TREATMENT ORIENTATION HANDBOOK**

Welcome to a Riverside County Probation Department juvenile treatment facility. This orientation handbook will provide information about facility procedures, rules, behavior expectations, services and programming. Orientation is intended to reduce rule violations and to provide a safe and secure environment for both you and staff. Provisions will be made to provide information to youth who are impaired, disabled, or do not speak English.

During your stay, you will be observed at all times. You are expected to follow the rules of the facility at all times. You shall comply with staff's directives quickly and precisely for the safety of yourself and others. You will receive positive incentives when behavior is appropriate or consequences when your behavior is inappropriate. In an effort to ensure a safe and secure environment for all youth, and juvenile facility staff, the staff assigned to living units will randomly search the rooms and units on a routine basis.

Riverside County Probation Department has a non-discrimination provision. You shall have fair and equal access to all available services, placement, care, treatment, and benefits. It further provides that no person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status. This assures that you will not be subject to restrictive housing or classification decisions based solely on any of the above mentioned categories. This section does not prohibit staff from placing you in a single occupancy room at your request or in accordance with Title 15 regulations regarding separation.

Only information that is considered relevant and necessary, and contributes to the accuracy and utility of your record shall be collected and/or contained in your file. Probation department records, legal files, and juvenile facility records are confidential and shall not be given to or discussed with anyone by juvenile facility staff, except with persons who have an official right and need to know such information in the performance of their duties, i.e., probation officers, the court, law enforcement or to others by court order. You are entitled to anonymity. Discussion outside the juvenile facility or with any person(s) not entitled to the information mentioned above is prohibited.

This handbook will answer some questions about the processes you are about to go through while in our facilities. If you have any questions after you have gone through this handbook, you can ask the following Probation staff: the Duty Officer (DO), the Detention Control Officer (DCO), a Supervising Probation Officer (SPO), a Probation Corrections Officer (PCO), and/or a Senior Probation Corrections Officer (SPCO).

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## **IDENTIFICATION OF KEY STAFF AND THEIR ROLES:**

**Director/Assistant Director:** They manage facility operations and personnel.

**Supervising Probation Officer (SPO):** They are sworn Peace Officers who are in charge of supervising the living units within the facility. They also act as the Duty Officer (DO) who is in charge of the daily operations of the entire facility and who is responsible for all staff and youth within the juvenile facility.

**Senior Probation Corrections Officer (SPCO):** They are sworn Peace Officers who oversee the living units, provide training for PCOs and act as the DO in the absence of a SPO.

**Probation Corrections Officer (PCO):** They are sworn Peace Officers working in the living units twenty-four hours a day. Their primary responsibility is to provide the youth with supervision and programming. You will be assigned a PCO/SPCO as a caseworker who will work with you directly. The caseworker will provide guidance based on your needs, behavior, and adjustment while detained.

**NOTE:** You may be charged with battery upon a Peace Officer if you harm staff in any way (California Penal Code 243.)

**Teacher/Correctional Health Staff/Behavioral Health Staff:** These staff work on-site and are there to assist with meeting your educational, medical and behavior health needs.

**DETENTION CONTROL/INTAKE ASSESSMENT:** You will be asked a series of questions upon entry into the juvenile facility. Questions will include, but are not limited to:

- Medical Assessment
- Suicidal Ideation Assessment
- Educational Information
- Substance Abuse History

Upon entry into the facility, you will be pat-down searched, and a metal detector wand will be used to ensure you are free of weapons or contraband. All contraband (lighters, smoking paraphernalia, and weapons) will be discarded. Your clothing, personal items and valuables will be inventoried and logged. You will sign to verify the inventory. Any money or jewelry will be stored in a secure location. You will be offered a shower and issued juvenile facility clothing.

### **Pursuant to Section 627 of the Welfare and Institutions Code (WIC):**

Immediately after being taken to a place of confinement and, except where physically impossible, no later than one (1) hour after taken into custody, the youth shall be advised and has the right to make two (2) telephone calls from the place where the youth is being held:

- One (1) call completed to his/her parent(s)/legal guardian(s), a responsible relative, or the youth's employer.
- One (1) call completed to an attorney.

**MEDICAL ASSESSMENT AND ACCESS TO HEALTH CARE SERVICES:** A Registered Nurse (RN) will ask you a series of medical questions in order to get a better sense of your health needs. A complete physical examination will be performed within 96 hours of admission.

- A medical history of past and present illness and treatment will be conducted.
- A medical examination will be conducted.
- Laboratory screening will be conducted (urine sample).
- Females will be given a urine pregnancy test (upon request).
- A Tuberculosis (TB) skin test will be conducted.

If you are suspected of having a communicable disease that could pose a significant risk to others in the facility you shall be placed on medical isolation until cleared by health care professionals.

You are allowed access to medical care during your period of confinement. You may submit a nursing request at any time. Nursing requests are located on each living unit.

**NON-DISCRIMINATION POLICY:** All youth within the juvenile facility shall have fair and equal access to all available services, placement, care, treatment, and benefits, and provides that no person shall be subject to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, nation origin, color, religion, gender, sexual orientation, gender identity, gender expression, mental or physical disability, or HIV status, including restrictive housing or classification decisions based solely on any of the above mentioned categories. All youth have the right to be free from physical, verbal or sexual abuse and harassment by other youth and staff.

**NON-ENGLISH SERVICES AND PROGRAMS:** Upon request, services and programs may be available in a language other than English if appropriate.

**ACCESS TO LEGAL SERVICES:** You are allowed access to a licensed attorney. You are allowed access to telephone and in-person communications with your attorney during normal business hours.

**HOUSING:** During the intake process, a comprehensive classification assessment will be provided. This assessment will determine a suitable housing unit for you with consideration given to safety and security.

**ADVISEMENT OF RIGHTS:** As a youth detained in a Riverside County Probation Department juvenile facility, you shall have the following rights (224.71 WIC):

- To live in a safe, healthy, and clean environment conducive to treatment and rehabilitation and where you are treated with dignity and respect.
- To be free from physical, sexual, emotional, or other abuse, or corporal punishment.
- To receive adequate and healthy food and water, sufficient personal hygiene items, and clothing that is adequate and clean.
- To receive adequate and appropriate medical, dental, vision, and mental services.

- To refuse the administration of psychotropic and other medications consistent with applicable law or unless immediately necessary for the preservation of life or the prevention of serious bodily harm.
- To not be searched for the purpose of harassment or humiliation or as a form of discipline or punishment.
- To maintain frequent and continuing contact with parent(s)/legal guardian(s), siblings, and children through visits, telephone calls, and mail.
- To make and receive confidential telephone calls, send and receive confidential mail, and have confidential visits with attorneys and your authorized representatives, ombudspersons and other advocates, holders of public office, state and federal court personnel, and legal service organizations.
- To have fair and equal access to all available services, placement, care, treatment, and benefits, and to not be subjected to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status.
- To have regular opportunity for age-appropriate physical exercise and recreation, including time spent outdoors.
- To contact attorneys, ombudspersons and other advocates, and representatives of state or local agencies, regarding conditions of confinement or violations of rights, and to be free from retaliation for making these contacts or complaints.
- To participate in faith-based services and activities of their choice.
- To not be deprived of any of the following as a disciplinary measure: food, contact with parent(s)/legal guardian(s), or attorneys, sleep, exercise, education, bedding, access to faith-based services, a daily shower, a drinking fountain, a toilet, medical services, reading material, or the right to send and receive mail.
- To receive a quality education that complies with state law, to attend age-appropriate school classes and to continue to receive educational services while on disciplinary or medical status.
- To attend all court hearings pertaining to you.
- To have counsel and a prompt probable cause hearing when detained on probation or parole violations.

