Family Handbook



Arizona Department of
Juvenile Corrections

2019

Message from the Director

After considering all the options, the Juvenile Court judge made the decision to commit your child to the Arizona Department of Juvenile Corrections (ADJC). While your child is in secure care, ADJC will provide him/her with educational and treatment opportunities. I encourage you to be a part of your child's treatment team, to have regular visits with him/her, and to meet with staff. Our goal, which I am sure we share, is to return your son/daughter back to the community with the skills to be a productive citizen.

We are dedicated to every youth's success. We ask that you urge your child to commit himself/herself to the programs we offer, to stay focused, and work hard. This Family Handbook will introduce you to the agency's programs and expectations. Should you have any questions, feel free to ask staff.

Director Hood

Welcome

ADJC has put together this handbook for you, the parents/legal guardians of a youth who has been committed by the courts to ADJC. Your child begins their stay in secure care, which is a term used for a locked facility. Upon completion of his/her stay in secure care, s/he will return to the community and be on Parole status, unless s/he has turned 18 years of age (or 19 if considered extended jurisdiction).

The judge has set a specific sentence (time) that your child is legally required to stay in secure care. The judge set a date that is the minimum or the earliest that your child could be released from secure care and it is called the Minimum Release Date (MRD for short). ADJC does not have to release your child on their MRD but can hold him/her in secure care up to his/her 18th birthday (or 19th birthday if considered extended jurisdiction).

Names and Numbers YOU NEED TO KNOW

Youth's K Number: _____

RAC	
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	

Housing Unit	
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	

Parole Officer (PO)

Name _____ **Phone Number** _____

Juvenile Ombuds (JO)

Name _____ **Phone Number** _____

Youth Transition Specialist (YTS)

Name _____ **Phone Number** _____

Visitation	
Day	
Time	

Facility Address
Adobe Mountain School
2800 W. Pinnacle Peak Rd.
Phoenix, AZ. 85027

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When your child first arrives...



ADJC will assess your son or daughter to determine their delinquency, educational, behavioral, and health issues. This information is used to create the Continuous Case Plan (CCP), with goals for your son or daughter to work on and complete while in secure care and the community. ADJC staff are committed to helping your child complete their CCP.

It is important that your child participate in completing their CCP and that he/she follow the ADJC PROUD expectations and behave appropriately. This will earn them the opportunity to return to the community. If your child demonstrates behaviors that risk the safety of the facility or others and/or does not work on their CCP goals, your child is likely to stay in secure care longer.

While your child is with ADJC, s/he has the Right. . .

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

To food, clothing, shelter, medical, and dental care while s/he is at ADJC.

To have all treatment decisions made with his/her needs in mind.

To speak his/her own language at any time, except during classroom discussion, organized activities (such as group), or in answer to a staff member who does not understand their language.

To have an interpreter help him/her communicate, as needed.

To not have food or sleep taken away from him/her 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 them while he/she is in secure care.

To express themselves verbally and non-verbally, as long as his/her words, expressions, and gestures are appropriate and do not interfere with the safe and orderly operation of the programming at the secure care facility.

Positive Behavior Interventions & Supports (PBIS)

ADJC holds juveniles accountable for their behaviors through Positive Behavior Interventions & Supports (PBIS). This system is used to teach, model, and reinforce positive behavior; and provide support for juveniles who engage in problematic behavior. The PROUD Behavior Expectations are defined in positive, simple rules. ADJC Pride is:

- Respect: Treating people the way that each person would like to be treated
- Observing Mindfulness: Focusing on the present moment, being aware, and acknowledging and accepting others without judgement
- Be Honest: Have integrity and be truthful and fair
- Be Driven: Being motivated, goal oriented, and preparing for success

Juveniles have the opportunity to earn mane catch tickets when they are meeting these expectations. They also can receive rule violations when they are displaying behaviors that do not meet these expectations. At the end of each week, they are able to use their points to purchase reinforcements from a menu that is provided. Reinforcements include snack items, an extra hour at their visitation, extra recreation activities, etc. If they earn excessive or major rule violations, their point balance will be taxed or frozen for the week, and they will have a limited number of points to spend or be unable to purchase any reinforcements if they are frozen. Each week their account is reset allowing them to earn mane catch tickets toward reinforcements.



PROUD expectations

Pride is



Showing 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

Observing 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

Using 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

Being 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

Please remember that staff are available to help your child in following the above PROUD expectations but he/she is responsible for his/her own behavior. If your child chooses to break ADJC's expectations, the consequences for his/her behavior may include loss of privileges, a stay beyond his/her 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

Property

Things you need to know

What happens to your child's stuff?

When your child arrives, their clothes and other personal belongings are sealed in a box and s/he is given a receipt for the items. This box will be given to you, the Parents/Legal Guardians, to take home after you visit your child. If you are not able to visit, other arrangements will be made.

