



Pinal County Youth Justice Center Family Handbook

PINAL COUNTY JUVENILE DETENTION CENTER | 1410 E. Diversion
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The Pinal County Youth Justice Center (PCYJC) is intended to be a short-term, constructive living environment used to stabilize the offender by restoring victim sensitivity and instilling community accountability. If a child has been detained, it was a decision made in the best interest of the child, for their own safety, or for the community's safety. The PCYJC is just one component of the Juvenile Court working toward the goal of re-integrating the youth back into their families and communities better equipped to positively meet the challenges of becoming a productive contributing member of their community.

Anticipating the court process

The juvenile court process can be a stressful and confusing time for both the youth and the parent(s)/guardian(s). With this in mind, Pinal County Juvenile Court Services has put this information together for you, the parent/guardian, as we want you to understand our agency's policies and expectations while your child is detained at the Youth Justice Center awaiting their court process.

Intake Process:

Youth referred to the PCYJC will be screened (alleged criminal charges, risk to the community and familial support) prior to being detained. Upon admission into Youth Justice Center your child will be assessed, interviewed and examined by medical staff.

Initial phone call



Youth Justice Center staff will contact the youth's family to gather current parent or guardian information including address and phone number and to advise you of the youth's advisory court date. The Youth Justice Center staff may also provide you with information about the court process: what to expect and how to proceed to your child's advisory hearing. At this time, your child will also have the right to an initial phone call.

Detained youth have the right to:

Medical and Mental Health Care While in the PCYJC your child may request



treatment for any illness or injury. The Nurse will go over the procedure with your child on how to fill out a request form. The nurses will collect the forms, evaluate or schedule your child to see the doctor/counselor within a reasonable amount of

time. Off-site treatment for routine or emergency care may be required.

Counseling, support and treatment services

The Pinal County Youth Justice Center therapeutic goal is centered on safety and stabilization. Each youth receives numerous assessments during their intake process. The clinical assessments focus on substance abuse, adverse childhood experiences, anger management and suicide ideation. The PCYJC utilizes cognitive behavioral therapy (CBT) in individual sessions which will focus on the following:

Crises intervention: Will aim to reduce youth's emotional dysregulation, mental, physical and behavioral reactions to a crisis.

Anger Management: This approach will focus on anger as a natural human emotion and will focus on triggers surrounding constructive versus destructive ways of coping.

Mental Health Treatment: Teach youth how their individual behavior and emotions effect interpersonal relationships. Help teach youth individualized skills to manage their dysregulation.

Substance Abuse Treatment: Help youth to honestly evaluate their addiction by identifying internal and external triggers, what recovery means and common challenges associated with sobriety.

Traumatic Stress Management: Empower youth with skills associated with relaxation, self-regulation, exposure and narrative in the treatment of traumatic stress.

Treatment Groups: All youth will participate in weekly Teen Addiction Anonymous groups. The purposes of these groups is to help educate and entitle teens to overcome addictive behavior by following the Teen AA 12 Step program. Each week's curriculum will focus on one of the Teen AA 12 steps and youth will facilitate each group with a Master's level therapist supervising the entire group.

Legal counsel

At the Advisory Hearing, the court will appoint legal counsel to your child. They will be allowed reasonable and confidential contact with their attorney through mail, visitation, or telephone while at the Youth Justice Center. Calls to their attorney may be made during regular business hours, from 8am to 5 pm.



Weekly phone calls

While in the Youth Justice Center, your child will be able to make a minimum of one phone call per week, to parents, grandparents or legal guardian. Based on their behavior during their stay, they may earn additional and/or longer calls. The Youth Justice Center Division Director or designee, may approve calls to other people based on your individual family circumstances.

To send and receive mail

All incoming mail must be opened in front of a Juvenile Detention Officer. The outside of the envelope for all outgoing mail must have their name, the address of the Youth Justice Center, and the address of the person receiving the letter **only**;

drawings, notes, etc. on the outside of the envelope are prohibited. Youth may not receive money, gifts or other property through the mail. There may be some additional restrictions, but generally speaking, they may send or receive mail from anyone who is not on probation, is not listed as a victim of a crime the youth is accused of committing and is not currently incarcerated.

Visitation

Your child is allowed one visit per day, up to seven visits per week, with up to three



approved visitors at a time. Approved visitors are limited to parents, grandparents, legal guardians and approved spiritual advisors **ONLY**. Visitation occurs weeknights and weekends. A Twenty-four hour advanced scheduling notice is required. You may schedule visit with your child through the Visitation line:

Youth Justice Center Visitation

(520) 866- 4054

If no one is available to answer, you may leave a message about your visitation request and we will call you back to make scheduling arrangements.

Visitation Guidelines

All visitors are subject to search metal detector search.

