

# Youth Handbook



**Arizona Department of Juvenile Corrections**

Funded by the Arizona Parents Commission for Drug Education and Prevention

**2014**

# Message from the Director

After considering all options, a serious decision was made by the Juvenile Court to commit you to the Arizona Department of Juvenile Corrections (ADJC). Therefore, our agency must responsibly work with you to achieve significant improvement in your behavior so that you can return to your home and community. We are dedicated to your success and expect you to commit yourself to the treatment and education that we provide. The Youth Handbook will introduce you to the programs and expectations of our agency. Should you have any questions, feel free to ask staff. Remember, if you stay focused and work hard, you will definitely achieve your goals.

Director

**The Arizona Department of Juvenile Corrections enhances public protection by changing the delinquent thinking and behaviors of juvenile offenders committed to the Department.**

# Welcome to ADJC

You have been committed to us by the courts and will begin your stay in secure care which is a term we use instead of a locked facility. At the end of your time here you will return to the community and be on Parole status, unless you have turned 18 years of age.

The judge has set a time that you are legally required to stay in secure care. A date was set that is the minimum or the earliest that you could be released and it is called the Minimum Release Date (MRD for short). ADJC does not have to release you on your MRD, but can hold you here up to your 18th birthday.

Someone will talk to you about this Handbook during your orientation.



# Names and Numbers YOU NEED TO KNOW

<b>My name</b>		<b>K number</b>	
<b>RAC</b>			
RAC YPO III Case Manager's name			
RAC YPO III Case Manager's phone number			
YPS RAC Manager's name			
YPS RAC Manager's phone number			
<b>Housing Unit</b>			
YPO III Case Manager's name			
YPO III Case Manager's phone number			
YPS Housing Unit Manager's name			
YPS Housing Unit Manager's phone number			
<b>Parole Officer</b>			
<b>Name</b>			
<b>Juvenile Ombuds (JO)</b>			
<b>Name</b>			
<b>Volunteer Coordinator</b>			
<b>Name</b>			
<b>Chaplain</b>			
<b>Name</b>			
<b>Family Services Coordinator</b>			
<b>Name</b>			
<b>Visitation</b>			
<b>Day</b>			
<b>Time</b>			

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# When you first arrive...

We will work with you to evaluate your needs. This information is used to write your Continuous Case Plan (CCP) goals that you will work on here and in the community. ADJC staff are dedicated to helping you complete your CCP.



It is important that you take part in the completion of your CCP. You will earn the opportunity to return to the community by following the ADJC expectations, completing your goals, and behaving properly. If you cause trouble to the safety of the facility and/or don't work on your goals, you are likely to stay in Secure Care longer.

## While you are here YOU have the Right

**To** be protected from physical and psychological harm. This means you should not be picked on or abused by staff or other youth.

**To** food, clothing, shelter, medical, and dental care while you are at ADJC.

**To** have all treatment decisions made with your needs in mind.

**To** speak your own language at any time, except during classroom discussion, organized activities (such as group), or in the presence of a staff member who does not understand your language.

**To** have an interpreter help you communicate, as needed.

**To** not have food or sleep taken away from you as punishment or part of treatment.

**To** not be discriminated against for any reason.

**To** be informed of any rules or policies that might affect you while you are in secure care.

**To** express yourself verbally and non-verbally, as long as your words, expressions, and gestures are appropriate and do not interfere with the safe and orderly operation of the programming at the institution.

<p>Image courtesy of <a href="http://www.freedigitalphotos.net">FreeDigitalPhotos.net</a></p>

# PROUD expectations

Pride is



## Show Respect

- 🐾 Consistently enforcing and following policies and rules
- 🐾 Following directions
- 🐾 Being kind, courteous, and patient
- 🐾 Cooperating and listening
- 🐾 Communicating effectively
- 🐾 Recognizing and acknowledging personal space and property
- 🐾 Using appropriate manners and language

## Observe Mindfulness

- 🐾 Keeping appointments
- 🐾 Participating fully
- 🐾 Maintaining a positive attitude
- 🐾 Observing confidentiality
- 🐾 Being timely and using time effectively
- 🐾 Being focused, attentive, and engaged
- 🐾 Being self-aware
- 🐾 Giving and receiving meaningful feedback

## Use Honesty

- 🐾 Taking accountability for actions and deeds
- 🐾 Acting responsibly
- 🐾 Answering questions truthfully
- 🐾 Providing accurate information
- 🐾 Asking for assistance when needed
- 🐾 Keeping your commitments
- 🐾 Only having approved items
- 🐾 Asking for assistance when needed

## Be Driven

- 🐾 Being self-motivated
- 🐾 Investing in yourself and others
- 🐾 Staying focused on goals
- 🐾 Leading by example
- 🐾 Helping others
- 🐾 Working as a team
- 🐾 Doing your best
- 🐾 Celebrating differences and diversity
- 🐾 Learning and applying new skills
- 🐾 Being prepared
- 🐾 Accepting and celebrating achievements and accomplishments

Remember you are responsible for your own behavior. If you choose to break ADJC's expectations, the consequences for your behavior may include loss of privileges, a stay beyond your MRD, fines, referral to the County Attorney, and/or a transfer to adult court with adult charges.