How will your child dress?

Your child is required to follow the juvenile dress code. His/her clothing must be neat and clean and may never be altered, which means no tearing, cutting, or writing on his/her clothing. S/he may only wear **ONE LAYER** of clothing with the exception of winter months when s/he is allowed to wear a sweatshirt over his/her T-shirt.

Every day and in Recreation

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

Must wear their shirt right-side out, tucked in, and sleeves unrolled, socks and shoes appropriately secured.

To and from the shower

Must wear shorts, t-shirt, and shower shoes.

How will your child get clothing and hygiene items?

Your child is given a set of state-issued clothing upon his/her arrival at Reception, Assessment, and Classification (RAC) and the rest of his/her clothes will be ordered when they arrive at their 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 child's Phase. If you have questions, contact your child's Housing Unit Sergeant.

Your child has the right to keep and use hygiene items and religious scripture of his/her faith. However, s/he will not be able to have items that endanger the safety of others, disrupt programs and/or activities, or encourage delinquent values and behavior. See the list to the right for the items your child will receive from ADJC.

Clothing and Property your child 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 youth have a job in which their 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 youth religious beliefs, i.e., Bible, Koran, etc.
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 (stored in office)
1 razor (stored in office)
1 tooth brush
1 tooth paste
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 black hair tie if youth are allowed to wear their hair long
State issued ethnic specific hair product

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 saran wrap

If your child does not report it, what happens?

If your child knows of contraband being brought into ADJC or if your child knows it is in the facility and does not report it, s/he may be committing a felony and action may be taken including arrest and prosecution



Your child is here: In R A C

RAC stands for Reception, Assessment, and Classification

Every youth will go to RAC for two to three weeks. While in RAC, your child will have to complete tasks and take part in evaluations to find out his/her treatment and educational needs. One of the main evaluations s/he will be given is the AZYAS (Arizona Youth Assessment System). The information from the AZYAS will help create the CCP with your child's goals.

Please encourage your child to be honest and truthful during the evaluation process.

As your child goes through RAC, s/he will learn what s/he can do while in secure care and what things s/he will need to complete in order to be released back to the community. Also, s/he will be visited by a Parole Officer (PO) in secure care who will also work with your child in the community. The Youth Transition Coordinator or the PO will complete a part of the evaluation in your home with you so you can provide information about your child's and family's history and what you think your child might need to work on to be successful in the community.

AZYAS
Is a series of 5 assessment tools used for determining risk of recidivism at different points in the Juvenile Justice system

Searches



A staff person of the same sex may routinely search your child or your child's possessions to look for contraband or to protect others. Your child has the right to be searched in a manner that reduces embarrassment to them. After visitation your child will be strip searched for contraband. Strip searches will be conducted in a private setting by an officer of the same sex. Staff will also search rooms periodically with or without notice, explain the reason for the search, and disrupt your child's personal belongings as little as possible. Searches will never be conducted as a form of discipline. Any contraband or excess items found will be taken at that time.

Visitation



Your child has the right to receive approved visitors. **S/he may refuse to see a visitor.** S/he may **not** refuse to see law enforcement officers and/or ADJC investigators. However, s/he may refuse to talk to them.

Who can visit your child?

During your child's stay at RAC, visitation is limited to parents/legal guardians only. Once s/he is in the assigned treatment Housing Unit, visitors may include parents/legal guardians, grandparents, brothers, sisters, or other persons who are significant to your child, **once approved**. Your child will create their approved visitor list with his/her YPO III Case Manager, and it will be reviewed by you.

All visitors must pass a background check.

Please follow these rules when you visit

When you arrive at the facility, say your name and provide picture identification. **All visitors will be searched by ADJC staff.**

This search includes passing through a metal detector and physical searches. You may also be scanned by law enforcement dogs to avoid the passing of drugs/narcotics into the facility.

Violators will be arrested

All items brought into the facilities will also be searched. **Anyone who brings illegal contraband into a secure facility will be arrested and prosecuted.**

You are allowed to bring in

required identification, car key, and $10.00 in coins. If you have a life threatening condition, you can bring non-narcotic medication in an original container and only in a quantity required during visitation hours. You can bring factory-sealed food items if your child has earned this privilege through the Positive Behavior Interventions and Supports (PBIS) program. Non-alcoholic drinks must be in factory sealed plastic or cardboard containers. Plastic forks or spoons are permitted. All food items and utensils must fit into a 24 quart container located at the front gate. All food items and beverages must be consumed during visitation or taken out by you.

You are **not** allowed to bring:

personal property, cellular phones, letters, cards, pictures, weapons, tobacco products, alcohol or illegal drugs, glass or metal containers, aluminum cans, containers, or foil. No knives, edged utensils, or metal utensils are allowed. No food items or drinks are allowed to be taken to the Housing Unit by youth or staff. No plastic bags, plastic film or aluminum foil of any kind.