- Visitors must acknowledge receipt and compliance with the PREA Visitor Handbook.
- No sexual or inappropriate touching.
- Horseplay is not allowed.
- Arguing, yelling, or fighting is prohibited.
- No profanity, inappropriate language, or gestures.
- Any illegal activities will be reported to the proper authorities.
- Unapproved items will not be permitted in the visitation area.
- Smoking is allowed outside the facility in designated areas only.

Visitation Dress Attire

- Shirts cannot be spaghetti straps, tank tops, tube tops, low cut, midriff revealing, or see through.
- No exposed gang affiliated tattoos.
- Dresses, skirts and/or shorts cannot be shorter than two inches above the knee.
- No cell phones allowed beyond the reception area.

Allowed Items

- Identification card
- Up to \$10.00 in quarters for vending machines. Purchased items may not be taken back to the housing unit.

If these rules are violated, or if you and/or your child become disruptive, your visit will be ended. Your visitation rights may also be suspended if you and/or your

child demonstrate a risk to the safety of the Youth Justice Center facility, youth, and/or staff.

Place to sleep

We will provide your child with a mattress, pillow, sheet, pillow case and two blankets. The bedding may be removed or substituted for safety blankets if the items are found to be a safety risk.

To a daily shower

Your child will be given clean underwear and clothes and provided one shower per day. Hygiene items will also be provided: toothpaste, toothbrush, soap, deodorant, and a hair brush or comb.

To large muscle activity

At least one hour of recreation and exercise is scheduled daily. Weather permitting, the exercise is scheduled outside. Your child is required to participate.

To freedom of speech

Your child has the right to express their thoughts and opinions to Youth Justice Center staff, but they do not have the right to disrespect others. Restrictions of free speech will be applied when facility safety, security and accomplishment of program goals are in jeopardy. Your child can receive consequences if they say something that disrespects others, is derogatory or profane and/or threatens the safety of the facility or the occupants.

Three meals per day

One snack will also be provided. For health and safety reasons, your child may not share or exchange food with others. Special dietary considerations will be

reviewed by medical staff and/or the chaplain for approval.

To receive educational services. All youth shall attend educational programming consistent with state and federal law. Your child will be evaluated and enrolled in educational programs within 48 hours of admission to Youth Justice Center, excluding weekends and holidays. **ALL** youth are required to attend a minimum of 4 hours per day Mon-Fri.

Pinal County Juvenile Youth Justice Center Education

All detained youth receive educational services at the HOPE School. This school is accredited by the North Central Association. All teachers are certified and highly qualified. Academic services are coordinated at HOPE School by a Certified School Administrator.

HOPE School provides education year-round, five days per week, with a minimum of four hours of instruction per day to maximize educational opportunities to all students who are temporarily detained. Each student is assessed, students are interviewed, and transcripts upon arrival are examined to meet each student's educational needs. The educational program allows for flexible scheduling that permits juveniles to enter the program at any time of the year, and to proceed at their own learning pace while completing individualized work, classroom work, and computer-based learning. Youth are also allowed to work on assignments from their home school (if appropriate for a secure care facility) so as not to fall behind in their studies while detained. Families are strongly encouraged to coordinate with their child's home school and bring in any assigned schoolwork for their child to work on pending their release. HOPE School's classes use student centered instruction in which students become active participants in their own learning.

Cooperative learning teams also include Youth Justice Center officers, and staff, developing a collaborative effort that spreads throughout the facility and agency.

Students with Individual Education Plans (IEP) are placed in regular classrooms under the direction of a Special Education Teacher. Special needs students, when identified receive timely and appropriate services as described in their IEP objectives.

HOPE School offers GED instruction and testing for students who are following a GED attainment goal. All GED study materials, and GED testing is free of charge via an Arizona Supreme Court grant.

HOPE school also has programs for students to earn core academic credit and recover credit for failing grades in a student's academic history.

One of the keys to the success of the HOPE School is the HOPE School AWARE Transition Program. The AWARE Transition Program was developed to help students in secure care schools become successful in post-secondary institutions or entering the workplace. The curriculum has been refined, expanded and modified, based upon direct feedback from student feedback. Students can earn two transferable elective credits in this program.

Key Components of the AWARE Transition Program:

A-Career and Self Awareness

W-Workplace Communication Skills

A-All About the Money

R-Research Transition Resources

E-Employability, High Expectations, Continuing Education

To participate in religious activities

Your child can choose to participate in religious activities and meet with spiritual

advisors on a voluntary basis. Their participation can only be restricted to maintain safety and security. They can never be required to participate in religious activity. Religious services are held on Thursday and Friday evenings. Times and dates are subject to change based on the availability of religious volunteers.

To submit a grievance

If your child feels like they are being treated unfairly, they may express their complaint in writing and an administrator will review the problem. An administrator will talk to your child within 48 hours excluding holidays and weekends. It is okay to disagree with staff; it is not okay to be disrespectful.