**ADJC will not tolerate the ASSAULT OR ABUSE of other youth or staff**

# Things You need to know

## What happens to your stuff?

When you arrived, your clothes and other personal belongings were **sealed in a box** and you should have been given a receipt for the items. **Keep your receipt.** Your box will be given to your parents/legal guardians when they visit you. If your parents/legal guardians are not able to visit, other arrangements will be made.

## How do you need to dress?

Your clothing is to be neat and clean and may never be altered, which means no tearing, cutting, or writing on your clothing. You may only wear **ONE LAYER** of clothing with the exception of winter months when you are allowed to wear a sweatshirt over your T-shirt.

### Every day and in Recreation

**You must wear** shorts or pants (seasonal) fitted at the waist - **No Sagging**

**You must wear** your shirt right-side out, tucked in, and sleeves unrolled; socks and shoes appropriately secured

### To and From the shower

**You must wear** shorts, t-shirt, and shower shoes

## How do you get clothing and personal items?

You will be given a set of state-issued clothing upon your arrival at Reception, Assessment, and Classification (RAC) and the rest of your clothes will be ordered when you arrive at your assigned Housing Unit. When clothes are ripped, torn, or worn they will be replaced upon request. The number of allowable items can change according to your level. If you have questions, contact your Housing Unit Sergeant or your YPS/Housing Unit Manager.

# Property

You have the right to keep and use personal possessions. However, you will not be able to have items that endanger the safety of others, disrupt programs and/or activities, or encourage delinquent values/behavior. See the list to the right for the items you will receive from ADJC.

## Clothing and Property you will receive from ADJC

- 5 pairs of pants and/or shorts (seasonal)
- 5 shirts
- 7 pairs of socks
- 1 sweatshirt (seasonal)
- 1 winter jacket (seasonal)
- 1 pair of shoes (2 pairs are allowed if you have a job in which your shoes could become soiled and/or wet)
- 1 pair of shower shoes
- 1 towel for males and 2 towels for females
- 1 wash cloth
- 1 blanket
- 1 Holy Scripture appropriate to your religious beliefs, i.e., Bible, Koran, etc. provided by the Chaplain
- 7 pairs of underwear
- 2 bed sheets
- 2 pairs of gym shorts
- 2 nightgowns (female only)
- Maternity clothes (female only)
- 7 bras (female only)

## Hygiene items:

- 1 shaving cream for male/female
- 1 shaving razor
- 1 toothbrush
- 1 toothpaste
- 1 shampoo
- 1 conditioner
- 1 deodorant
- 1 comb/pick (soft plastic only)
- 1 hairbrush (female only, soft plastic only)
- 1 roll of toilet paper
- 1 bar soap
- 1 hair tie if you are allowed to wear your hair long (Only in black State issued ethnic specific hair products)

# Contraband

Contraband is defined as anything that is a crime to possess under Arizona law or prohibited by ADJC policy such as:

**Dangerous Contraband** means all items that are illegal to possess in a secure care facility, including the following:

- Dangerous drugs
- Narcotic drugs
- Marijuana
- Intoxicating liquor of any kind
- Deadly weapons
- Dangerous instruments
- Explosives
- Wireless communication devices
- Electronic storage devices

**Nuisance contraband** means all items not approved by established policy and procedure for the juvenile's possession, including, but not limited to, the following:

- Items which could be used, made, or adapted to use as a weapon
- Pictures or drawings that show nudity or sexual acts
- Posters and clothing with slogans, mottos, or emblems which are obscene or promote illegal activities
- Money
- Anything in excess of the approved allotment of clothing or personal belongings
- Any item which can be used to threaten the orderly operation of the facility
- Any unapproved food item
- Tobacco or any accessory used for tobacco substances, including chewing tobacco products
- Illegal prescription drugs
- Plastic bags or film

## If you don't report it, what happens?

If you know contraband is being brought into ADJC or if you know it is in the facility and you do not report it, you may be committing a felony and action may be taken including arrest and prosecution.

# YOU are here in RAC

RAC is short for Reception, Assessment, and Classification



While in RAC, you will have to complete tasks and take part in evaluations to find out your treatment needs and your housing unit assignment. It is important that you help staff understand how you are feeling and that you are open when staff ask for information about you. One of the main evaluations you will be given is the Criminogenic and Protective Factor Assessment (CAPFA). The information from the CAPFA will help create your treatment goals for your Continuous Case Plan. CAPFA looks at Alcohol/Drug use, Aggression, Offense Behavior, Family, Employment, Mental Health, Education, Sexual Behavior, and Social Skills. These evaluations will cover a number of different areas, including education, behavioral health, substance abuse, aggression, and your attitudes toward delinquent behavior. **It is important that you are honest and give correct information.**

As you go through RAC, you will learn what you can do while you are in secure care and what things you will need to complete in order to be released back to the community.



## Searches

A staff person may routinely search you or your possessions to look for contraband or to protect others. You have the right to be searched in a manner that reduces embarrassment to you. After visitation, you will be strip searched for contraband. Strip searches will be conducted in a private setting by an officer of the same sex.