Dress code

For visitors



ADJC expects visitors to dress appropriately

This means **No** sheer, see-through clothing, exposed underwear, bare midriffs, tank tops, or swimsuits for either men or women. Shoes must be worn at all times. Sexually oriented or gang tattoos must be covered.

For men

No muscle shirts

No jeans/pants with holes or tears

No tank tops or swimsuits

No guns and/or daggers displayed on T-shirts

No bare feet

No clothing, jewelry, accessories, or style of wearing said items, that promotes gang affiliation, sex, violence, alcohol, or drugs

No exposed sexually explicit or gang tattoos

For women

No spaghetti straps, tank tops, tube tops and/or body suits

No sheer, see-through clothing or exposed undergarments

No cleavage shall be exposed

No short shorts, jogging shorts, or mini-skirts

No guns and/or daggers displayed on T-shirts

No jeans/pants with holes or tears

No clothing, jewelry, accessories, or style of wearing said items, that promotes gang affiliation, sex, violence, alcohol, or drugs

No bare feet

No exposed sexually explicit or gang tattoos

Visits may be suspended for these reasons:

- Introduction of contraband as defined and listed in page eight of this handbook;
- Facilitating an escape or attempted escape, or talk of an escape;
- Facilitating an action, attempted action, or talk of actions that may risk institutional security and/or safety;
- A criminal activity, attempted criminal activity, or talk of criminal activity;
- Inappropriate, vulgar or offensive behavior;
- Documents, talk of, or tattoos showing graphic, detailed descriptions of sex acts;
- Misconduct, attempted misconduct, or talk of misconduct to include infractions of the youth disciplinary system and/or ADJC policies and procedures;
- A full Service Dog alert as defined by a K-9 handling unit.

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

MAIL



Your child has 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 your child don't want that to happen, or

If your child tries to contact victims

There may be consequences if your child violates these restrictions

Your child has the right to private mail. Mail may be read or removed when specifically authorized in accordance with ADJC Policy and Procedure. Your child will be notified of any removal of mail.

Your name
Your home address
City, State, Zip Code

Your child's Name and K number
Adobe Mountain School and Housing Unit name
2800 W. Pinnacle Peak Road
Phoenix, AZ 85027-1000

This information must be on your envelope to your child

Mail you send to your child must have his/her full name, K number, Housing Unit, address of the secure facility and your 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 will 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 youth mail will be distributed to the housing unit the day it is received.

Telephone Calls

Your child has the right to have access to make and receive phone calls. **Staff will monitor your child's behavior during calls**. Your son or daughter will be able to make phone calls to you on an assigned day and time each week. If you have an emergency or need to speak with your child, contact his/her YPO III Case Manager.

Calls to and from the Department of Child Safety (DCS), personal lawyers, or Parole Officers are legal calls and do not count as your child's weekly calls.

Meal Time



Meals are prepared and served cafeteria style by staff and youth workers at secure care. Special menus are allowed for medical or religious reasons, when approved by the Doctor or the Chaplain.

Wellness Information

ADJC promotes healthy nutritional and physical standards to all youth adjudicated to ADJC. The attached links are available to provide valuable information pertaining to the physical health and well-being of your child once s/he has been returned to the community.

http://www.cdc.gov/physicalactivity/index.html
http://www.cdc.gov/physicalactivity/everyone/getactive/index.html
http://azdhs.gov/empower-program/
http://azdhs.gov/empower-program/documents/resources-policies/empower-guidebook.pdf

Unit Life

While in ADJC your child will be living in a Housing Unit which has an open living area, an area to sleep, showers, and washers/dryers. Staff will work with your child on each shift. These staff are: Youth Correctional Officers, Youth Program Officer III Case Managers, Psychology Associates, and Youth Program Supervisors.

Multidisciplinary Team (MDT)

Shortly after moving out of RAC and into a Housing Unit your child will have their first MDT meeting which is called the Initial Continuous Case Plan (CCP) Staffing. At this staffing, all the members of the MDT, including you and your child, will develop a CCP that includes:

Strengths your child has that will help him/her to be successful;
Specific programs that will be used to assist your child;
Areas your child needs to improve; and
Ways your child can succeed.

After the youth's initial CCP staffing, they will have a monthly CCP review staffing. These staffings, lasts about 30 minutes and you are strongly encouraged to participate in these staffings. The MDT reviews your child's progress, documents it in the CCP, and makes recommended changes. It is important for you to be involved with your child in the MDT process.



Juvenile Community Reentry Board (JCRB)

The JCRB is a panel that makes the decision to release your child back into the community. The Multidisciplinary Team will make recommendations to the JCRB on whether your child has satisfactorily met the requirements of their CCP. The Multidisciplinary Team will have to positively recommend your child before s/he attends the JCRB.