**READING MATERIALS:** Reading materials will be provided by the facility. Books and magazines that glorify gang involvement; promote criminal activity and violence; demean a particular gender; promote racial discord; or are of sexually explicit nature, are not permitted in the facility. Parent(s)/legal guardian(s) are not permitted to mail in or bring in any reading materials.

**CORRESPONDENCE:** You may send and receive mail. You will be provided with pencils, paper, and envelopes and given sufficient time to write letters. Prior to mail leaving the facility, staff will ensure that outgoing mail is properly addressed, without slogans or symbols appearing on the outside of the envelope. You shall not be permitted to send/receive mail to/from another Riverside County Probation juvenile facility. Mail received from another facility shall be returned to sender. Staff shall review addressees to avoid the sending of mail to another facility. You shall not be permitted any material that:

- Contains instructions for the manufacturing of drugs, explosives, or other unlawful

- substances;
- Advocates violence within the juvenile facility;
- Advocates racial, gender, religious or national hatred;
- Advocates criminal behavior;
- Advocates behavior against juvenile facility staff/rules;
- Sexually explicit material; or
- Gang-related material.

You may be placed on mail review status only by an SPO. Staff shall immediately refer you to if you appear to fit the following criteria for mail review status to a SPO, who shall make that determination. Placement on mail review status shall be based on evidence that your mail either:

- Advocates the direct furtherance of a specific criminal act;
- Advocates or encourages specific acts of violence or contains threats of suicidal intent;
- Advocates or plans for escape;
- Contains contraband; or
- Promotes the furtherance of gang-related activities.

**TELEPHONE USE:** You will have access to the telephone system.

**IMMIGRATION LEGAL SERVICES:** Should you need information or assistance with legal immigration services, contact the unit staff and/or the unit supervisor.

**EMERGENCIES AND EVACUATIONS:** The purpose of a fire, earthquake or evacuation drill is to establish a procedure regarding what actions will be taken in the event of an actual fire, earthquake or in the event of a real disaster. You may be directed to “drop, cover and hold” during an earthquake drill, until an evacuation order is given. Fire, earthquake or evacuation drills will be conducted monthly and can occur at any time during the day. In case of emergency or if an evacuation is necessary, you should stop all activity, remain calm and obey staff directives. Any non-compliance in an emergency may result in consequences.

**PREA (PRISON RAPE ELIMINATION ACT of 2003):** Riverside County Probation has a zero tolerance for sexual abuse or sexual harassment amongst youth, staff, volunteers, visitors, contractors, and vendors. If you witness, suspect, or become a victim of sexual abuse or sexual harassment, you can report it by filing a grievance, telling a staff you trust, telling any Behavioral Health staff member, or nurse, by asking to speak to the DO or a SPO or by calling the Ombudsman. If you are in need of crisis counseling regarding sexual abuse, you can contact the Riverside Area Rape Crisis Center or Coachella Valley Sexual Assault Services. There is a 1-800 hotline number located in the living units. All reported incidents of sexual abuse and sexual harassment will be taken seriously and will be investigated. The department will take steps to prevent any form of retaliation from staff or other youth toward you for reporting incidents of sexual abuse and sexual harassment. Any reported incident of sexual abuse or sexual harassment will be kept confidential and on a need to know basis. Staff are required to follow mandatory reporting laws regarding all reported allegations of sexual abuse.



**FAITH-BASED SERVICES/FAITH-BASED COUNSELING:** You have the right to receive faith-based services and practices, and/or faith-based counseling and the right to request a faith-based representative of your choice. Attendance shall be voluntary and not required. You shall be allowed to participate in normal program activities should you elect not to participate in faith-based programs. Upon your written request, and where practicable, faith-based services and/or faith-based counseling of your indicated preference will be provided to you each week. You have the right to request a faith-based/religious diet. Staff will make every effort to assure that you retain your right to privacy and confidentiality with regard to your request for, and participation in, faith-based services and/or counseling. If you are on disciplinary status, you shall not be denied faith-based services and/or faith-based counseling. However, special arrangements may be required if you present a safety and security risk.

Faith-based representatives who provide faith-based services and/or faith-based counseling to you shall be certified clergy, ordained for faith-based duties by the church or faith-based organization. The freedom of faith can never constitute the freedom to interfere with the peaceful rights of others, or the freedom to disregard the rules of the juvenile facility.

**FACILITY RULES OF CONDUCT:** It is important that you understand what is expected of you during your stay. You will be held responsible for your behavior. The following rules of conduct have been established for the safety and security of you, other youth, staff and the juvenile facility. You shall cooperate with all staff and follow all lawful and reasonable directives. Failure to comply with these rules will result in consequences that will vary due to the gravity and seriousness of the rule violation.

Rule violations shall be considered minor or major, depending on the severity of the behavior. Under certain circumstances, minor violations may be considered major violations.

### ***Minor Rule Violations***

Examples of minor violations include, but are not limited to:

- a) Dangerous acts/horseplay: Dangerous acts that could result in injury to youth or others. This includes horseplay activities that consist of loud, raucous behavior, rough contact or roughhousing, and/or wrestling between two or more youth.
- b) Disobeying staff directives/failure to comply: Engaging in disruptive or nuisance behavior or activities.
- c) Suspension from school;
- d) Use or possession of contraband: Any item(s) concealed or found in the facility that is prohibited including, but not limited to: extra food, clothes, bedding, towels, or books.
- e) Lying: Intentionally deceiving staff, this can include, but not be limited to false allegations.
- f) Stealing: The knowing and unauthorized taking of an item belonging to another person.
- g) Verbal misbehavior/inappropriate language: Use of language that is considered crude, offensive, demeaning, and/or disrespectful, including irritating or harassing others; cursing; racially or gender insensitive words; and name calling or ridicule.
- h) Threats: An expressed intention to inflict harm, pain or injury on the person of another.
- i) Gambling: All forms of gambling are prohibited.
- j) Fighting that does not result in a serious injury, additional law violations, or extension of custody time: A mutual assault between two or more youth.
- k) Vandalism/destruction of property: Intentional or malicious destruction of personal property of another person or county property and does not result in additional law violations
- l) Gang affiliated behavior including, but not limited to, written, verbal, and non-verbal gang

related communications.

- m) Inappropriate sexual behavior: Activities, regardless of voluntariness, that may include otherwise developmentally normative behaviors, norm-violating behaviors, sexual harassment, and exploitation/taking unfair advantage of another. This includes sexual comments or gestures, sexual advances, exposure, sexually explicit writing or photographs, viewing pornography, masturbatory behavior, sexual favors, sexual threats and sexting.

### ***Consequences for Minor Violations***

- a) Special assignments: May include redoing poor work, writing an essay, reading a book, a verbal or written apology, or cleaning/restoring areas or items in the facility vandalized by the youth (example: cleaning graffiti/tagging from a wall or table).
- b) Inmate Calling Engine (ICE) privileges: Youth may be temporarily restricted from ICE phone call privileges during free time. This does not include phone call rights to attorneys, social workers, or the PREA Ombudsman.
- c) Loss in honor roll and/or incentive/canteen privileges.
- d) Juvenile treatment facility only:
  - a. Placement on status review: Disciplinary action which restricts the youth's extra-curricular activities.
  - b. Loss of furlough: The loss of a furlough is primarily a treatment decision determined by the caseworker, SPO, and the facility manager(s).