Staff will search rooms periodically with or without notice, explain the reason for the search, and disrupt your personal belongings as little as possible. Searches will never be conducted as a form of discipline.

# Visitation

You have the right to receive approved visitors. **You may refuse to see a visitor** however, you may **not** refuse to see law enforcement officers and/or ADJC investigators. You may however, refuse to talk to them.



## Who can visit you?

During your stay at RAC your visitation is limited to **only** your parents/legal guardians. You will have a chance to create an approved visitor list with your YPO III Case Manager that will be reviewed by your parents/legal guardians. Once you are in your Housing Unit, you may be visited by your parents/legal guardians, grandparents, brothers, sisters, aunts, uncles, or other persons who are significant to you **once approved**.

**All visitors must pass a background check.** Any negative behavior by you will affect your visitation.

## Visitors are allowed to bring in

Factory-sealed food items for you if you have earned this privilege. Non-alcoholic drinks must be in factory-sealed plastic or cardboard containers. All food items and beverages must be consumed during visitation or taken out by the visitor. No food items or drinks are allowed to be taken to the Housing Unit by you or staff.

## Visitors are not allowed to bring

Glass or metal containers, aluminum cans, containers, foil, knives, or edged utensils of any kind.

# Telephone Calls

You have the right to have access to make and receive phone calls. Staff will monitor your behavior during calls. You will be able to make phone calls to your family on an assigned day and time each week. You will be able to make more than one call as a privilege for earning your levels. If you have an emergency or need to speak with your family, contact your YPO III Case Manager.

Calls to and from CPS, personal lawyers, or Parole Officers are **legal calls** and do not count as your weekly calls.

**Adobe Mountain School**  
 2800 W. Pinnacle Peak Road  
 Phoenix, AZ 85027-1000  
**Phone number 623.869.9050**

# MAIL

**You have the right to** receive and send mail unless restrictions apply.

These restrictions could include:

**If** the court orders a restriction

**If** Parents/legal guardians of children receiving mail from you don't want that to happen, **OR**

**If** you try to contact victims

## There may be consequences if you violate these restrictions

**You have the right to** private mail. Mail will not be read or removed, except when specifically authorized in accordance with ADJC Policy and Procedure.

**Your name and K number**  
**Adobe Mountain School and**  
**name of your Housing Unit**  
**Phoenix, AZ 85027-1000**



**Person's name**  
**House number and street name**  
**City, State, Zip code**

**This is the information you need to have on your envelope**

Incoming and outgoing mail must have your full name, K number, Housing Unit, and return address on the envelope. Mail cannot have sexual remarks or pictures, profanity, gang-related material, or references to delinquent activities (weapons or drugs for example) either in the letter or on the envelope.

Staff shall log all correspondence, remove stamps on incoming mail, open mail, and inspect for contraband. Mail will be read when requested according to ADJC Policy and Procedure. All juvenile mail shall be distributed to the Housing Unit the day it is received.

# Meal Time



ADJC encourages youth to make nutritious food choices by offering a variety of healthy foods which allows youth to learn to enjoy different foods and develop healthy eating habits. Meals are prepared and served cafeteria style by staff and youth workers at the Secure Care Facility. Special menus are allowed for medical or religious reasons, if approved by the Doctor or the Chaplain.

## Canteen

a privilege you can earn



The Canteen is a place where you are able to buy other hygiene items, not already provided, such as shampoo or conditioner, beverages, and snack items such as candy bars and chips. **Visiting the Canteen is an earned privilege.** You are able to earn money in Secure Care while you work.

Part of the money you earn working may be spent in the Canteen. In addition to earning money, your parents/legal guardians are also able to send in money by using a Money Order.

The money you earn working, plus any money your parents/legal guardians send in, will be deposited into your account at the facility Business Office and you will be given a receipt.

**Remember, you are not allowed to have cash on you or in your room.**

# Unit Life



While in ADJC you will be living in a Housing Unit which has an area where you will sleep, an open living area, showers, and washers/dryers. On each shift there will be Youth Corrections Officers (YCOs) working with you in your Housing Unit. Your Youth Program Officer (YPO) III, Psychology Associate, and Youth Program Supervisor (YPS) have offices located in the Unit.

## Multidisciplinary Team (MDT)

Within a few days of moving out of RAC and into your Housing Unit you will have your first MDT meeting which is called the Initial Continuous Case Planning Staffing. At the staffing, all the members of the MDT, including you and your parents/legal guardians, will write a CCP for you to work on while you are in secure care and when you go back into the community. For example, if you have problems with abusing substances, your plan may include counseling to help you make some changes in that area.

At the Initial CCP Staffing, there will be some thought given to where you'll be living and what you will be doing when you are released from the facility and go back into the community.

Each month there will be a Review Staffing. The MDT will review your progress, document it in the CCP, and make any recommended changes. It is important for you and your parent/ guardian to be involved in your MDT.