What about your child's victim(s)?

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

Youth Program Officer (YPO) III
Staff who works as a case manager and assists in your child's treatment

Youth Program Supervisor (YPS)
Staff responsible for security and activities in your child's Housing Unit

Housing Unit Sergeant
Supervises YCOs and is responsible for safety in your child's Housing Unit

Youth Corrections Officer (YCO)
Staff responsible for monitoring safety and well-being in your child's housing unit

Psychology Associate (PSA)
Staff who assists your child with treatment and assessment

MDT Members
Your child
Parent or Guardian
DCS Case Worker
YPO III
YPS, YCO, PSA
Education Staff
Medical and/or Psychiatry staff
Parole Officer
Youth Transition Specialist &
Others as necessary

Treatment

Adobe Mountain School provides evidence-based behavioral health services to assist youth with acquiring the necessary tools to contribute to their healthy, successful, and safe transition back into the community. These services are provided by licensed mental health professionals, agency trained case managers, and other trained agency staff.

Each youth placed in Adobe Mountain School receives rehabilitative services appropriate to the youth's age, risk, needs, abilities, and committing offenses. In addition, treatment groups and specialized housing units focus on youth with histories of violence, substance abuse, mental health issues, or sexual offenses.

During their time at Adobe Mountain School, your child will be involved in one or more treatment programs.

All work is based on

CBT = Cognitive Behavioral Therapy

ART = Aggression Replacement Training

social learning theory

risk factors

management, and relapse prevention approaches

Staff members from all areas participate in the treatment

Dialectical Behavior Therapy (DBT)

This 24-week program is designed for individuals who have difficulty controlling their emotions and behaviors. The program helps your child replace problematic behaviors with more appropriate ones, allows them to experience emotions in a healthy and effective way, and teaches them how to create and maintain positive relationships. There are four components to DBT: Mindfulness, which teaches your child to focus on the present moment; Distress Tolerance, which gives your child the ability to experience pain skillfully; Emotion Regulation, which helps your child understand and manage intense negative emotions in a healthier, more productive way; and Interpersonal Effectiveness, which teaches your child to effectively advocate for themselves and others, set healthy boundaries, and cope with interpersonal conflict.

The Seven Challenges

This is a comprehensive program designed to address substance abuse problems by using motivational interviewing and empowerment strategies. It encourages honest and open communications about themselves and how their behavior and substance abuse has affected not only themselves, but also those around them. It uses a holistic approach by addressing substance abuse issues, co-occurring problems, and life skills deficits.

Aggression Replacement Training (ART)

ART is a cognitive behavioral intervention that seeks to reduce aggression and violent behavior. It is a structured program that breaks skills down into simplified "steps". It is a 10-week closed group which is comprised of three components: Social Skills Training, which targets behavior; Anger Control Training, which targets emotions; and Moral Reasoning, which targets values. It is designed to address criminogenic factors to reduce the youths' risk to reoffend.

Sexualized Behavior Treatment

The Stages of Accomplishment Program is a set of four inter-related workbooks that assist in the treatment of sexually abusive or sexually troubled adolescents. They are completed in individual therapy and are supplemented by the group programming mentioned above. It is designed to address thinking errors, behavior cycles, victim empathy, and promote health relationships.

Sex Trafficking Awareness & Recovery

This is an 11-week program that is designed to provide group support and education for female juvenile offenders who have been victims of sex trafficking. It focuses on the physical, emotional, mental, and relationship health of each participant.

GROWTH PHASE SYSTEM

While your child is in secure care their behavior and CCP progress will be evaluated by staff daily. This process is called the Growth Phases. As youth enter secure care they are placed on **Orientation Phase. This phase only applies when your youth is in RAC.** Once your child is out of the RAC s/he will be automatically promoted to the Acknowledgement Phase.



As your child meets their treatment and behavior goals s/he will move through different phases.

There are 5 Phases (after Orientation)

The Multidisciplinary Team, or MDT for short, will review your child's progress every 30 days to review progress in behavior, education, and treatment objectives.

Acknowledgment Phase- your child will become aware of his/her treatment issues and focus on victim empathy.

Understanding Phase - your child will learn new skills and develop a relapse prevention plan.

Application Phase - your child will work with ADJC staff to begin to apply the new concepts s/he has learned.

Demonstration Phase – your child will apply and demonstrate their enhanced pro-social skills and prepare for adapting these skills to "real life" situations.

Re-Entry Phase – your child will focus on relapse prevention and reconnecting to the community.

As your child progresses through the phases, s/he will earn additional privileges and responsibilities. His/her behavior is addressed daily in behavior groups. Staff in RAC will teach your child about the Growth Phase system.