### ***Major Rule Violations***

Examples of major violations include, but are not limited to:

- a) Use or possession of contraband: Any item(s) concealed or found in the facility, which may be potentially dangerous or poses a significant safety risk and is therefore prohibited including, but not limited to drugs, lighters, matches, alcohol and weapons of any kind.
- b) Disobeying staff directives/failure to comply: Refusal to stop disruptive or nuisance behavior or activities. Refusal to follow a staff's reasonable directions to behave or perform appropriately. Refusal to obey staff directives, which results in an unsafe environment.
- c) Riotous behavior: When three or more youth cause a disruption or interfere with normal facility operations due to their actions, threats, demands, or suggestions to advocate disruption or disturbance.
- d) Escape attempts: Any act to undermine the security of the facility, such as obtaining a key, conspiring to escape, aiding or abetting, attempting to escape or acquiring implements which could be used to escape.
- e) Sexual assault: Touching without penetration (either directly or through the clothing) of the genitalia, anus, groin, breast, inner thigh, or buttocks by a youth of another youth without the latter's consent, or of a youth who is coerced into sexual contact by threats of violence, or of a youth who is unable to consent or refuse. Any sexual penetration by a youth of another youth including contact between the penis and the vagina or the anus; contact between the mouth and penis, vagina, or anus; or penetration of the anal or genital opening of another person by a hand, finger, or other object. Refer to Juvenile Facility Services Policy: Prison Rape Elimination Act (PREA) of 2003.

- f) Battery: Any willful and unlawful use of force or violence upon another person. An intentional physical attack.
- g) Vandalism/destruction of property or fire setting: Intentional or malicious destruction of personal property of another person or county property that can result in additional law violations or extension of custody time.
- h) Stealing: The knowing and unauthorized taking of an item belonging to the juvenile facility or any juvenile facility staff.

### ***Consequences for Major Violations***

- a) Extension of custody commitment time in a juvenile facility: When legally authorized per court order, additional time shall be added to the original court-ordered sentence.
- b) Additional charges may be filed in court if a new law violation is committed.
- c) Removal from the treatment program (juvenile treatment facility only).

**DUE PROCESS:** If you are receiving major discipline you have due process rights. You will be advised of allegations, given the opportunity to respond, call witnesses, given notice of the discipline hearing, given rights of the discipline hearing, and referred to the disciplinary hearing officer.

**DISCIPLINARY PROCEDURES:** While detained at a juvenile facility, staff will make every effort to maintain control of the youth through methods of positive reinforcement, such as incentive/point system programs, which involve rewarding desirable behavior. The goal of the facility is to avoid discipline problems by establishing an atmosphere of mutual respect and cooperation. Staff will set an example of courtesy and consideration in their daily interactions with you and the same is expected in return. Discipline shall be imposed at the least restrictive level needed to promote the desired behavior and shall commensurate with the seriousness of the misconduct. Disciplinary procedures shall only be administered by designated staff and shall be reviewed by the SPO or the DO on a regular basis. Staff shall clearly communicate to you the reason(s) for any disciplinary action. The discipline will show a direct relationship between the negative behavior and the consequence. Group discipline and corporal punishment are not permitted.

**ROOM CONFINEMENT:** While detained at a facility, it may become necessary to remove you from the group setting to maintain order, security of the facility, and ensure the safety of all youth by placing you in a room. When you are placed on room confinement status, such status will be reviewed regularly by a SPO or the DO to determine if this status is, or remains, necessary and appropriate. While on room confinement status, you shall not be deprived of your legal rights. It is the objective of the staff to return you to regular group status at the earliest opportunity. Staff shall make every attempt to use all appropriate counseling methods and implement the least restrictive measure before placing you on room confinement status.

**SEARCH AND SEIZURE/CONTRABAND:** Each youth is subject to searches. Living units, youth's personal belongings and assigned rooms may be searched on a routine or random basis. Items that are not allowed will be removed and are considered contraband, and can result in consequences.

**RESTRAINTS:** Physical restraints for behavior control purposes shall be used if you present an immediate danger to yourself or others, or exhibit behavior which results in the destruction of

property. Staff may use restraints handcuffs, ankle shackles, waist chains and the Wrap to prevent you from acting out violently. Mechanical restraints are also used when transporting you to Court or outside of the facility.

**USE OF FORCE/OC PEPPER SPRAY:** To ensure the physical safety and security of all youth, staff and visitors within the facility, as well as the public, staff will use the level of authorized defensive force needed to stop aggressive behavior. Such force may include, but is not limited to the use of OC pepper spray. When possible, staff will issue a verbal warning that OC spray is going to be used. If you hear this warning, stop what you are doing and lay face down on the floor and wait for further directives from staff.

**EMERGENCY CODE CALLS:** Code calls are made by staff during emergency situations. Staff will give directives specific to the emergency code called. You are expected to stay out of the way of responding staff, lie down on the floor, cover your head with your hands and await further instruction. Any non-compliance in an emergency situation may result in a consequence.

- Code Blue – Is used for Medical Emergencies
- Code Green/and or an 11-88 – Are used for situations that present immediate threat/danger to youth and or staff. These codes are also used when additional staff are needed to assist in an emergency.
- Code Red – Is used to report a Fire

**GRIEVANCE PROCEDURE:** You have the right to submit a grievance regarding any issue during your confinement. This includes, for example, rule violations, food, hygiene products, programming and issues with staff. You should first try to resolve the grievance by discussing it with your unit staff. Staff will assist you to resolve your grievance at the lowest possible level.

If the grievance cannot be resolved at the lowest level, or if you choose not to discuss it with staff, you may speak to the unit SPO or you may complete a grievance form. The form may be submitted to either the DO or a SPO in one of the following ways:

- You may directly submit the grievance form to the DO/SPO.
- You may submit the form confidentially. A locked box labeled “Grievance Forms” shall be maintained in each living unit and throughout the facility. The box shall be checked by the DO on shift 2 & 3.
- If delivered to staff, staff shall forward the grievance form directly to the DO/SPO or place it in the locked grievance box.

Staff shall not discourage you from filing a grievance nor shall they refuse to accept a grievance from you. Staff shall not engage in any retaliatory act or disciplinary action against you as a direct result of you filing a grievance. Be aware, however, that false allegations shall be dealt with in accordance with existing laws and policies.

Upon receiving the grievance form, the DO/SPO will review it and provide an initial response within three (3) business days. You shall be allowed to have a staff representative of your choice be present to help you explain your version of the grievance. If the grievance is not resolved at this level, the grievance form and all other documentation will be sent to the Facility Manager(s) for an automatic appeal and final resolution. You shall receive a written response to the grievance at each step.

The appeal of any grievances shall be heard by someone who was not directly involved in the circumstances which led to the grievance. A grievance should be resolved within 10 days of submission unless it is determined to be an "Emergency Grievance."

"Emergency Grievance" is defined as anything that would be detrimental to your well-being that if not immediately addressed, would cause further hardship or injury, and requires immediate attention and resolution. The DO shall immediately review the grievance and, if determined to be an emergency, the matter will be immediately referred to the Facility Manager(s). In their absence, the DO or a SPO will act as their designee and will immediately address the problem, arriving at an acceptable resolution. The grievance will be forwarded to the Facility Manager(s) for further review. If the grieved issue is determined not to be an emergency, the grievance will be handled through the normal protocol as indicated above.

**VISITATION:** While detained, you are entitled to regular visitation on a weekly basis, as specified for each unit. Regular visitation is limited to parent(s)/legal guardian(s), grandparents, persons standing in loco parentis, and children of youth. Other family members such as siblings and other supportive adults may be allowed to visit with the approval of the facility manager or supervising probation officer. Opportunity for visitation shall be a minimum of two hours per week. Visiting hours are subject to change; however, generally occur on weekend days. Special visits can be arranged with approval of the unit supervisor. For the current visiting schedule in your unit, contact unit staff.