To be free of discrimination

Pinal County Juvenile Court Services does not discriminate based on race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The lack of English language skills shall not be a barrier to admission or participation in the Youth Justice Center's activities and programs.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded in writing to the Youth Justice Center Division Director at the Youth Justice Center.

To be free from sexual harassment

PREA-Prison Rape Elimination Act of 2003 is a federal statute that gives your child the right to be protected from sexual assault, rape and harassment while

they are detained at PCYJC. There is a **Zero** Tolerance for ANY Consensual or NON Consensual sexual act of any kind, verbal or physical. This includes inappropriate touching, indecent exposure, invasion of privacy and sexual harassment, as well as any verbal communication. Your child has the right to report any violation to staff immediately. All Juvenile Court Services employees are mandated reporters. All 3rd party reports are also encouraged should they receive a complaint of sexual abuse or harassment. They can report this information directly to the Youth Justice Center Division Director immediately or place a written note in the PREA box located in the lobby. Your child also has the right to be safe and protected while detained.

Orientation

During intake, the officer will provide a one on one orientation with your child to provide information on how and who to report incidents of physical/sexual abuse and neglect. A more thorough, structured, orientation program will be provided to them advising them of the behavior that is expected of and what privileges and services are available to them within the Pinal County Youth Justice Center. Orientation will include areas mandated by standards including **PREA**, their rights, and the grievance process.

Programming

Your child will be provided programming on a regular basis that will educate them on abuse prevention, self-protection, intervention, staff mandatory reporting guidelines and medical and mental health services available to them in a sensitive and age appropriate manner.

Boundaries-No youth to youth contact except for recreation. No youth to staff contact except for handshakes.

Gang Activity-Zero Tolerance for Gang Activity. No nick names or street names are permitted. No tagging of any kind. No writings or drawings that display, advertise, or advocate gang affiliation. Using hand gestures or gang symbols are prohibited.

Room Contracts-Upon arrival to your child's assigned room, they are responsible for recording all scratches, nicks and dings to their cell. This includes mattresses and pillows. Any such items including graffiti are considered vandalism and your child can be charged if not reported upon receiving the room. Your child is also expected to maintain room cleanliness at all times.

Obey the law. All county, city ordinances and state laws apply while your child is in Youth Justice Center. If they break the law they will receive additional charges.

Be safe. Your child is asked to never cover their face or head while in our facility whether awake or asleep. If their head is covered we will wake them and ask them to uncover their head for their safety.

Your child could be subject to a pat down search, property search or strip search while they are in Youth Justice Center if warranted per policy for their safety or the safety of others.

The only items allowed in your child's room during the day are their pillow and mattress. All other items will be stored in their property box and placed outside their room at the beginning of each day. If found in their room all items are considered contraband, and they may receive a consequence. If your child misuses or destroys approved items, they may receive a consequence as well.

Dress Code- Shirts must be tucked in at all times with the exception of recreation. Pants must be worn at waist level. (No sagging) Pants will be rolled or cuffed to expose the ankle entirely. Shoes must be fully strapped. Shoes will only

be worn for recreation times. House shoes will be worn for all other elements.

Line Movement-Lines will start from tallest to smallest. There is no communication (verbally or non-verbally) while in line movements.

Fire Emergency Procedures- To ensure your child's safety and the safety of everyone, procedures have been established by the Pinal County Youth Justice Center for all type of emergencies. In the event of a Fire emergency your child will follow all staff directives. During a fire emergency, staff will ask them to line up near the closest Exit. There should be no communication between them or any other youth during any type of emergency procedure. The staff will direct your child where to go based on the fire evacuation routes. All fire evacuation routes are mapped and posted in each individual unit and all other areas of the facility. Primary routes are outlined in red and secondary routes are outlined in green. If your child fails to comply with any staff directives during a fire emergency or any other emergency, they may be subject to disciplinary sanctions

Step Up Responsibility Outline

Step Up was adopted to help your child build and learn positive skills as they re-enter the community. It helps them identify their strengths and their challenges so that they can identify options for better choices. The level system is in place to encourage and reward positive behavior.

There are four levels and one disciplinary phase. Each level has its own expectations, requirements for advancement and its own privileges. Your child will be assigned a mentor for their stay that will help them through the program. Your child will earn grades each day based on their behavior and attitude.

Your child may receive: P=Proficient, A= Average or L=Learning.

Pinal County Youth Justice Center

1410 E. Diversion Dam Rd. (Physical)

P.O. Box 1009 (Mailing)

Florence, AZ. 85132

Contact List:

YJC Main: (520) 866-4000

Visitation: (520) 866-4054

Medical: (520) 866-4028

Education: (520) 866-4037

Probation: (520) 866-7065

County Attorney's Office: (520) 866-6271

Public Defenders Office: (520) 866-7199

Interpreter Assistance Line: (800) 774-4344