Youth Handbook



Arizona Department of
Juvenile Corrections

2019

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 a staff member. Remember, if you stay focused and work hard, you will definitely achieve your goals.

Director

ADJC 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.

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 reached the limit of your court jurisdiction which will be your 18th or 19th birthday (if considered extended jurisdiction).

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 or 19th birthday depending on the court jurisdiction.

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

Names and Numbers YOU NEED TO KNOW

My name		**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	
Name	

Juvenile Ombudsman (JO)	
Name	

Volunteer Coordinator	
Name	

Chaplain	
Name	

Youth Transition Specialist (YTS)	
Name	

Visitation	
Day	
Time	

Where can you find...

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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 secure care facility.

<p>Image courtesy of FreeDigitalPhotos.net</p

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 supports 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

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



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, referral to the County Attorney, and/or a transfer to adult court with adult charges.

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

Property

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 will 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 not wear your pants cuffed or tucked into your socks or shoes
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 hygiene 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.

You have the right to keep and use hygiene items and religious scripture of your faith. 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
2 gym shorts
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 Holy Scripture appropriate to your religious beliefs, i.e., Bible, Koran, etc. provided by the Chaplain
7 pairs of underwear
1 bed sheet, 1 blanket
2 nightgowns (female only)
Maternity clothes (female only)
7 bras (female only)

Hygiene items:

1 shaving cream (stored in office)
1 shaving 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 as needed
1 bar soap
1 black hair tie if you are allowed to wear your hair long (females/Native Americans only)
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 or Narcotic drugs
- Illegal prescription 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
- Drawings or writings that are gang related, explicit, or that glorify drugs/alcohol/violence
- Tobacco or any accessory used for tobacco substances, including chewing tobacco products
- Plastic bags or saran wrap

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 most important evaluations is the Arizona Youth Assessment System (AZYAS); the information from this evaluation will help create your Continuous Case Plan (CCP) and your goals. 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 (of the same sex) 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. Any contraband found or excess items will be taken at that time.

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 and your Parole Officer. Once you are in your Housing Unit, you may be visited by your parents/legal guardians, grandparents, brothers, sisters, 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 through the Positive Behavior Interventions and Supports (PBIS) Program. 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. Food items or drinks are **NOT** 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. If you have an emergency or need to speak with your family, contact your YPO III Case Manager.

Calls to and from Arizona Department of Child Safety (DCS), 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 mail. Mail will be read for contraband or may be removed, as specifically authorized in accordance with ADJC Policy and Procedure. If any mail has to be removed you will be notified and it will be placed in your property.

Your name and K number
Adobe Mountain School and
name of your Housing Unit
2800 W. Pinnacle Peak Road
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 letters and publications will be processed within 48 hours of receipt, excluding weekends and holidays.

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.

Canteen is a monetary program that is driven by points accumulated for demonstrating positive behavior. The ability to purchase canteen can also be earned by participating in several work crews. In addition to earning money, your parent/legal guardians are also able to send in **Money Orders** to be deposited into your account at the facility Business office. **Money Orders** are the only **acceptable** way money can be deposited into your account. A receipt will be given to you when money is deposited.

Money earned may be spent ordering from the weekly Canteen list. The Canteen system is where you are able to order/buy additional hygiene items, not already provided, such as shampoo or conditioner, beverages and snack items such as candy bars and chips.

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 two weeks of moving out of RAC and into your Housing Unit you will have your first MDT meeting which is called the Initial Continuous Case Plan Staffing (CCP). 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 and groups 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.

Treatment

The treatment program is a 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 several times a week 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.



Individual Treatment 1:1s - will take place with just you and the unit QMHP (Psych Associate). Your unit's Psych Associate will let you know when and how often you will meet with them.

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/legal guardians 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:

Aggression Replacement Training(ART)– this structured program is designed to break down skills into simplified "steps". It is a 10 week closed group which is made up of 3 components: **Social Skills Training**, **Anger Control Training**, and **Moral Reasoning**. This group/program is designed to reduce your risk to reoffend.

Dialectical Behavioral Therapy (DBT)- helps you to learn coping skills to deal with emotions and problem situations. This program is 24 weeks long and helps you to replace your criminal and inappropriate behaviors with new, appropriate ones. There are 4 parts to this program: **Mindfulness** which will teach you to focus on the present moment**, Distress Tolerance** which will help you to experience pain skillfully, **Emotion Regulation** which will help you manage intense negative emotions in a healthier way and finally, **Interpersonal Effectiveness** which will help you effectively advocate for yourself or others, set boundaries, and cope with conflict with others.