**VISITING RULES AND REGULATIONS:**

- Visitors must have a proper and valid identification card (ID);
- Proper dress is required. No gang attire; no provocative garments; no clothing promoting drug use and/or illicit activities;
- Visitors shall adhere to the visiting rules and regulations of the juvenile facility. All rules must be posted at the visitor's entrance;
- **NO CELL PHONES;** no personal items, except a locker key and an identification card. Lockers shall be available for visitors to store personal items;
- All visitors shall pass through a metal detector and/or be searched via a hand-held metal detector (wand);
- No food/drink;
- Any person who is in possession of or brings drugs, tear gas, weapons, or alcohol into a county juvenile facility will be prosecuted under 871.5 WIC;
- Any visitor suspected of being under the influence of alcohol or a controlled substance will not be admitted into the facility;
- Any visit may be terminated or denied at the discretion of the SPO or DO for reasons including but not limited to: safety and security issues (i.e. Youth's behavior has become negative, disruptive or argumentative causing him/her to become a threat to the safety of themselves or others), failure to comply with the rules and regulations posted at each facility;
- All medication brought into the juvenile facility for a youth shall be given directly to on-site health care staff for approval;

**CLOTHING AND PERSONAL CARE ITEMS:** You will be provided with clean clothing, footwear and personal items upon admittance to the juvenile facility. Clothing will fit reasonably, be laundered on a regular basis and be in good condition. Underwear shall remain with you throughout your stay. Personal care items will be replaced, as needed, and will not be shared or re-issued to other youth. You will be supplied with the following clothing, bedding and hygiene items:

1 Blanket	Soap	Socks
2 Sheets	Lotion	Shorts
Pillow and pillowcase	Deodorant	T-Shirt
Shower Shoes	Shampoo/Conditioner	Pants
Towel	Feminine Hygiene Products	Sweatshirt
Tennis Shoes	Pick or Comb	Bra
Toothbrush/Toothpaste	Hair Ties (long hair must be pulled back)	Underwear (new/non-disposable)
		Sleeper Shorts/Sleeper Shirt

All clothing will be worn in a manner that is appropriate and in compliance with juvenile facility guidelines (i.e. shirts tucked in; pants/shorts worn at waist level; pants not cuffed; and shoes worn properly and according to design). When you are released or transferred outside of the facility, all your clothing, personal items and belongings will accompany you. Upon release from the facility, you will dress out in your personal clothing and footwear and will receive your personal belongings.

**PERSONAL HYGIENE:** You will be allowed to shower and shave on a daily basis and given the opportunity to brush your teeth after every meal. Hair care services are offered on a monthly basis.

**EDUCATION:** You will attend an on-site, fully accredited high school. An evaluation test is administered to determine levels in math, reading, writing and English. Once you are evaluated, you will be placed in a classroom that is appropriate for your level. Three hours per day are spent in the classroom and one hour per day you will participate in a physical education program. You can earn credits toward your high school diploma, or if you meet the criteria, you may test for the High School Equivalency Test (HiSET). The school curriculum will be modified to meet special needs while you are residing at our facility. The Riverside County Office of Education (RCOE) and the on-site school are committed to addressing the educational needs of all youth and, if necessary, will assemble an IEP (Individual Educational Plan) team to review any special education issues.

**PROGRAMS, RECREATION, AND EXERCISE:** Programs and activities at the facility are essential as they often reduce tension and anxiety; promote a healthy emotional climate and a positive environment in which you can flourish. Juvenile facilities shall provide the opportunity for programs, recreation, and exercise a minimum of three hours a day during the week and five hours a day each Saturday, Sunday or other non-school days, of which one hour shall be an outdoor activity weather permitting.

- Programs: You shall be provided at least one hour of daily programming to include but not limited to, pro-social, trauma focused, and cognitive intervention programming.
- Recreation: You shall be provided the opportunity of at least one hour of unscheduled activities to include but not limited to, letter writing, television, board games and or reading.
- Exercise: You shall be provided the opportunity for at least one hour of large muscle

activity each day, such as volleyball, basketball and soccer.

Access to recreation, programs and exercise may also be modified or suspended due to your medical or physical condition as stipulated by health care staff. Unit staff will review the physical education (PE) restrictions prior to any exercise to determine your PE restrictions. If you are on the list you shall follow your restrictions.

**MEALS:** While at the facility, you will be served three nutritional meals per day. You will also receive an (AM) snack and a (PM) snack in between meals. Special meals will be provided for those with medically prescribed therapeutic diets determined by the facility's attending physician. Meals will be eaten in the dining hall or inside their respective units. You are to comply with dining room protocol and follow staff directives. Poor behavior during meals or violations of dining room rules may result in consequences. Religious diets are also available upon request.

**INFORMATION FOR PARENT/GUARDIAN:** As your parent or guardian may have questions regarding your stay in a juvenile facility, they have access via the internet to obtain information that will include answers to frequently asked questions. This information also provides contact information for the facility, medical, school and behavioral health.

**TITLE 15 MINIMUM STANDARDS FOR JUVENILE FACILITIES:** Any youth may have access to the Title 15 minimum standards for juvenile facilities by asking unit staff. Title 15 minimum standards are available in each unit.



## **YOUTH TREATMENT AND EDUCATION CENTER**



### **Program Overview**

The Youth Treatment and Education Center (YTEC) is structured as a continuum of in-custody treatment, education and reintegration services. YTEC has adopted a four level system and utilizes the advancement of a youth through the program starting as a freshman, sophomore, junior to senior, before graduation.

The youth's progression through the program is based upon an initial assessment utilizing the Ohio Youth Assessment System (OYAS) and an individually tailored treatment plan designed to address their specific needs.

Each youth is assigned a caseworker and a behavioral health therapist upon their admittance into the program. They work closely together to develop treatment goals for the youth based on assessments and behavioral history. The treatment team meets weekly to discuss the progress of the youth towards achieving their goals. The treatment team consists of behavioral health therapists, caseworkers, senior probation corrections officer, programmer, aftercare probation officers, and the unit supervisor. The goal is to monitor progress and determine when the youth is eligible for promotion to next level in program.

Youth will have access to job skills training and career guidance while at YTEC. Youth will also be provided the opportunity to attain a Food Handlers Card, receive a California Identification Card and complete any court-ordered community service hours and treatment programs. Treatment programs may include: Aggression Replacement Training (ART), Gang Disassociation, Parenting, Substance Abuse Treatment, Sex Offender Treatment, Victim Awareness, and Thinking for a Change.

Youth attend an onsite fully accredited high school through the Riverside County Office of Education (RCOE) daily. Youth are evaluated utilizing the Renaissance Learning Star-Assessment to help determine reading and math achievement levels. Ensuring youth obtain a quality education is a vital component of the YTEC program.



# PROGRAM LEVELS

## FRESHMAN

### PURPOSE

- Orientation to the unit, acquaint self with staff and peers.
- Transition from detention to placement
- Set goals and assess needs
- Adjust to structure
- School orientation and testing
- Development of immediate and long-term program goals

### EXPECTATIONS

- Introduce yourself to each staff
- Understand and obey all rules
- Initial OYAS Assessment to develop individualized Treatment Plan
- Learn the YTEC Core Values
- Participate and attend all treatment programs listed with your Case Worker (CW)
- Complete Freshman Level Assignments
- Work on developing self-esteem, control, decision-making skills to increase knowledge about victimization and drug dependency
- Complete all school assignments
- Earn at least 6 credits per month
- Maintain your room, points (budgeting), and hygiene
- Begin to discuss thoughts and feelings about reasons for being at YTEC with CW, therapist, and in group therapy
- Enroll, attend, and participate in ART
- Enroll, attend, and participate in MRT
- Attends, listens, and observes in community meetings
  - Welcome Group
  - Home Pass Group
  - Community Group
  - Goodbye Group
- Attend and participate in one individual therapy session a week with your therapist
- Attend and participate in at least one independent living skills activity
- Take ALL medications as prescribed to you
- Maintain weekly percentage of 87% of daily (88 points per weekday/76 points per weekend day) for eight weeks
  - Early bed for the weekend (Friday-Sunday) if you earn less than 87%