### Youth Program Officer (YPO) III Case Manager

Staff who works as a Case Manager and assists with treatment

### Youth Program Officer (YPS)

Staff who is responsible for security and activities of the housing unit

### Housing Unit Sergeant

Supervises YCO's and responsible for safety in the Housing unit

### Youth Corrections Officer (YCO)

Staff responsible for monitoring safety and well-being in your housing unit

### Psychology Associate

Staff who will assist you with your treatment and assessment

### MDT Members

You and/or your CPS  
Case Worker  
Parent or Guardian  
YPO III Case Manager  
YPS  
YCO  
Psychology Associate  
Medical and/or  
Psychiatry staff  
Parole Officer  
Family Services  
Coordinator



## Juvenile Community Reentry Board (JCRB)

The JCRB is a panel that will meet before your possible release date. The MDT will make recommendations to the JCRB on whether you have satisfactorily met the requirements of your CCP and if you are ready to be released back into the community.

**If you are denied release**, the board will highlight for you the areas in your CCP that need to be completed. Another JCRB will be scheduled later.

## What about your victim(s)?

If you have a victim who has registered with ADJC's Victims' Rights Unit, there will be a Victims' Rights Specialist who works with your MDT to address victim-related issues and concerns. The victim can take part in the JCRB and make recommendations regarding your release and your parole plan.

# Treatment

The treatment program is a complete substance abuse and behavioral health program that includes easy to use workbooks and related materials in both English and Spanish. You will have the opportunity to participate in treatment programming despite your unit placement and commitment to change. This program will give you the option to begin to work toward your change process as early as RAC and throughout your stay in ADJC, including Community Corrections (Parole). Staff members from all levels will participate in the program.

**Treatment Groups** will take place 4 to 6 times a week for 45-60 minutes with your Psychology Associate, Case Manager, Youth Corrections Officers, and other unit staff members working together to coach, mentor, and support you as you work on your individual treatment.

**Your program goals will match your CCP goals.** You are expected to continue your work on these goals even when you go back into the community. Your family may be involved with some of your treatment work, both in secure care and the community.



## Other treatment programs in which you may participate are:



**Anger Management** - this program is designed to teach you to understand and replace aggression and antisocial behavior with positive changes.

**Dialectical Behavioral Therapy (DBT)** - helps you to learn coping skills to deal with emotions and problem situations.

**Sexual Behavior** - this program is designed to help change behaviors of those who struggle with sexual-abuse behaviors.

**Substance Abuse Treatment** - this program is designed to help you take a look at why you've used substances and to learn how to make thoughtful decisions regarding alcohol and drug use and other life choices.

**Mental Health Treatment** - this program is designed to teach you to understand how to manage emotions and behaviors.

# Stage System

## (System OF Change)

While you are in ADJC, staff will evaluate your behavior and CCP progress every day. This is called the Stage System which has **4 stages**.

Right now you are in Orientation and you will be placed on **Stage 1**, but if you behave and show progress in meeting your education and treatment goals, you will be able to move up to **Stages 2-4**.

As you move up in your stages you will receive more privileges, such as extra phone calls, visits, and canteen.

Although moving up your stage is important, achieving your goals in your CCP is even more important so you can be released and go back into the community. Staff in RAC will teach you all about the Stage System.



# Separation

If you behave in a way that is dangerous to you or others or dangerous to the operation and safety of the facility, or if you violate rules, staff may refer you to the Separation Housing Unit.

### 3 ways to go to Separation

1. Serious and immediate danger to self
2. Serious and immediate danger to others
3. Self-Referral

You will be placed in Separation to regain control of your behavior and emotions and think about the behaviors that got you there. Your Housing Unit staff and the Separation Staff will meet with you to help you find ways to handle yourself better.

## Self-Referral, what is it?

There may be times when you need to get away from your Housing Unit. You may be concerned for your own safety, concerned you may get out of control, or concerned that you will be disruptive to staff or others. If this happens, you should ask staff for a self-referral to Separation.

# Wildland Fire Program

The wildland fire program is an opportunity for you to get the skills, knowledge and experience of camp support in a fire-fighting setting.

## You can apply, if you:

**Are** 16 years of age or older

**Have** parental consent

**Are** in compliance with terms of parole

**Have** the support of your Parole Officer

**Have** no pending court hearings

**Have** no arson and/or sexual offense petitions filed in court

**Meet** ADJC Youth Wildland Fire physical standards

**Possess** a GED or high school diploma

## If you participate in the program, what do you receive?

Appropriate rate of pay plus overtime

An ADJC Certificate of Completion

## What happens if you owe restitution?

If you owe restitution, two-thirds (2/3) of your earnings will be used to pay it back.

## Need more information? who can you contact?

You can contact your YPO III or YPS.



## What will I do?

You will work in supply units, food services, and set up base camps for the "Hot Shot" fire crews up to 16 hour days

The youth fire work crew will be stationed in a safe campground environment close to the staging area/command center. Assignments last up to 15 days

Youth and ADJC staff participating in the ADJC Youth Wildland Fire Program will be provided with:

Transportation to and from the site,  
special clothing,  
safety items,  
a tent,  
a sleeping bag,  
meals, and  
camp medic availability.