Sexualized Behavior Treatment - this program is called the **Stages of Accomplishment** which is a set of 4 inter-related workbooks that are designed to help change behaviors of those who struggle with sexual-abuse behaviors. It is designed to address thinking errors, behavior cycles, victim empathy, and promote healthy relationships.

The Seven Challenges – This program is designed to motivate a decision and commitment to change and to support success in implementing the desired changes. Counselors will teach you to identify and work on the issues that are most relevant to you. In these sessions, you will discuss the problems/concerns that matter to you most.

Sex Trafficking Awareness and Recovery (STAR) – This program provides services and promotes healing for youth who are at risk of or have experienced commercial sexual exploitation and domestic sex trafficking. This is to develop their inner strengths, self-esteem, and dreams.

Phase System

(GROWTH PHASE SYSTEM)

While you are in ADJC, staff will evaluate your behavior and CCP progress every day. The Growth Phases System has 6 total **phases**:

Orientation Phase- phase you are on while in RAC. You will learn the basics and the rules of the facility.
Acknowledgement Phase- you will learn of your treatment issues and focus on victim empathy.
Understanding Phase- in this phase you will learn new skills and develop a "relapse prevention plan".
Application Phase- you will work with ADJC staff to begin to apply the new concepts that you have learned.
Demonstration Phase- during this phase you will apply and demonstrate your new pro-social skills and prepare for utilizing these skills in "real life".
Re-Entry Phase- this is the phase you will need to be to be released - you will focus on relapse prevention and reconnecting in the community.

Right now you are in the Orientation Phase and you will be placed on the Acknowledgement phase **when you move to your permanent unit**, but if you behave and show progress in meeting your education, treatment, and behavior goals, you will be able to move in your phases.
Although moving up in your phases are 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 Phase System.



TEMPORARY STABILIZATION UNIT (TSU)

3 ways to go to TSU

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

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 TSU.

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

You will be strip searched by a staff member of the same sex every time you go to TSU.

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 TSU.



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 at a later date to discuss your CCP progress.

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.



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 cannot participate in recreation or work until you comply with all health unit requests and a physical exam**.

You will receive Sexually Transmitted Disease (STD) 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).

Americans with **D**isabilities **A**ct (**ADA**)

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 E-mail at ADA-Request@azdjc.gov**



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 to be put on the sick call list 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/or have to be taken to a hospital, the Health Care staff will notify your parents/legal guardians or the emergency contact number if you are 18 years old.

Education

As part of your requirements, you will be attending school at Adobe Mountain School. School is scheduled throughout the year and broken into blocks of time in which you may earn high school credits. Each of you arrive at different levels of educational attainment, and our goal at Adobe Mountain is to determine the best educational pathway for you to earn your credits and high school diploma. Your educational records will be reviewed, and course offerings will be based on your educational needs.

When you enter RAC, you will have various assessments and career interest surveys to determine your best educational pathway. You will work toward earning your high school credits and/or a high school diploma. Our school program also offers work experience and 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, continue with your Individualized Educational Plan (IEP) or Section 504 plan, and provide you with educational services as per your plan. Additionally, eligible students may have the opportunity to take preparation courses for and obtain their General Equivalency Diploma (GED).



Academic Programs

GED

High School Credits

High School Diploma

Work Experience Credits

Career Technical Education

Computer Animation

Automotive

Culinary Arts

Computer

Cosmetology

Building Trades

Job Readiness/Career Exploration

Work Experience

Landscaping

Maintenance

Kitchen

Personalized Learning

Many students that come to Adobe Mountain School need to make up extra credits to get back on track in obtaining their diploma. Our personalized learning program includes a credit recovery program that allows you the opportunity to catch up to your cohort, earn dual credits (AP) and obtain the necessary credits and courses required to earn your diploma. Our computer based programming is in addition to taking courses at Adobe Mountain School. This not only allows you to earn extra credits, but you can also take courses that are not typically offered during the school day. Our Personalized Learning Program allows students to create their own educational pathway towards a diploma and college and career readiness

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 to make sure you receive the best educational experience possible.

Not sure what you want to do after high school?

Do You have questions about your future?

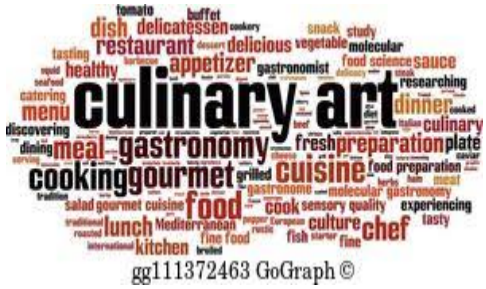
What types of careers are out there that fit my Interests?