- Must pass 5 out of 7 days of 87% or higher of total daily points prior to promotion
- Grub Hub—Points will be used as currency
- Conduct yourself appropriately during program presentations
- Participate and join pro-social activities
- Meet with CW and discuss how to obtain Mental Health/Medical Service request form

### ASSIGNMENTS

- Make an appointment with CW to discuss the Handbook and set goals within the first week on the unit. You, your CW, teacher, and therapist will jointly develop a program and education plan (Treatment Plan). This will be completed within seven days
- Through the school, complete math and reading tests (RenLearn)
- Complete staff introduction sheet
- Discuss the purpose of writing a grievance and what you hope to accomplish
- Pass a test on unit rules and guidelines
- Complete mock interview for your promotion with CW; ask about ballot
- Meet with your Aftercare Probation Officer once a month
- Obtain at least 8 volunteer signoffs as a Freshman (one per week)

### PRIVILEGES

- Weekly average of 87% of daily points = 88 per weekday/76 weekend or higher
  - 8:30 pm bedtime
  - Participation in Honor Dinner
  - May participate in Grub Hub

### PROMOTION

Upon your eligibility to promote to the next level you will appear before the Treatment Team. The Treatment Team will review your ballot and your progress over the last eight weeks to determine if you are eligible to promote to the level of sophomore.

Additionally, you will be interviewed for promotion.

Not meeting these expectations will delay your promotion and/or can result in removal.

# PROGRAM LEVELS

## SOPHOMORE

### PURPOSE

- ✓ Improve responsibility and become self-sufficient
- ✓ Assert personal identity in a positive fashion

### EXPECTATIONS

Freshman level expectations AND:

- ✓ Continue to adapt to structure and expectations of the program
- ✓ Follow all rules
- ✓ Complete Sophomore Level Assignments
- ✓ Maintain satisfactory classroom performance and conduct
- ✓ Continue to build positive peer/staff relationships
- ✓ Maintain task and time management
- ✓ Complete school and unit responsibilities in a timely manner
- ✓ Improve impulse control
- ✓ Identify more specific treatment issues with your CW and therapist
- ✓ Participate appropriately in unit activities, sports, and other treatment directed activities
- ✓ Build positive rapport with staff
- ✓ Goes beyond merely responding in Community Meetings; now offers information, ideas, and constructive input
- ✓ Demonstrate willingness to receive and utilize feedback from staff and peers
- ✓ Complete the ART program
- ✓ Initiate more positive relationship peer groups
- ✓ With your CW, identify target behaviors and how you will demonstrate an overall increase in positive pro-social behaviors and attitudes. Use youth Treatment Plan
- ✓ Maintain weekly average (92% of daily points = 91 points per weekday/79 points per weekend day) for eight weeks
  - Early bed for the weekend if you earn less than 92%

- ✓ Must have 10 out of 14 days of 92% or higher of the total daily points prior to promotion
- ✓ Grub Hub- Points will be used as currency

### ASSIGNMENTS

- ✓ With your CW, identify target behaviors and how you will demonstrate an overall increase in positive pro-social behaviors and attitudes. Use youth Treatment Plan for Sophomore
- ✓ Participate in at least one mock interview for a job
- ✓ Obtain at least 8 volunteer sign offs as a Sophomore (one per week)
- ✓ Any additional CW assignments assigned
- ✓ Write an autobiography (rough draft)
- ✓ Begin the process of ordering your Birth Certificate with the assistance of your CW
- ✓ Complete mock interview for your promotion with CW
- ✓ Continue meeting with your Aftercare Probation Officer once a month
- ✓ A minimum of one successful family session with therapist must be completed. Special circumstances may apply to specific youth.

### PRIVILEGES

- ✓ Weekly average of 92% of daily points= 91 per weekday/79 on weekends or higher
  - 8:30 pm bedtime
  - Participation in Honor Dinner
- ✓ May participate in Grub Hub

### PROMOTION

Upon your eligibility to promote to the next level you will appear before the Treatment Team. The Treatment Team will review your ballot and your progress over the last eight weeks to determine if you are eligible to promote to the level of Junior.

Additionally, you will be interviewed for promotion.

Not meeting these expectations will delay your promotion and/or can result in removal.

# PROGRAM LEVELS

## JUNIOR

### PURPOSE

- ✓ Improve on being responsible and become self-sufficient.
- ✓ Assert personal identity in a positive fashion.

### EXPECTATIONS

Sophomore level expectations AND:

- ✓ Complete Junior Level
- ✓ Assignments Lead by example
- ✓ Initiate increased participation in program
- ✓ Follow all rules and expectations with minimal reminders
- ✓ Become more involved in planning and directing own treatment
- ✓ Know target behaviors and demonstrate an overall increase in positive pro-social behaviors and attitudes
- ✓ Goes beyond merely responding in Community Meetings (now offers information, ideas, and constructive points)
- ✓ Able to provide constructive input to peers when appropriate and even at the risk of disapproval
- ✓ Becoming a role model, shows some leadership skills within capabilities
- ✓ Displays trustworthiness both in and out of unit
- ✓ Complete MRT
- ✓ Enroll in and attend Seeking Safety or Trauma Focused-CBT or Thinking for a Change (ART must be completed)
- ✓ Attend and participate in at least one independent living skills activity in the community
- ✓ Must have at least 2 successful home passes (if reunifying)
- ✓ Set an appointment with your CW and discuss target behaviors to show leadership skills. Use your Treatment Plan
- ✓ Maintain weekly average (95% of daily points = 94 points per weekday/82 points per weekend day) for seven weeks
  - Early bed for the weekend if you earn less than 95%
- ✓ Must have 13 out of 14 days of 95% or higher of the total daily points prior to promotion
- ✓ Grub Hub—Points will be used as currency

### ASSIGNMENTS

- ✓ Possess a social security card. If you don't have a card, complete an application
- ✓ Learn appropriate attire for job interviews, workplace, events, and celebrations
- ✓ Add to your autobiography: why you were ordered to YTEC

Additionally, you will be interviewed for promotion. Not meeting these expectations will delay your promotion and/or can result in removal

- ✓ Group Leader: Act as group leader for a shift, give structure, and present a summary to the group at shift conclusion.
- ✓ Learn how to open a bank account
- ✓ Design a monthly budget to include housing costs, utilities, food, clothing, transportation, entertainment, and miscellaneous costs
- ✓ Begin to work on 20 hours of community service
- ✓ Obtain California ID
- ✓ Continue to meet with your Aftercare Probation Officer once a month
- ✓ Obtain Food Handler's Card
- ✓ Home Pass (if reunifying)
  - Arrange with your CW
  - Sign in/out
  - Makes appropriate arrangements to take medication on time while off-grounds
  - You and your family must have at least one family therapy session completed together within the last 30 days of anticipated home pass
  - Must have made weekly points the week prior to anticipated home pass (no LOP/BCS)

### PRIVILEGES

- ✓ Weekly average of 95% of daily points = 94 per weekday/ 82 on weekend or higher
  - 8:30 pm bedtime
  - Participation in Honor Dinner
- ✓ Eligible to participate in "Restaurant Program"
- ✓ May act as "Peer Advisor"
- ✓ May run for Unit Representative
- ✓ May earn some off-grounds outings
- ✓ Eligible for home passes
- ✓ May have on-grounds job (application needed)
- ✓ May participate in Grub Hub

### PROMOTION

Upon your eligibility to promote to the next level you will appear before the Treatment Team. The Treatment Team will review your ballot and your progress over the last eight weeks to determine if you are eligible to promote to the level of Senior.