You have the right to receive medically necessary care and to expect your records to be kept confidential and released only when legally authorized.

While in ADJC your medical care will be provided by licensed health care professionals who are qualified to meet your medical and dental needs.

During the first week, a medical doctor, physician's assistant, or nurse practitioner will perform a physical exam. You will be allowed the right to privacy during your medical examination. The information you provide the nurse or doctor will become a confidential part of your medical record.

You will receive Sexually Transmitted Disease (STD) testing, if necessary, and recommended HIV testing. A medical record about you will be set up that will help the health staff provide care for you.

Your required immunization (shot) record will be evaluated and you will be given the shots that you need to complete the requirements for you to be in school. You will also be given additional shots to protect you from the Flu, Hepatitis, and Human Papillomavirus (HPV).



A Dentist will examine and x-ray your teeth and gums to ensure that any urgent problems are addressed. Your continuing dental needs will be followed by the dentist.

You will be given an eye exam to check your vision. If it is found that you need glasses, they will be provided to you.

For girls we provide the services of an obstetrician, gynecologist (OB/GYN) as the need arises.

## Sick Call

If you are not feeling well or you have a medical problem, you should request a "sick call" from any staff member. You will fill out a Health Care Request Form in private and turn it in to the designated Health Care staff. Emergencies will receive immediate attention. If you have an emergency and have to be taken to a hospital, the medical staff will call your parents/legal guardians.

### Americans with Disabilities Act ( A D A )

ADJC does not discriminate on the basis of disability in the operation of its programs, delivery of services, or activities. ADJC complies with ADA regulations.

If you have questions, concerns, complaints, or requests for reasonable accommodations due to a disability or would like information contact the ADJC ADA Coordinator at 602.542.4354.

# Education

You will be attending school Monday through Friday for about 5 hours a day. Your teachers will use the results of the tests you took in RAC and your career interests to make your time in school interesting and successful.



Everyone has different educational needs. You can work toward earning an 8th grade completion, high school credits, a high school diploma, and/or a General Education Diploma (also called GED). Our school program also offers work experience and/or career and technical courses. **See the list to the right.** If you are a student with a disability, our special

education department will review your file, keep your Individualized Educational Plan (IEP) up-to-date and provide help with your school work in the classroom.

All youth will also be able to be involved in a variety of activities both individually and in teams. Recreation is scheduled every day and there may be additional opportunities in the evenings and on the weekends. We also have competitive team sports and play other schools during the regular season in soccer, girls' volleyball and boys and girls basketball.

## Fast track

If you like to work on computers, you might want to request one of our lab classes. These classes permit you to work on credit recovery (earning credit for courses you have failed) or take a variety of high school classes in order to earn additional credit when possible. If you do not have a lot of high school credits but want to earn a diploma, talk to one of our guidance counselors or teachers about the exciting programs we have available for you to earn credit quickly.

## It is UP to YOU

Take advantage of the great opportunities at Adobe Mountain School. Participate in a positive way in all of your classes. Ask questions to make sure you understand what is expected of you and work hard every day. Our teachers are dedicated to seeing that you are successful and want to work with you as a member of a team to make sure you receive the best educational experience possible.

### Academic Programs

8<sup>th</sup> Grade Certificate

GED

High School Credits

High School Diploma

Work Experience  
Credits

Career and Technical  
Courses

### Career Technical Education

Automotive

Computer Drafting

Culinary Arts

Cosmetology

Fire Science

Building Trades

Energy Auditing

Computer Graphics

### Work Experience

Landscaping

Maintenance

Kitchen

Not sure what you want to do after high school?  
Which college or job is best for you?  
How do you sign-up for the military?



## The answer to all of these questions

can be discussed and explored with the help of one of our **Guidance Counselors**. They will help you map out your classes and develop a plan of action. They are available to meet with you by appointment. Ask your teachers or staff for an appointment form.

## Do you want to become a Chef or a Barber?

Think you might want to become a chef or work in the food industry as a cook? Check out our culinary classes. You can get a food handlers card and learn all the basics. You will work in a commercial-style kitchen and may even have opportunities to make and serve food in a restaurant-style atmosphere.

Our Cosmetology program offers an introduction to this exciting career field. Go to classes in a real beauty salon and learn all the latest hair and nail techniques. We can even get you started on a career in Barbering.

# Legal Rights

## You have the right...

**To** file a grievance about anything that you feel is a concern to you without fear of retaliation

**To** appeal decisions on grievances

**To** be treated fairly and with accuracy in any disciplinary situation

**To** be represented in hearings by a Juvenile Ombuds

**To** speak to or meet with your attorney in private



### Serious Acts of Misconduct are:

Aggravated assault on staff or juvenile;  
 Sexual assault; Sexual abuse;  
 Kidnapping; Arson;  
 Escape; Rioting;  
 Possession of a weapon or dangerous instrument;  
 Possession or use of  
 Drugs or toxic vapors;  
 Deliberate damage  
 to state, staff, or peer property;  
 Unlawful assembly;  
 Participating in or assisting a  
 criminal organization;  
 Leading or participating in a  
 criminal street gang;  
 Tampering with, or  
 possession of a security device;  
 and  
 Substantial disruption of facility.