Temporary Stabilization Unit (TSU)

If your child behaves in a way that is dangerous to themselves or others, or dangerous to the operation and safety of the facility, or if they violate rules, staff may refer him/her to the Temporary Stabilization Unit.

Youth will be placed in TSU to regain control of their behavior and emotions and to examine what behaviors got them there. Housing Unit and TSU Staff will meet with youth to help them find ways to handle themselves better when they return to the unit.



Health

Physical Exam
Eye Exam
Dental Exam
Immunizations
OB/GYN

Your child has the right to receive necessary medical and dental care and to expect his/her records to be kept confidential and released only when legally authorized. While in ADJC, medical care will be provided to your child by licensed health care professionals who are qualified to meet his/her medical and dental needs.

During the first week, a medical doctor will perform a physical exam of your child. Your child will be given the right to privacy during his/her medical examination and the information provided to the nurse or doctor will become a confidential part of his/her medical record.

Your child will receive Sexually Transmitted Disease (STD) testing. A medical record about your child will be set-up that will help the health staff provide care.

Your child's required immunization (shot) record will be evaluated and s/he will be given the shots needed to complete the requirements for school. Your child will also be given additional shots to protect him/her from the Flu, Hepatitis, and Human Papillomavirus (HPV).

A Dentist will examine and x-ray your child's teeth and gums to ensure that any urgent problems are addressed. The dentist will follow-up on his/her dental needs.

Your child will be given an eye exam to check his/her vision. If it is found that your child needs glasses, they will be provided to them.

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

If your child has a psychiatric condition that requires medication, the Health Unit Staff will contact you for your permission to start medications.

Please contact the Facility Health Unit if you have information regarding your child's health which you think we should know about. **Please forward a copy of your child's immunization record to the Facility Health Unit by bringing it to visitation or mail it to your child's caseworker (YPO III)**

Americans with **D**isabilities **A**ct
(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 **602.364.4051 or you can E-mail at: ADA-Request@azdjc.gov**

Sick Call

If your child is not feeling well or has a medical problem, s/he should request a "**sick call**" from any staff member. Your child can 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 your child has an emergency and/or has to be taken to a hospital, the medical staff will call you or the emergency contact number if your child is considered extended jurisdiction (over 18). (See page 21 for details on Extended Jurisdiction)

Education

Your child will go to school Monday through Friday. S/he will meet with a guidance counselor to go over past school records, needs and interests, and make a schedule of classes that meets the Arizona requirement for graduation. Our academic programs offer high school diploma, and/or a General Education Diploma (GED). We also have a variety of career and technical courses as well as work experience classes.



Your child can ask to see a guidance counselor at any time by completing an appointment form from any teacher or staff. Your child can discuss conflicts in school, career opportunities, and college or vocational training. Adobe Mountain School is accredited by North Central Association and all teachers are certified and highly qualified in the areas of instruction.

Special Education

Each student is screened, assessed, and an **I**ndividual **E**ducation **P**lan (**IEP** for short), is created for qualifying students. Special Education students are placed in regular classes designed to meet their needs that are team taught with a special education teacher. If you have questions or concerns you can call Adobe Mountain School and ask for the school Principal.

How you can help?

Talk to your child regularly about their progress and how hard they are working in school. Our teachers are dedicated to ensuring that each student is successful. Positive behavior and a desire to learn are very important. An education will have a great impact on your child's future success.

What is an Educational Record?

It's a complete file that contains your child's school history, transcripts, grades, and disciplinary history that is specifically related to your child's educational experiences and activities.

Educational Opportunities

GED
High School Credits
High School Diploma
Work Experience Credits

Career Technical Education

Computer Animation
Automotive
Culinary Arts
Cosmetology
Building Trades
Job Readiness/Career Exploration

Work Experience

Landscaping Maintenance
Kitchen

Legal Rights



Youth have the right…

To file a grievance about anything that they feel is a concern to them without fear of retribution
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 their attorney in private

Juvenile Ombuds, who is that?

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

Helps

Anytime youth believe they being treated unfairly or their rights are violated, the JO will help resolve the problem.
Anytime youth need help to complete a grievance form.

Distributes and collects "Contact Forms" –

These forms are on each unit, and can be used if your child has a question, needs to speak to a staff member or their attorney, or wants to bring something to the attention of the unit manager. They are not for making formal complaints or for grievances.

Helps to monitor anyone who has made a PREA complaint

, to make sure there are no more incidents or retaliation. The Ombuds can assist you with PREA questions as well.

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.

Represent youth in hearings

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

Types of Hearings



TSU Hearings - youth are referred to the Temporary Stabilization Unit (TSU) when they act in a way that presents an immediate risk to self, or others. A hearing must be held within **24 hours** if youth are recommended to remain in TSU longer than 24 hours.