# PROGRAM LEVELS

## SENIOR

### PURPOSE

- Prepare to re-enter the community
- Put into practice tools learned since being placed at YTEC with minimal direction

### EXPECTATIONS

Junior level expectations AND:

- Complete all assignments for Senior Level
- Consistently acts as a role model and peer group leader
- Able to focus on your own growth and goals, despite peer pressure
- Be a positive community member in attitude and behavior
- Continues to be an assertive, active participant, and positive role model
- Is actively planning for re-integration into the home and/or the community
- Take initiative in working toward achieving treatment goals
- Must have at least 2 successful home passes (if reunifying)
- Complete any of the following that apply: Seeking Safety/Trauma Focused-CBT/ Thinking for a Change
- Maintain weekly average (98% of daily points = 97 points per weekday/84 points per weekend day) for seven weeks
  - Early bed for the weekend if you earn less than 98%
- Must have 14 out of 14 days of 98% or higher of the total daily points prior to promotion
- Grub Hub—Points will be used as currency

### ASSIGNMENTS

- With your CW, discuss and obtain appropriate attire for your last promotion/graduation interview
- Using your autobiography and addition citing the reasons you were ordered to YTEC, write how you will address these issues when you return home
  - Type final version
  - Read autobiography at Goodbye Group
- Group Leader: Act as peer counselor for a shift, give structure, and present a summary to the group at shift conclusion. Make sure beds are made, proper uniform is worn, and set your shift schedule with unit staff.

### Graduation

This is your final interview/appearance before the Treatment Team. The Treatment Team will review your ballot and overall progress for your return home. Additionally, the team will review your goals you wrote and your autobiography along with how you will address these issues when you return home in order to determine if reunification is appropriate at this time.

- Set an appointment with your CW, therapist, parent, and Aftercare Probation Officer to discuss treatment goals for family maintenance.
  - Be prepared to address these goals in your interview for graduation
  - Review your terms and conditions
- Find and list at least two resource centers for employment and mental health services near your home. Ask your therapist for further direction if needed
- Home Pass (if reunifying)
  - Arrange with your CW
  - Sign in/out
  - Makes appropriate arrangements to take medication on time while off-grounds
  - You and your family must have at least one family therapy session completed together within the last 30 days of anticipated home pass
  - Must have made weekly average the week prior to anticipated home pass
  - Make arrangements to enroll in the school system in your area, provide proof of enrollment after your last home pass
- Know how much your restitution is and how restitution payments are made
- Complete Portfolio
- Complete 20 hours of community service
- Complete an Exit Letter and have it signed by your CW two weeks prior to leaving

### PRIVILEGES

- Weekly average of 98% of daily points = 97 per weekday/ 84 on weekend or higher
  - 8:30 pm bedtime
  - Participation in Honor Dinner
- Eligible to participate in "Restaurant Program"
- May act as a "Peer Advisor"
- May run for "Unit Representative"
- May earn some off-grounds outings
- Eligible for home passes
- May have on grounds job
- May participate in Grub Hub

## BEHAVIORAL HEALTH SERVICES

Youth who are committed to the Youth Treatment and Education Center (YTEC) receive treatment services through Behavioral Health and Probation staff. Some treatment interventions are required as part of being at YTEC, as part of having certain offenses or challenges, or as part of being on a particular unit. Other treatment interventions are voluntary and are offered to youth as additional services. All the treatment interventions were carefully selected to be offered to YTEC youth to help them address their core problems, while identifying and utilizing their talents, strengths, and healthy interests. They were also selected to best help youth to increase the likelihood that they will successfully reintegrate in the community. Most of the treatment interventions are evidence-based. Evidence-Based Practices are therapy approaches that have strong research supporting their effectiveness with certain populations (in this case, juvenile justice involved youth).

Youth who want to complete the YTEC program and never return to a lock-down facility are strongly encouraged to participate in as much treatment as possible. Research with juvenile justice-involved youth shows that the more treatment they receive, the more likely they will be successful at staying out of locked facilities in the future.

### **Individual Therapy**

Youth will receive behavioral health therapy on a weekly/biweekly basis while in the program. The treatment modality is cognitive behavioral therapy and will focus on cognitive restructuring and developing positive coping skills as well as working towards individual goals.

### **Family Therapy**

Youth will have at least one family reunification session. Based on therapeutic needs, youth may have additional family therapy.

### **Crisis Intervention**

Youth will have access to crisis intervention. Crisis intervention refers to the methods used to offer immediate, short-term help to youth who experience an event that produces emotional, mental, physical, and behavioral distress or problems.

### **Psychiatric Services at YTEC**

Sometimes in addition to counseling services, medication can be helpful for a youth to address depression, anxiety, mood and emotional instability, and other difficult symptoms. When therapists think a youth may benefit from medication/psychiatric services, they refer the youth to one of the psychiatrists at YTEC. While counseling is a required part of being at YTEC, medications are voluntary. However, many youths discover that if they are prescribed medication and take it consistently, it helps them to reach their goals and stay on track at YTEC. Some youth are unable to maintain healthy/stable thoughts, emotions, and behaviors without taking medications consistently. Youth may also refer themselves to meet with the psychiatrist by filling out a self-referral form.

### **Aggression Replacement Training (ART)**

Aggression Replacement Training is provided to all youth at YTEC. It is an evidence-based practice that is designed to alter the behavior of chronically aggressive youth. ART has three distinct components: Skill streaming, Anger Control Training and Moral Reasoning. Skill streaming is designed to enhance pro-social skills. Anger control teaches what to do instead of aggression. Moral reasoning exposes youth to a series of moral dilemmas in a group setting to help foster more pro-social behavior. Many years of research suggest that youth who complete ART use pro-social skills at higher rates, manage their aggressive tendencies better, and employ more mature and constructive thought processes.

### **Moral Recognition Therapy (MRT)**

MRT is a form of cognitive-behavioral treatment that is designed specifically for youth and adults who are in the legal system. Research strongly supports that this intervention leads to enhanced moral reasoning, better decision making, and more appropriate behavior. The goal of MRT is to help youth to develop rational thinking that will enable them to stay away from illegal activities in the future by redirecting their lives through a series of steps. Youth in MRT participate in weekly groups, and between sessions work in their "How to Escape Your Prison (i.e., the prison within yourself)" workbook. They present much of their work in group and receive peer and facilitator feedback and review. They progress through twelve steps that focus on taking responsibility for their thoughts, actions, and choices, rethinking the choices they made that led to adjudication, developing a vision of what they want for their future, learning to live happily while staying out of jail/prison, repairing relationships, and setting personal goals and objectives to fulfill their vision of their future.

### **Seeking Safety**

Seeking Safety is an evidence-based, present-focused practice for the integrated treatment of trauma and substance use. Treatment is comprised of four content areas: Cognitive, Behavioral, Interpersonal and Case Management. The goals of treatment are to (1) eliminate substance use, (2) reduce post-traumatic stress symptoms, (3) establish safety by discontinuing substance use, reducing suicidal thoughts and behaviors, letting go of dangerous relationships (such as domestic violence and drug using friends), and eliminating self-destructive behaviors. This treatment can be provided to youth in a group or individual therapy format. Seeking Safety has been successfully implemented for many years across vulnerable populations including youth and adults who have experienced homelessness, criminal behavior, domestic violence, severe mental illness, trauma in the military, and more. It offers 25 topics that can be conducted in any order and in as few or as many sessions as time allows.