## Juvenile Ombuds, who is that?

A Juvenile Ombuds is a person who helps you solve problems and represents or advises you in hearings. Ombuds work to ensure that everyone is treated fairly. A Juvenile Ombuds mainly helps you in the following ways:

**Helps** anytime you believe you're being treated unfairly or your rights are violated. The JO will help resolve the problem.

**Helps** anytime you need help to complete a Grievance Form.

### Represents you in hearings

An Ombuds will advise and represent you in all ADJC hearings. It is important to remember that the Juvenile Ombuds are not lawyers. For legal advice on current charges or other legal actions you should contact your lawyer.

## 3 Types of Hearings occur within ADJC

**Disciplinary Hearings** - serious acts of misconduct may result in a disciplinary hearing. If the violation is proven by staff at the hearing, you may be placed on Disciplinary status or be required to pay restitution. Serious acts of misconduct in ADJC may result in adult charges. Check the list above.

**Separation Hearings** - you are referred to Separation when you act in a way that presents an immediate risk to yourself or others. A hearing must be held within **24 hours** if you are to remain in separation longer than 24 hours.

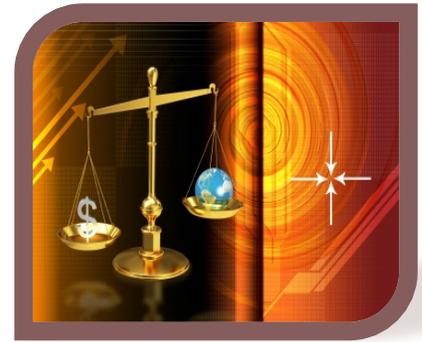
**Parole Revocation Hearings** - if you are on Conditional Liberty (Parole) and you violate any of your conditions, a hearing may be held to decide if your conditional liberty should be revoked (taken away), and you should be returned to a secure facility.

<p>Image courtesy of <a href="http://www.freedigitalphotos.net">FreeDigitalPhotos.net</a></p>

# Grievances

## Grievance, what is it?

A grievance is a formal complaint regarding a condition, circumstance, or action considered to be unfair. ADJC encourages informal verbal communication of these problems with the appropriate person. However, if the informal process is not working or if you prefer not to address the issue informally, you may file a grievance.



To help you complete the Juvenile Grievance form, contact the Juvenile Ombuds at your facility. There is also a trained youth in your unit, called a Juvenile Grievance Coordinator, who can help you. After your Juvenile Ombuds reviews your grievance, it will be sent to the appropriate staff so the problem can be resolved.

You must not take matters into your own hands; instead you must allow the grievance system to work for you to fix the issue.

## Grievance Coordinator, who is that?

A Juvenile Ombuds will assign a youth in each housing unit to distribute grievances and explain the grievance process to other youth in the housing unit. You can be a Juvenile Grievance Coordinator!

# Restorative Justice

Restorative Justice is about repairing the harm that has been done as a result of crime. This means that you have a responsibility to make things right for the victims, the community, and yourself.

## At ADJC, Victims' Rights are honored and respected

**By Arizona law, victims have a right to** participate in your hearings and their concerns will also be addressed in your CCP.

### **You are expected to:**

- Understand the impact of your offense on the victim and the community;
- Take part in your treatment and take it seriously;
- Follow all court orders that apply;
- Complete work hours that are of value to the victim, the community, and you;
- Work toward the repayment of restitution

<p>Image courtesy of <a href="http://www.freedigitalphotos.net">FreeDigitalPhotos.net</a></p>

# PREA

## What does it stand for and what is it?

It's short for **P**rison **R**ape **E**limination **A**ct and it is a law passed by Congress in 2003 to protect people in prison from sexual abuse.

ADJC has a **ZERO tolerance** policy regarding sexual abuse. You will receive training on how to protect yourself against sexual abuse, how to report incidents or suspicions of sexual abuse, what happens after you report it, and the consequences if you or others commit sexual abuse.

You have the right to be free from sexual abuse and the right to be free from payback for reporting sexual abuse. At ADJC we take sexual abuse seriously. If you have been harmed at ADJC there is a safe place to go and report physical and sexual abuse or staff misconduct. You may access the confidential Division of Child Safety and Family Services Health hotline located in the Health Unit to remain anonymous. You can feel safe from payback by facility staff and other youth. Any reports of sexual abuse will be investigated and subject to disciplinary action and/or criminal prosecution based on the findings.

You will also be educated about sexual abuse while you are in secure care, the common reactions of sexual abuse victims, and about ADJC's response policies and procedures.



**So speak UP and speak OUT**

**break the silence and stop the violence**

**SAY NO to sexual assault and abuse**

**tell a friend, tell staff, or  
tell someone you trust**

<p>Image courtesy of <a href="http://www.freedigitalphotos.net">FreeDigitalPhotos.net</a></p>

# Religious Services

You have the right ...

**To** practice the religion of your choice. Efforts will be made to provide you access to practice your chosen religion.