Deferred Revocation Hearings - If your child is on Conditional Liberty (Parole) and commits minor technical violations, your child may have his/her revocation deferred (delayed). As s/he earns his/her way back onto regular parole, s/he will have regular hearings so a Hearing Officer can determine whether s/he should be revoked or remain in the community.

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

Grievance what is it?

A grievance is a formal complaint regarding a condition, circumstance, or action considered to be unfair. **Your child can file a grievance.** But first, ADJC encourages informal or unofficial verbal communication of these problems with the right person. If the unofficial process is not working or if s/he prefers not to address the issue unofficially, s/he may file a grievance.

To help youth complete the Juvenile Grievance form, they must contact the Juvenile Ombuds at their facility. There is also a trained youth in their unit, called a Juvenile Grievance Coordinator, who can help them. After the Juvenile Ombuds reviews the youth's grievance, it will be sent to the appropriate staff to be resolved.

Youth must not take matters into their own hands; instead they must allow the grievance system to work for them to fix the issue.

Restorative Justice

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

At ADJC, Victims' Rights are honored and respected

By Arizona law, victims have a right to

Participate in youth hearings and
Express their concerns. Any victim will also be addressed in the youth's CCP.

Youth are expected to:

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

Extended Jurisdiction Status

On August 3, 2018 a new law went into effect which allows juveniles, under certain situations, to be retained in the juvenile system until the age of 19. This is called "extended jurisdiction." This will only apply when a 17 year old youth is charged with a new offense, and the prosecutor notifies the court that they intend to keep the youth under juvenile court jurisdiction until age 19. This may apply at any level of the juvenile justice system, including probation, detention and commitment to ADJC. In other words, a 17 year old youth currently committed to ADJC could be placed on extended jurisdiction if they commit a new offense whether on parole or in secure care.

Youth on extended jurisdiction:

- Are subject to the same security, unit placement, treatment, and release requirements as all ADJC youth, regardless of age;
- Will not be discharged from ADJC because they turn 18;
- Are eligible to earn an Absolute Discharge at any time prior to age 19;
- Will complete an 18 year old packet within 24 hours of turning age 18. This packet includes releases of information, selective service registration information, and voter registration information;
- Will be discharged at age 19 if not sooner discharged.

Confidentiality

What information cannot be released **WITHOUT** your **PERMISSION** and/or your **SIGNATURE?**

The following information regarding your child cannot be released without your permission and/or your signature with exception to circumstances when it is needed to facilitate continuity of care or pursuant to a legal requirement:

Personal Medical information
Behavioral Health information
Education information

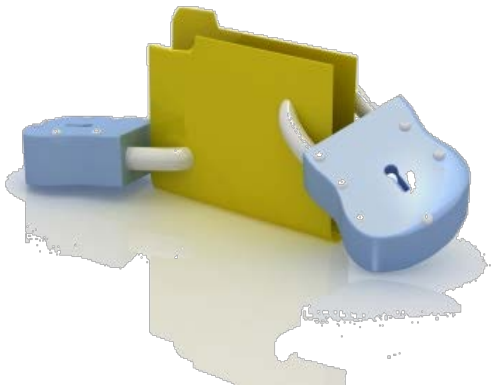


What information is regarded as **PERSONAL** and **NOT** accessible to the **PUBLIC?**

The following information about your child is regarded as personal and **not** accessible to the public: **Your child's:**

Name
Social security number
Telephone number
Community or home address, or
Photograph

The ADJC Legal staff will review any requests for juvenile records from the public or outside agencies in order to make sure we comply with state and federal laws in releasing any information.



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. Youth will receive training on how to protect themselves against sexual abuse, how to report incidents or suspicions of sexual abuse, what happens after youth report it, and the consequences if youth or others commit sexual abuse.

Youth have the right to be free from sexual abuse and the right to be free from retaliation for reporting sexual abuse. At ADJC we take sexual abuse seriously. If youth are harmed at ADJC there is a safe place to go and report physical and sexual abuse or staff misconduct. Youth 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.

Youth will also be educated about sexual abuse in secure care, the common reactions of sexual abuse victims, and about ADJC's response policies and procedures. Youth are encouraged to:



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

Project Zero Tolerance



From the Director

Project Zero Tolerance is a declaration by the Arizona Department of Juvenile Corrections (ADJC) that all sexual, physical, and verbal abuse is deemed inappropriate and unacceptable behavior. While this message should be self-evident, it must be made clear that any form of abuse perpetrated by youth or staff will not be tolerated.

If you have knowledge of such behavior or would like to file a grievance regarding sexual assault or sexual harassment you are encouraged to contact Director Hood directly at 602.364.4051, send a message to the newly established e-mail address at zerotolerance@azdjc.gov, or contact the Division of Child Safety and Family Services Hotline at 1.888.767.2445. Project Zero Tolerance will sustain our collective efforts so that we can achieve our mission, "**To rehabilitate seriously delinquent youth by providing appropriate and effective educational, treatment, pro-social and career training programs which will lead them to become productive law abiding members of society**."