### **Trauma-Focused Cognitive Behavioral Therapy (TF-CBT)**

Trauma-Focused Cognitive Behavioral Therapy is an evidence-based practice that treats youth who have experienced significant trauma, in a manner that is responsive to their needs and is individualized for their specific experience. It involves individual therapy, and when possible, family therapy (otherwise the youth selects another supportive adult to participate in some of the sessions). The youth and parent/supportive adult work through eight components to (1) process trauma-related thoughts and feelings, (2) manage and resolve distressing thoughts, feelings, and behaviors about trauma, and (3) enhance safety and social skills. Before youth go into detail about their trauma, they learn about the effects of trauma on a person, coping skills, healthy and unhealthy thought patterns, and expression of emotions. This prepares them to address the trauma while being able to cope with intense thoughts and emotions. To address the trauma, youth share their trauma in the form of a story, PowerPoint, drawing, poem, song, etc. Over the course of several sessions, the youth is encouraged to describe more and more details of what happened before, during, and after the trauma, as well as their thoughts and

feelings during these times. The therapist shares the narrative with the parent/supportive adult to help them process the youth's trauma and provide personal support to the youth. As the youth is exposed to their trauma and fearful events in counseling repeatedly, with support and the coping tools they need, they learn to face their fears. They then develop a plan with their parent/supportive adult to prevent potentially traumatic events in the future; giving them increased confidence to face life challenges without the fear of future traumatic events.

### **Dialectical Behavioral Therapy (DBT)**

Dialectical Behavioral Therapy is provided in a group format on a weekly basis, or can be provided individually for a youth as needed. The focus of DBT is to help youth reduce problem behaviors and increase skillful behaviors, learn distress tolerance, regulate their emotions and behaviors, experience a full range of emotions without necessarily acting on those emotions, and develop interpersonal effectiveness with family, peers, authority figures, and others. Overall, the goal of the group is to help youth create a life that they feel is worth living. Youth are encouraged to take ownership of the group by addressing the above topics and skills in a way that will be most meaningful to them. They are encouraged to actively practice the skills they learn and support each other between group times. DBT redirects youth to be more mindful and skillful in the present moment; in relationships, in difficult situations, and in conditions that have the potential to be meaningful and joyful.

### **Crossroads (Gang Disassociation)**

Gang Disassociation is an 8-week course targeting involvement or association with gangs and gang behavior. The purpose is to recognize the etiology, progression, consequences, and the impact gang affiliation has on daily life, family, and the community.

### **Thinking for a Change**

Thinking for a Change is a 10-week course designed to restructure thinking, enhance social skills, and develop problem solving abilities.

### **Victim Awareness**

Victim Awareness is an 8-week course geared towards understanding the impact crime has on victims, working towards accepting responsibility for personal actions and making amends. Learning the emotional and economic impact crime has on victims will be a central component.

### **Just Beginning (Parenting)**

A structured visitation program which allows incarcerated teen parents to maintain contact with their children and provide them with the ability to improve their parenting. The intent of the program is to begin to give teen parents the ability and incentive to become competent committed parents by giving them the tools to communicate and build a positive relationship with their child.

### **Healthy Living**

Healthy Living is a psychoeducational group that addresses a variety of health topics that prepare youth for other Behavioral Health and Probation treatment interventions. Topics in this group include physiological development and trauma, psychosocial development, healthy communications, healthy sexuality, and healthy non-sexual relationships. Youth are encouraged to ask questions and engage in discussion on these topics in a way that increases self-awareness and a desire to make healthy choices in their lives.

### **Moods and Expressions**

The Moods and Expression Group encourages youth to understand how thoughts, feelings, and behaviors interact with each other. The group promotes self-empowerment through

increased awareness, knowledge, and skills. In addition, youth are taught not only how to recognize their own moods but also to recognize moods and emotions in others. Furthermore, youth are instructed to be creative and to express themselves in ways that are meaningful to them when completing individual exercises and group presentations. In order to achieve this, youth are exposed to diverse forms of expression, including paint, drawing, music, writing, collage-making, and more.

### **Restorative Justice**

This group focuses on assisting the youth in acknowledging the impact of their destructive actions on their relationships and the community, as well as restoring balance in these areas of their lives. The group explores the inter-related concepts of forgiveness, non-violence, citizenship, peace-making, and restoring justice through film, literature, journaling, and group discussion. Youth are tasked with holding themselves and each other accountable for their choices during and between group sessions.

### **A New Direction**

A new direction assists justice-involved clients with substance use disorders find hope and reduce their risk of relapse and recidivism. This program is a flexible, evidence-based program that guides participants into recovery from substance use disorders and desistance from crime. Created in partnership with the Minnesota Department of Corrections, the curriculum uses cognitive-behavioral therapy (CBT) and other evidence-based practices proven to avert unhealthy thought patterns and maintain long-term success within criminal justice populations.

### **Forward Thinking**

Forward Thinking is a cognitive behavioral journaling program to assist youth in making positive changes to their thoughts, feelings, and behaviors. This program is facilitated by Probation Aftercare.

### **Girls Circle**

The Girls Circle model, a structured support group for girls from 9-18 years, integrates relational theory, resiliency practices, and skills training in a specific format designed to increase positive connection, personal and collective strengths, and competence in girls.

### **The Council for Boys and Young Men**

A strengths-based group approach to promote boys' and young men's safe and healthy passage through pre-teen and adolescent years. In this structured environment, boys and young men gain the vital opportunity to address masculine definitions and behaviors and build their capacities to find their innate value and create good lives - individually and collectively!

### **CHANGE Stage Group**

Select youth are enrolled in the CHANGE Model Program and work through a series of eight stages that help them to build pro-social behaviors and prepare for successful community re-entry. In the stages the youth address the following topics: healthy living; personal history; responsibility and accountability; attachment, loss, and early connections; behavior patterns and restorative justice; effective decision making; successful community re-entry; and creating a new beginning. The group enables youth to share and process their stage work assignments and address any challenges and successes they are having in each stage. Specific elements of the stage work curriculum are highlighted through experiential exercises.



## **ADDITIONAL PROGRAMS AND SERVICES**

### **California Family Life Center: Youth Opportunity Center (Riverside)**

CFLC's Youth Opportunity Centers in Hemet, Lake Elsinore, and Rubidoux help identify career aptitudes for job seekers ages 16-21. The centers teach interview skills, customer service, arrange paid internships/employment, and encourage post-secondary education.

### **Chapman University Mediation (Riverside)**

The mediation program benefits youth by obtaining skills to mediate conflicts. In the long term, this will provide youth with the skills necessary to prevent and solve conflict before causing larger issues.

### **Community Service**

Eligible youth will be transported offsite to various locations to take part in community service. This will help youth gain a better understanding of community programs as well as help fulfill court ordered requirements.

### **Job Readiness**

Job readiness provides skills for success in the job market. Emphasis will be placed on resume writing, completing job applications, interviewing techniques, appropriate interview attire, and workplace mannerisms.

### **Life Skills**

Life skills strengthen abilities that enable youth to effectively handle the demands and challenges of everyday life. Some life skills include effective communication, assertiveness, financial planning, banking, and self-management.

### **Planned Parenthood**

Planned Parenthood offers a basic understanding of sex and sexuality, sorts out myth from fact, and encourages good decision making about sexual health.

### **Real Men Read**

Real Men Read was designed to develop an interest in reading amongst youth. The program has two core components: (1) Select a book to read, read at least an hour per week and meet weekly to discuss; Provides guest speakers in the form of strong male role models.

### **Tattoo Removal**

Tattoo removal has proven to be a critical service for youth who are beginning to transition out of the gang lifestyle. Tattoo removal services can be obtained through a court order.

### **Women Wonder Writers**

A 12-week program designed to build resiliency through critical thinking, empathy & expression for young women in middle and high school faced with adversity. This cultural art mentoring program provides youth the opportunity to express themselves creatively through journaling, poetry writing, visual arts, team building, and public speaking.

### **Women Who Read**

Women Who Read is a program designed to encourage young women to read and become empowered through the power of knowledge and literacy.