How do I apply to Colleges or for Apprenticeships?

Adobe Mountain School offers a multitude of career and technical classes to help prepare you for your future. Transition and vocational courses are offered to introduce you to a variety of career opportunities through industry specialists. Our programs will provide insight to careers in the community, apprenticeship opportunities, and career resources to utilize after leaving Adobe Mountain. Course offerings will help you develop skill sets for employability and the opportunity to earn certifications that may be used for gaining future employment. Thinking of going to college? Our transition program can help you navigate through this process to apply to colleges and universities.

Do you want to become a Chef, a Barber or work in the construction field?

Our **Culinary Arts program** provides you with the opportunity to earn a food handlers card that allows you to work in the food industry. Also, students can learn large kitchen work skills through our school to work program. You will work in a commercial-style kitchen and may even have opportunities to provide catering for special events



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. You may earn school hours that can be transferred to beauty schools outside of Adobe Mountain School.

Our **Building and Trades program** provides hands on opportunities to learn different construction trades' skills. Our Building and Trades programs provide classroom instruction in the areas of electrical, welding and building and maintenance. We also offer a school to work program that provides hands on training to develop these construction and maintenance skills.

Ask your teacher or request to speak with a Counselor regarding many of our Career and Technical programs.

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

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.

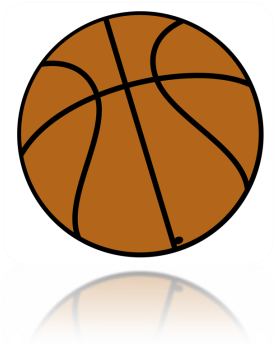
Many volunteers provide religious services and events throughout the year, and in many cases volunteers are there just to listen when you need someone to talk to.

Pro-social Activities

Success in school and life depends on your ability to interact with others in a positive manner. Adobe Mountain offers activities that meet regularly such as scouts, or occasionally like unit barbeques where pro-social skills can be practiced.



Boy Scouts/Girl Scouts- have you ever wanted to join the Boy Scouts or Girl Scouts? There are opportunities to be a member of the scouts here at Adobe Mountain. Applicants for scouts must be at the "understanding" phase of treatment, demonstrate positive behavior and passing all of your education classes. Please see your caseworker for an application.



Do you like sports?



Adobe Mountain School has a variety of sports teams for you to try-out and participate in. Boys' basketball as well as co-ed soccer teams are all offered.



Guidelines for Sport Team Participation

- At the "understanding" phase of your treatment
- Positively participating in your treatment
- Demonstrating positive behavior
- Passing your education classes

Tattoo Removal Program

Do you have a tattoo that you wish wasn't there? We have a program that will help you get that tattoo removed if you qualify. There is an application you need to fill out, you need to be passing all of your classes as well as be moving forward in treatment and be at the "understanding" phase. Ask your caseworker about what you need to do to be a part of the program.



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 Ombudsman

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 Ombudsman (JO), who is that?

A Juvenile Ombudsman is a person who helps you solve problems and represents or advises you in hearings. An Ombudsman works to ensure that everyone is treated fairly. A Juvenile Ombudsman 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 assistance to complete a Grievance Form.

Distributes and collects "Contact Forms" - These forms are on each unit, and can be used if you have a question, need to speak to a staff member or your attorney, or want 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 Ombudsman can assist you with PREA questions as well.

Represents you in hearings

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

3 Types of Hearings occur within ADJC

Temporary Stabilization Unit (TSU) 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.

Deferred Revocation Hearings - If you are on Conditional Liberty (Parole) and commit minor technical violations, you may have your revocation deferred (delayed). As you earn your way back onto regular parole, you will have regular hearings so a Hearing Officer can determine whether you should be revoked or remain in the community.

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.

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 Ombudsman at your facility. There is also a trained youth in your unit, called a Juvenile Grievance Coordinator, who can help you. After your Juvenile Ombudsman 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 Ombudsman 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 apply to be a Juvenile Grievance Coordinator.

Restorative Justice

Restorative Justice is about repairing the harm that has been done as a result of your 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

Extended Jurisdiction

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

- Are subject to the same security, 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. The packet includes releases of information, selective service registration information, and voter registration information;
- Will be discharged at age 19 if not discharged sooner.

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 and harassment.

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 Arizona Department 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.