**To** choose not to participate in religious activities.

ADJC provides religious services. The Chaplain is assigned to provide individual religious counseling and to coordinate religious services for all youth. When you first arrived at the secure care facility you completed a survey to help find your religious beliefs and history.

You are encouraged to participate in the religious services of your choice. If your religion is not included in the services that are offered or you have questions about religious items, please contact the Chaplain.



# Volunteers



Volunteers provide critical support to you and the Arizona Department of Juvenile Corrections. Volunteers are caring, nurturing role models who help you to gain a sense of hope and self-worth. They act as teachers who instill life and leadership skills. Volunteers tutor in many subjects, help you prepare for the GED exam, and work with you on special projects. Volunteers act as connectors to the community for both you and ADJC.

Many volunteers provide religious services and events throughout the year, and in many cases volunteers are there just to listen when you need someone to talk to.

# Community



After release from secure care you will return to the community on Conditional Liberty (another word for Parole) if you are under **18** years of age. You will have a Parole Officer (PO) assigned to you according to where you live. Your PO will work with your YPO III Case Manager and Psychology Associate in writing your CCP. Your CCP will be your guide of what you will need to work on in Secure Care and the community. It will include your individual community treatment, education, and/or work program goals.

**There are also Conditions of Supervision which are rules you must follow while on Parole.**

Parole supervision is provided in an atmosphere of mutual respect involving you, your family, and significant others in partnership. Your family is encouraged to assist in the planning of your CCP and to participate with the PO in checking your behavior in the community. If you successfully follow your conditions of liberty for 90 days you may be considered for an absolute discharge from parole.

# Discharge

## Discharge, what does it mean?

It means that you are no longer supervised by ADJC staff. You may obtain a **Discharge** by successfully completing all the requirements of your CCP (absolute discharge), reaching your 18<sup>th</sup> birthday, being detained by Immigration and Customs Enforcement (ICE for short), or being convicted as an adult.

## Destruction of your juvenile records, how you can apply?

You may apply to the Juvenile Court for the destruction of juvenile court record if you have received an absolute discharge from ADJC.

## Victims' rights

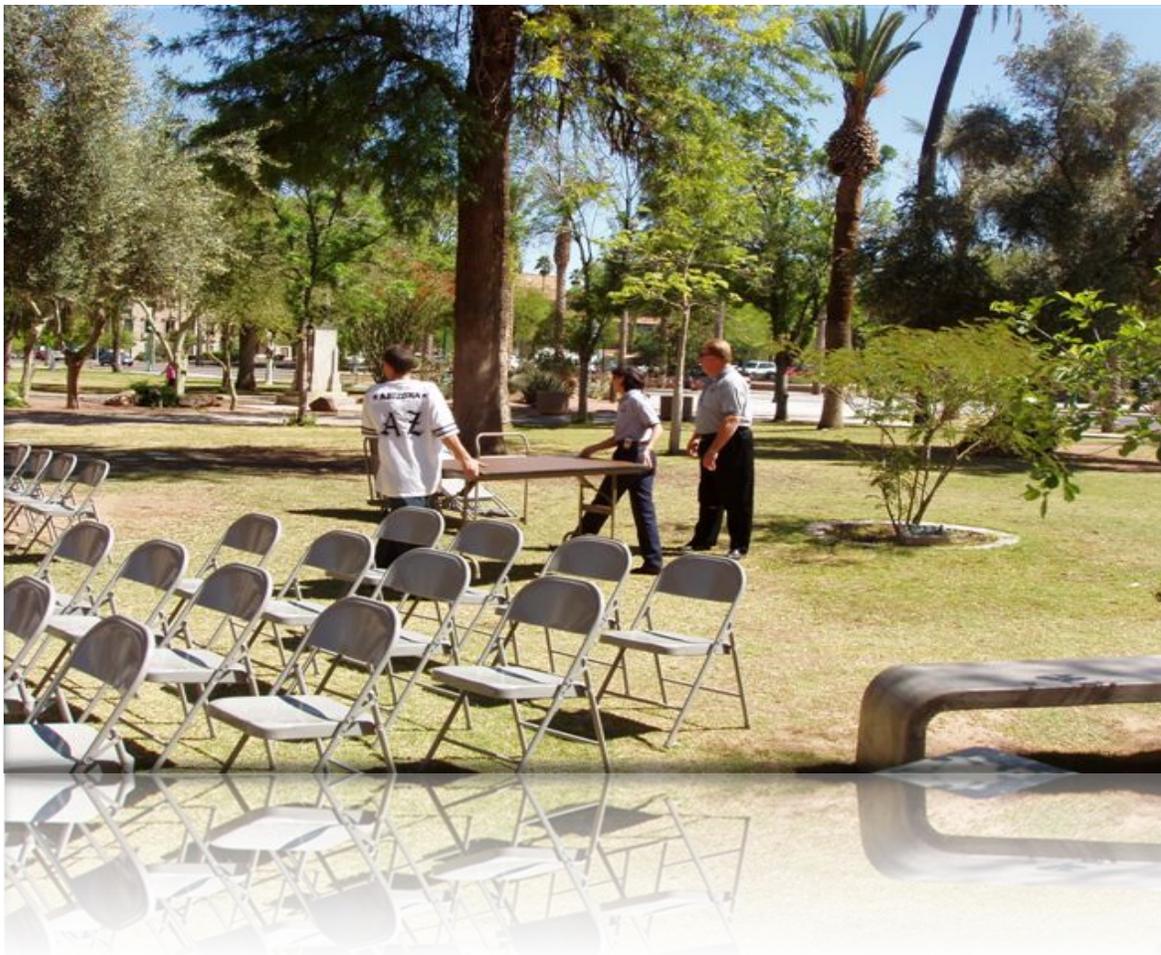
**Any of your victims** registered with ADJC will be notified of the **Discharge** request and have the right to provide input to the Hearing Officer considering your request for **Discharge**.