# GRADING SYSTEM

The point and level system are used for behavior management of youth that exhibit challenging behavior. Youth learn appropriate behavior through clearly defined expectations, rewards, privileges, and consequences. There are specific criteria for advancement to the next level where youth are eligible for more privileges. The goals of the point and level systems include: 1) increasing appropriate behavior, 2) fostering accountability through self-management and 3) developing personal responsibility. There are several categories in which youth are evaluated. The point sheets are reviewed weekly by the caseworker and the unit supervisor. The weekly point sheets will be used to determine eligibility for promotion.

## **Point Sheet Criteria**

### **Shift I Behavior**

- ✓ Go to bed on time
- ✓ No talking during bedtime
- ✓ Wear appropriate attire
- ✓ Ask for permission before getting out of bed
- ✓ Follow staff directives

### **General Behavior**

- ✓ Positive Attitude
- ✓ No profanity
- ✓ Restroom behavior (only 1 youth in the restroom unsupervised)
- ✓ Attend and participate in treatment programs and individual counseling
- ✓ Follow staff directives

### **Meal Time Behavior**

- ✓ Refer to Meal Expectations

### **Interaction with Staff**

- ✓ Be respectful
- ✓ Open to counseling
- ✓ Follow staff directives without argument
- ✓ Use appropriate language when speaking to staff

### **Interaction with Peers**

- ✓ No profanity
- ✓ Positive and appropriate communication
- ✓ No horseplay

### **Work Detail**

- ✓ Task completed and done correctly
- ✓ No complaining

**Sports/Recreation Participation**

- ✓ Good sportsmanship
- ✓ Willingly participates
- ✓ Be respectful
- ✓ Follow staff directives

**School**

- ✓ Meet class expectations
- ✓ On task
- ✓ Minimal redirection
- ✓ Ask for permission before getting up

**Programming**

- ✓ Arrive on time with necessary materials
- ✓ Be respectful
- ✓ Be prepared to work
- ✓ Participate

**Personal / Sleep Area**

- ✓ All personal items organized
- ✓ Bed made
- ✓ Authorized items only
- ✓ Appropriate pictures & drawing displayed in designated areas only
- ✓ Food must be discarded as directed by staff

**Physical Appearance / Hygiene**

- ✓ Cleanliness (showers, shaves, combs hair)
- ✓ Clean clothes
- ✓ Appropriate attire
- ✓ Shirt tucked in
- ✓ Clothing fits properly

# YTEC POINT SHEET

NAME: \_\_\_\_\_ LEVEL: \_\_\_\_\_ WEEK OF: \_\_\_\_\_ TO: \_\_\_\_\_

## FRESHMAN

% Required: **90%**  
(-80pts max)

## SOPHOMORE

% Required: **92%**  
(-60pts max)

## JUNIOR

% Required: **95%**  
(-40 pts max)

## SENIOR

% Required: **97%**  
(-20 pts max)

	Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
SHIFT	II	III	II	III	II	III	II	III	II	III	II	III	II	III
<b>GENERAL BEHAVIOR</b> Redirection: Minimal: 8-10 Multiple: 5-7	10	10	10	10	10	10	10	10	10	10	10	10	10	10
<b>INTERACTION w/STAFF</b> Appropriate Reaction 5 Inappropriate Reaction 4-0	5	5	5	5	5	5	5	5	5	5	5	5	5	5
<b>INTERACTION w/PEERS</b> Positive Interaction: 4-5 Cause of issues: 0-3 Gang Behavior: 0	5	5	5	5	5	5	5	5	5	5	5	5	5	5
<b>SPORTS/REC PARTICIPATION</b> Teamwork: 4-5 Encourager: 4-5		10	10	10	10	10		10		10		10		10
<b>SCHOOL or GRADUATE PROGRAM</b>	36						36		36		36		36	
<b>PROGRAMMING</b> Interaction and participation w/BH or unit program Removal: 0	10	10	10	10	10	10	10	10	10	10	10	10	10	10
<b>ROOM INSPECTION/ CHORES</b>	6	6	6	6	6	6	6	6	6	6	6	6	6	6
<b>PERSONAL APPEARANCE/ HYGIENE</b>	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Max Pts Per Weekday: <b>126 points</b>														
Max Pts Per Weekend: <b>100 points</b>	70	50	50	50	50	50	70	50	70	50	70	50	70	50

## INCENTIVES

Youth will be rewarded with methods of positive reinforcement. The program uses a point system, which is designed to encourage and reward desirable behavior. At the conclusion of a seven-day evaluation period, the honor roll will be announced and posted in the unit. Based on points earned youth can receive rewards, privileges and/or attend special weekly programs.

### **Incentives Include:**

- Grub Hub
- Special Incentive Meals
- Late Night Privileges
- Honor Roll Incentives
- Best Bunk

## COMMUNITY SUPERVISION

### **YTEC Enhanced Aftercare Services**

In the past several years, most youth who complete the institutional portion of YTEC struggle to adjust to living outside of the facility without using substances, violating, or reoffending. For this reason, Probation and Behavioral Health increased their services for youth who leave the YTEC facility to help them to successfully adjust to the outside world.

All youth who complete the institutional portion of YTEC receive an aftercare PO that is trained in Functional Family Probation Supervision (FFP). The aftercare probation officer provides FFP unless the youth and family have needs that exceed the probation officer's time and resources, in which case the family or the PO participates on the Wraparound team for the youth and family and does not provide FFP. Families may also participate in Functional Family Therapy (FFT) in their home.

### **Functional Family Probation Supervision (FFP)**

When a youth and family receive Functional Family Probation services, a specially trained probation officer meets with the family in their home on a frequent and regular basis. They work with youth to help them succeed with their transition to their home, school, and community. They are also dedicated to learning how to best help families according to their unique needs, in ways that match to the family, and they facilitate family discussion and link them to needed resources.

### **Wraparound**

The Wraparound Program consists of one Wraparound team with a Facilitator, Behavioral Health Specialist, Parent Partner, and Probation officer who work with youth who complete the institutional portion of YTEC. The team meets with the family as often as needed, but typically

one to two times a week, to support the family in developing and reaching individual and family goals. In the course of the services, youth and families develop a family mission statement, learn to recognize the strengths of each family member, learn to develop goals and strategies to achieve them together, develop an ongoing plan to address family safety concerns, develop new skills for success, and learn how to connect to resources in the community. While the Facilitator typically leads out in the meetings in the home and coordinates services (including on-call crisis intervention services by phone), the Parent Partner and Behavioral Health Specialist teach skills, link to services, and advocate for the parents and youth, and the Probation Officer provides random drug tests (if needed) and ongoing support of the youth in relation to their legal needs. The family is empowered to be the main voice in their planning meetings and to choose what they want to work on as a family, with the help of the team, so they can achieve anything related to their health, safety, and well-being. This service is typically provided for two to six months.

### **Functional Family Therapy**

The Functional Family Therapy (FFT) is family therapy that is normally provided in a youth's home. It is an evidence-based practice that has 40 years of research to show that it is effective in helping youth to decrease the likelihood that they will violate or reoffend through addressing their individual and family. Therapists achieve this with youth and families by (1) developing a strong rapport with them, (2) increasing their motivation by increasing hope and decreasing blame, (3) developing a detailed behavior change plan for the family and teaching and coaching the family on changes that match to their needs and goals, and (4) generalizing the changes they made and skills they developed to address future individual and family challenges, and (5) linking the family to resources that would benefit them as they move forward with positive change. This service is typically provided for three to five months.

The most common cause of youth returning to a lock-down facility is substance use. FFT is not limited to substance use counseling, but when substance use is a significant problem for a youth or family, FFT addresses core family issues that contribute to substance use. It is designed to reduce risk factors and increase protective factors in families that will strengthen their overall family dynamics and their ability to live a clean and sober lifestyle. Unless an individual's substance use issues are in the severe range, FFT can serve as the initial substance use intervention, and the FFT therapist may refer the youth to additional substance use services as needed.