Religious Services



Your child has the right …

To practice the religion of their choice. Efforts will be made to provide youth access to practice their chosen religion.

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

ADJC provides religious services. The Chaplain is assigned to the facility to provide individual religious counseling and to coordinate religious services for all youth. When youth first arrive at the secure care facility youth will complete a survey to help identify their religious beliefs and history.

Youth are encouraged to participate in the religious services of their choice. Major religious holidays are celebrated at the secure care facility. If your child's religion is not included in the services that are offered or your child has questions about religious items, s/he may contact the Chaplain.

Volunteers

Volunteers provide critical support to youth and the Arizona Department of Juvenile Corrections. Volunteers are caring, nurturing role models helping youth to gain a sense of hope and self-worth. They act as teachers instilling life and leadership skills. Volunteers tutor in many subjects, help youth prepare for the GED exam, and work with youth 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 are an important link for youth between the agency and the community in terms of opportunities for educational and career development. In many cases volunteers are there just to listen when youth need someone to talk to.

Community



After release from secure care, youth under the age of 18 (or 19 if Extended Jurisdiction) return to the community on Conditional Liberty (another word for parole). Each youth has a Parole Officer (PO - the "go-to" person in the community) assigned according to where the youth lives. The PO helps to create the youth's Continuous Case Plan (CCP) which begins in secure care and continues on parole. The CCP contains the youth's community treatment, education, and/or work programs that are decided according to individual needs. There are also Conditions of Supervision which are rules the youth must follow.

Parole supervision is provided in an atmosphere of mutual respect involving the youth, their family members, and significant others in partnership. Families are encouraged to assist in the planning of their child's CCP and to participate with the Parole Officer in monitoring their child's behavior in the community.

If youth successfully follow their conditions of liberty for they may be considered for an absolute discharge from parole.

Discharge

Discharge means that youth are no longer supervised by ADJC staff. Youth may obtain a **Discharge** by successfully completing all the requirements of their CCP (called an absolute discharge), reaching their 18th birthday (or 19th birthday if considered extended jurisdiction, see page 21), being detained by Immigration Customs Enforcement (ICE), or being convicted as an adult.

Destruction of juvenile records? How do youth apply?

Your child may apply to the Juvenile Court for the destruction of their juvenile court records only if s/he has received an **absolute discharge from ADJC**, through successfully completing all requirements of their CCP. This is not available to juveniles that are discharged for simply reaching their 18th or 19th birthdays, detained by ICE, or being convicted as an adult.

Victims' rights

If your child has victims registered with ADJC, they will be notified of the **Discharge** request and have the right to provide input to the Hearing Officer considering your child's request for **Discharge**.

Hearing Officers, who are they?

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



Youth Transition Specialists

Youth Transition Specialists assist in arranging various services to include behavioral health treatment, coordination of individual, group, and family counseling, educational, vocational and job training. They also provide ties with existing community social services.

This program increases the number of youth who can be successfully placed at home, rather than in residential placement, and links families with services.

Community Services

ADJC contracts with agencies throughout Arizona to provide services for youth. 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 Arizona Department of Child Safety (DCS) and the Regional Behavioral Health Authorities (RBHAs).

You can contact Community Services at ADJC Central Office **602.542.4157**.

Medical Insurance and Related Programs

There are medical insurance programs available for individuals and families who are U.S. citizens and have low incomes and resources. If you think you qualify for such a program, please contact AHCCCS at 602.417.7000 (in Phoenix) or 1.800.962.6690 (statewide).

Youth Transition Specialists in the parole offices can assist you with the application process and also help with any questions you have.

If you and/or your child are eligible for assistance with health care you may also qualify for behavioral health treatment assistance.

There are agencies funded by the state and the federal government that provide services such as psychotropic medication and the evaluations for them, case management, programs for psychiatric and substance abuse disorders, and residential and day support groups.

Central GSA (Maricopa, Gila and Pinal Counties)

Banner University Family Care
1-800-582-8686
www.bannerufc.com/acc

Care1st Health Plan
1-866-560-4042
www.care1staz.com

Steward Health Choice Arizona
1-800-322-8670
www.stewardhealthchoiceaz.com

Arizona Complete Health-Complete Care Plan
1-888-788-4408
www.azcompletehealth.com

Magellan Complete Care
1-800-424-5891
www.mccofaz.com

Mercy Care
1-800-624-3879
www.mercycareaz.org

United Healthcare Community Plan
1-800-348-4058
www.uhccommunityplan.com

South GSA (Cochise, Graham, Greenlee, La Paz, Pima, Santa Cruz and Yuma County)