## Hearing Officers, who are they?

A staff member of the Due Process Office who ensures the due process rights of every youth during hearings.



# Community Services



ADJC contracts with agencies throughout Arizona to provide services for you.

These services may include out-of-home residential placement and in-home or in-office outpatient counseling. In addition, Community Services monitors contracted providers and assists Parole Staff as they interact with other agencies such as CPS and the Regional Behavioral Health Authorities (RBHAs).

**You can contact Community Services at 602.542.4157**



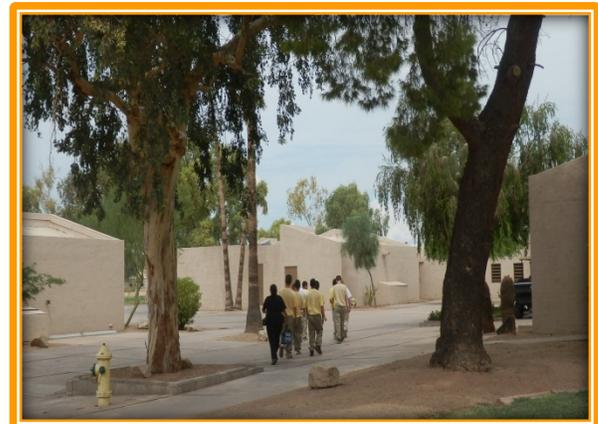
# Parole Offices

Parole Offices have been set up in various counties. These offices provide various services to you and your family that include intervention through Parole Officers (the “go-to” person in the community), Family Services, Transition Coordinators, and other community development partners.

Transition Coordinators offer support to you in the community by providing information on academic programming and career planning, helping to locate funding for college classes, and by attending staffings.

In the counties there are Parole Offices where your PO has his/her office. Your PO works with you and the local service providers to set up services that will help you meet your goals in your CCP. If you are from any of the other counties in Arizona, your PO will coordinate services that will help you meet your goals in your CCP.

## Parole Violators



### If you do not follow the rules, what happens?

If you do not follow your Conditions of Supervision while on Conditional Liberty, you may be placed on a more structured program and/or moved to a more restrictive placement or returned to ADJC.

If you commit or continue to commit serious violations of your conditions of supervision you will have a law enforcement arrest warrant issued or have your conditional liberty revoked (cancelled). Before a revocation occurs, you are entitled to a Revocation Hearing.

# Return to ADJC

If you have been released to the community and **have not followed through** on your conditions of liberty, you may be returned to secure care.

## Parole Violator Assessment

It means ADJC staff assess and evaluate youth in secure care who violate their parole. They gather information about your community performance to see what worked and what didn't. Based on the results of the assessment, you, your parents/legal guardians, and the MDT will create a new CCP. A revocation hearing takes place during this process and must be held eight to 12 business days after you return to ADJC.

## Parole Violator Hearing

At your parole violator hearing, staff will present what you did well and the violations of your conditional liberty. The Hearing Officer could reinstate you back home or to a residential placement. The Hearing Officer could also revoke (cancel) your parole. As a result of your assessments and evaluation, staff will suggest programs that focus on how you can still adjust successfully in the community.



## What if you are revoked?

If you are acting out criminally you could be revoked and assigned time in ADJC. The length of time you stay in programming will be decided by the juvenile judge or assessment process.

## Revoked, what does it mean?

It means you lose your conditional liberty status and you may return to secure care.

# Parole Office Locations

**Bullhead City Office**

1700 Lakeside Drive, # 8  
Bullhead City, AZ 86442  
Phone: 928.279.4642

**Flagstaff Office**

1001 East Sawmill Road  
Flagstaff, AZ 86001  
Phone: 928.640.0974

**Interstate Compact Office**

1624 W. Adams Street  
Phoenix, AZ 85007-3589  
Phone: 602.364.3509

**Eastern Regional Office**

1921 South Alma School Road, Suite 312  
Mesa, AZ 85210  
Phone: 480.844.7164

**Western Regional Office**

3617 W. Cambridge Avenue, Suite A  
Phoenix, AZ 85009  
Phone: 602.233.1667

**Southern Regional Office**

2225 E. Ajo Way Bldg. M  
Tucson, AZ 85713  
Phone: 520.740.4751

Prepared by

**Dina A. Adornetto**

Signed 05/20/2014