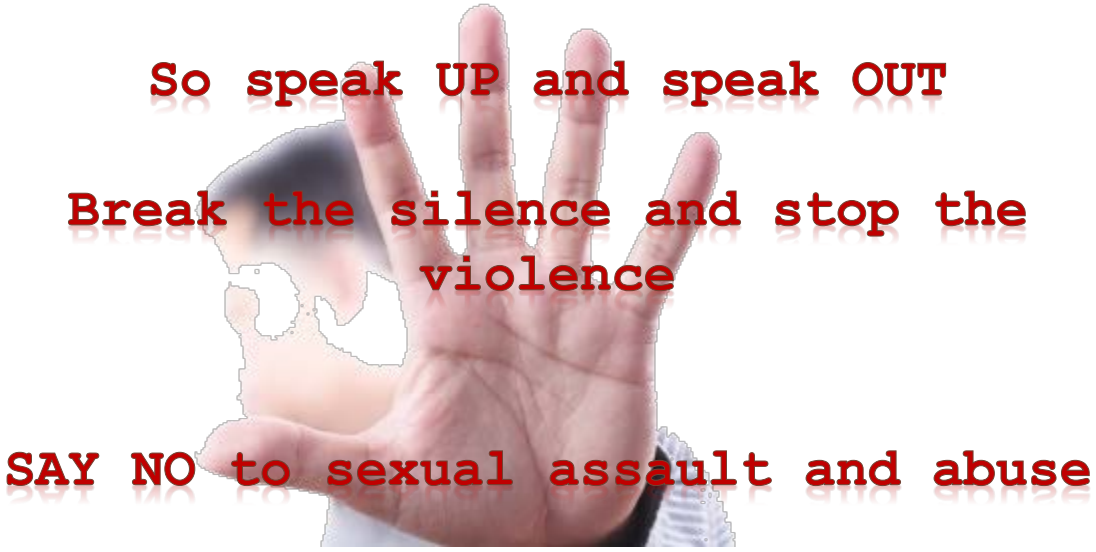


Image courtesy of FreeDigitalPhotos.net

Community



After release from secure care you will return to the community on Parole if you are under 18 years of age or 19 if you are on extended jurisdiction. You will have a Parole Officer (PO) assigned to you based on where you live. Your PO will work with you, your family/legal guardians and your MDT to create your CCP. Your CCP will continue to be your guide for what you need to work on in the community (treatment, education, work, drug testing and community service hours).

There are Conditions of Supervision which are rules you must follow while on Parole. You, your family/legal guardians and Parole staff will work as a team in monitoring your success in the community. If you successfully follow your conditions of liberty, 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 an **Absolute Discharge** by successfully completing all the requirements of your CCP. A discharge by reaching your 18th birthday or 19th birthday depending on your jurisdiction status, a discharge (civil commitment) being detained by Immigration and Customs Enforcement (ICE), or a discharge for cause by being convicted as an adult.

Destruction of your juvenile records, how you can apply?

You can ask the court to destroy your juvenile court and ADJC records if you have no adult felony convictions, no pending criminal charges, and have paid all of your restitution, fines and fees.

You can do this when you turn age 18 if you:

(1) Earned your absolute discharge and
(2) Were not adjudicated for certain serious offense under A.R.S. 13-501.

If you do not qualify for age 18 records destruction, you can ask the court when you are age 25 or older. A judge will decide, and the county attorney may object.

Victims' rights

Any of your victims registered with ADJC will be notified of the Absolute Discharge request and have the right to provide input to the Hearing Officer considering your request for Absolute 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 Arizona Department of Child Services (DCS) and the Regional Behavioral Health Authorities (RBHAs).

You can contact Community Services at 602.542.4157

Parole Services

Various services can be provided to you and your family that include intervention through Parole Officers (PO), and Youth Transitions Specialists (YTS) in addition to other community partners.
Your PO works with you to ensure you are able to meet all your goals within your CCP in the community.
Your YTS meets with your family early on to obtain information about your history, risks and strengths. They will refer you for treatment services in the community and will monitor your progress. The YTS also provides information on education programming and career planning. They can also help you locate funding for college classes and attend education meetings.

Parole Violators

If you do not follow the rules, what happens?



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

If you commit or continue to commit serious violations of your Condition of Supervision, a warrant may be issued for your arrest. You may have your Parole revoked.

Return to Secure Care

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 hearing, staff will present what you did well and the violations of your parole that you committed. The Hearing Officer could reinstate you back home or to a residential placement. The Hearing Officer could also revoke your parole.

It means you lose your parole status and you will stay in secure care. There will be a placement staffing to look at your individual needs and decide whether you will remain in the Parole Violator's unit, or move to another housing unit for other treatment.



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.

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
Phone (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