Banner University Family Care
1-800-582-8686
www.bannerufc.com/acc

Arizona Complete Health-Complete Care Plan
1-888-788-4408
www.azcompletehealth.com/completecare

United Healthcare Community Plan (Pima County Only)
1-800-348-4058
www.uhccommunityplan.com

North GSA (Apache, Coconino, Mohave, Navajo and Yavapai counties:

Care1st Health Plan
1-866-560-4042
www.care1staz.com

Steward Health Choice Arizona
1-800-322-8670

Parole Services

Parole services are available in all counties. Parole Officers (PO) and Youth Transition Specialists (YTS) match various services to families and youth that include interventions and community partners.
Your juvenile's PO works with your child to ensure s/he is able to meet all his/her goals within their CCP.
Your YTS meets with your family early on to obtain information about your history, risks and strengths. They will refer your child for treatment services in the community and will monitor his/her progress.
YTS offer support for youth in the community by providing information on academic programming and career planning, helping to locate funding for college classes, and by attending staffings.

Parole Violators

If your child does not follow his/her Conditions of Supervision while on Conditional Liberty status, s/he may be placed in a more structured program and/or moved to a more restrictive placement or secure care.
Continued or serious violations of his/her Conditions of Supervision will likely result in the issuance of a law enforcement arrest warrant and in the revocation of his/her Conditional Liberty.
Before a revocation occurs, your child is entitled to a Revocation Hearing. Your child has the following rights:

Right to a warrant or citation giving your child notice of charges (or allegations) against him/her;
Right to contact his/her Parents/Legal Guardians;
Right to a suspension hearing within 96 hours of his/her return to secure care
Right to School (unless he/she had a detention hearing at a county detention center);
Right to a fair and impartial Hearing Officer;
Right to reasonable accommodations due to a disability;
Right to be assisted by a lawyer at their own expense or by a Juvenile Ombuds;
Right to appear at their hearing;
Right to speak and to present witnesses and other evidence;
Right to question his/her parole officer or other witnesses;
Right to remain silent;
Right to a written copy of the hearing results and reasons for those results;
Right to an appeal to the Legal Systems Bureau Administrator.

Victims or their representatives also have a right to attend and speak at your child's revocation hearing.

Return to Secure Care

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

Parole Violator Assessment

ADJC staff in the Parole Violator Unit assess all youth who violate their parole and return to secure care. They gather and review information about their community performance to see what worked and what didn't. Based on the results of the assessment, the youth, parents/legal guardians, and the MDT will create a new CCP. A Revocation Hearing takes place during this process and is usually held **10** to **14** days after the youth's return to secure care.

Parole Violator Hearing

At a youth parole violator hearing, staff will present what the youth did well and the violations of their conditional liberty. The Hearing Officer could reinstate the youth back home or to a residential placement. The Hearing Officer may revoke (cancel) the youth's parole.

Revoked, what does it mean?

It means youth lose their conditional liberty status and may return to secure care.

What if my child is revoked?

If your child receives new charges due to their delinquent behavior, s/he could be revoked and returned to Adobe Mountain School. The length of time a youth stays in programming will be decided by the juvenile judge or assessment process. If your child is revoked, new parole violator assessments and evaluations will help staff suggest programs that will focus on helping your child get released again and give him/her the best chance to be successful in the community.

Arizona Interstate Compact



The Arizona Interstate Compact Office is responsible for the supervision of youth who reside in Arizona but adjudicated in another state and for processing requests to move and live in another state from youth adjudicated in Arizona. In addition, the office is responsible for the return of juveniles, delinquents, and status offenders who are on probation, parole or runaway status who have absconded, escaped, or runaway from supervision and control.

ADJC has the sole authority of the Interstate Compact for youth for the State of Arizona. The Arizona Interstate Office is authorized and encouraged to provide cooperative efforts and mutual assistance with other compacting states and jurisdictions to ensure the appropriate supervision and movement of youth between states and jurisdictions.

Interstate Parole/Probation

It's a youth on parole or probation in this state, under ADJC supervision, that was adjudicated by a jurisdiction outside of Arizona. Or, it's a youth adjudicated in Arizona, requesting to move and live to another state. In this case, youth must have an Interstate Compact Request for Supervision approved and accepted by the receiving state before leaving the sending state.

Parole Office Locations



Central Region Parole Office
1624 W. Adams Street
Phoenix, AZ 85007
and
120 W. 1st Avenue
Mesa, AZ. 85210
(602)542-4685

Northwest Region Parole Office
1624 W. Adams Street
Phoenix, AZ 85007
(602) 542-4685

Interstate Compact Office
1624 W. Adams Street
Phoenix, AZ 85007
Phone: (602)364-3509

Southeast Region Parole Office
2222 E. Ajo Way Bldg. M
Tucson, AZ 85713
(520)724-4751